



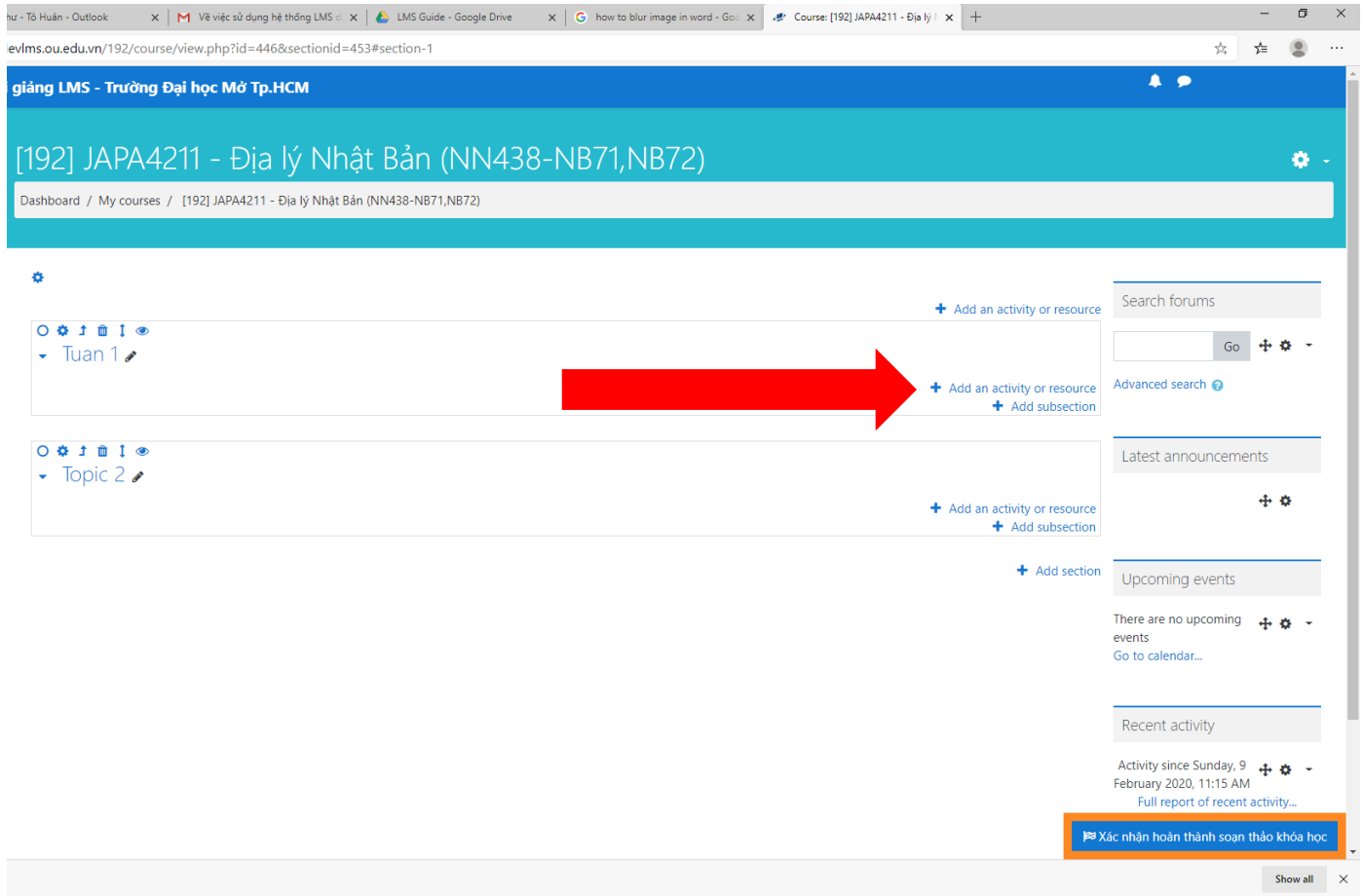
QUIZ ON LMS: A STEP-BY-STEP GUIDE (1.1 Version)

| | |
|--|----|
| HOW TO CREATE A QUIZ IN LMS | 3 |
| 1. In the main page of a course or class, choose “Add an activity or recourse” | 3 |
| 2. In the new panel, (1) choose “Quiz” and then (2) click “Add” | 3 |
| 3. Now you are in the Edit quiz view. In this view, you can edit quiz by changing the properties of the test. In the General section you can giving name and description for the quiz..... | 4 |
| 4. In the timing section, by tick the “enable” you can give the date for open and close the quiz. Also, “Time limit” is available when “enable was ticked..... | 4 |
| 5. In the Grade section, you can choose how many times that student allowed to take the quiz in the “Attempts allowed” | 5 |
| 6. In the Question Behavior section you can choose whether the question shuffle or not by choosing “Shuffle within questions” by choosing Yes/No..... | 5 |
| 7. In the Review options section, you can tick the options for what students can see During/ After/ While the quiz opening/ After the quiz closed..... | 5 |
| 8. Now you can save the quiz. | 5 |
| HOW TO ADD A QUESTION TO YOUR QUIZ. | 6 |
| 1. In the main page of your account. Click the course/ class that you want. | 6 |
| 2. Click on the test | 6 |
| 3. Click on the  (gear) icon. | 7 |
| 4. A scroll-down pane will appear. Click “Edit quiz”. | 8 |
| 5. In the Quiz edit view, click “Add”. | 8 |
| 6. A new panel will appear, click “a new question” | 9 |
| 7. A new panel will appear, please tick (1) “Multiple choice” and then (2) “Add”. | 10 |
| 8. Now you are in the Edit Question view. In this view, you can edit question by changing its properties. In the General section you can giving (1) Name, (2) Question test and (3) Default mark. | 11 |
| 9. Next, you can giving (1) Multiple correct answer or one; And (2) Number the Choices (a,b,c or 1,2,3) | 11 |
| 10. Next, you can make answer for students to choose. (1) If there is only one correct answer, grade should be 100%. (2) The other choice should be “None”. If you want to have more choice, you can type text in “choice 3” or “choice 4”. | 12 |
| 11. In the Combined feedback, you can type feed back for correct responses or incorrect responses. | 13 |
| HOW TO ADD AUDIO FILE TO YOUR TEST | 14 |
| PART A: Sharing Settings | 14 |
| 1. Upload an audio file to your Google Drive..... | 14 |
| 2. Right-click on the file and choose Share | 14 |
| 3. A new box will appear. Click on “Advanced”..... | 15 |
| 4. A new box will appear. Click on “Change...” | 15 |
| 5. A new box will appear. (1) Tick the option “On – Anyone with the link”. (2) Then click “Save” | 16 |

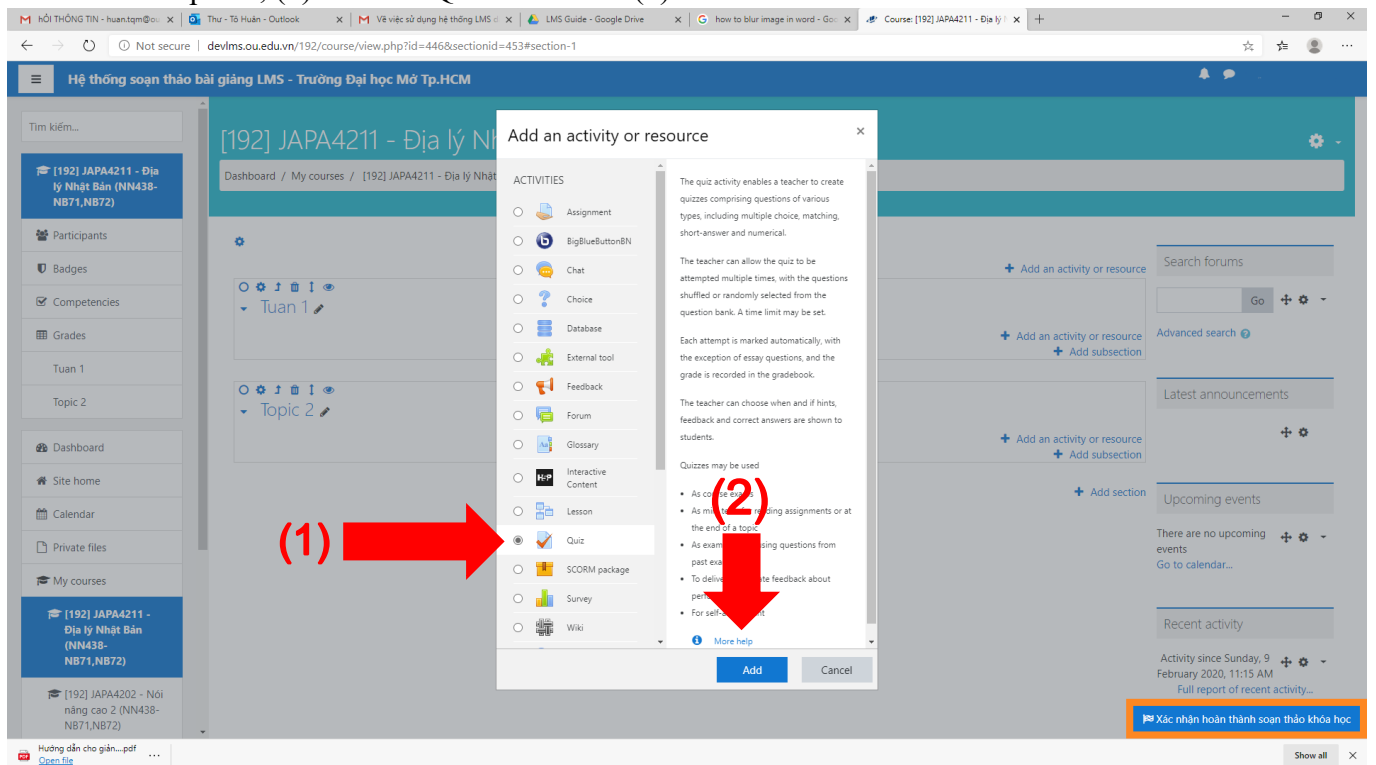
| | |
|--|----|
| 6. In the new box, click done..... | 16 |
| PART B: Embed Item | 16 |
| 1. Double left click on the file. | 16 |
| 2. The audio player view will appear. Please click on the Three-dot icon. | 17 |
| 3. A scroll-down pane will appear. Click on option “Open in the new window” | 17 |
| 4. A new window will appear. In this window, please click on the Three-dot icon. | 18 |
| 5. A scroll-down pane will appear. Click the option “Embed item...” | 18 |
| 6. A new box will appear. In this box, please copy the selected code as below..... | 19 |
| PART C: Insert to a question in a quiz..... | 19 |
| 1. In the main page of your account. Click the course/ class that you want. | 19 |
| 2. Click on the test | 20 |
| 3. Click on the  (gear) icon. | 21 |
| 4. A scroll-down pane will appear. Click “Edit quiz”. | 22 |
| 5. Click the question that you want to insert audio file | 22 |
| 6. The in Editing Multiple choice question view, click the “More Button” icon..... | 23 |
| 7. More buttons will appear. Click the embed icon [<code></></code>] | 23 |
| 8. Paste the code that you copied in step 6. of PART B. | 24 |
| 9. After pasted the code, please adjust the width and the height. Width and height might be any number, but you must adjust it to 600 and 200 for a better view for students. | 25 |
| 10. Now you can save the quiz. | 25 |

HOW TO CREATE A QUIZ IN LMS

1. In the main page of a course or class, choose “Add an activity or recourse”



2. In the new panel, (1) choose “Quiz” and then (2) click “Add”



3. Now you are in the Edit quiz view. In this view, you can edit quiz by changing the properties of the test. In the General section you can giving name and description for the quiz.

Thêm giảng LMS - Trường Đại học Mở Tp.HCM

[192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71,NB72)

Dashboard / My courses / [192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71,NB72) / Tuan 1 / Adding a new Quiz to Tuan 1

Adding a new Quiz to Tuan 1

Expand all

General

Name Quiz 1

Description

Display description on course page

Timing

Grade

Layout

Question behaviour

Xác nhận hoàn thành soạn thảo khóa học

Show all

4. In the timing section, by tick the “enable” you can give the date for open and close the quiz. Also, “Time limit” is available when “enable was ticked.

Timing

Open the quiz 11 February 2020 11:16 Enable

Close the quiz 11 February 2020 11:16 Enable

Time limit 0 minutes Enable

When time expires Open attempts are submitted automatically

Submission grace period 1 days Enable

5. In the Grade section, you can choose how many times that student allowed to take the quiz in the “Attempts allowed”.

▼ Grade

| | |
|------------------|---------------|
| Grade category | Uncategorised |
| Grade to pass | |
| Attempts allowed | Unlimited |
| Grading method | Highest grade |

6. In the Question Behavior section you can choose whether the question shuffle or not by choosing “Shuffle within questions” by choosing Yes/No.

▼ Question behaviour

| | |
|--------------------------|-------------------|
| Shuffle within questions | No |
| How questions behave | Deferred feedback |

7. In the Review options section, you can tick the options for what students can see During/ After/ While the quiz opening/ After the quiz closed.

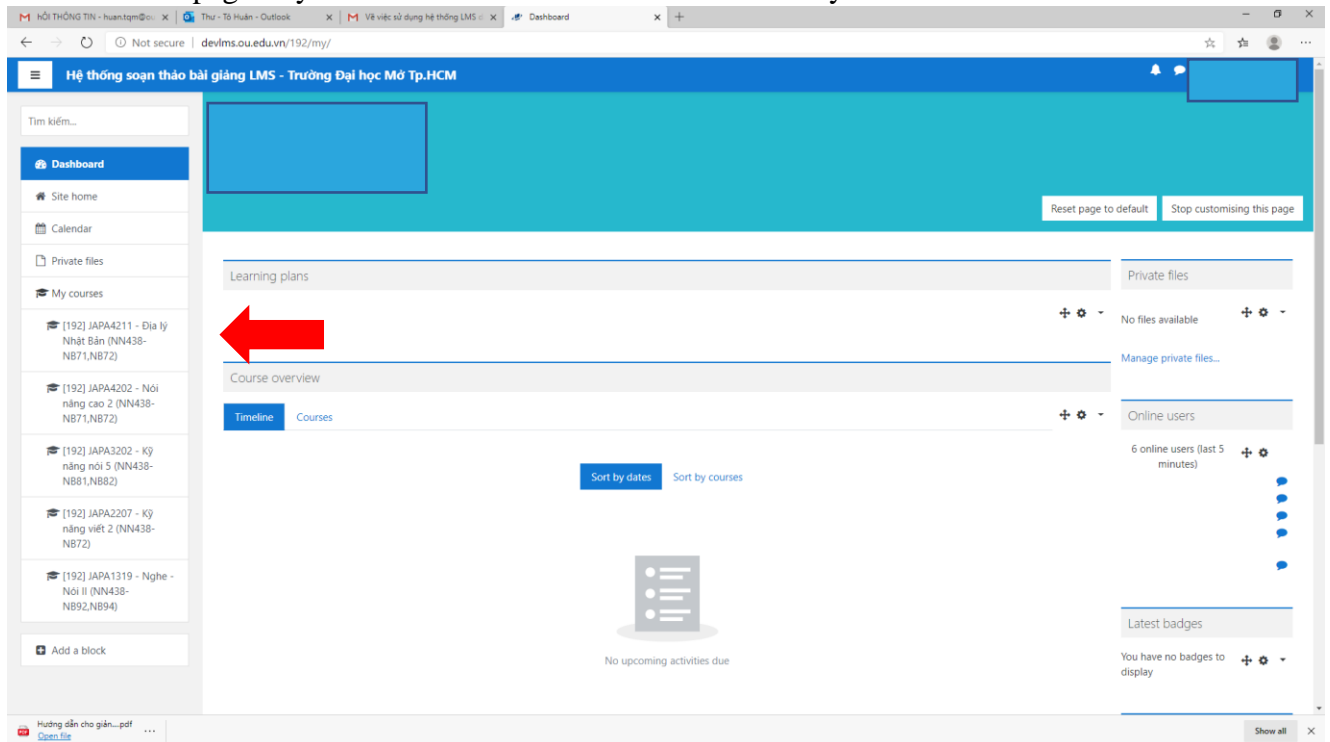
▼ Review options

| During the attempt | Immediately after the attempt | Later, while the quiz is still open | After the quiz is closed |
|---|---|---|---|
| <input checked="" type="checkbox"/> The attempt | <input checked="" type="checkbox"/> The attempt | <input checked="" type="checkbox"/> The attempt | <input checked="" type="checkbox"/> The attempt |
| <input checked="" type="checkbox"/> Whether correct | <input checked="" type="checkbox"/> Whether correct | <input checked="" type="checkbox"/> Whether correct | <input checked="" type="checkbox"/> Whether correct |
| <input checked="" type="checkbox"/> Marks | <input checked="" type="checkbox"/> Marks | <input checked="" type="checkbox"/> Marks | <input checked="" type="checkbox"/> Marks |
| <input checked="" type="checkbox"/> Specific feedback | <input checked="" type="checkbox"/> Specific feedback | <input checked="" type="checkbox"/> Specific feedback | <input checked="" type="checkbox"/> Specific feedback |
| <input checked="" type="checkbox"/> General feedback | <input checked="" type="checkbox"/> General feedback | <input checked="" type="checkbox"/> General feedback | <input checked="" type="checkbox"/> General feedback |
| <input checked="" type="checkbox"/> Right answer | <input checked="" type="checkbox"/> Right answer | <input checked="" type="checkbox"/> Right answer | <input checked="" type="checkbox"/> Right answer |
| <input type="checkbox"/> Overall feedback | <input checked="" type="checkbox"/> Overall feedback | <input checked="" type="checkbox"/> Overall feedback | <input checked="" type="checkbox"/> Overall feedback |

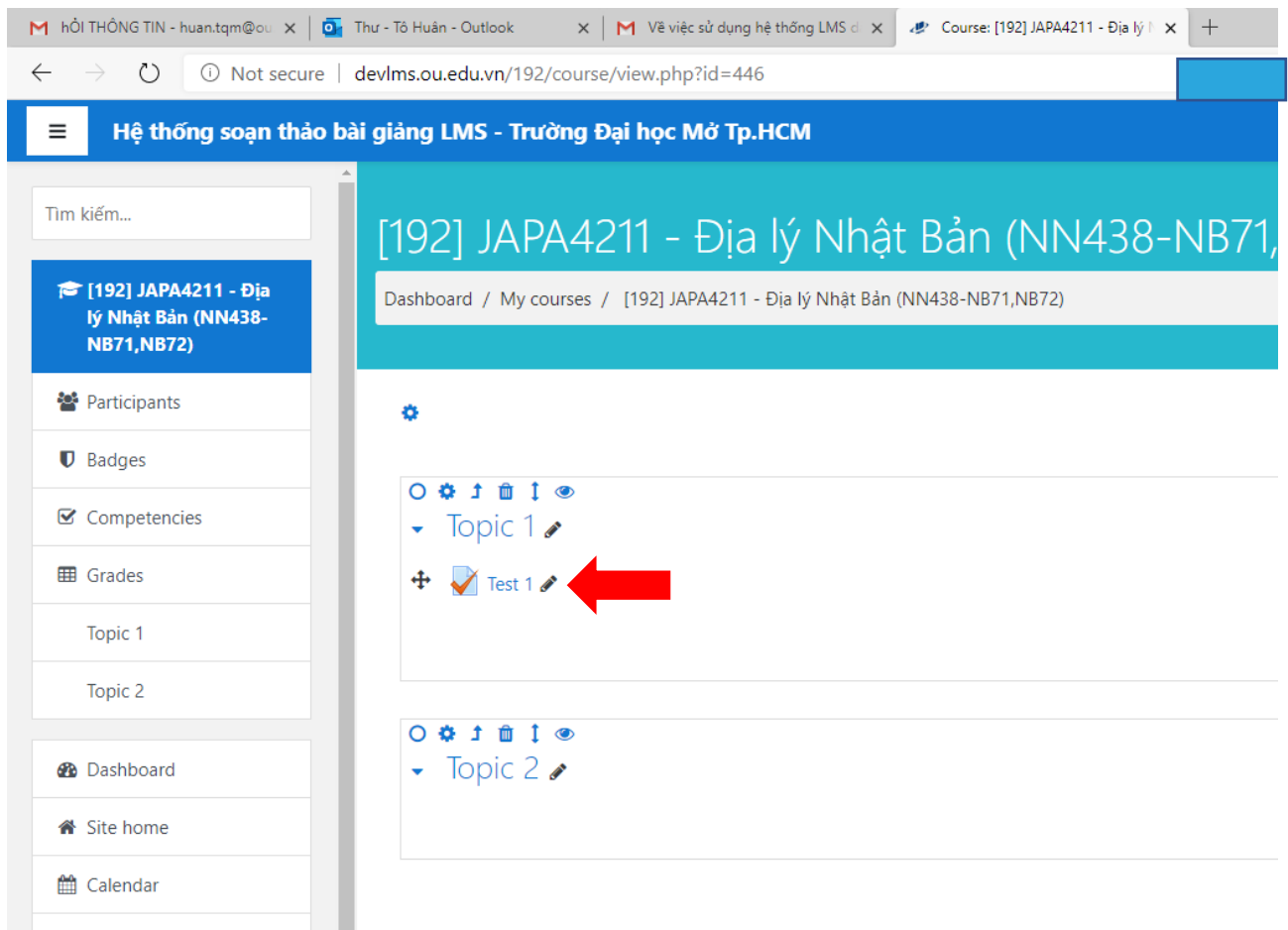
8. Now you can save the quiz.

HOW TO ADD A QUESTION TO YOUR QUIZ.

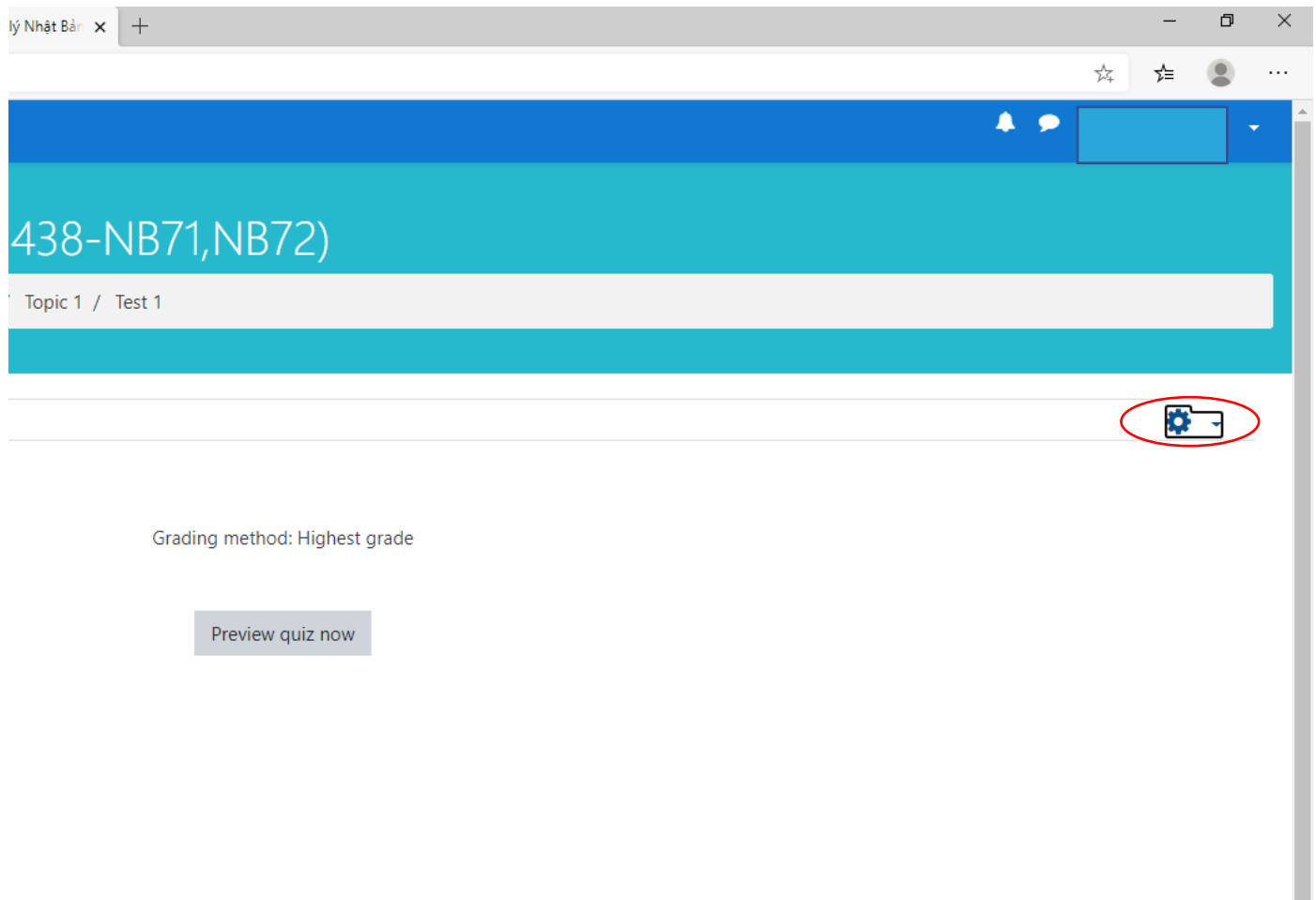
1. In the main page of your account. Click the course/ class that you want.



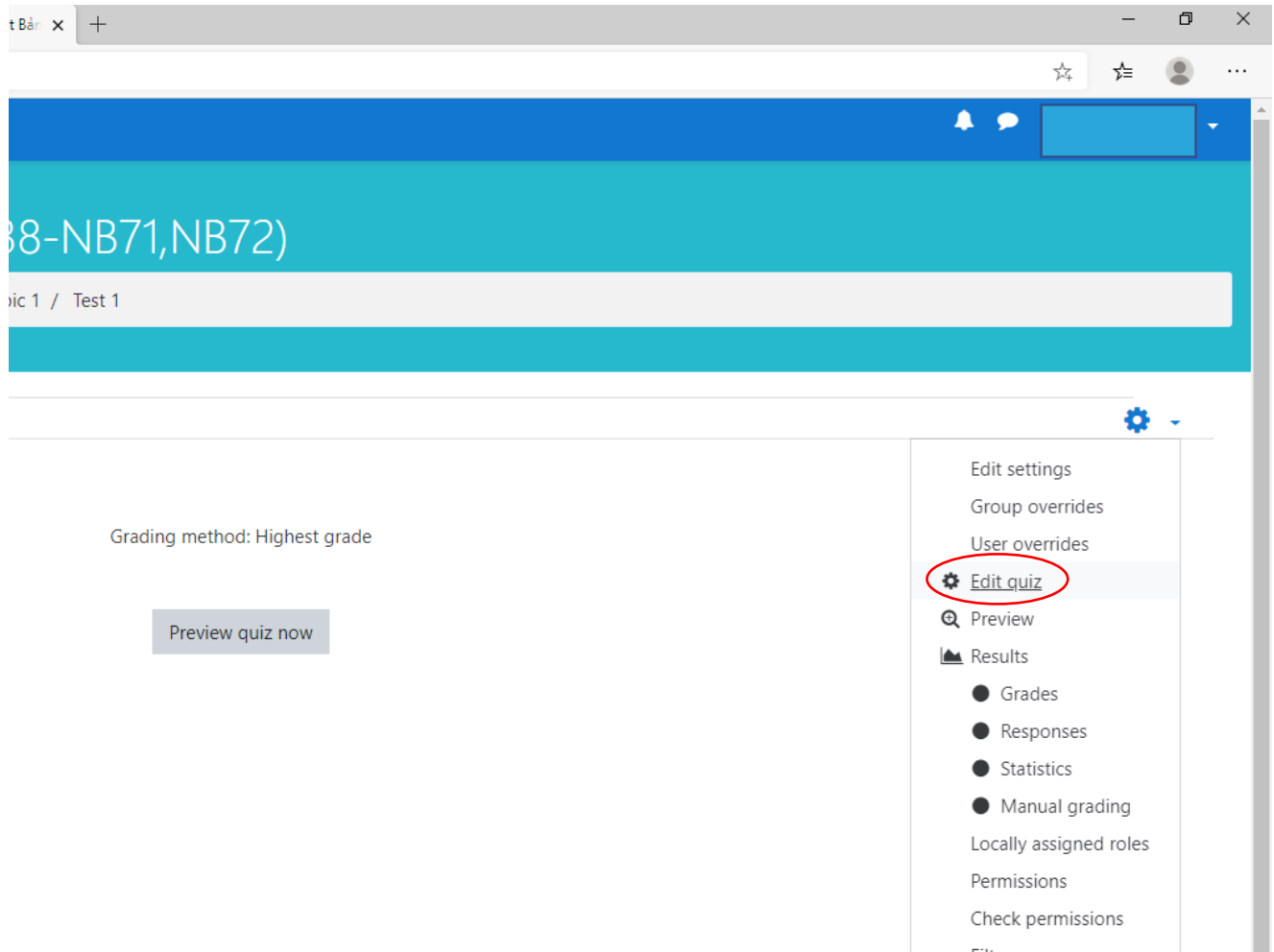
2. Click on the test



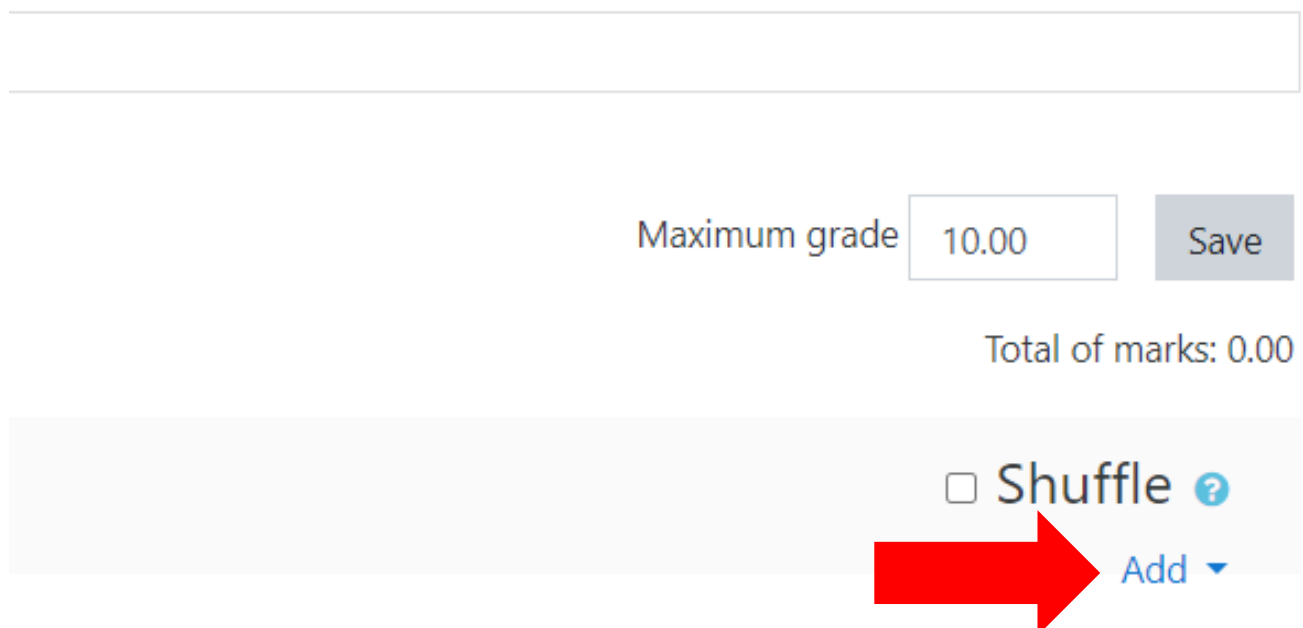
3. Click on the  (gear) icon.



4. A scroll-down pane will appear. Click “Edit quiz”.



5. In the Quiz edit view, click “Add”.



6. A new panel will appear, click “a new question”

Maximum grade

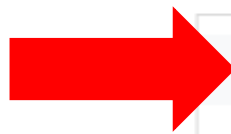
10.00

Save

Total of marks: 0.00

Shuffle ?

Add ▾

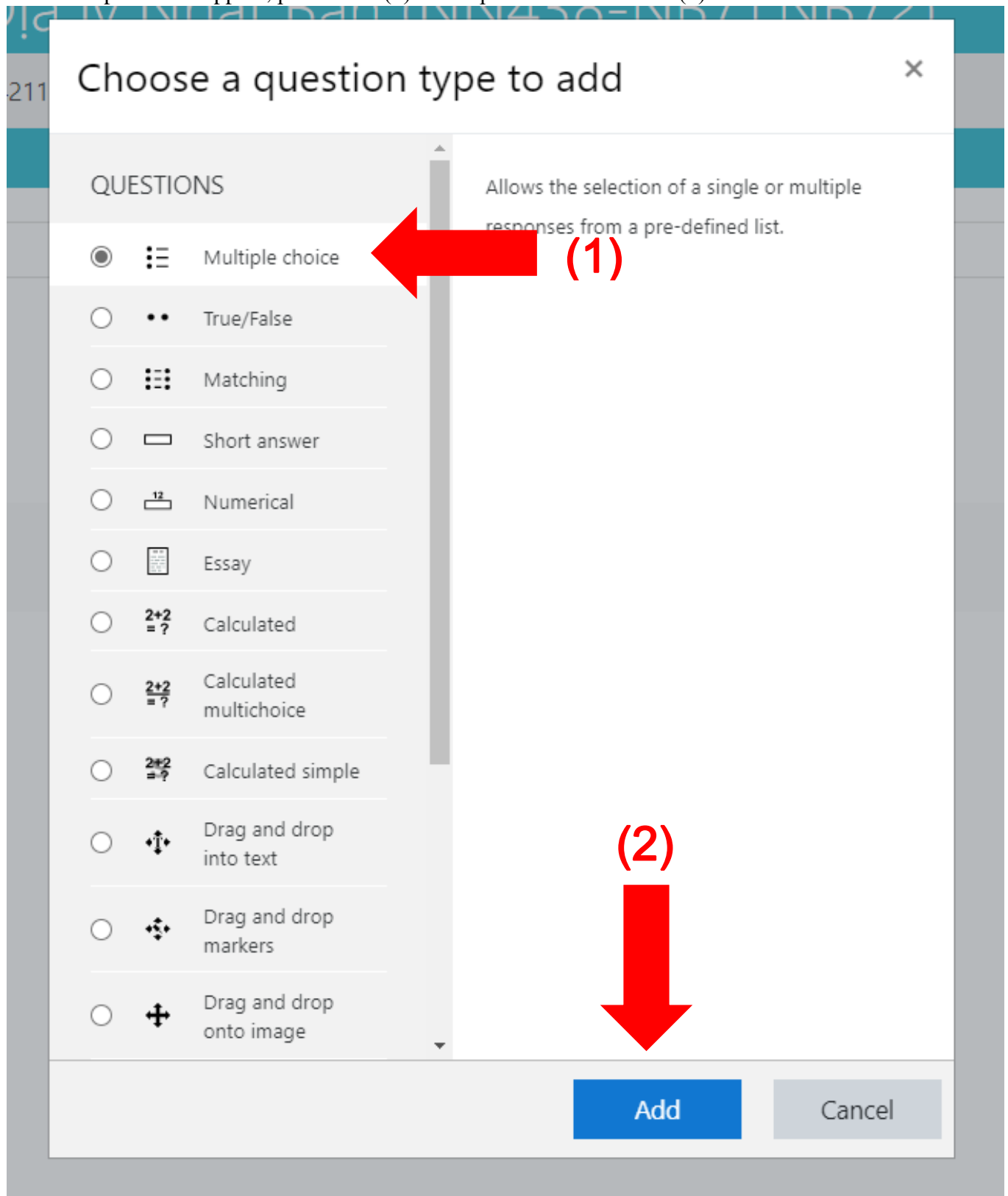


+ a new question

+ from question bank

+ a random question

7. A new panel will appear, please tick (1) “Multiple choice” and then (2) “Add”.



8. Now you are in the Edit Question view. In this view, you can edit question by changing its properties. In the General section you can giving (1) Name, (2) Question test and (3) Default mark.

[↑ Back to 'Tuan 1'](#)

Adding a Multiple choice question

General

Category: Default for [192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71,NB72) (1)

(1) → Question name: Quiz 1

(2) → Question text: Please choose the correct answer:

(3) → Default mark: 1

9. Next, you can giving (1) Multiple correct answer or one; And (2) Number the Choices (a,b,c or 1,2,3)

(1) → One or multiple answers? One answer only

Shuffle the choices?

(2) → Number the choices? a., b., c., ...

Answers

Choice 1

(2) → a., b., c., ...

(1) → One answer only

10. Next, you can make answer for students to choose. (1) If there is only one correct answer, grade should be 100%. (2) The other choice should be “None”. If you want to have more choice, you can type text in “choice 3” or “choice 4”.

▼ **Answers**

| | |
|----------|--------|
| Choice 1 | |
| | Yes |
| Grade | 100% ▾ |
| Feedback | |

| | |
|----------|--------|
| Choice 2 | |
| | No |
| Grade | None ▾ |
| Feedback | |


| | |
|----------|--------|
| Choice 3 | |
| | |
| Grade | None ▾ |
| Feedback | |

11. In the Combined feedback, you can type feed back for correct responses or incorrect responses.

Samples as below.


▼ Combined feedback

For any correct response



Your answer is correct.

For any partially correct response




Your answer is partially correct.

Options

Show the number of correct responses once the question has finished

For any incorrect response

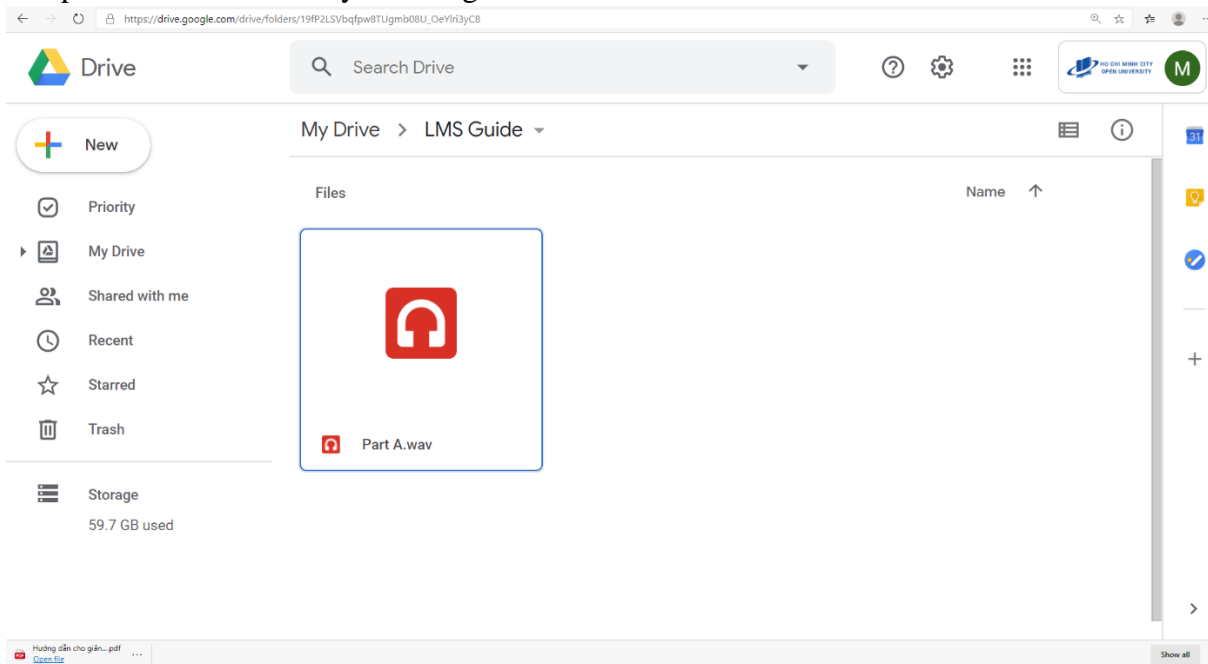


Your answer is incorrect.

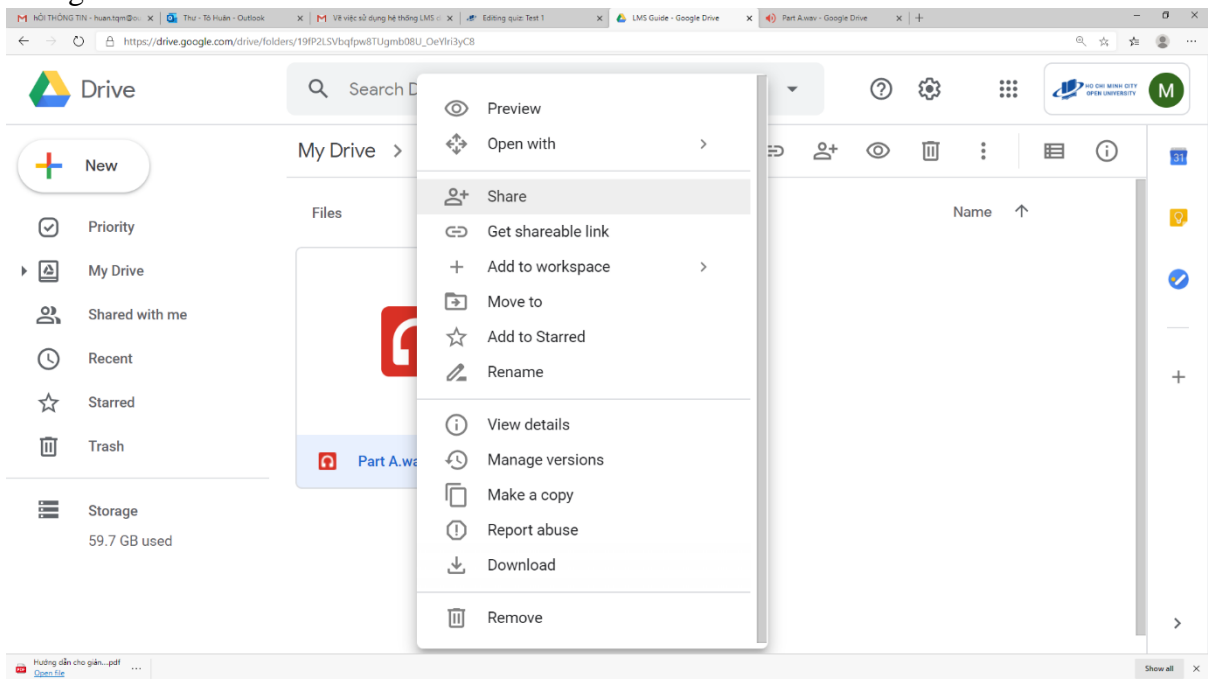
HOW TO ADD AUDIO FILE TO YOUR TEST

PART A: Sharing Settings

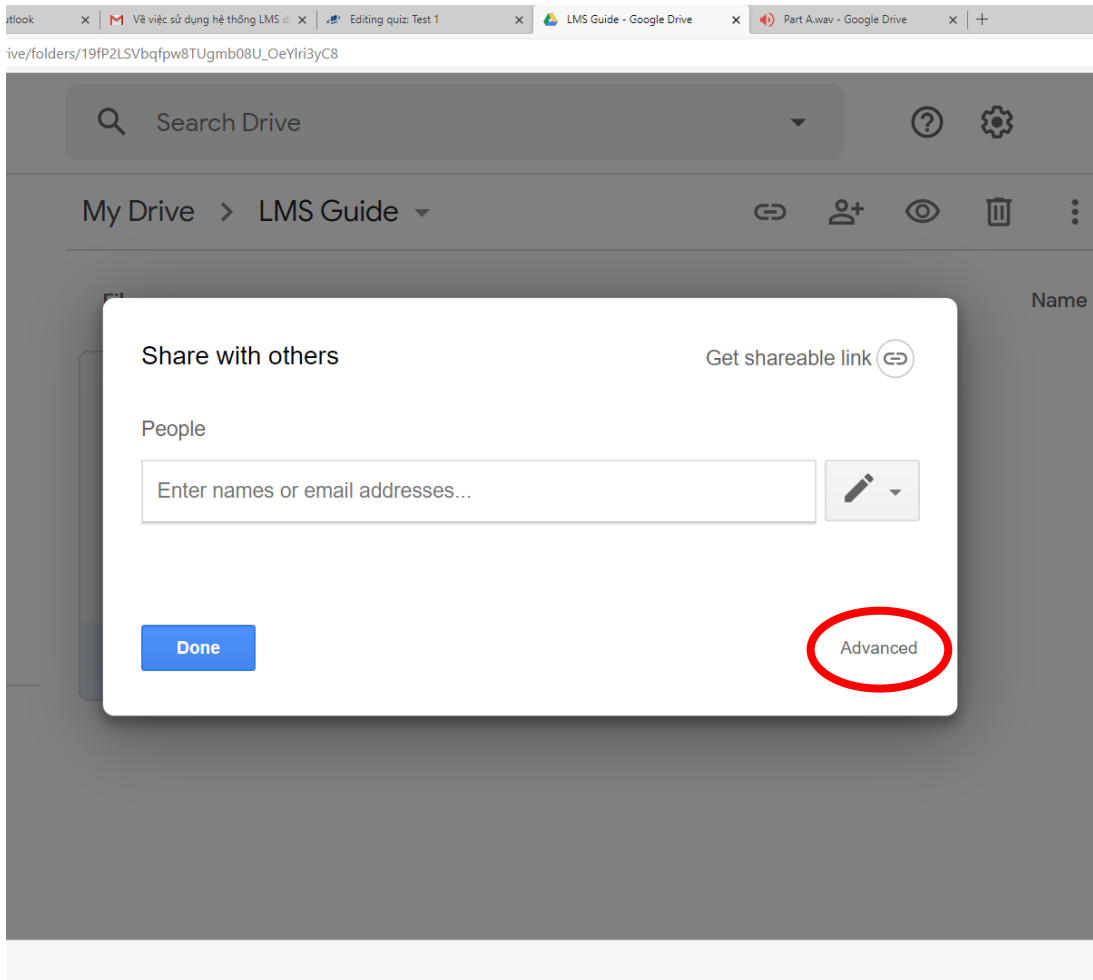
1. Upload an audio file to your Google Drive.



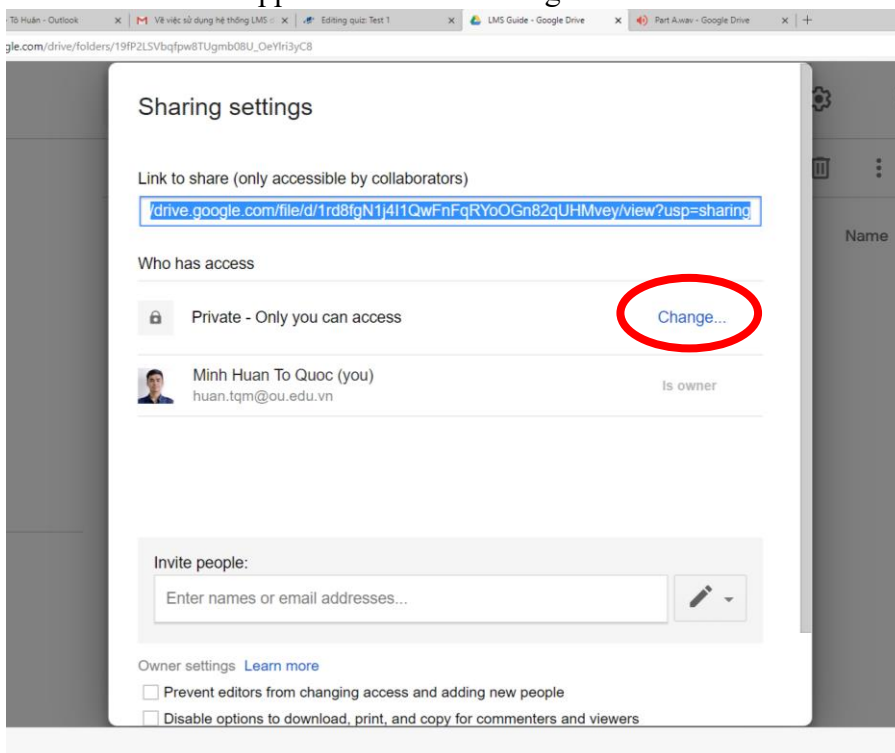
2. Right-click on the file and choose Share



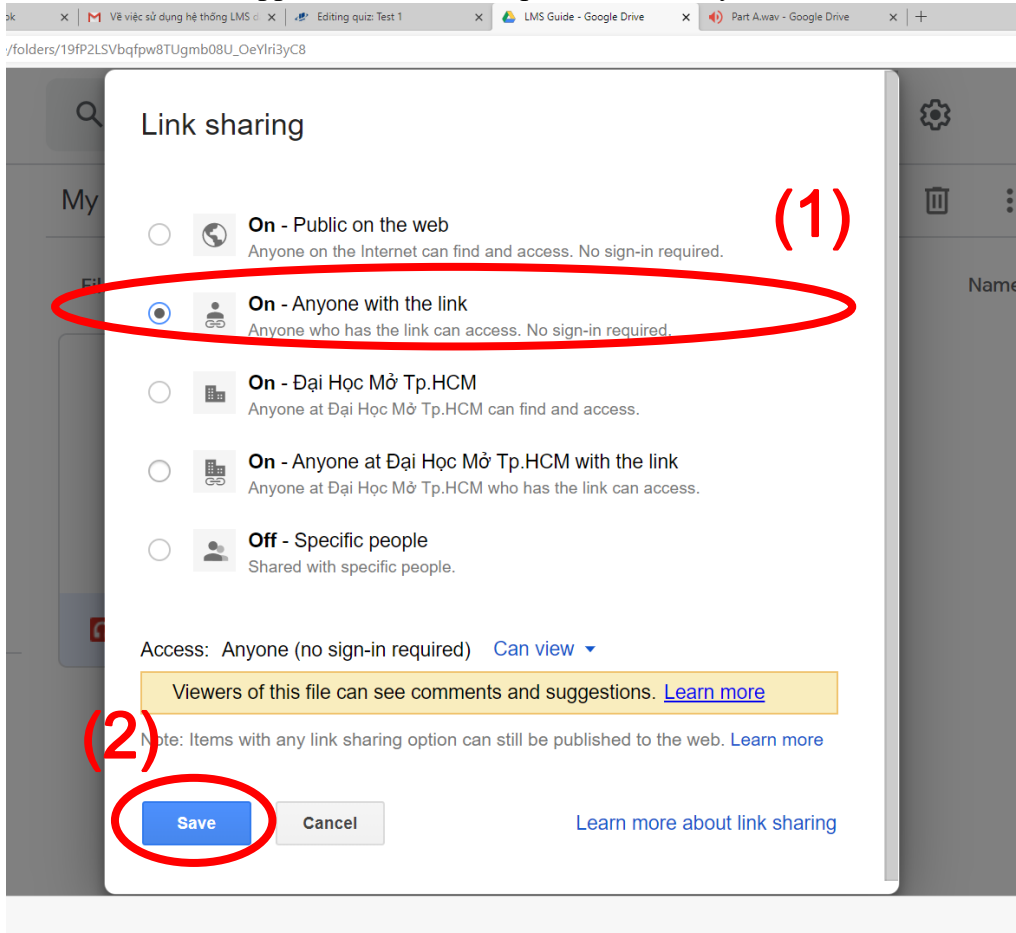
3. A new box will appear. Click on “Advanced”.



4. A new box will appear. Click on “Change...”



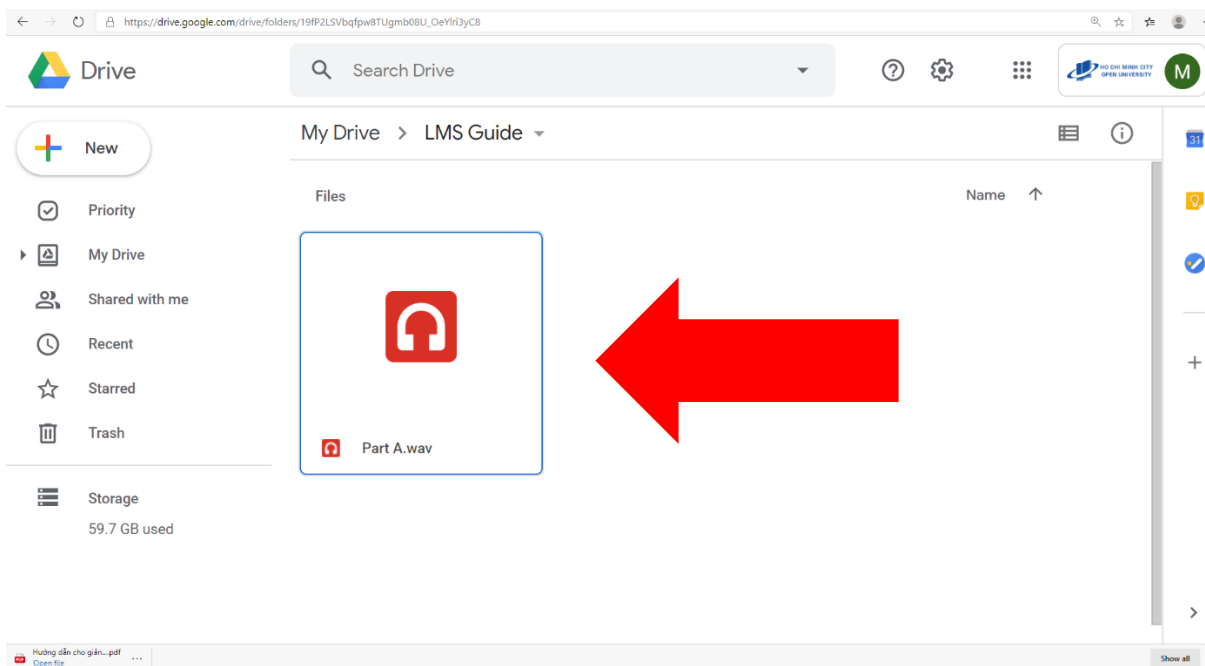
5. A new box will appear. (1) Tick the option “On – Anyone with the link”. (2) Then click “Save”



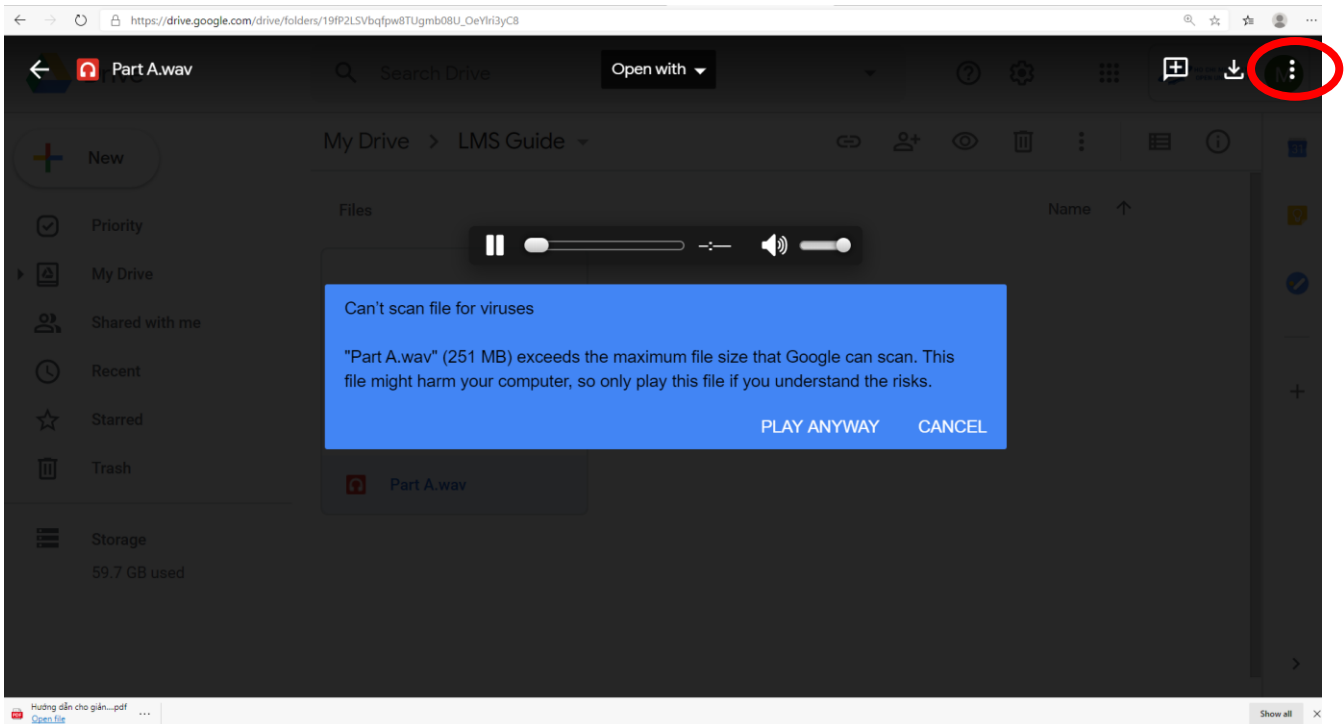
6. In the new box, click done.

PART B: Embed Item

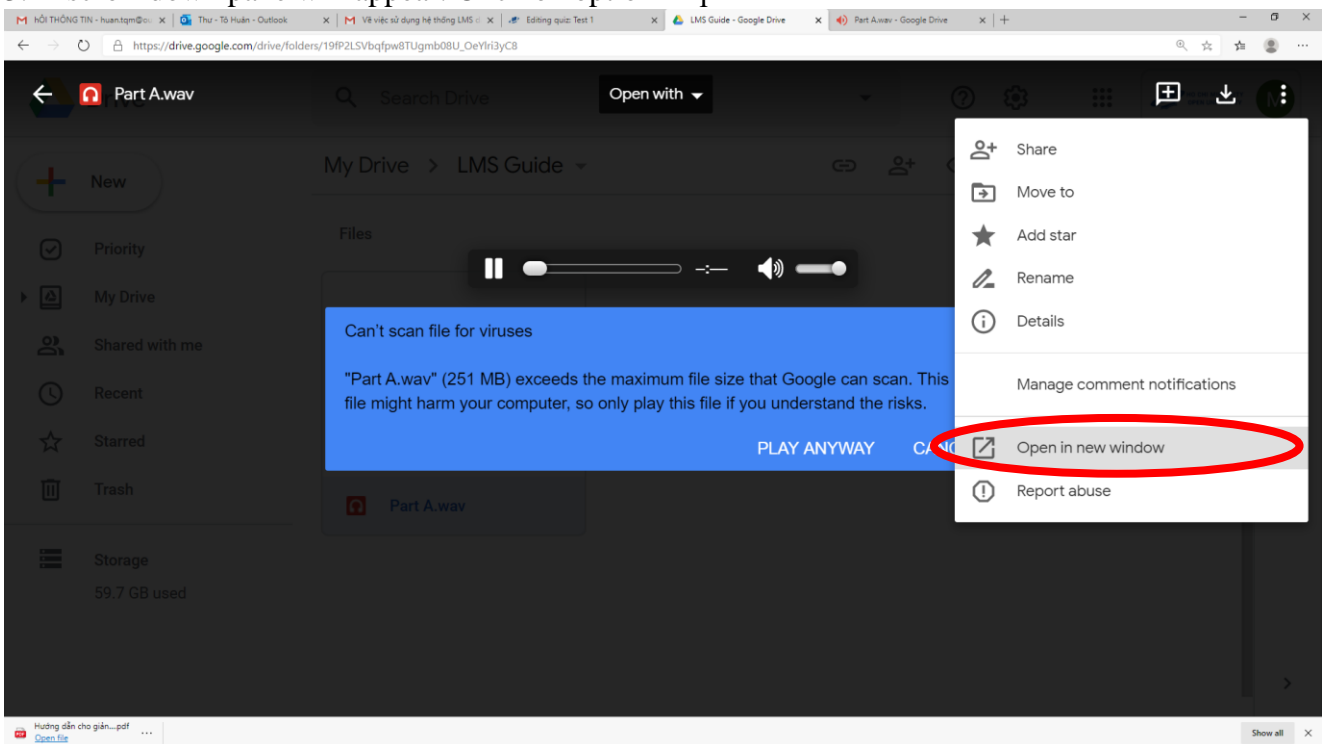
1. Double left click on the file.



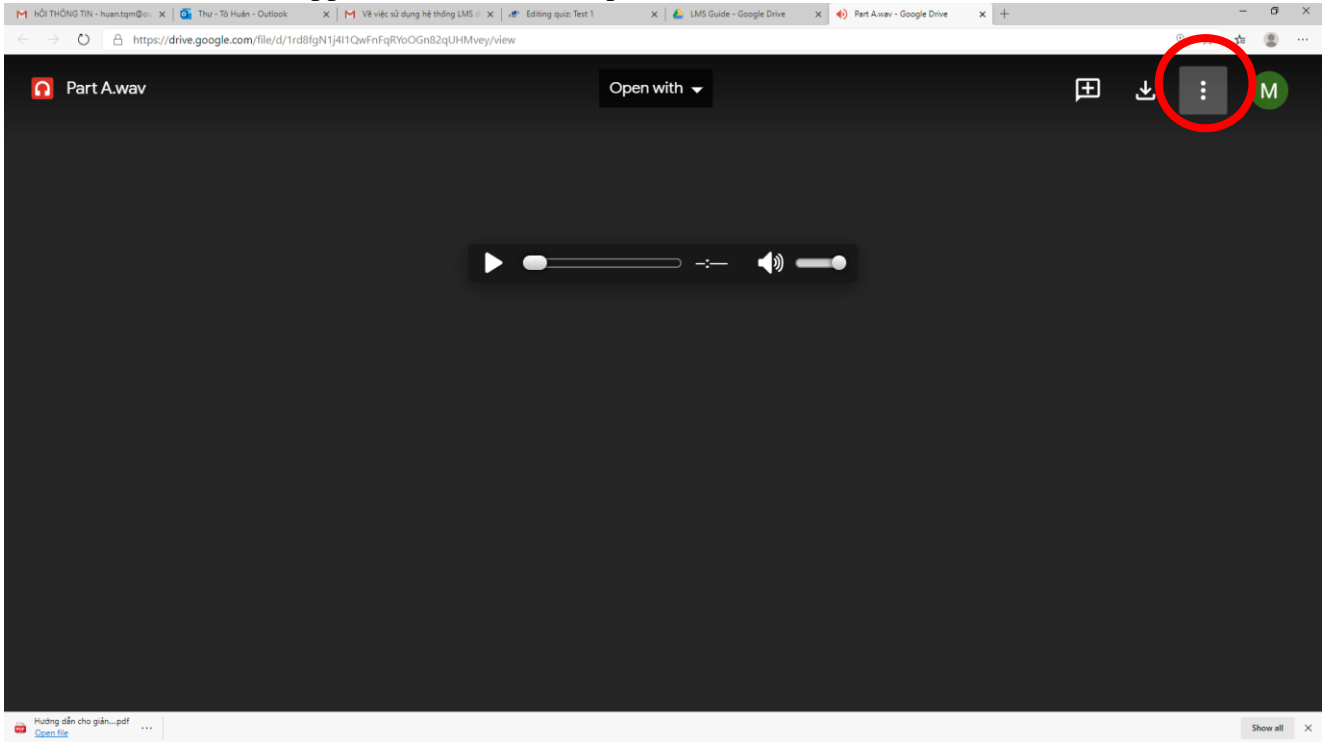
2. The audio player view will appear. Please click on the Three-dot icon.



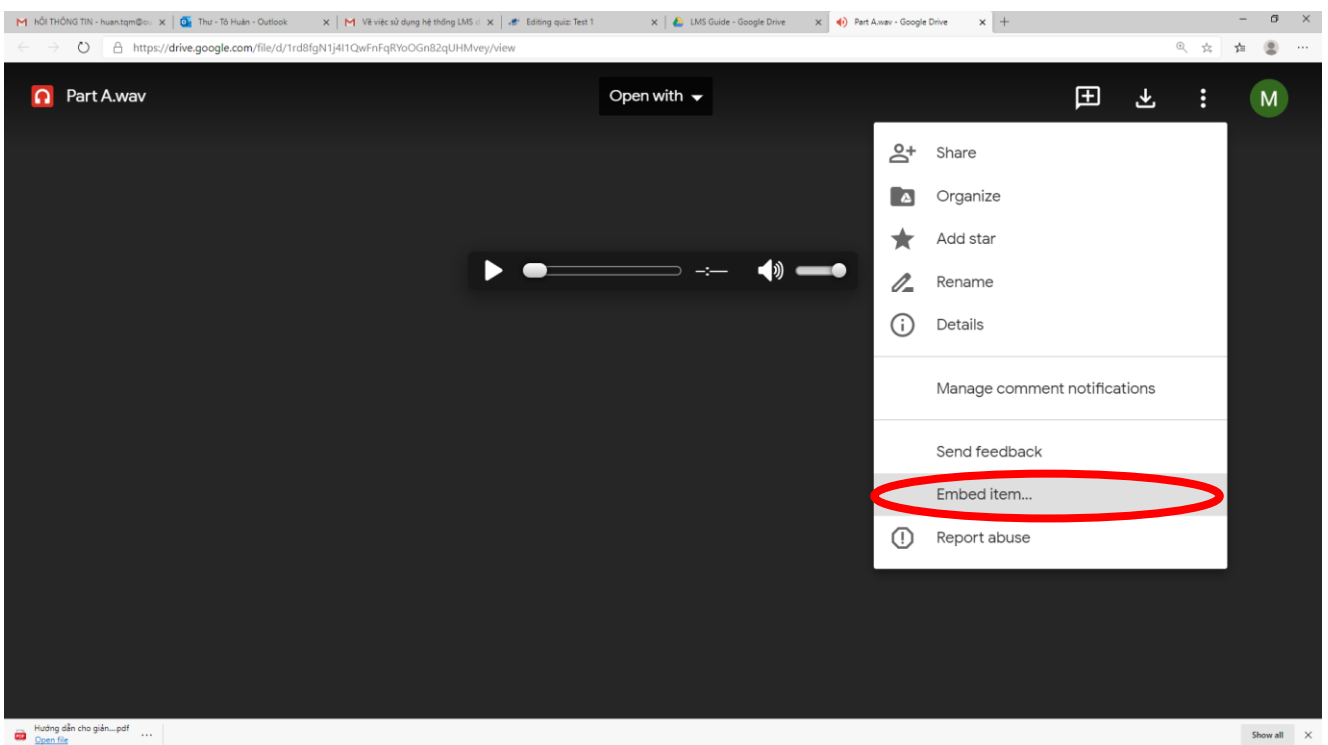
3. A scroll-down pane will appear. Click on option "Open in the new window"



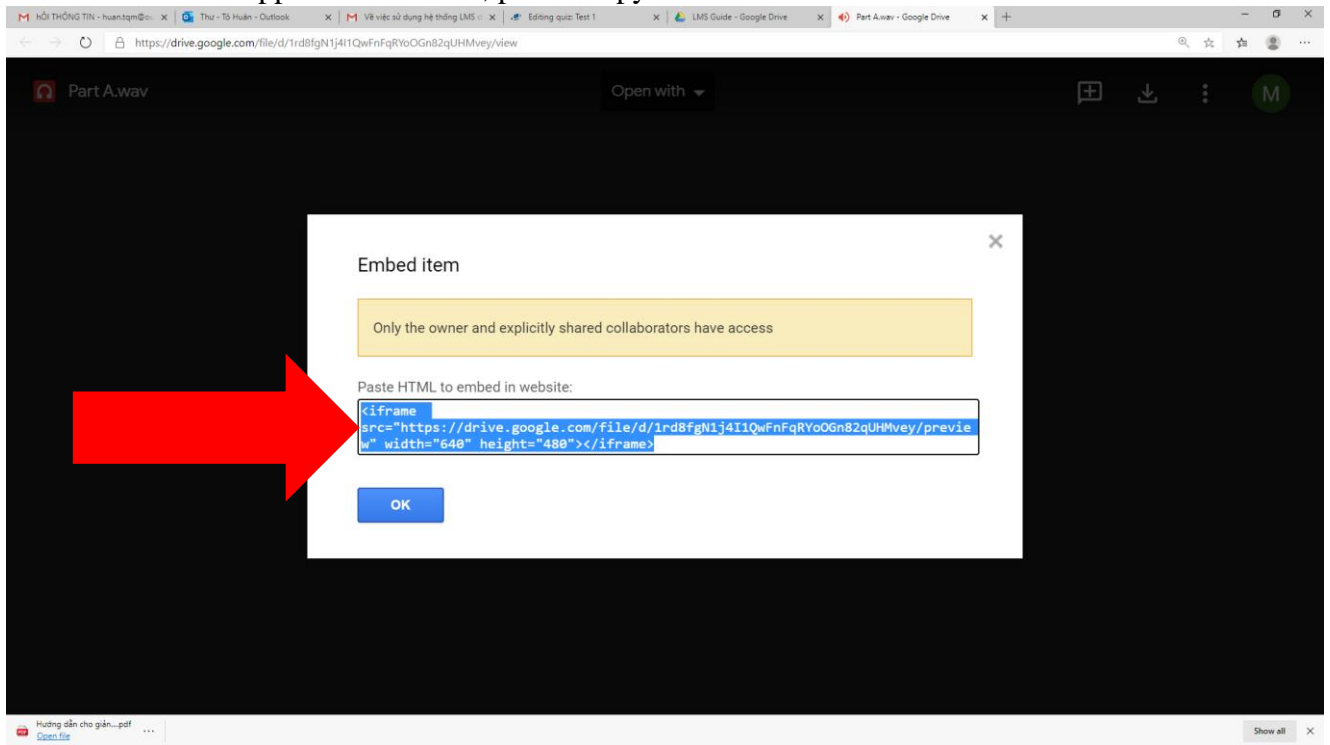
4. A new window will appear. In this window, please click on the Three-dot icon.



5. A scroll-down pane will appear. Click the option “Embed item...”

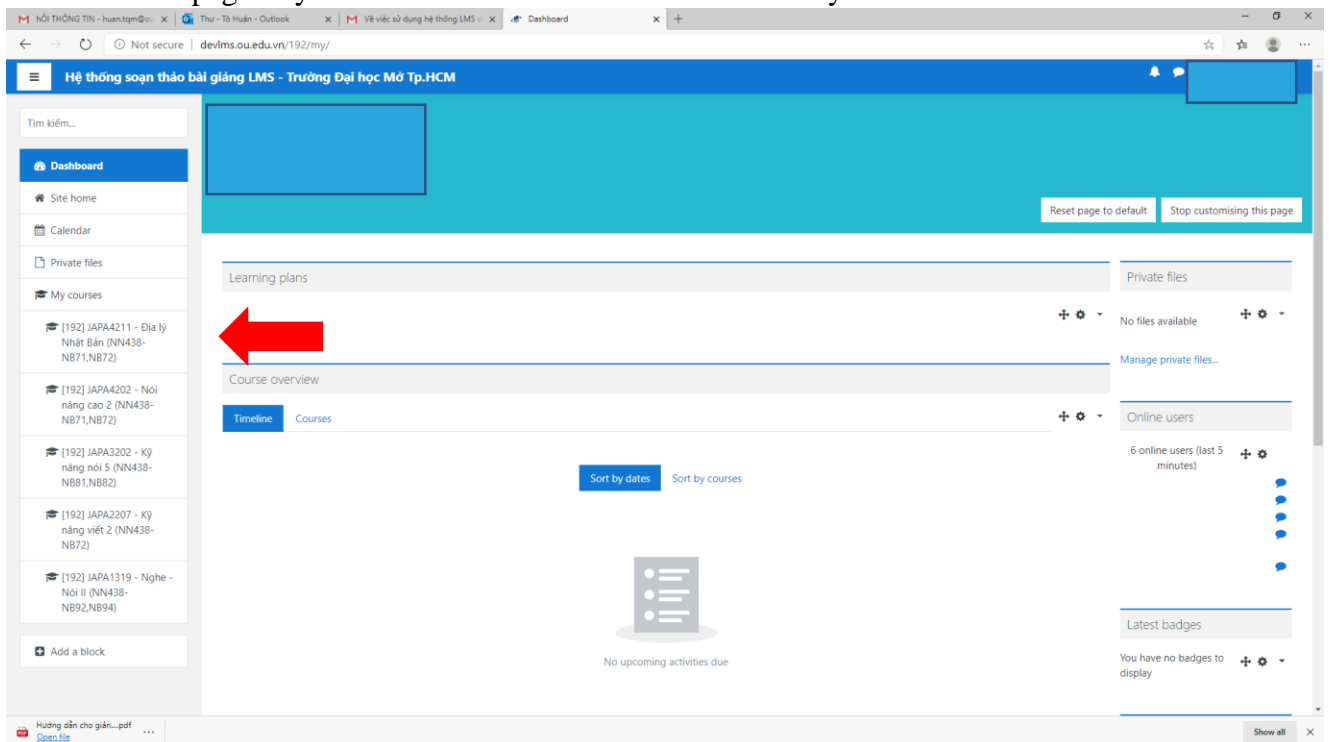


6. A new box will appear. In this box, please copy the selected code as below.



PART C: Insert to a question in a quiz.

1. In the main page of your account. Click the course/ class that you want.



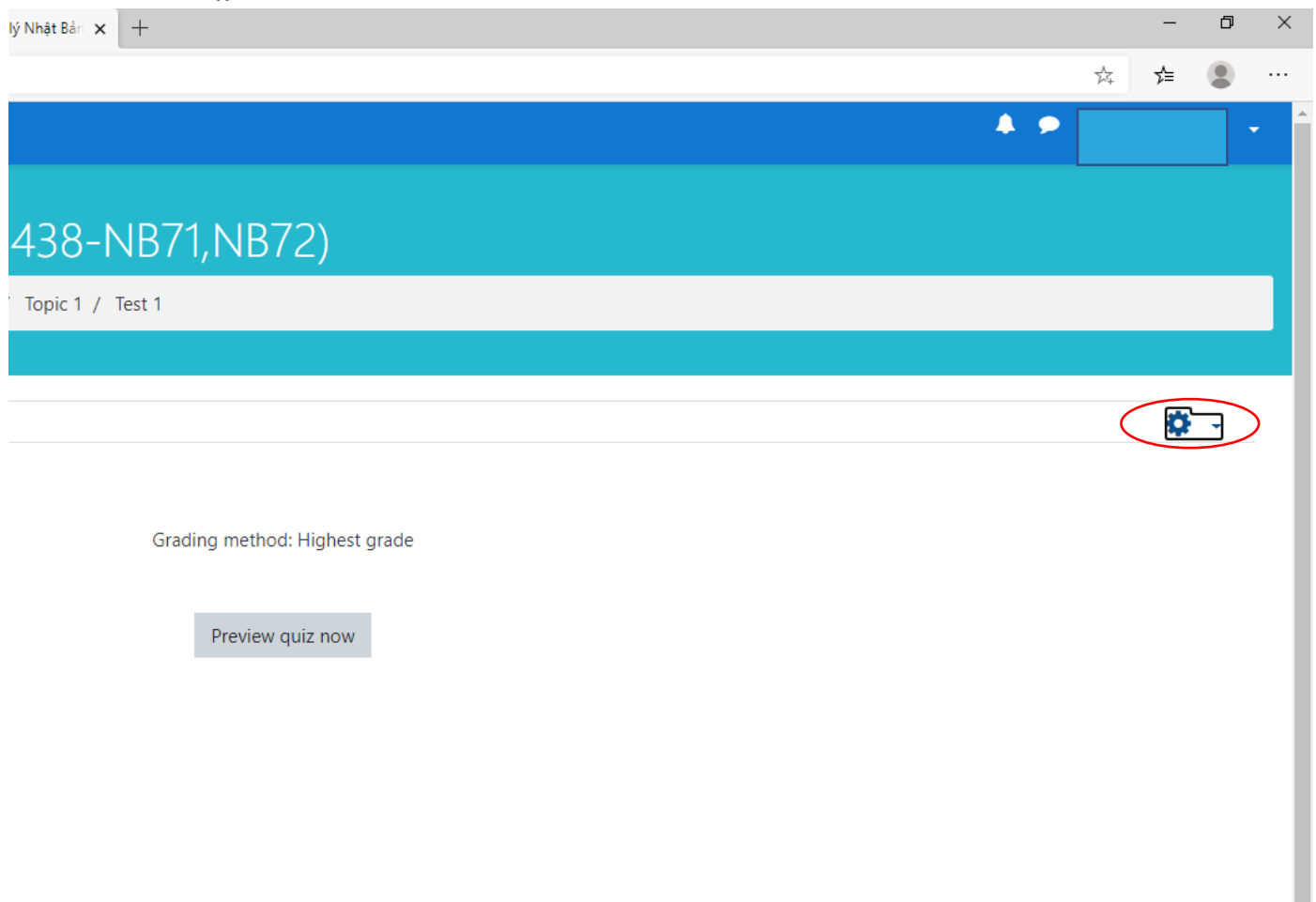
2. Click on the test

The screenshot shows a web browser window with the URL `devlms.ou.edu.vn/192/course/view.php?id=446`. The page title is "Hệ thống soạn thảo bài giảng LMS - Trường Đại học Mở Tp.HCM". The main content area displays the course title "[192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71, NB72)" and a breadcrumb trail: "Dashboard / My courses / [192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71, NB72)".

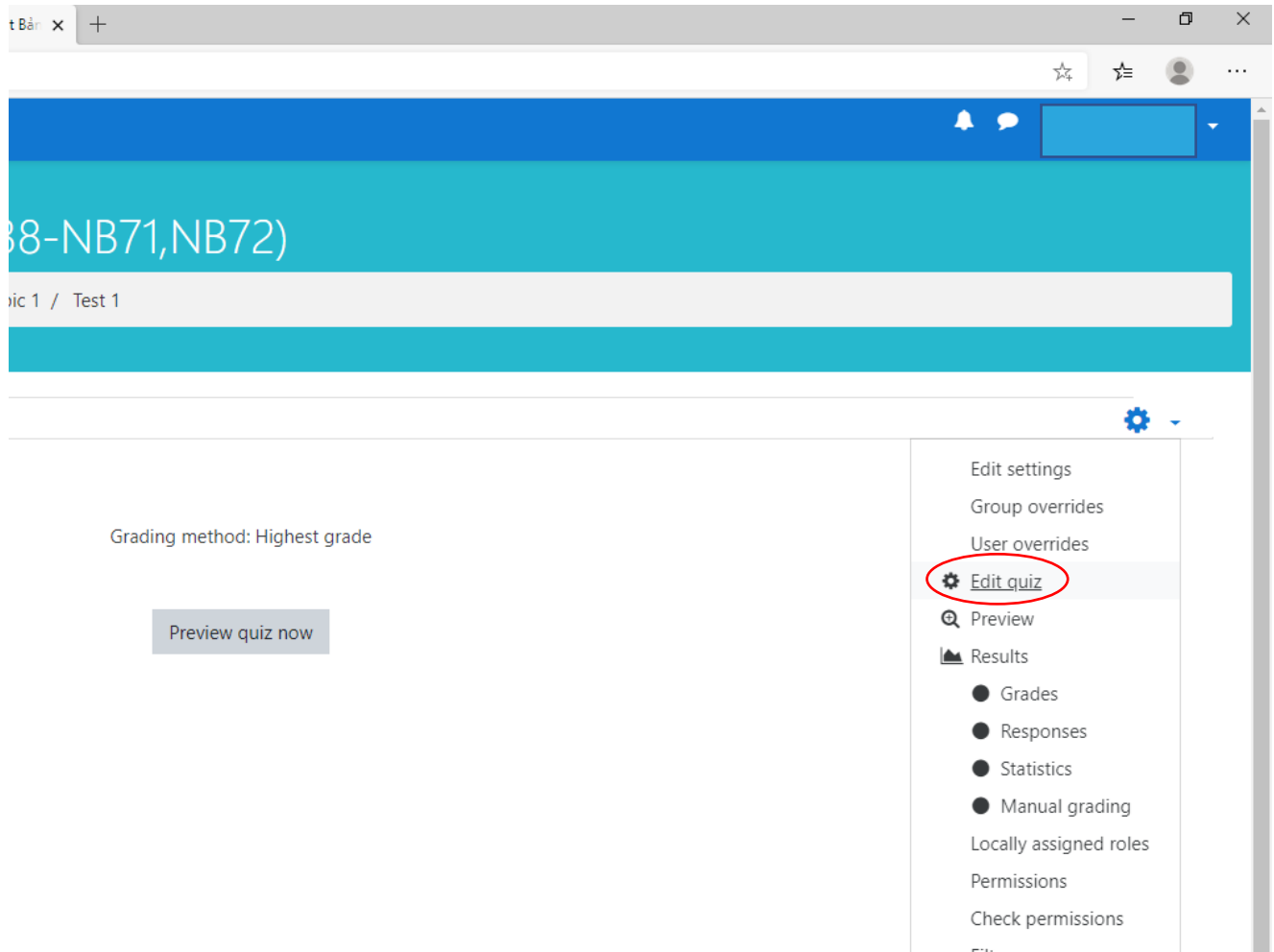
On the left side, there is a sidebar menu with a search bar and several options: Participants, Badges, Competencies, Grades, Topic 1, and Topic 2. Below these are links for Dashboard, Site home, and Calendar.

The main content area shows a list of topics. "Topic 1" is expanded, revealing a sub-item "Test 1" with a red arrow pointing to it. "Topic 2" is also visible but not expanded.

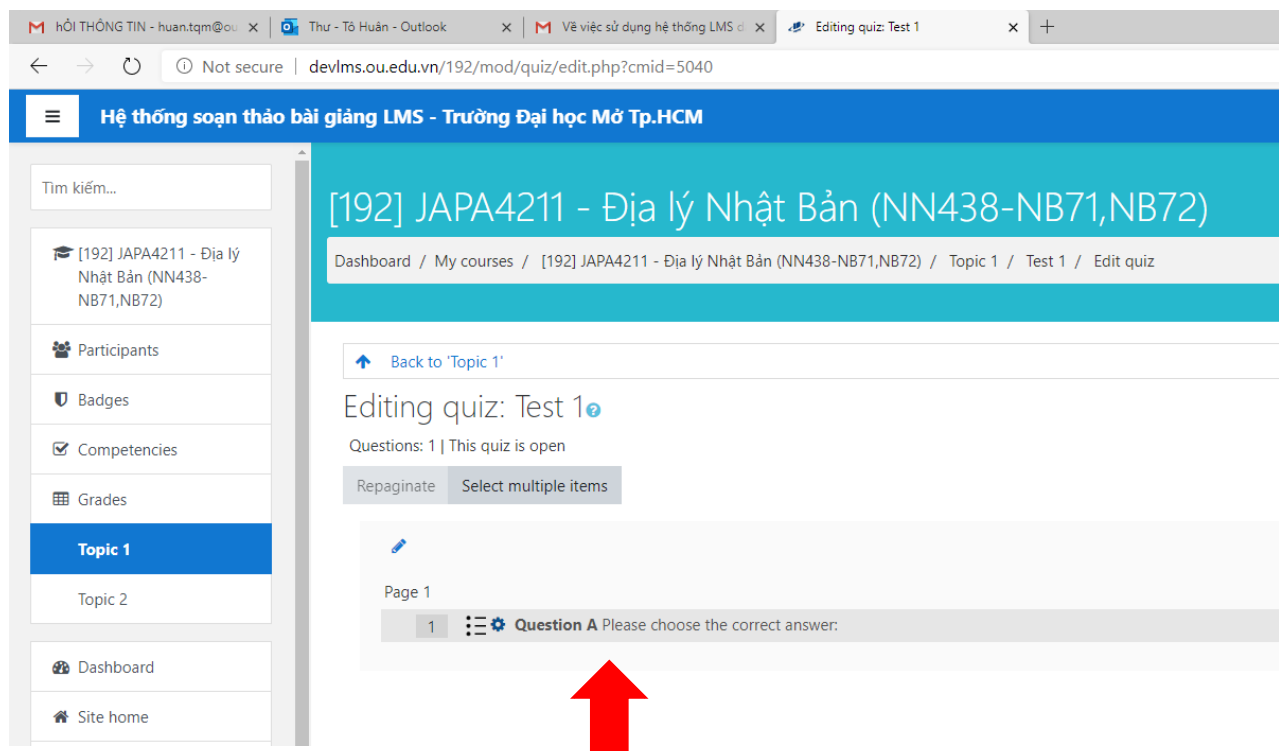
3. Click on the  (gear) icon.



4. A scroll-down pane will appear. Click “Edit quiz”.



5. Click the question that you want to insert audio file



6. The in Editing Multiple choice question view, click the “More Button” icon.

ce question

Expand all

Current category Default for [192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71,NB72) (1) Use this category

Default for [192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71,NB72) (1) ▾

Question A

1 i B I [List icons] [Link icon] [Image icon] [Audio icon] [Video icon] [Embed icon]

Please choose the correct answer:

1

7. More buttons will appear. Click the embed icon [</>]

Current category Default for [192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71,NB72) (1) Use this category

Default for [192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71,NB72) (1) ▾

Question A

1 i B I [List icons] [Link icon] [Image icon] [Audio icon] [Video icon] [Embed icon] [More icon]

Please choose the correct answer:

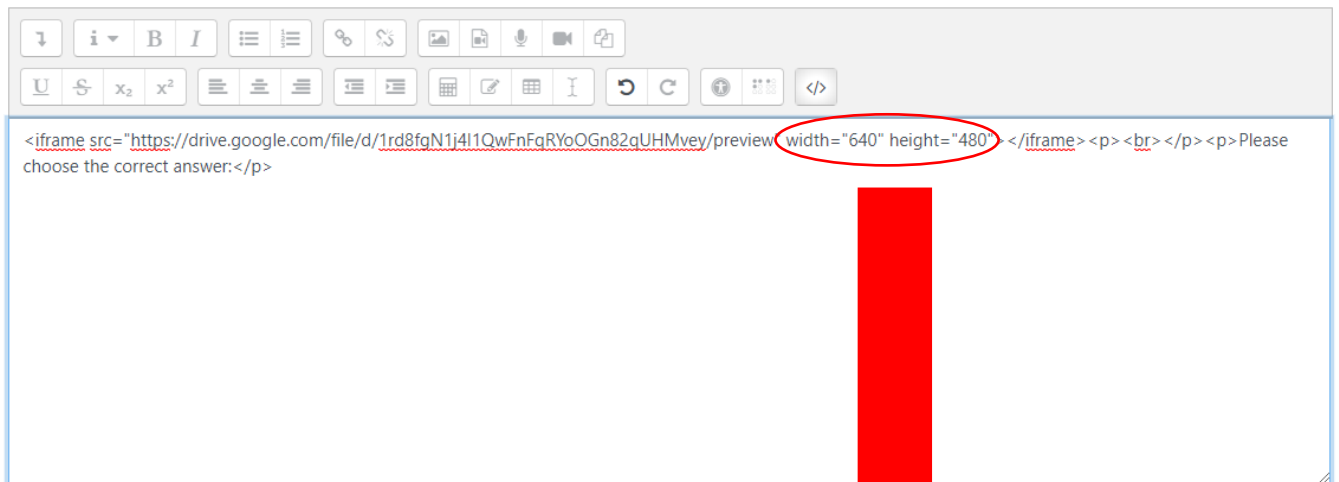
1

8. Paste the code that you copied in step 6. of PART B.

The screenshot shows the 'HỆ THỐNG soạn thảo bài giảng LMS - Trường Đại học Mở Tp.HCM' interface. The main content area is titled 'Editing a Multiple choice question'. Under the 'General' tab, there are several input fields: 'Current category' (Default for [192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71,NB72) (1) Use this category), 'Save in category' (Default for [192] JAPA4211 - Địa lý Nhật Bản (NN438-NB71,NB72) (1)), 'Question name' (Question A), and 'Question text'. The 'Question text' field is highlighted with a red arrow and the text 'PASTE HERE'. Below the text field is a 'Default mark' field set to '1'. The question text field contains the following HTML code:

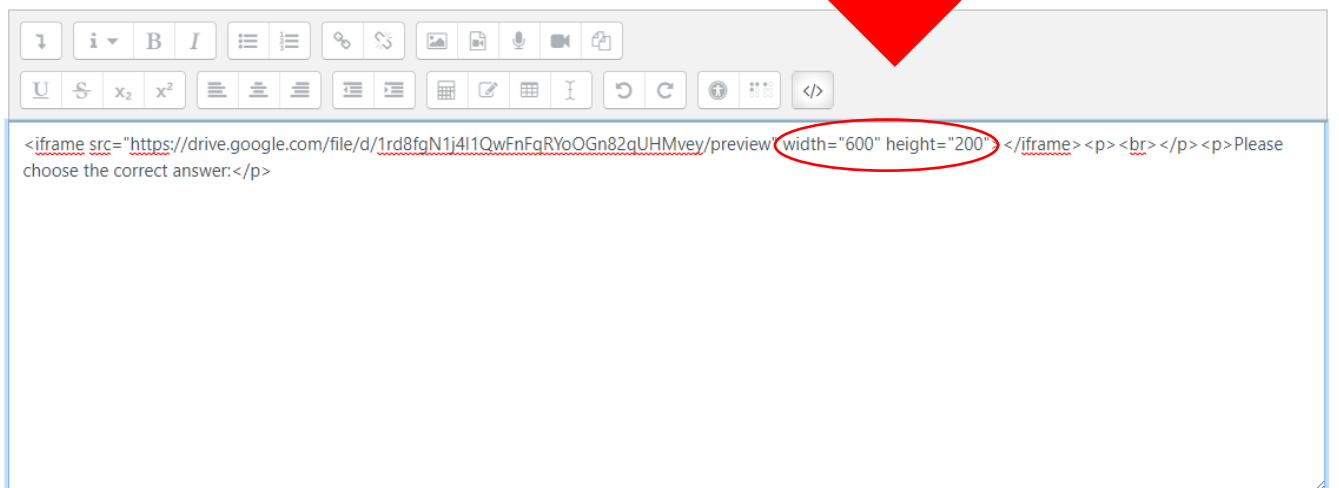
```
<iframe src="https://drive.google.com/file/d/1rd8lgN1j4l1QwFnFrYoOGn82qLHMvvey/preview" width="640" height="480" ></iframe><p><br></p><p>Please choose the correct answer:</p>
```


9. After pasted the code, please adjust the width and the height. Width and height might be any number, but you must adjust it to 600 and 200 for a better view for students.



A screenshot of a rich text editor's source code view. The code contains an `<iframe>` tag with a Google Drive link and attributes `width="640" height="480"`. Below the `</iframe>` tag, there is a paragraph tag `<p>
</p>` followed by the text "Please choose the correct answer:". The values "640" and "480" are circled in red. A large red arrow points downwards from this screenshot to the one below.

```
<iframe src="https://drive.google.com/file/d/1rd8fgN1j4I1QwFnFqRYoOGn82qUHMvey/preview" width="640" height="480"></iframe> <p><br></p><p>Please choose the correct answer:</p>
```



A screenshot of a rich text editor's source code view, similar to the one above. The `<iframe>` tag now has attributes `width="600" height="200"`. The values "600" and "200" are circled in red. The rest of the code remains the same.

```
<iframe src="https://drive.google.com/file/d/1rd8fgN1j4I1QwFnFqRYoOGn82qUHMvey/preview" width="600" height="200"></iframe> <p><br></p><p>Please choose the correct answer:</p>
```

10. Now you can save the quiz.