

How to add a quiz

(scroll down to find instruction with **image**)

Basic routine.

- Login with admin credentials
- While in Administration menu, If you see “Turn editing **ON**” – click on it. It will turn into “Turn editing **OFF**”
- A “**Category**” – implies a topic
- A “**Course**” - collection of LRM and quizzes



Text Instruction

1. Login
2. Go to “Manage Course and category”

Site administration

Courses

Manage Course and category

3. Select Category
4. Click new course
5. Enter details
 - a. General – Name, Category and ID
 - b. Description
 - i. Describe – if required
 - ii. Course summary file: Add image (drag n drop) – if required
 - c. Course format

- i. Format – Single activity format
 - ii. Type of activity – Quiz
6. Click “Save and display”
7. Import Questions
 - a. Click question Bank
 - i. Select import
 - b. Details
 - i. File format – Aiken format (first)
 - ii. Click on “choose a file”
 - c. Click Import
 - d. Click “Continue” (if there is no error in file)
8. Go to “Manage Course and category”

Site administration

Courses

Manage Course and category

9. Select “Category”
10. Select the “edit” button for the “newly added Course”
11. Enter details
 - a. Name and Description
 - b. Timing
 - i. Click “Enable” for “Open the Quiz” and choose date n time
12. Click “Save and details”
13. Click “Edit Quiz”
14. Press Add – select question bank
15. Select Questions to be added
16. Press Selected question to the quiz
17. Save

Under Quiz Administration

Use Edit setting – to edit Quiz details

Use Edit quiz – to edit quiz questions

Instruction with Images

1. Login



Log in

Username

Password

Remember username

← Step 2

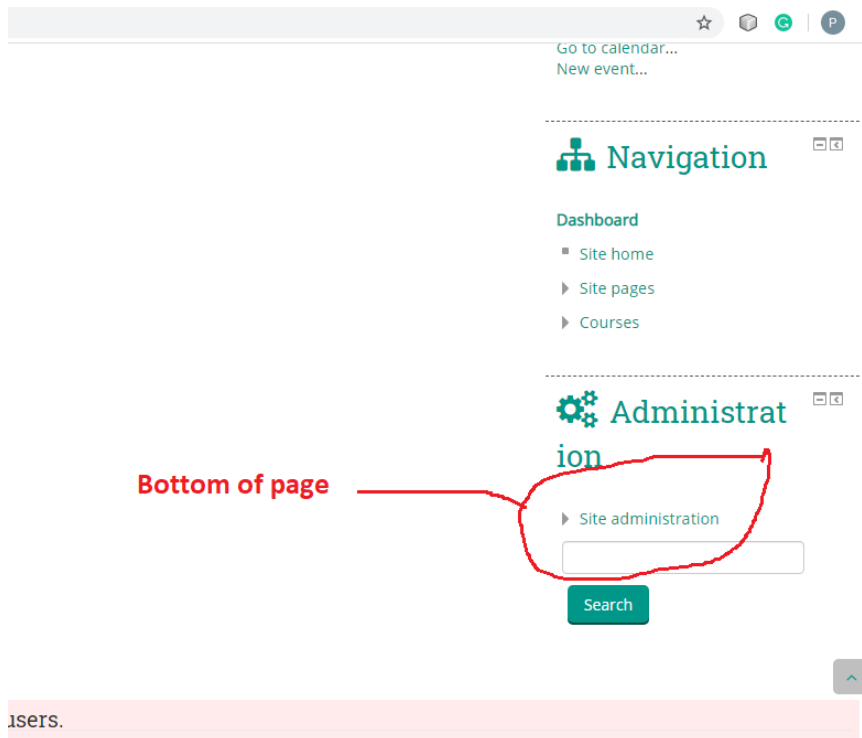
[Forgotten your username or password?](#)

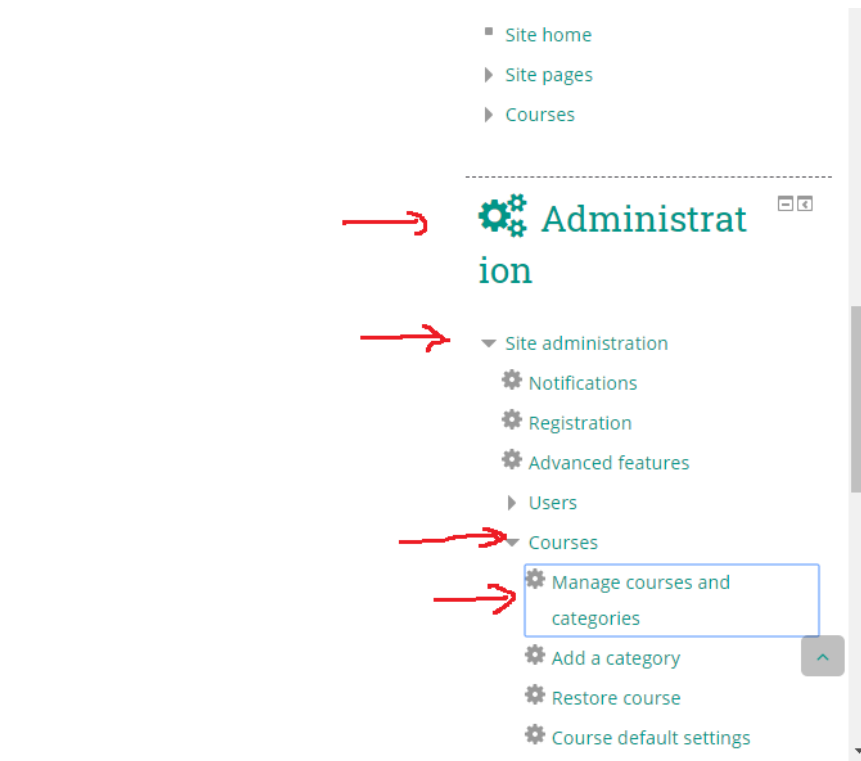
Is this your first time here?

For full access to this site, you first need to create an account.

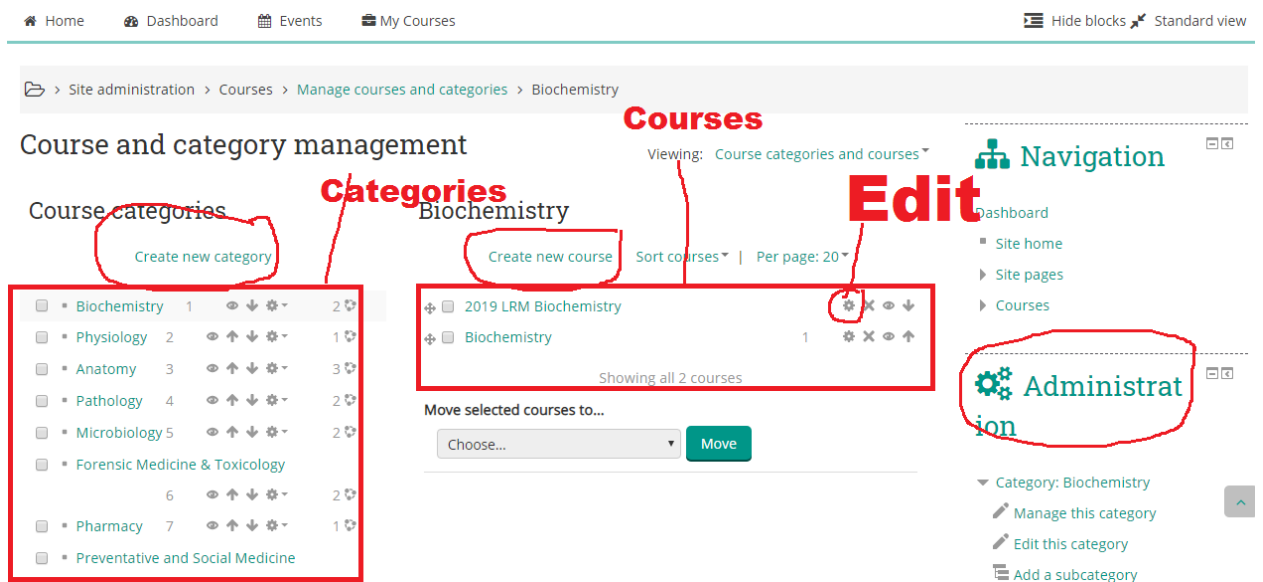
2. Go to “Manage Course and category”

Site administration – Courses - Manage Course and category





This will take you to the page shown below



3. Select Category (Topic) where LRM is to be uploaded

4. Click “Create new course”

This will take you to the page shown below. Fill the info as suggested in point no 5.

Site administration > Courses > Manage courses and categories > Add a new course

Add a new course

[Expand all](#)

General

Course full name*

Course short name*

Course category

Visible

Course start date

Course ID number

Description

Course summary

Course format

Format

Type of activity

Appearance

Files and uploads

Completion tracking

Groups

Role renaming

Tags

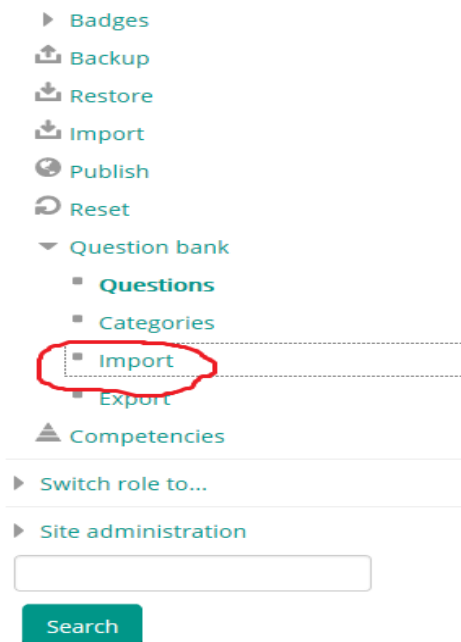
5. Enter the following details in the above form

- a. General – Name, Category and ID

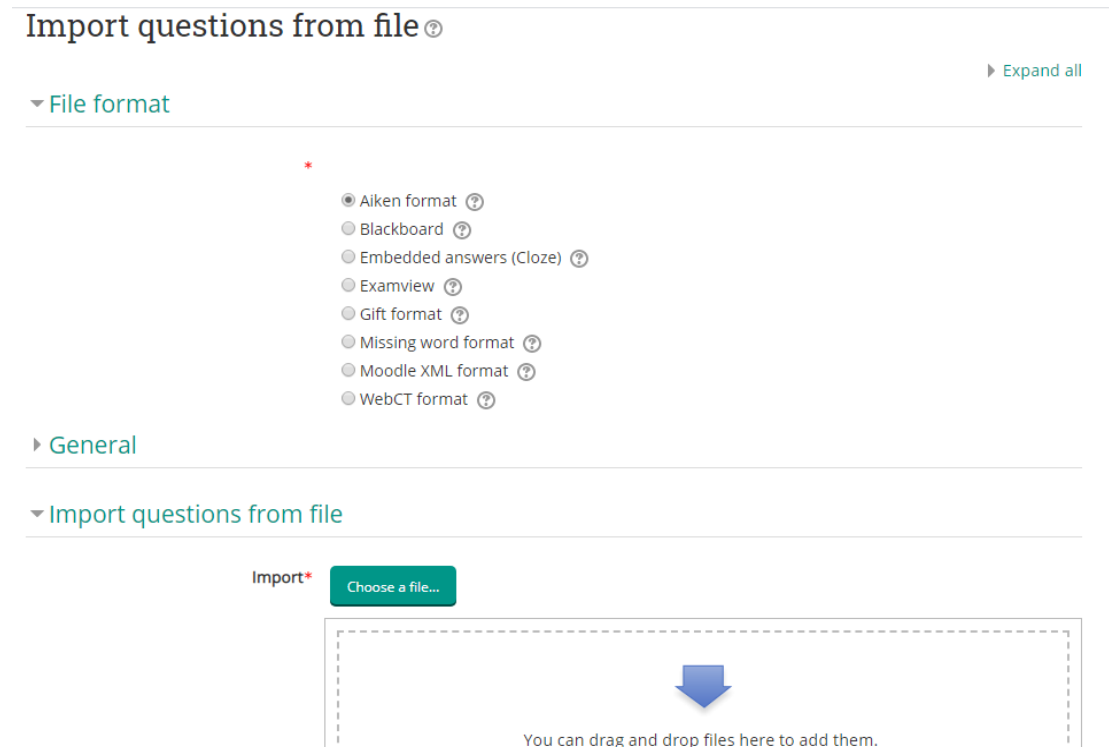
- b. Description
 - i. Describe – if required
 - ii. Course summary file: Add image (drag n drop) – if required
 - c. Course format
 - i. Format – Single activity format
 - ii. Type of activity – Quiz
6. Click “Save and details”. This will take you to the page shown below.

Now we have to import question. So scroll down the page and look for “Question Bank” at the bottom right side of the page as shown in figure. Click “Question Bank”.

Further click "Import" as shown in figure below



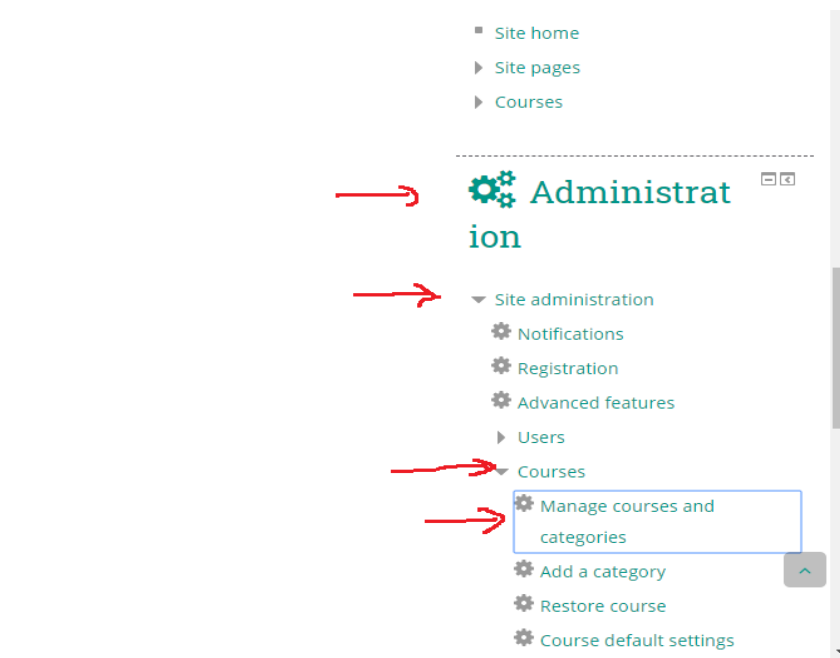
This will take you to following page:



7. Importing question bank
 - i. File format – Aiken format (first)
 - ii. Click on “choose a file” (or Drag and drop) - question bank text file
 - iii. Click “Import”
8. Click “Continue” (if there is no error in file)

Now we have to add questions to the quiz

9. Go to “Manage Course and category”
Site administration – Courses - Manage Course and category



10. Select “Category” – topic
11. Select the “edit” button for the “newly added Course” as shown in the figure

Home Dashboard Events My Courses Hide blocks Standard view

Site administration > Courses > Manage courses and categories > Biochemistry

Course and category management

Viewing: Course categories and courses

Course categories **Categories** **Courses** **Edit**

Create new category

• Biochemistry	1	⊞ ⊞ ⊞ ⊞	2
• Physiology	2	⊞ ⊞ ⊞ ⊞	1
• Anatomy	3	⊞ ⊞ ⊞ ⊞	3
• Pathology	4	⊞ ⊞ ⊞ ⊞	2
• Microbiology	5	⊞ ⊞ ⊞ ⊞	2
• Forensic Medicine & Toxicology	6	⊞ ⊞ ⊞ ⊞	2
• Pharmacy	7	⊞ ⊞ ⊞ ⊞	1
• Preventative and Social Medicine			

Create new course Sort courses Per page: 20

• 2019 LRM Biochemistry		⊞ ⊞ ⊞ ⊞
• Biochemistry	1	⊞ ⊞ ⊞ ⊞

Showing all 2 courses

Move selected courses to... Choose... Move

Navigation

- Dashboard
- Site home
- Site pages
- Courses

Administration

- Category: Biochemistry
 - Manage this category
 - Edit this category
 - Add a subcategory

This will take you to the following page. No changes to be done on this page.

Edit course settings

Expand all

General

Course full name* demo mcq

Course short name* demo mcq

Course category Biochemistry

Visible Show

Course start date 16 January 2020

Course ID number

Description

Press "Save and Display". This will take you to the following page.

▼ General

Name* DEMO MCQ

Description



Empty text area for the quiz description.

▼ Timing

Open the quiz ?

15 January 2020 08 32 Enable

Close the quiz

16 January 2020 12 47 Enable

Time limit ?

0 minutes Enable

12. Enter details

a. Name and Description

b. Timing

i. Click "Enable" for "Open the Quiz" and choose date n time

13. Click "Save and details"

14. Click "Edit Quiz". This will take you to the following page.

> demo mcq > Edit quiz

Editing quiz: DEMO MCQ

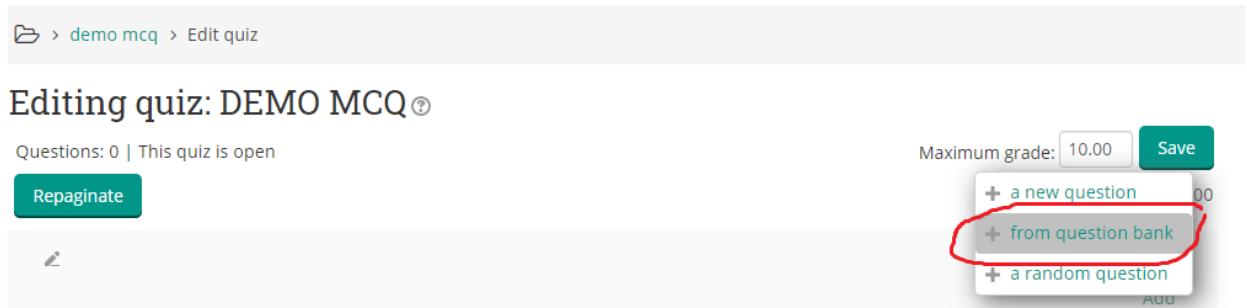
Questions: 0 | This quiz is open

Maximum grade: 10.00

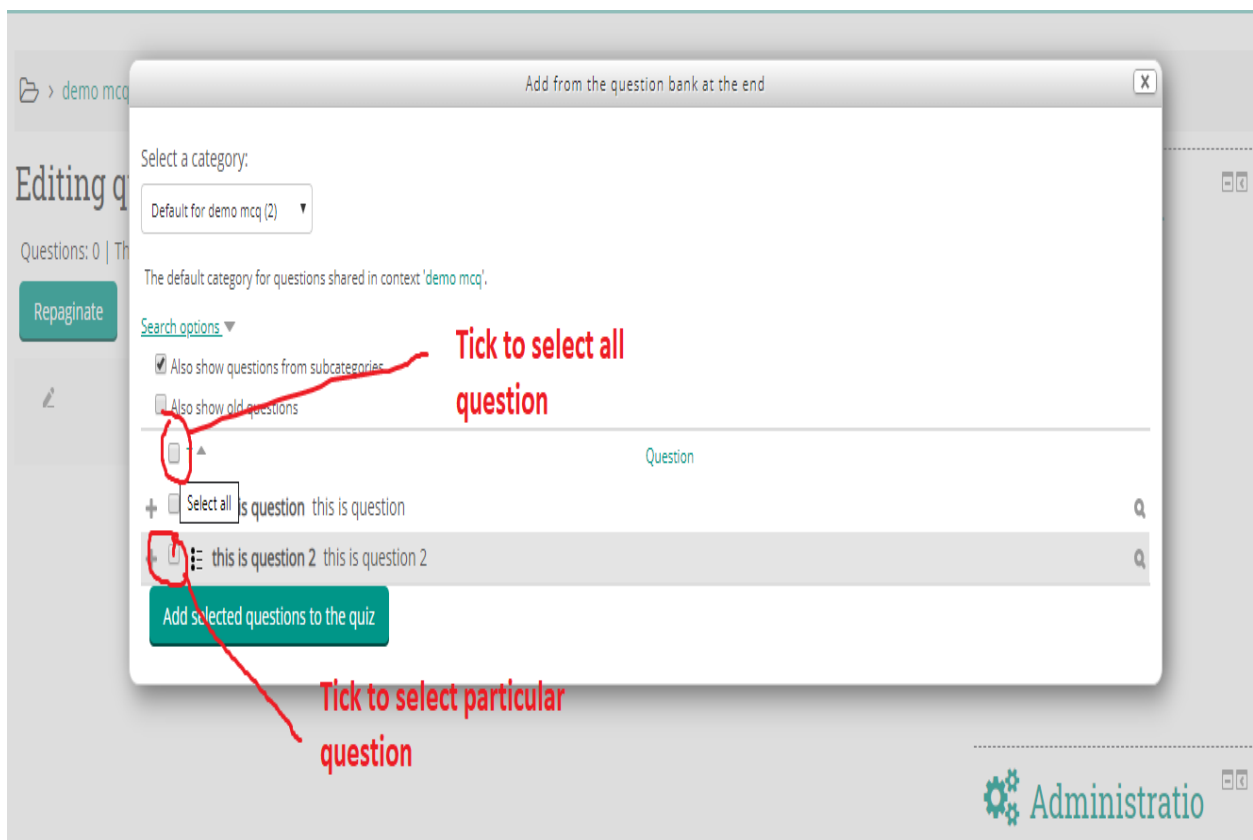
Total of marks: 0.00

Shuffle

15. Click "Add"



16. Click "question bank". This will take you to the following page.



17. Select question as shown in above figure and press “Add selected question to the quiz”.
Following screen will appear.



18. Click “Save”. You have successfully added a quiz.

Under Quiz Administration

Use Edit setting – to edit Quiz details

Use Edit quiz – to edit quiz questions

