OpenKGUMSB

QUIZ MANUAL FOR TEACHERS

OpenKGUMSB Teacher Quiz Manual

Written by:	**ICT UNIT (OOP, FNPH, FOTM, FOUGM)**
Department:	**KGUMSB**
Date:	**31-05-2024**
For:	**OpenKGUMSB Teachers**

QUIZ

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when to show hints, feedback, and correct answers to students. Quizzes may be used

- As course exams

- As mini tests for reading assignments or at the end of a topic

- As exam practice using questions from past exams

- To deliver immediate feedback about performance

1. **Enable Quiz**

2. **Create and Configure Quiz**

+ **Add an activity or resource**

Click on the add an activity or resource

Add an activity or resource

Search

| Starred | All | Activities | Resources | Recommended |

| Assignment | Chat | Checklist | Choice |

| Database | Feedback | Forum | Glossary |

Click on the Quiz →

| Quiz | SCORM package | Survey | Wiki |

| Name | ❗ | Chapter 1 – Quiz | ← Type a name for your quiz. |

Description

☐ Display description on course page ❔

✓ **Timing**

| Open the quiz | ❔ | ☐ Enable | 8 ⬍ | August ⬍ | 2024 ⬍ | 14 ⬍ | 26 ⬍ | 📅 |

Enable checkboxes to select the opening and end date from this section

| Close the quiz | | ☐ Enable | 8 ⬍ | August ⬍ | 2024 ⬍ | 14 ⬍ | 26 ⬍ | 📅 |

| Time limit | ❔ | 0 | minutes ⬍ | ☐ Enable |

OR select the time limit directly.

⌄ **Grade**

| Grade category | ❔ | Uncategorised ⬍ |

| Grade to pass | ? | [   ] | ← Set the grade to pass |

| Attempts allowed | | Unlimited ⇕ | ← Set the number of attempts allowed |

| Grading method | ? | Highest grade ⇕ |

⌄ Layout

| New page | ? | Every question | ← Limit the number of questions per page |

Show less...

| Navigation method | ? | Free ⇕ | ← When sequential navigation is activated, students must complete the quiz in the given order and cannot go back to previous pages or skip forward. |

⌄ Question behaviour

| Shuffle within questions | ? | Yes ⇕ |

| How questions behave | ? | Deferred feedback |

⌄ Review options ?

During the attempt
- ☐ The attempt ?
- ☐ Whether correct ?
- ☑ Maximum marks ?
- ☐ Marks ?
- ☐ Specific feedback ?
- ☐ General feedback ?
- ☐ Right answer ?
- ☐ Overall feedback ?

Immediately after the attempt
- ☑ The attempt
- ☑ Whether correct
- ☑ Maximum marks
- ☑ Marks
- ☑ Specific feedback
- ☑ General feedback
- ☑ Right answer
- ☑ Overall feedback

Later, while the quiz is still open
- ☑ The attempt
- ☑ Whether correct
- ☑ Maximum marks
- ☑ Marks
- ☑ Specific feedback
- ☑ General feedback
- ☑ Right answer
- ☑ Overall feedback

After the quiz is closed
- ☑ The attempt
- ☑ Whether correct
- ☑ Maximum marks
- ☑ Marks
- ☑ Specific feedback
- ☑ General feedback
- ☑ Right answer
- ☑ Overall feedback

Change the review options by enabling and disabling the check boxes.

⟩ Appearance

⟩ Safe Exam Browser

⟩ Extra restrictions on attempts

| Require password | ? | Click to enter text ✏ | ← You can set a password here and to access the quiz, participants will need to enter the password provided by the teachers. |

⟩ Tags

⟩ Competencies

☐ Send content change notification ?

[Save and return to course] [Save and display] [Cancel]
↑

Click save and
return to course.

3. Create Quiz Questionnaires

Click on Quiz in the content page

Test quiz ✏
Opened: Thursday, 8 August 2024, 3:40 PM   Closes: Friday, 9 August 2024, 3:40 PM

Quiz   **Settings**   **Questions**   **Results**   **Question bank**   **More** ⌄

Opened: Thursday, 8 August 2024, 3:40 PM
Closes: Friday, 9 August 2024, 3:40 PM

Add question ← Click on the button to
start adding questions.

Grading method: Highest grade

Questions

Questions: 0 | Quiz open (closes 9/08/24, 15:40)

Repaginate   **Select multiple items**

Set the maximum mark
here and save it

Maximum grade 10.00 **Save**

Total of marks: 0.00

Enable the checkbox to → ☐ Shuffle ❶
shuffle the questions

Add ⌄

Click on the drop-down
arrow to start adding
questions

Click Add and then click '+ *a new question*'

Choose the question type you want to add and click "Next" ('When you click on a
question type on the left, helpful information appears on the right.
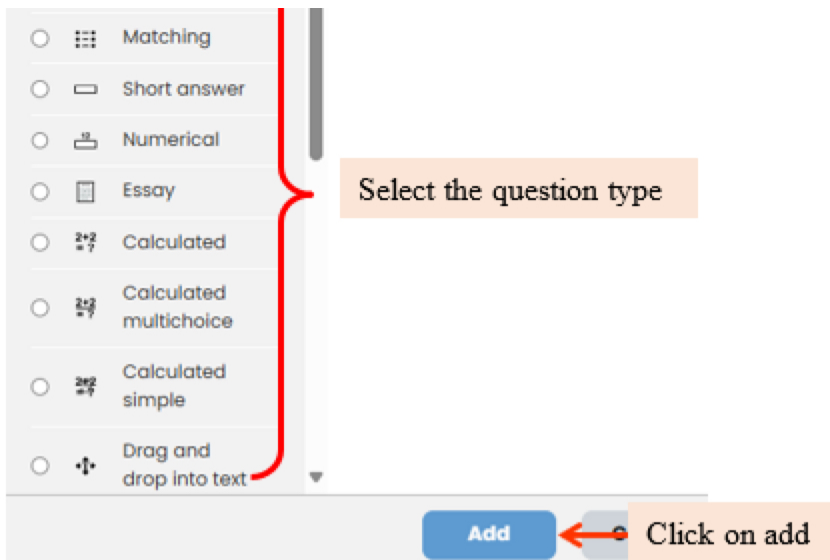
Choose a question type to add   ✕

QUESTIONS   Select a question type to see its
                                   description.
○ ☷ Multiple
        choice

○ •• True/False

Select the question type

Click on add

4. Import Questions into Question Bank

Prepare your questions in word document as shown in the given format below:

Which type of the following delays causes maternal morbidity and mortality due to bleeding after delivery?

A. Delay in seeking care/ home delivery

B. Delay in reaching the facility/ transportation.

C. Delay in recognition and resuscitation

D. All of the above.

ANSWER: D

Save the document in Plain text format
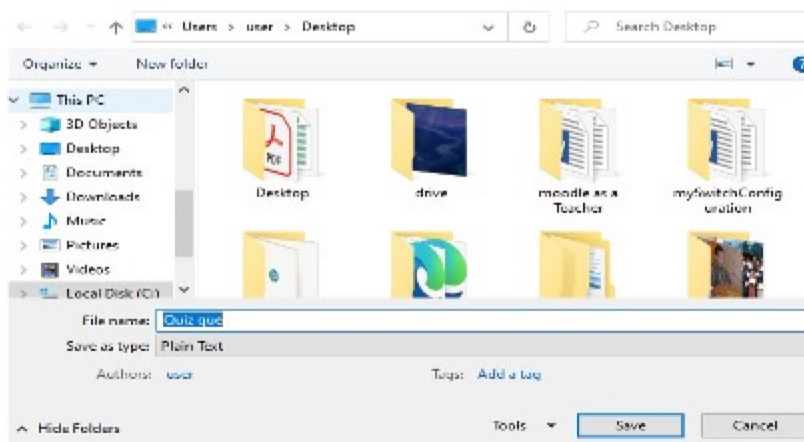
Open the quiz and go to the *Question bank* tab

Quiz **Settings** **Questions** **Results** (**Question bank**) **More** ⌄

Opened: Thursday, 8 August 2024, 3:40 PM
Closes: Friday, 9 August 2024, 3:40 PM

Add question

Quiz **Settings** **Questions** **Results** **Question bank** **More** ⌄

Questions ⬍

Questio

Questions
Export
Import   ⬅ Click on Import
Categories

Match   All ⬍

You can either import the question to the default category or can create a new
category for the questions.
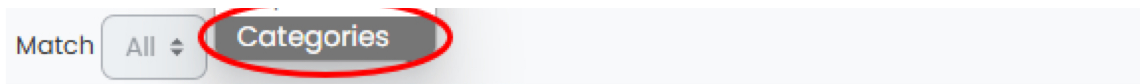
Quiz **Settings** **Questions** **Results** **Question bank** **More** ⌄

Questions ⬍

Questio

Questions
Export
Import

Match All ⬍ **Categories**

Categories ⬍   **Add category**   ← Click on Add category

Question categories❓

Question categories for 'Quiz: Test quiz'

- **Default for Test quiz (0)**
  The default category for questions shared in context 'Test quiz'.
  ⚙

Select the parent category and give a Name as shown below and click on Add category.

⌄ **Add category**

Parent category	❓	Top for Backup KGUMSB TQM
Name	❗	TQM Pre-Test
Category info		⬇ A ▾ B I ☰ ☷
ID number	❓	

Add category   Cancel

Now go back to Question bank and click on *Import*

⌄ **File format**

❗ ◉ Aiken format ❓ ←   Select the *Aiken format*
    ○ Blackboard ❓
    ○ Embedded answers (Cloze) ❓
    ○ GIFT format ❓

○ Missing word format ❓
○ Moodle XML format ❓

> **General**

⌄ **Import questions from file**

Import   ⓘ   **Choose a file...**   Maximum size for new files: 200 MB

import-question-format.txt

Import

Quiz   Settings   Questions   Results   **Question bank**   More ⌄

Import   ⬍

Parsing questions from import file.

Importing 1 questions from file

1. Which type of the following delays causes maternal morbidity and mortality due to bleeding aft

Click on *Continue.* ➡ **Continue**

You can view the questions under the category you created as shown below

Match   Category   ⬍   Type or select...   ▼   TQM Pre-Test (1) ×   ☐ Also show questions fr

AND

Match   Show hidden questions ⬍   No ⬍

\+   **Add condition**

Create a new question ...   **Reset columns**   Show question text in the question list?   Yes, text only

☐   ⚙⌄   **Question** ⚙⌄   **Actions**   **Status** ⚙⌄   **Version**   **Created by**   Cⱼ

T	Question name / ID number	⚙ ⌄		⚙ ⌄	⚙ ⌄	⚙
▲			✛		↔ First name / Last name / Date	
☐ ≣	Which type of the following delays causes maternal morbidity and mortality ... ✏	Edit ⌄	Ready ⇕	v1	Tshering Lham 8 August 2024, 10:13 PM	0

Which type of the following delays causes maternal morbidity and mortality due to bleeding after delivery?

- **Default for NBLS (62)**
  The default category for questions s
  🗑 ⚙ ↑ ↓ →
- **Pretest for TQM course (16)** 🗑 ⚙
- **TQM Pre-Test (1)** 🗑 ⚙ ↑ ↓ -
- **TQM Question Bank (26)** 🗑 ⚙ ↑

5. **Add Questions from Question Bank**

If you have not added the questions yet, click on the *Add question* button.

Quiz	Settings	Questions	Results	Question bank	More

Opened: Thursday, 8 August 2024, 3:40 PM
Closes: Friday, 9 August 2024, 3:40 PM
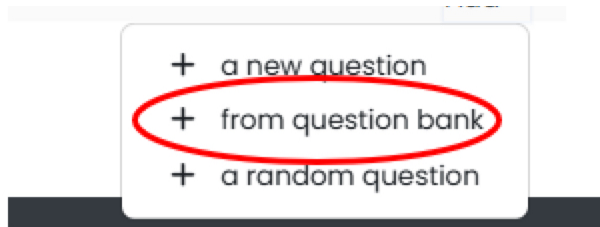
Add question

Grading method: Highest grade

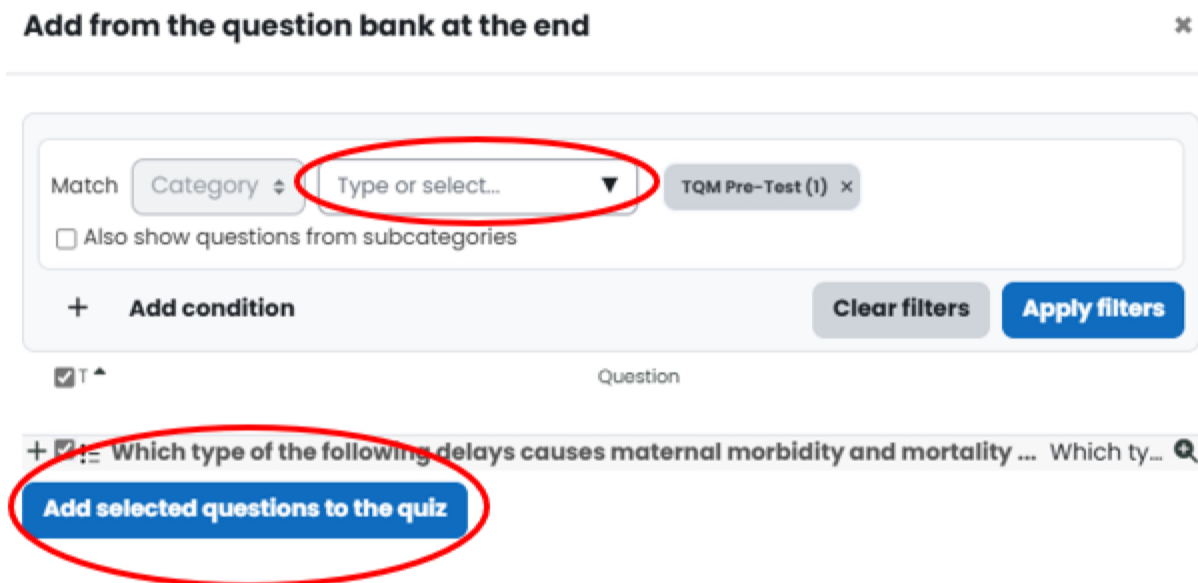Maximum grade | 10.00 | **Save**

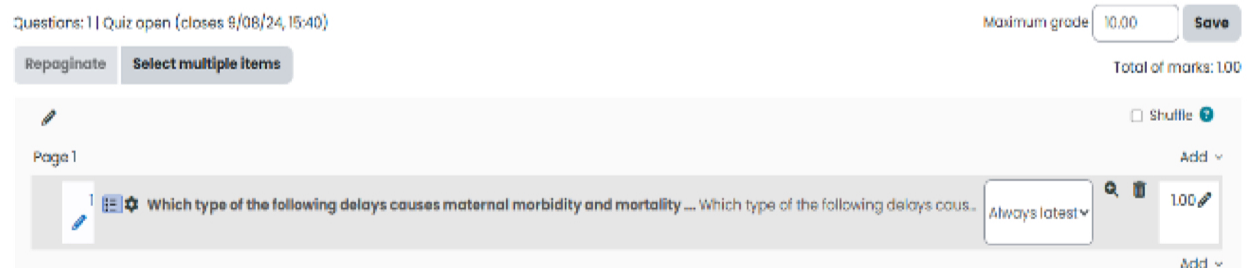Total of marks: 0.00

☐ Shuffle ❓

Add ⌄

You can select the quiz category to list down the questions under that category and tick the checkbox against the questions to be imported and click on the *Add selected questions to the quiz* button.
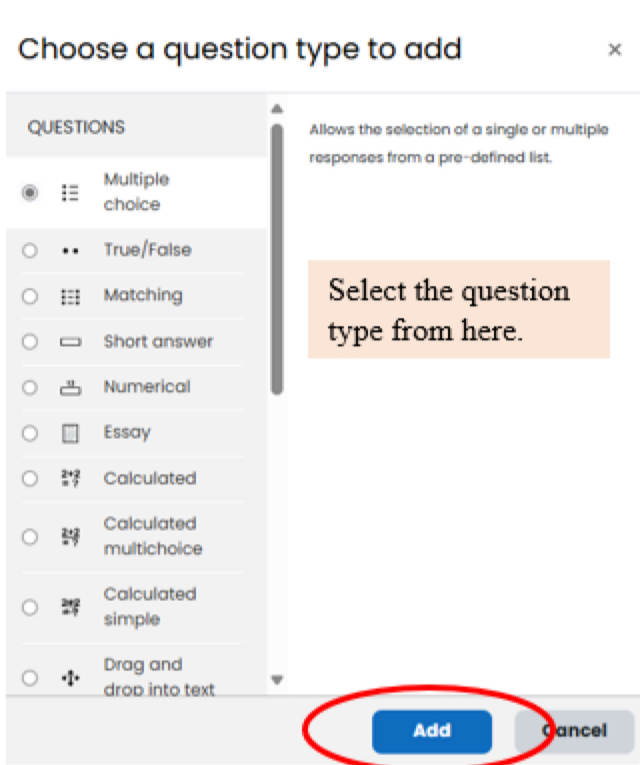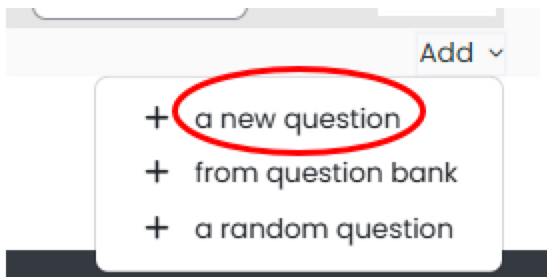

Add New Questions to Question Bank

That's it and you can continue adding as many question as you need depending on your requirement.

Add ∨

+ a new question
+ from question bank
+ a random question

Choose a question type to add ✕

QUESTIONS	
⦿ ≣	Multiple choice
○ ••	True/False
○ ⊞	Matching
○ ⌷	Short answer
○	Numerical
○ ▢	Essay
○	Calculated
○	Calculated multichoice
○	Calculated simple
○ ⊹	Drag and drop into text

Allows the selection of a single or multiple responses from a pre-defined list.

Select the question type from here.

Add   Cancel

Select the category, give a question name and add the question next to the *Question text* section.

Category

TQM Pre-Test (1) ⟵ Select the category or can leave it as default.

Question name ❗ MCQ 1

Question text ❗

⤵ A ▾ B *I* ≣ ≣ ≣ ≣ ∅ ⊗

Which of the following are common symptoms of Migraine?

Question status	Ready ⇕
Default mark ❗	1 ← Set the mark for the question.

One or multiple answers?	Multiple answers allowed ⇕
	☑ Shuffle the choices? ❓
Number the choices?	a., b., c., ... ⇕
Show standard instructions ❓	Yes ⇕

∨ Answers

Choice 1

↧ A ▾ B I ☰
U S X₁ X¹ ☰

Nausea and vomiting ←

Can start entering the choices and in this example, we are allowing multiple answers say 2 answers. In the Grade section have to divide 100% to 2 correct answers, so set it to 50 % for this correct choice.

Grade   50% ⇕ ←

Choice 2

↧ A ▾ B I ☰
U S X₁ X¹ ☰ ☰

Trouble hearing or ringing ears

Grade   None ⇕

Feedback

↧ A ▾ B I ☰

Choice 3

↧ A ▾ B I ☰

Extreme sensitivity to light and so

Grade   50%   ▲▼

Save changes and continue editing

Save changes   Cancel

🛑 Required

6. **Preview and Update Quiz**

You can click on the preview button to view the quiz and click on the settings button

to edit the question settings.

QUESTIONS

A simple form of multiple choice question with just the two choices 'True' and 'False'.

- ⚬ ☷ Multiple choice
- ⦿ •• True/False
- ⚬ ⊞ Matching
- ⚬ ⎚ Short answer
- ⚬ ⎍ Numerical
- ⚬ ▢ Essay
- ⚬ ²⁺² Calculated
- ⚬ ²⁺² Calculated multichoice
- ⚬ ²⁺² Calculated simple
- ⚬ ⊹ Drag and drop into text

Select the True/false

Add Cancel

Category	TQM Pre-Test (2)
Question name ❗	T/F 1
Question text ❗	GNH stands for Gross National Happiness.
Question status	Ready ⬍

Default mark   🔴   `1`

Correct answer   `True ⇕`

Show standard instructions   ❓   `No ⇕`

Feedback for the response 'True'.

⤵	A ▾	B	*I*	☰	☰	☰

<u>Excellent !</u>

Feedback for the response 'False'.

⤵	A ▾	B	*I*	☰	☰	☰

Try Again|

> **Multiple tries**

> **Tags**

Save changes and continue editing

QUESTIONS

○ ☰ Multiple choice

○ •• True/False

◉ ☷ Matching

○ ▭ Short answer

The answer to each of a number of sub-question must be selected from a list of possibilities.

Select Matching question type

Question name	❗	Matching

Question text ❗

Match the following.

Question status Ready ⬍

Default mark	❗	3

General feedback ❓

ID number ❓

☑ Shuffle ❓

Question 1

Bhutan

Answer | Thimphu

Question 2

Nepal

Answer | Kathmandu

Question 3

Bangladesh

Answer | Dhaka

Question 4

Answer	Colombo

Question 5