A HowTo
UMT-LMS

Step by Step Guide to Add a Quiz and its Questions

Learning Management System
Office of Technology Support

UMT LMS
Step by Step Guide to Add a Quiz and its Questions

1- Log in to your UMT-LMS account. And click into your UMT-LMS course. If you have **Teacher** rights for the course, you will be seeing a green button titled Turn Editing On and also the same link button in Course administration. Click on either buttons.
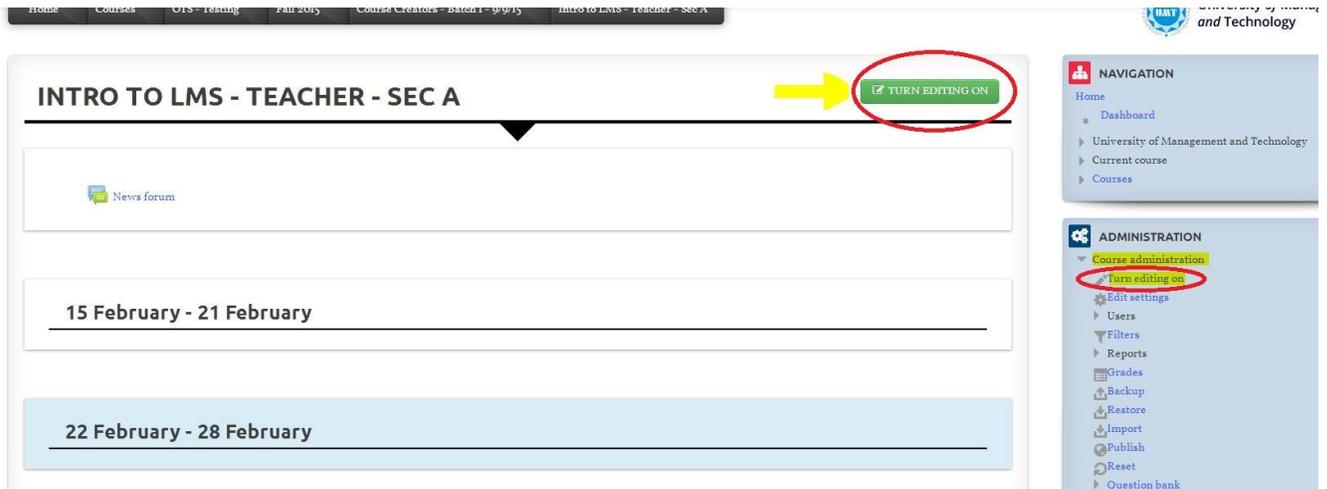
2- After Clicking on "Turn Editing On", button goes Red and you will see some extra options of "Edit" and "Add an activity or resource". Click on "**Add and activity or resource**".

3- Click on your **Quiz** button under ACTIVITIES block. Click on **Add** button.
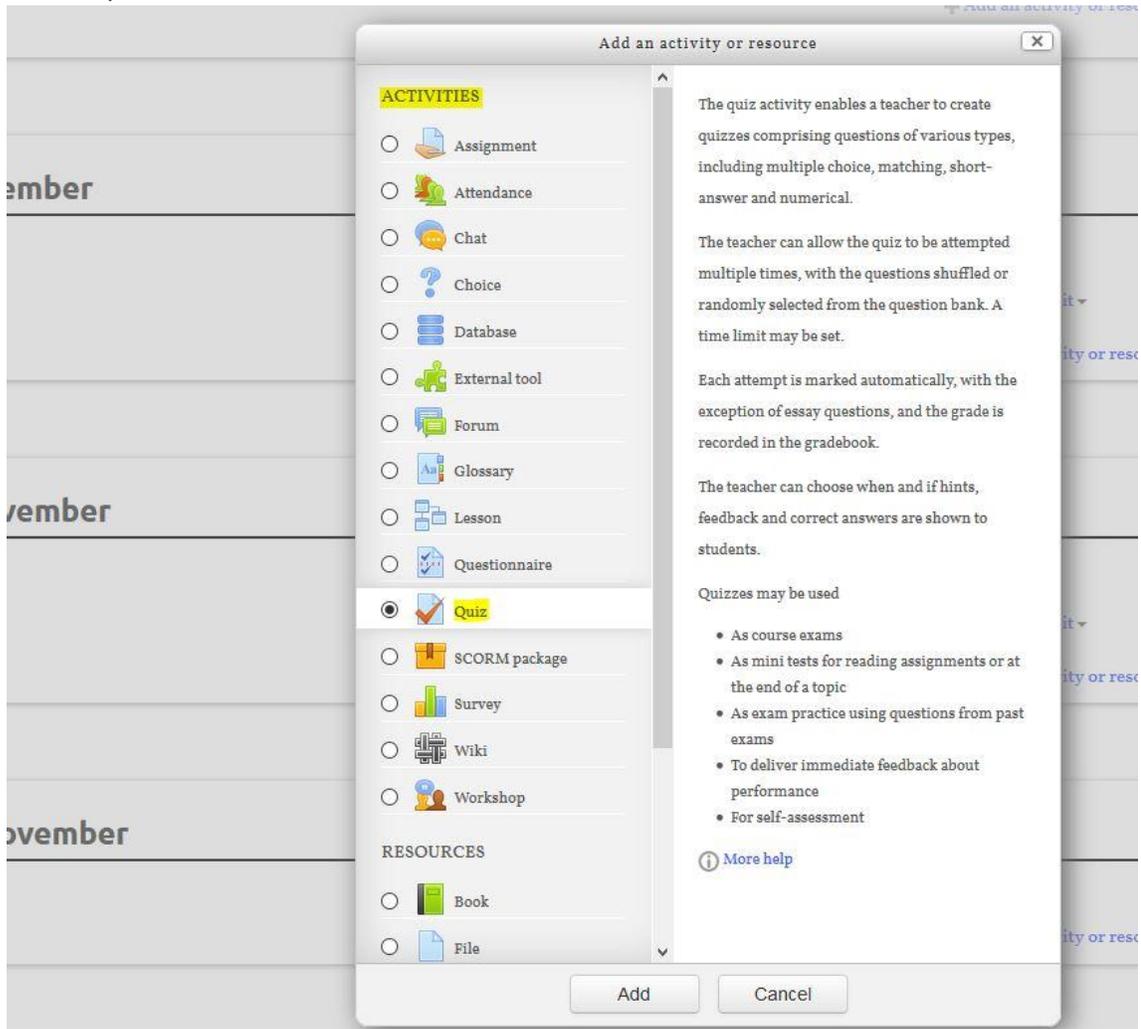
4- In the Adding a new Quiz page, type in **Quiz name**.
  a-   Now there comes quiz timing part. For "**Open the quiz**" option, first enable the check box and set the **Date** and **Time** to whenever you wish the quiz to be available to students/participants. For "**Close the quiz**" option, after enabling it you have to set the Date and Time to whenever the quiz needs to be closed for attempts on students' account.
  b-   "**Time Limit**" option is for the time limiting the whole quiz for students. As soon as "**Time limit**" completes, student won't be able to edit the quiz.
  c-   "**When time expires**" handles the response type when time expires. Let the option "**Open attempts are submitted automatically**" stay the way it is.

☑ Adding a new Quiz to 9 November - 15 November ⊘

General

Name* | Quiz #1

Description

☐ Display description on course page ⊘

Timing

Open the quiz ⊘ | 10 | March | 2016 | 00 | 00 | ☑ Enable

Close the quiz | 11 | March | 2016 | 23 | 55 | ☑ Enable

Time limit ⊘ | 15 | minutes | ☑ Enable

When time expires ⊘ | Open attempts are submitted automatically

Submission grace period ⊘ | 1 | days | ☑ Enable

5- In the **Layout** section, "**New page**" facilitates you with an option with a new page on every question or whatever number of questions you want to show per page. "**Navigation method**" is set to "**Free**" as default which allows student to navigate though out the quiz and to attempt the questions.

Layout

New page ⊘ | Every question

Navigation method* ⊘ | Free

Show less...

6- In the Question behavior section, you will have an option to "**Shuffle within questions**". This will make quiz trickier. Another option is "**How question behave**" in which "Deferred feedback" refers as if *you may wish the students to enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback*.
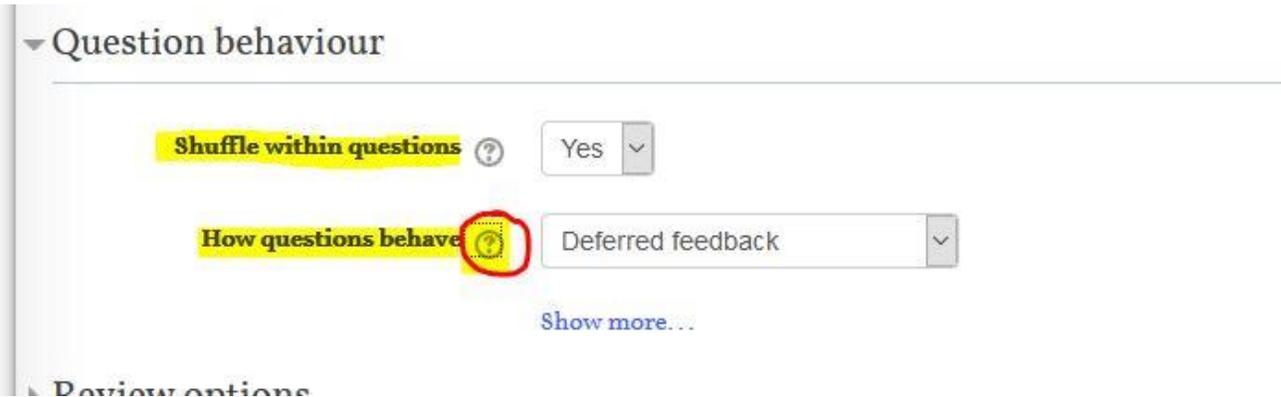
7- In the **Review options** section, these options control what information students can see when they review a quiz attempt or look at the quiz reports.
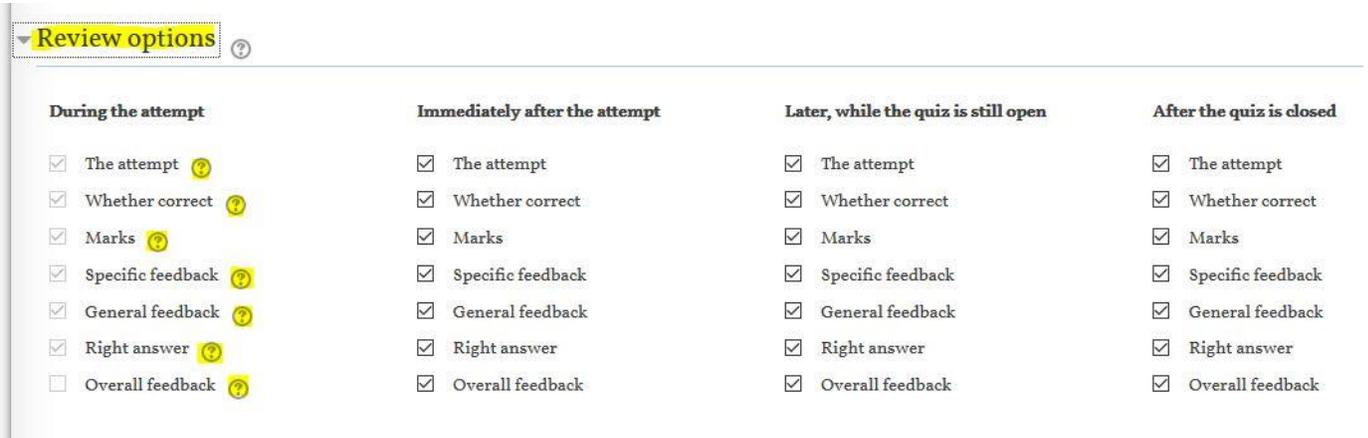
8- In **Extra restrictions on attempts** section, you can restrict the quiz through password and other options as well. Usually a password protected quiz is well enough.

9- Click on **Save and display** button to advance the next window.

10- Following window will open. As no questions has been added yet to the quiz, so click on **Edit quiz** button to advance the adding questions window.
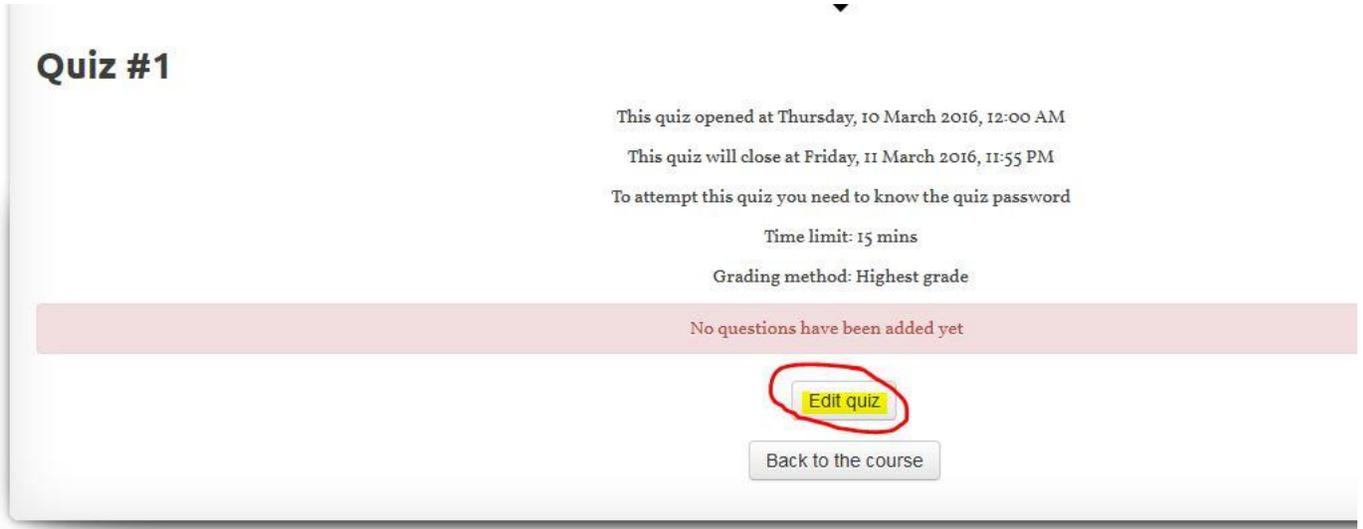
11- In the editing quiz page, click on **Add**,
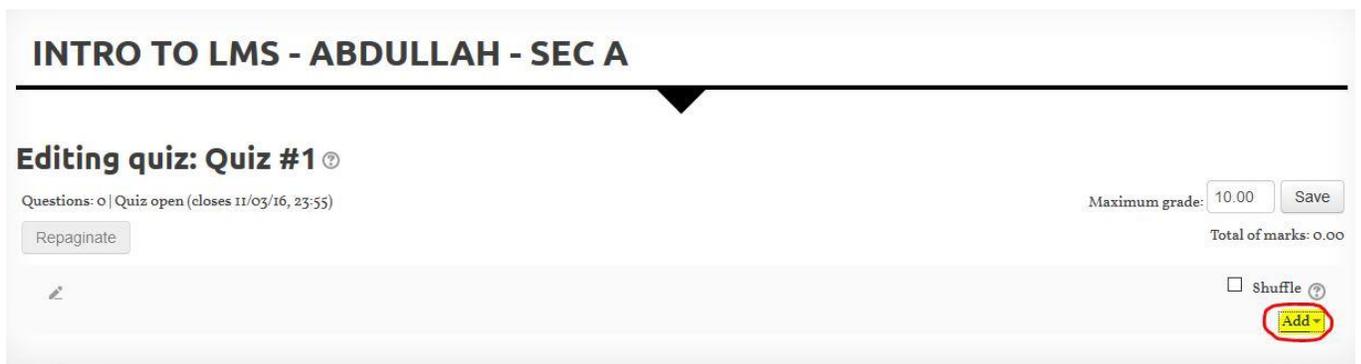
then on "**a new question**" option.
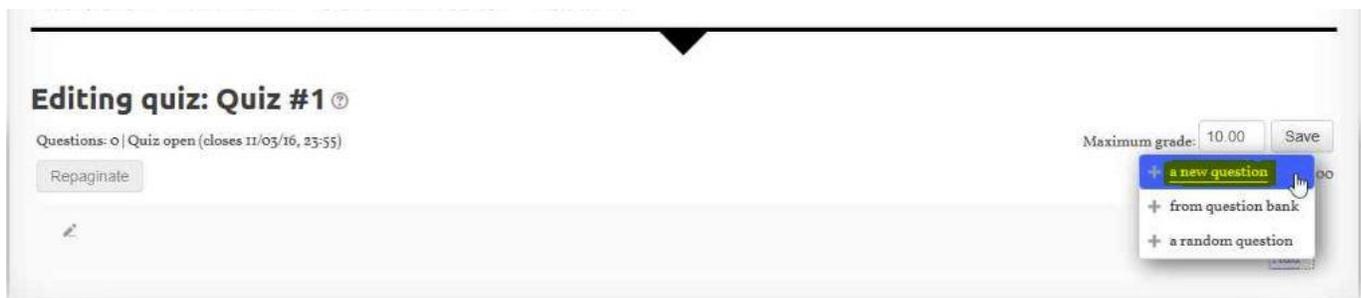
12- For example, we select "**Multiple choice**" option to create a question.
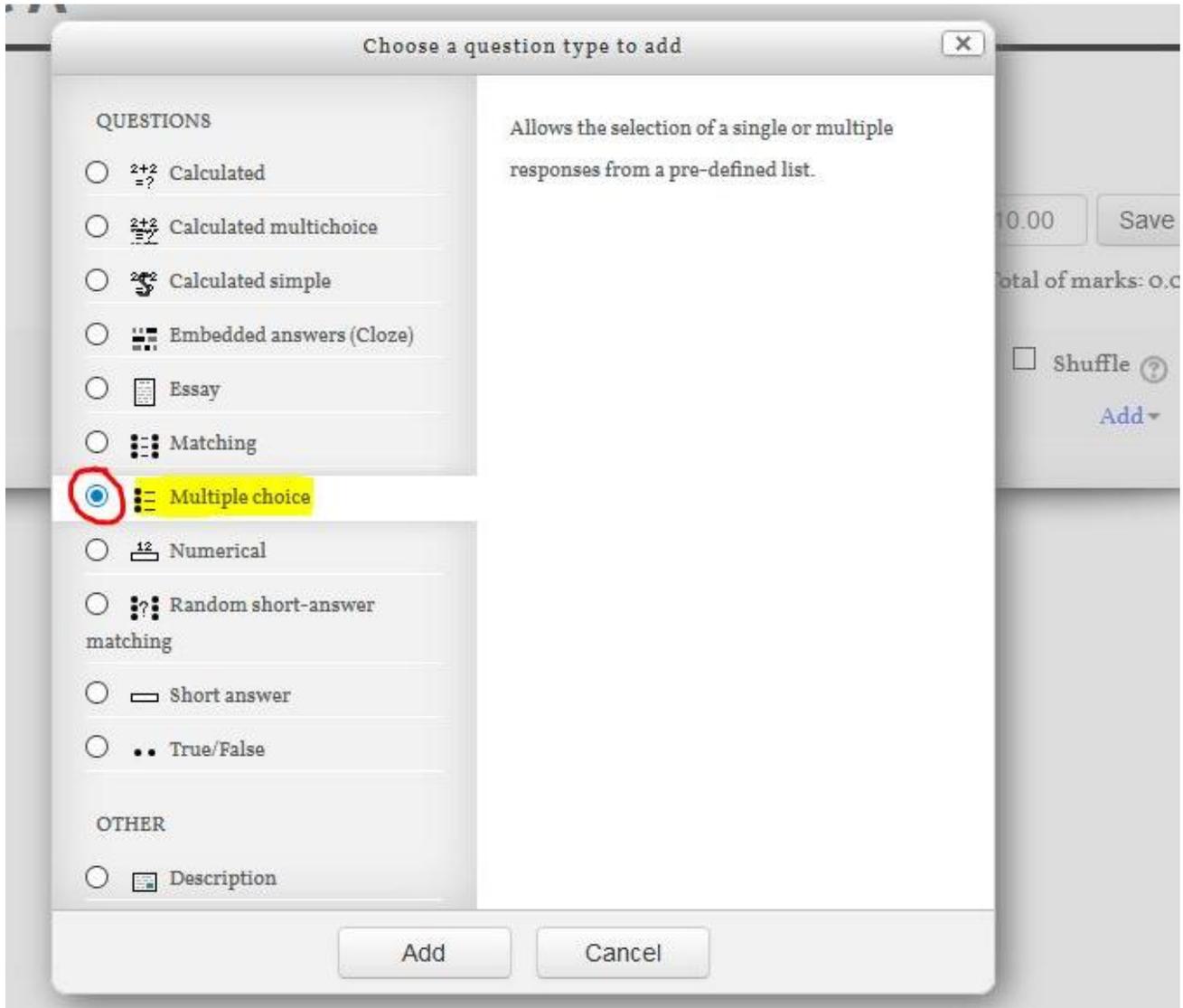
13- Type in the **Question name** in the question box. Then type the **Question text** that is to be asked from the student. Set the **Default mark** of the question. **One or multiple answers** (for multiple choice questions) can also be set. You can also "**Shuffle the choices**" by enabling its option.

14- In the **Answers** section. Fill in the choices. As shown in the picture, Choice 1 is written as "**Sydney**" and its Grade is set to "**None**" which represents "*zero*" weightage. Choice 2 is "**Canberra**" which

is the right answer so its Grade is set to 100. You can also mark negative weightage through Grade button.

▾ Answers

Choice 1

Sydney

Grade   None ▾

Feedback

Choice 2

Canberra

Grade   100% ▾

Feedback

Choice 3

Melbourne

Grade   None ▾

Feedback

15- "**Blanks for 3 more choices**" can add you more multiple choices. Click on "**Save changes**". You can add further questions to your quiz.

Blanks for 3 more choices

▸ Combined feedback

▸ Multiple tries

▸ Tags

Save changes and continue editing

Save changes   Cancel