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

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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
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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
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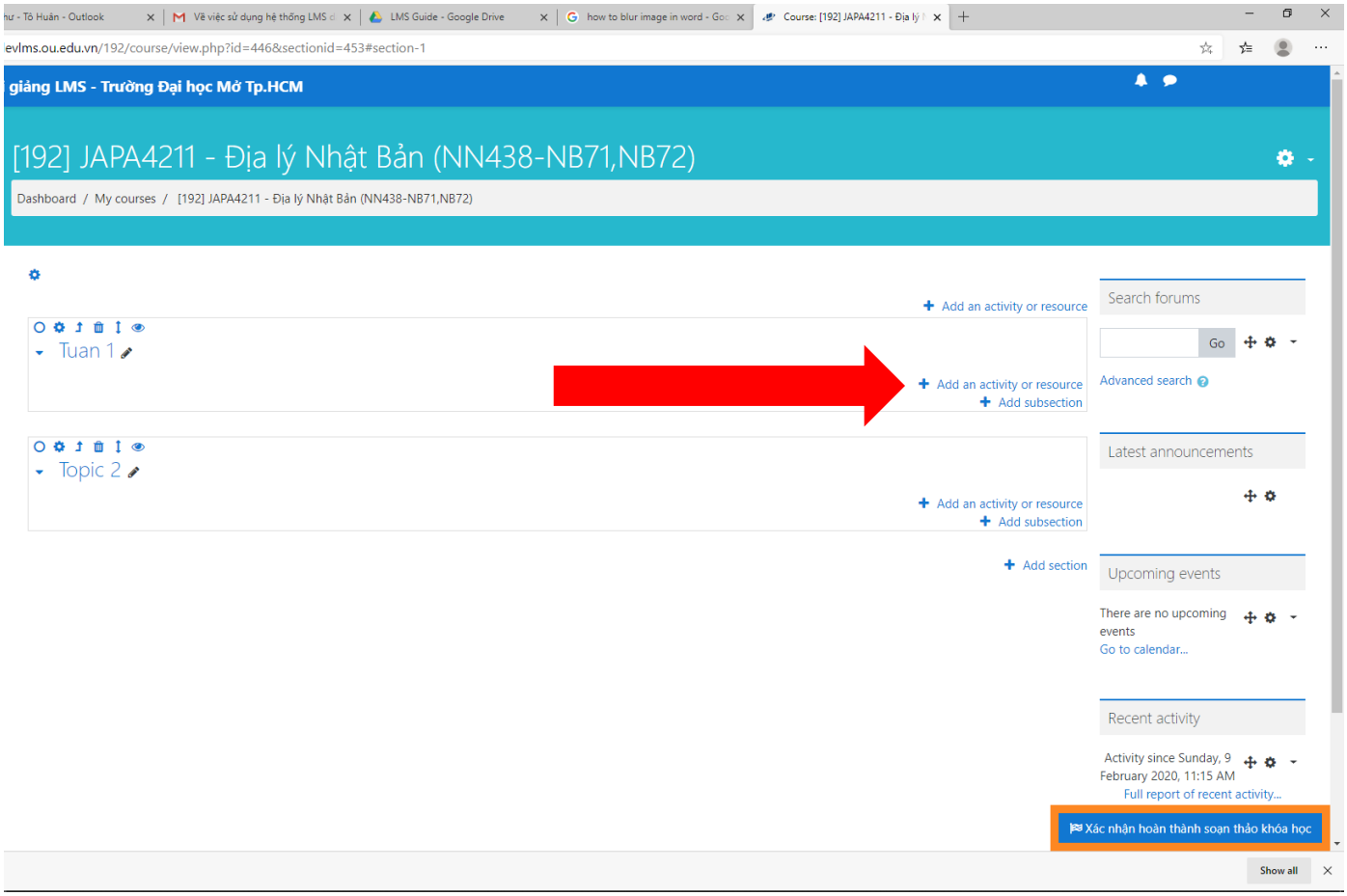
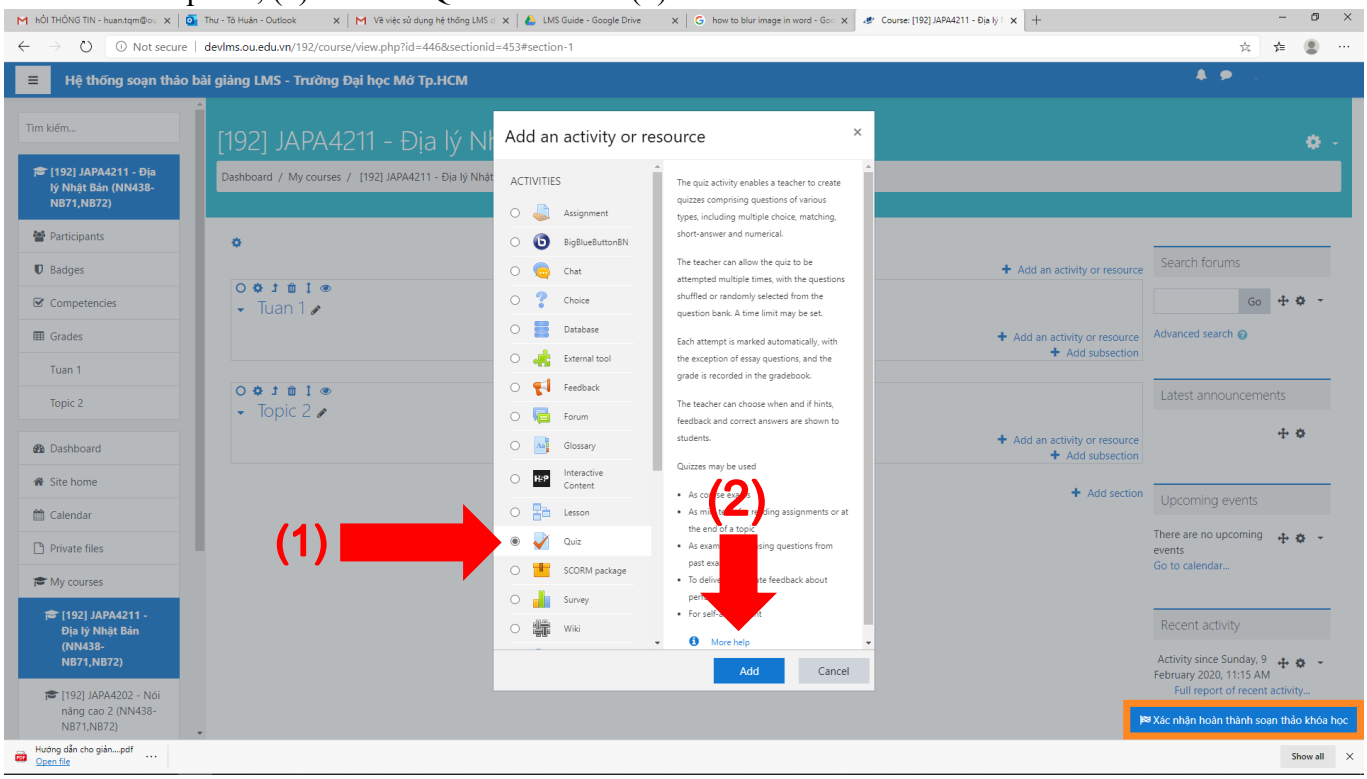
10. Now you can save the quiz. 25

HOW TO CREATE A QUIZ IN LMS

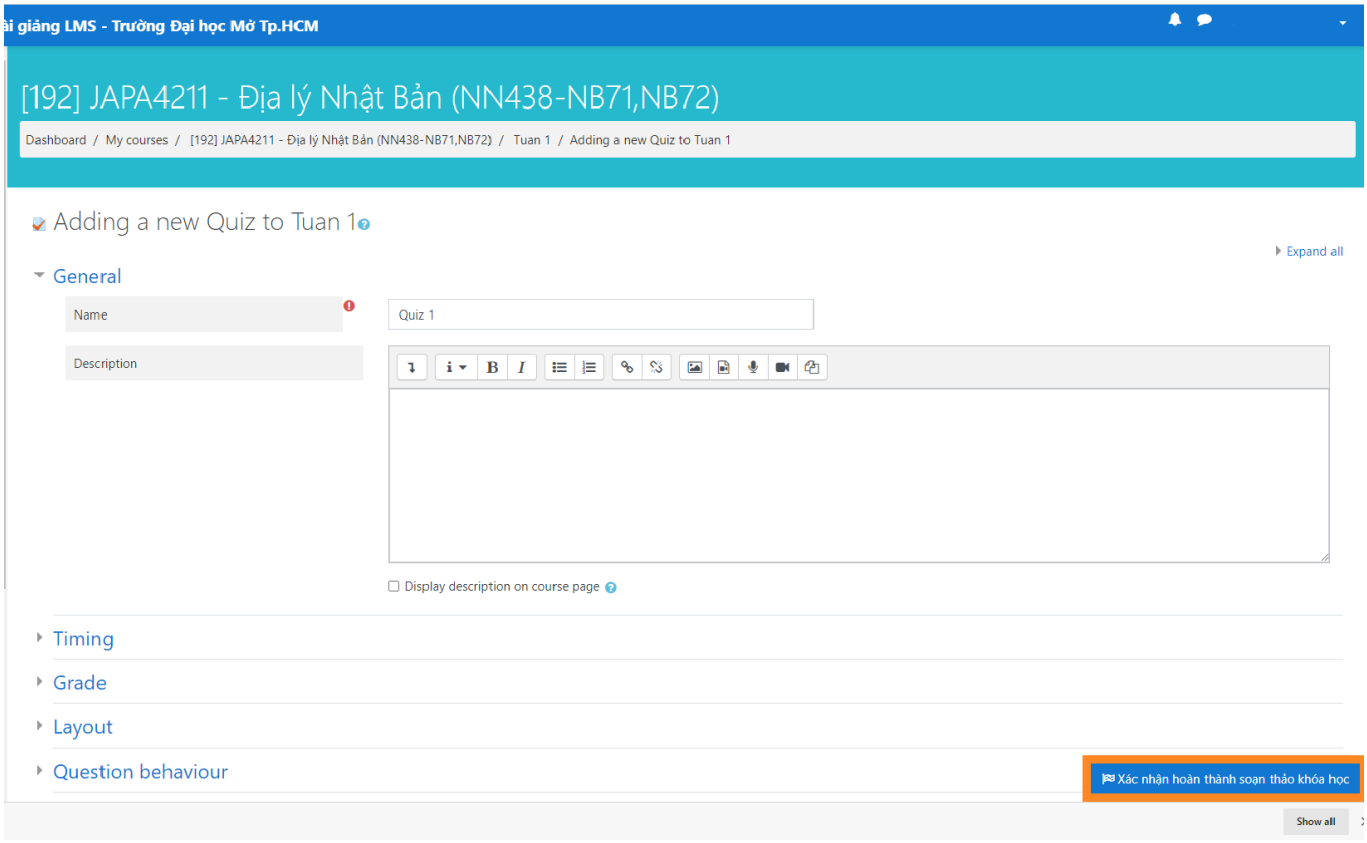
1. In the main page of a course or class, choose “Add an activity or recourse”



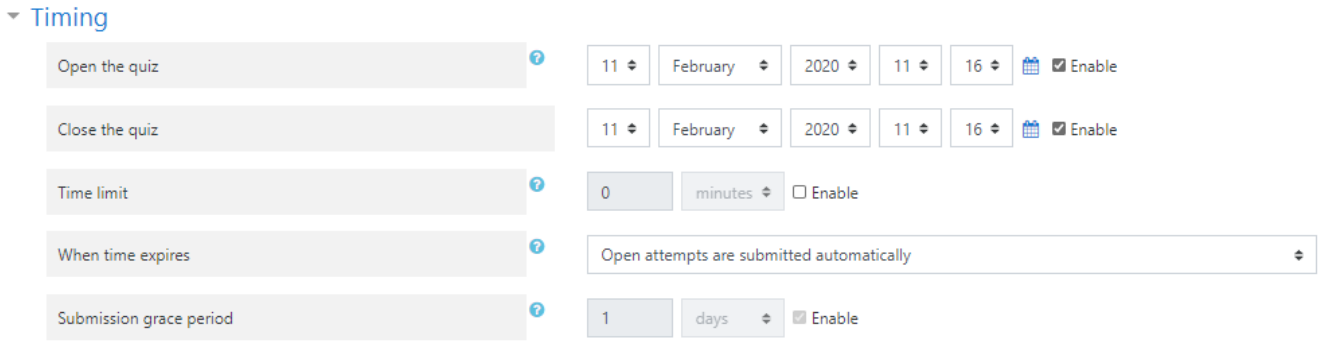
2. In the new panel, (1) choose “Quiz” and then (2) click “Add”



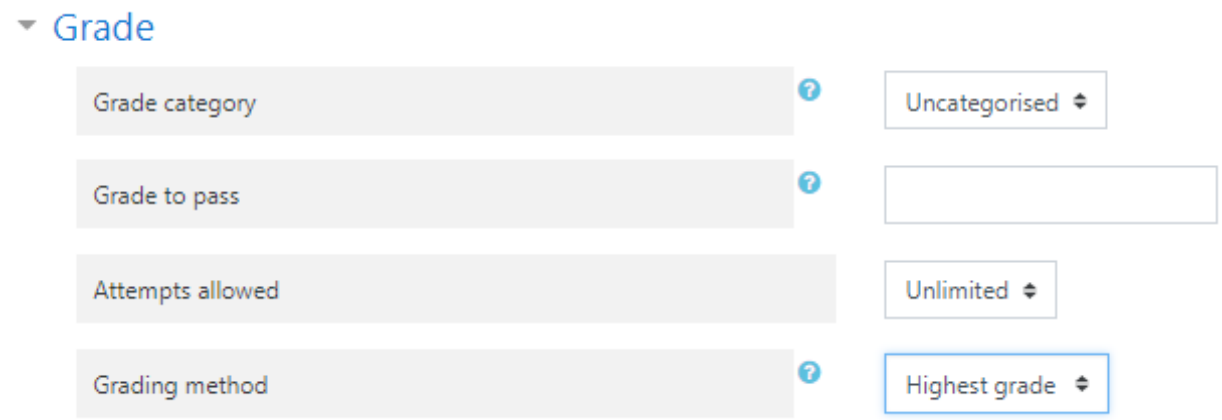
3. Now you are in the Edit quiz view. In this view, you can edit quiz by changing the properties of the test. In the General section you can giving name and description for the quiz.



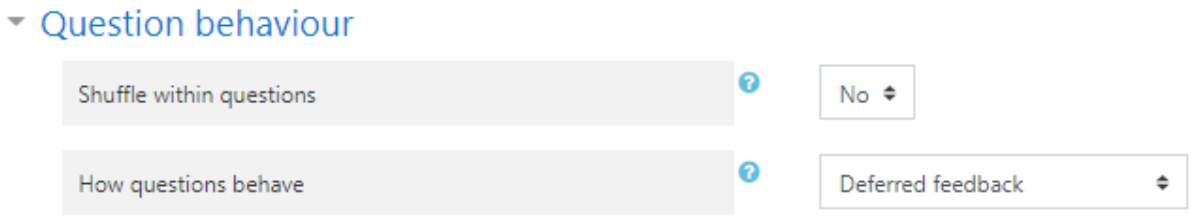
4. In the timing section, by tick the “enable” you can give the date for open and close the quiz. Also, “Time limit” is available when “enable was ticked.



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



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

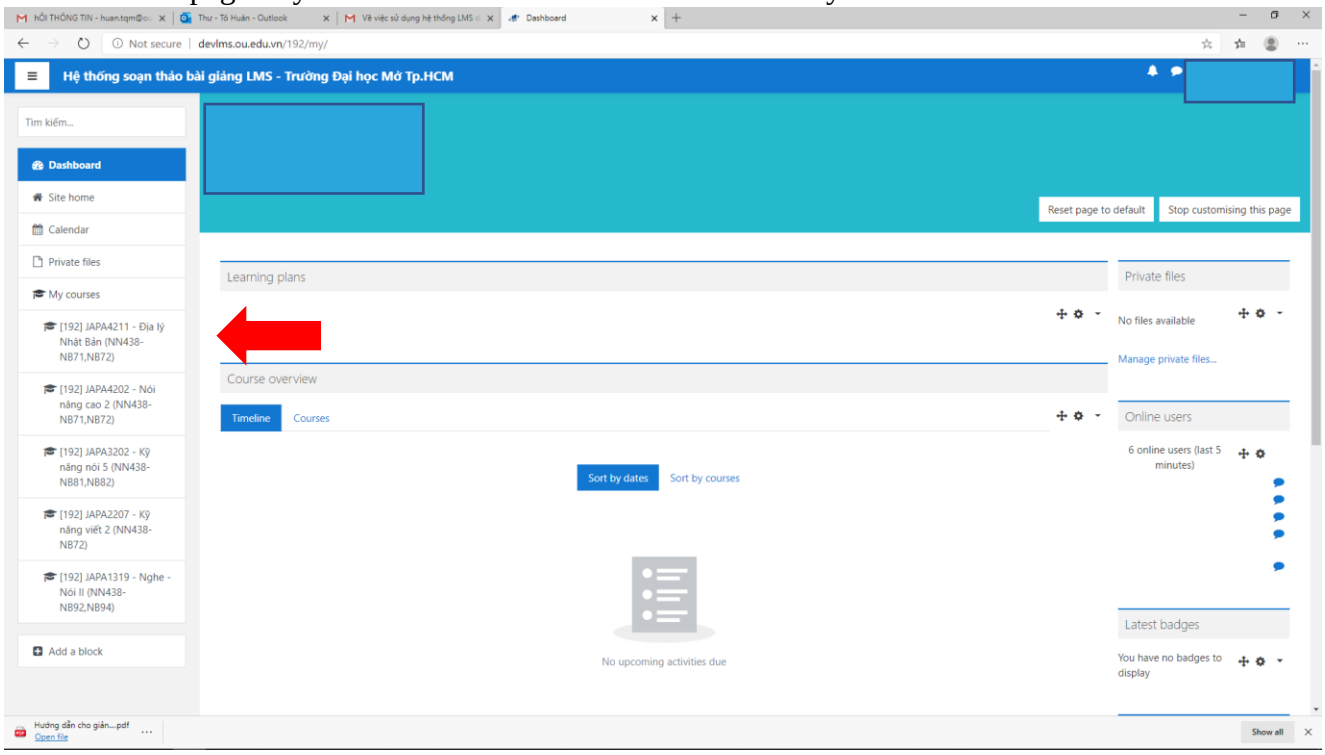


7. In the Review options section, you can tick the options for what students can see During/ After/ While the quiz opening/ After the quiz closed.

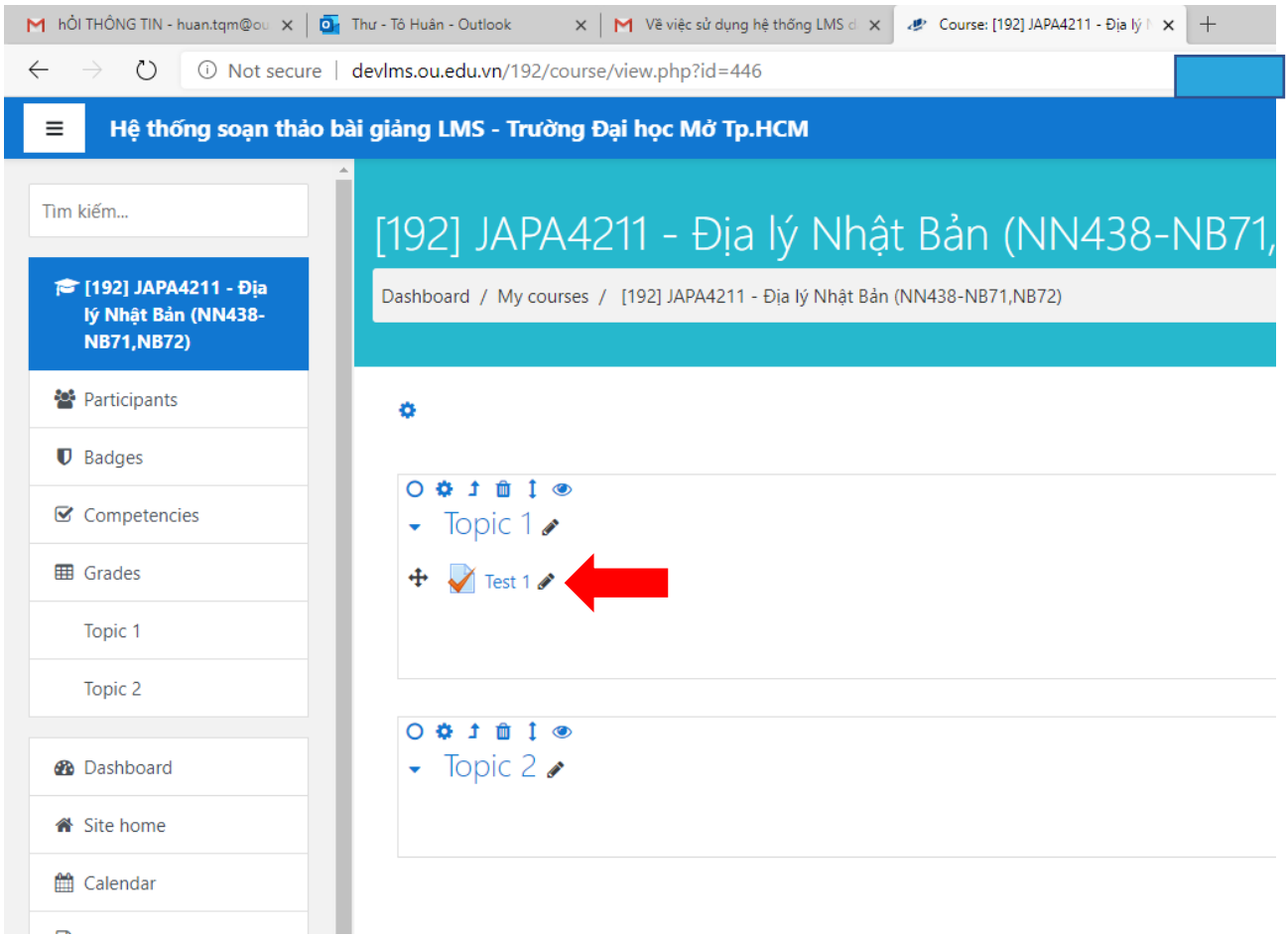
8. Now you can save the quiz.

HOW TO ADD A QUESTION TO YOUR QUIZ.

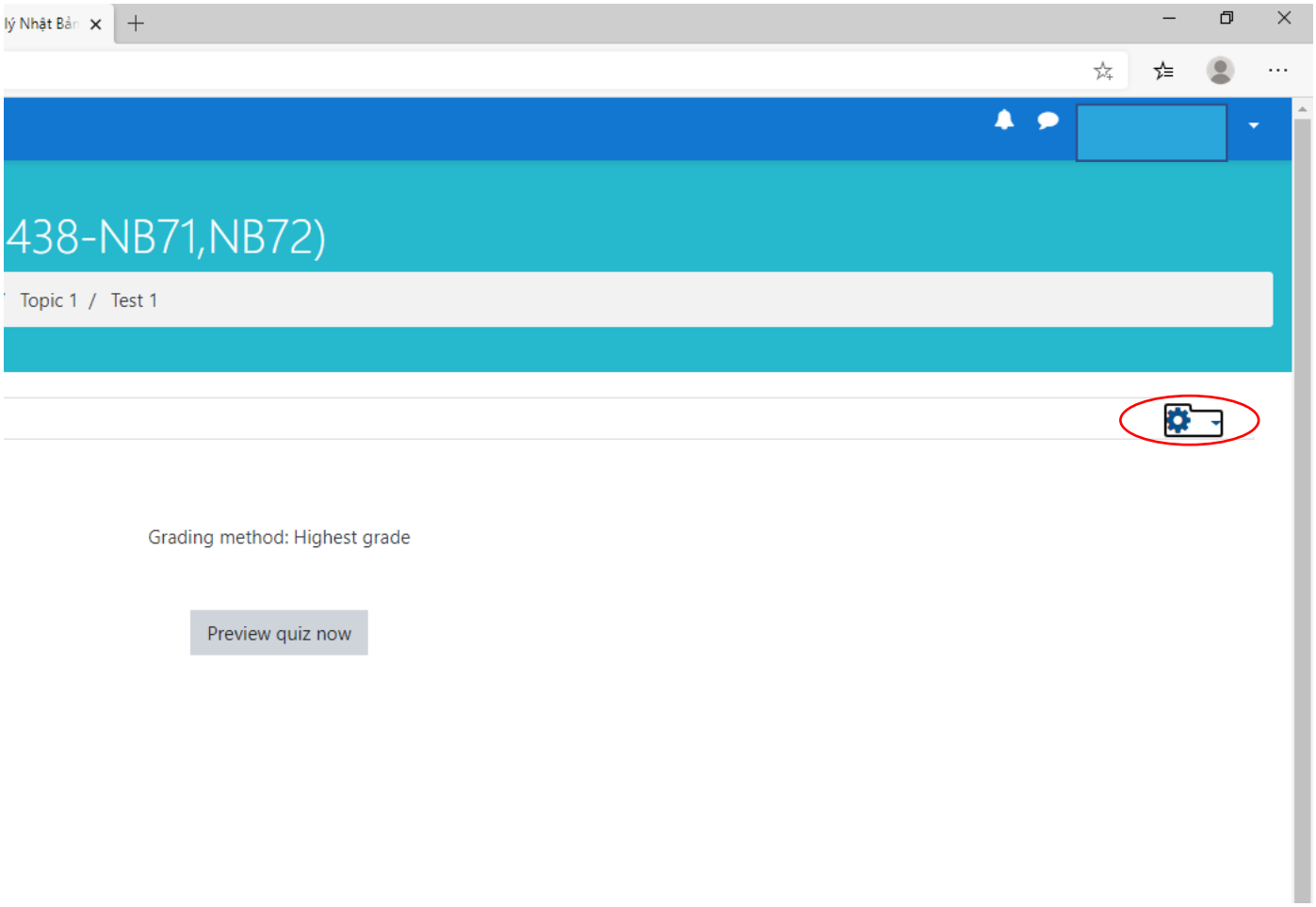
1. In the main page of your account. Click the course/ class that you want.



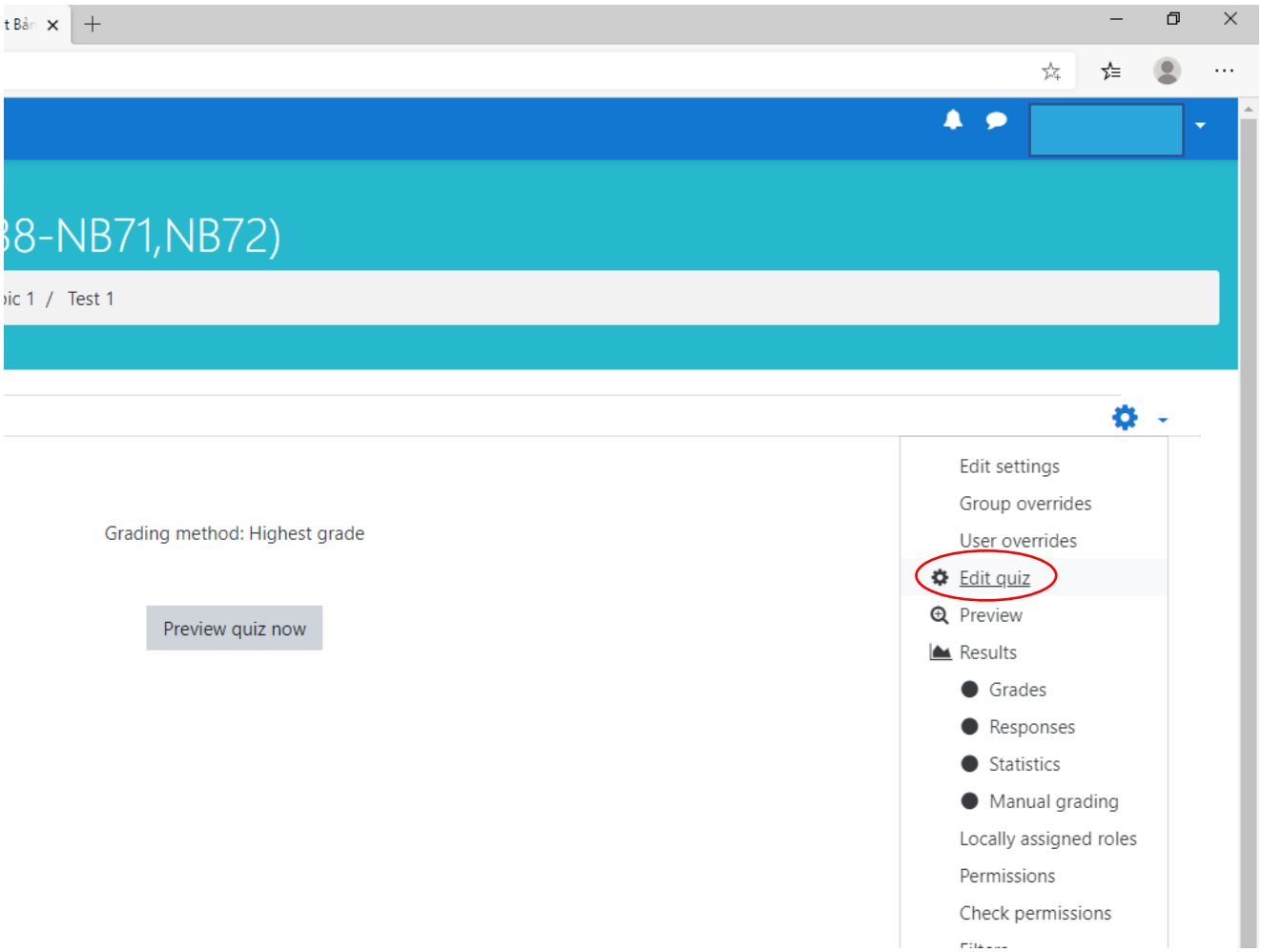
2. Click on the test



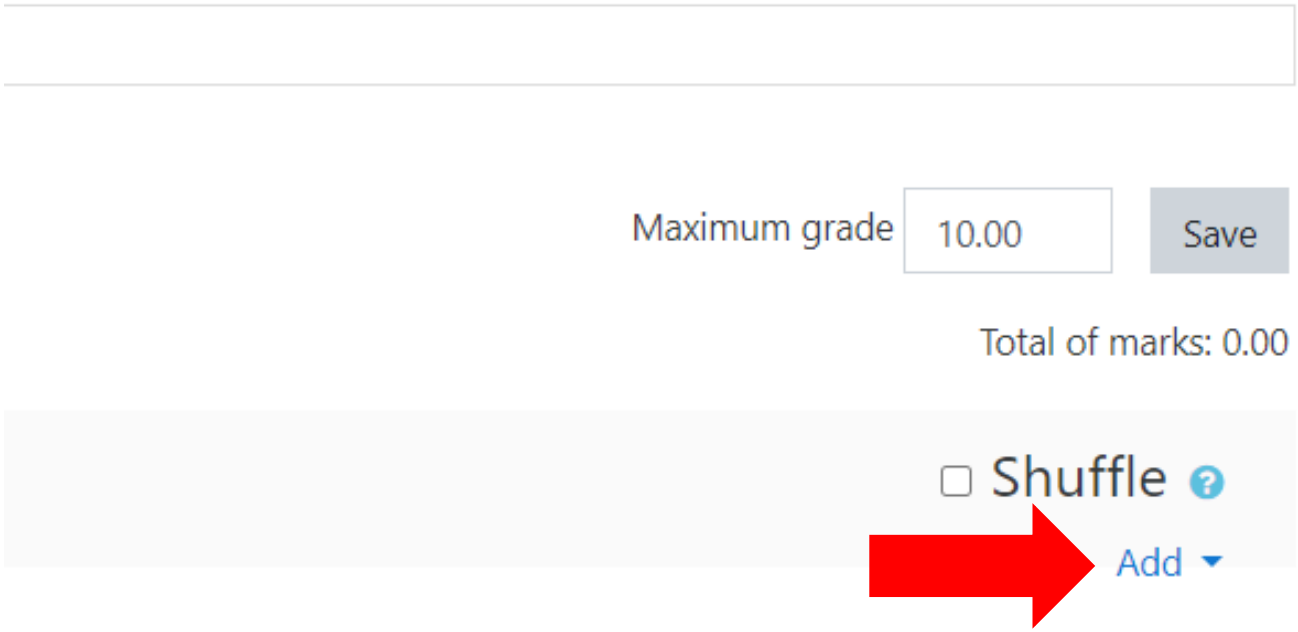
3. Click on the (gear) icon.



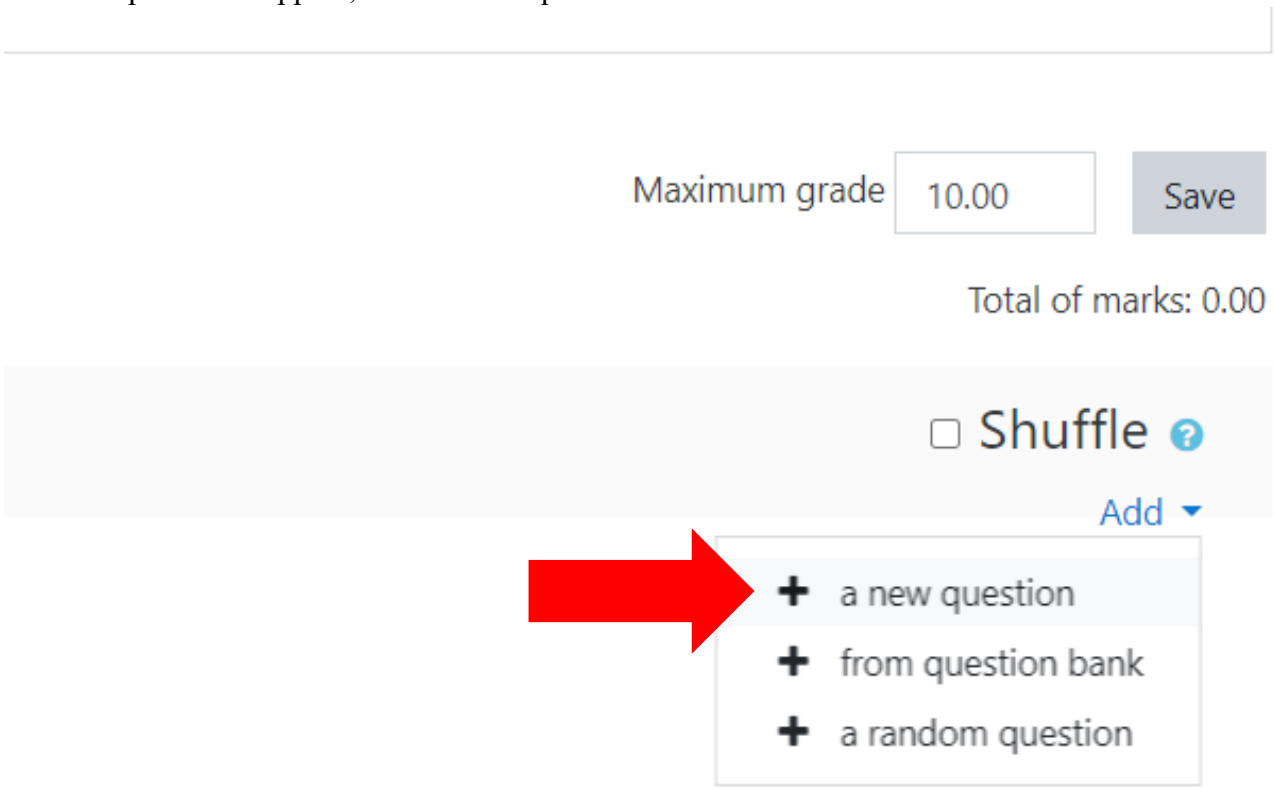
4. A scroll-down pane will appear. Click “Edit quiz”.



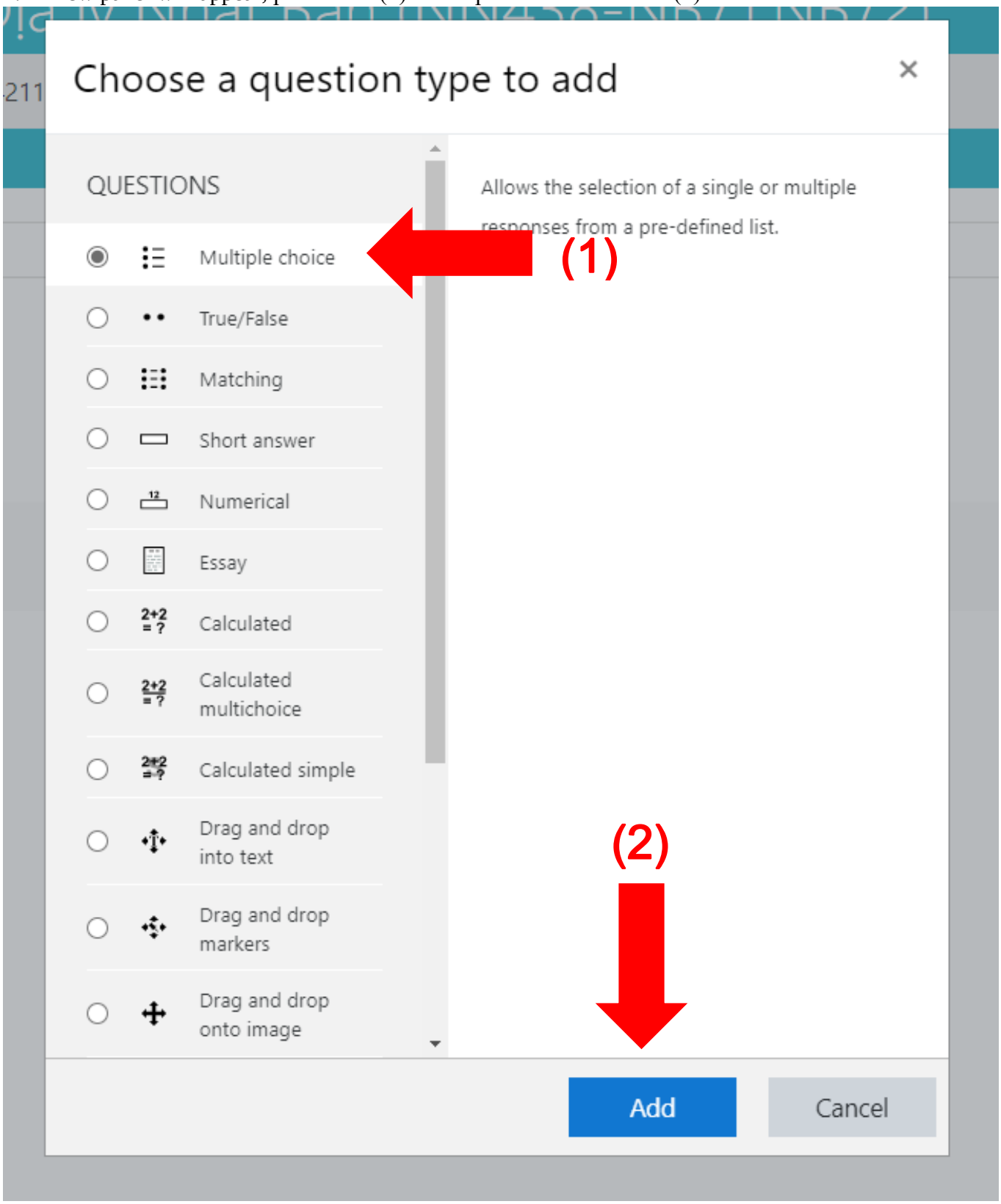
5. In the Quiz edit view, click “Add”.



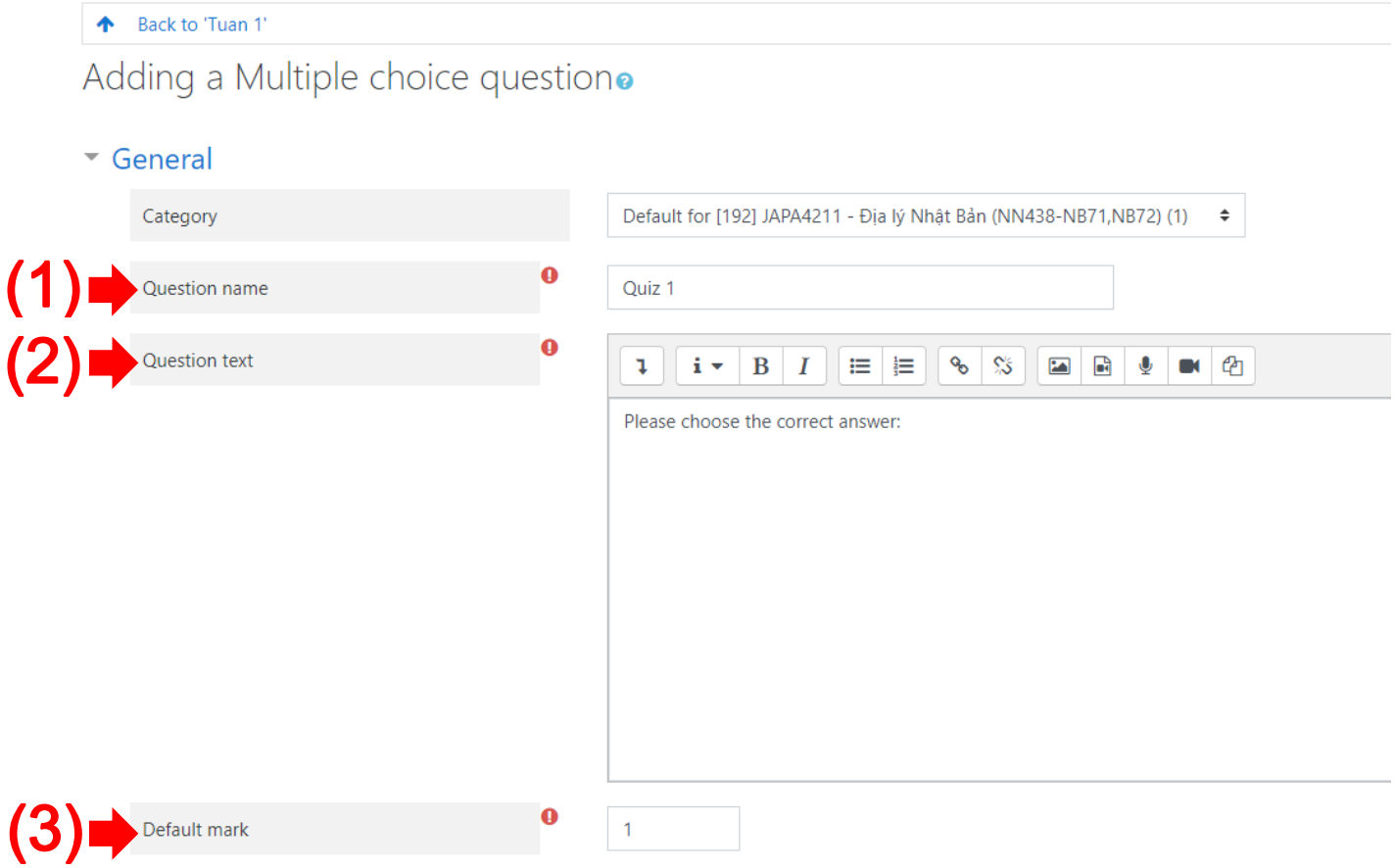
6. A new panel will appear, click “a new question”



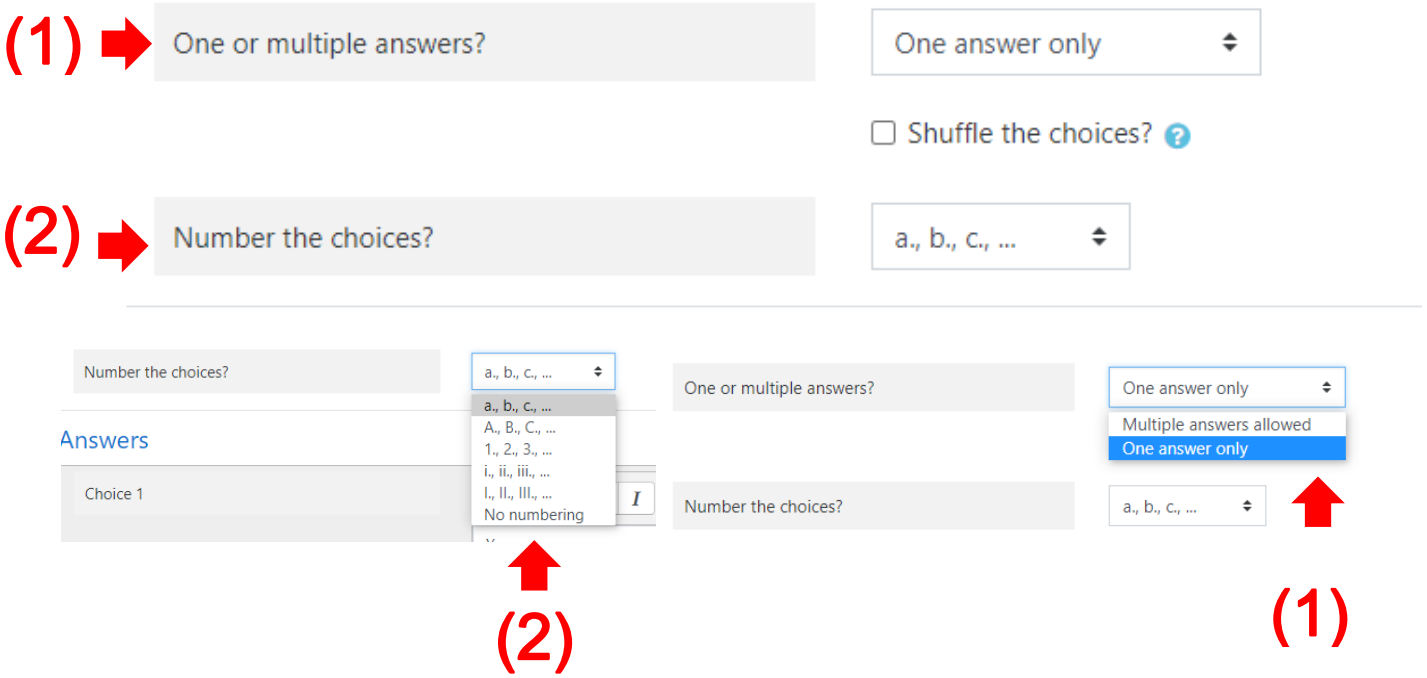
7. A new panel will appear, please tick (1) “Multiple choice” and then (2) “Add”.



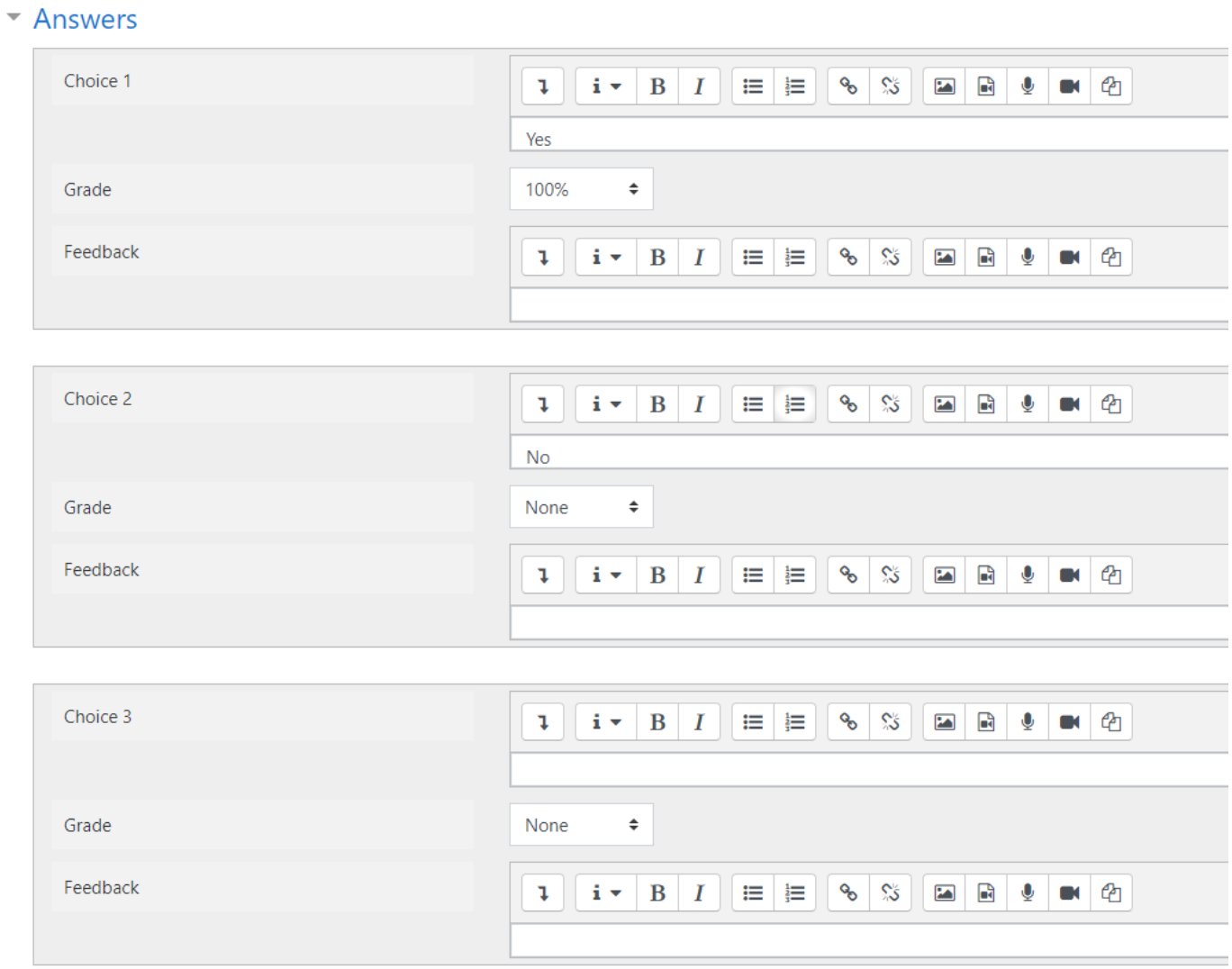
8. Now you are in the Edit Question view. In this view, you can edit question by changing its properties. In the General section you can giving (1) Name, (2) Question test and (3) Default mark.



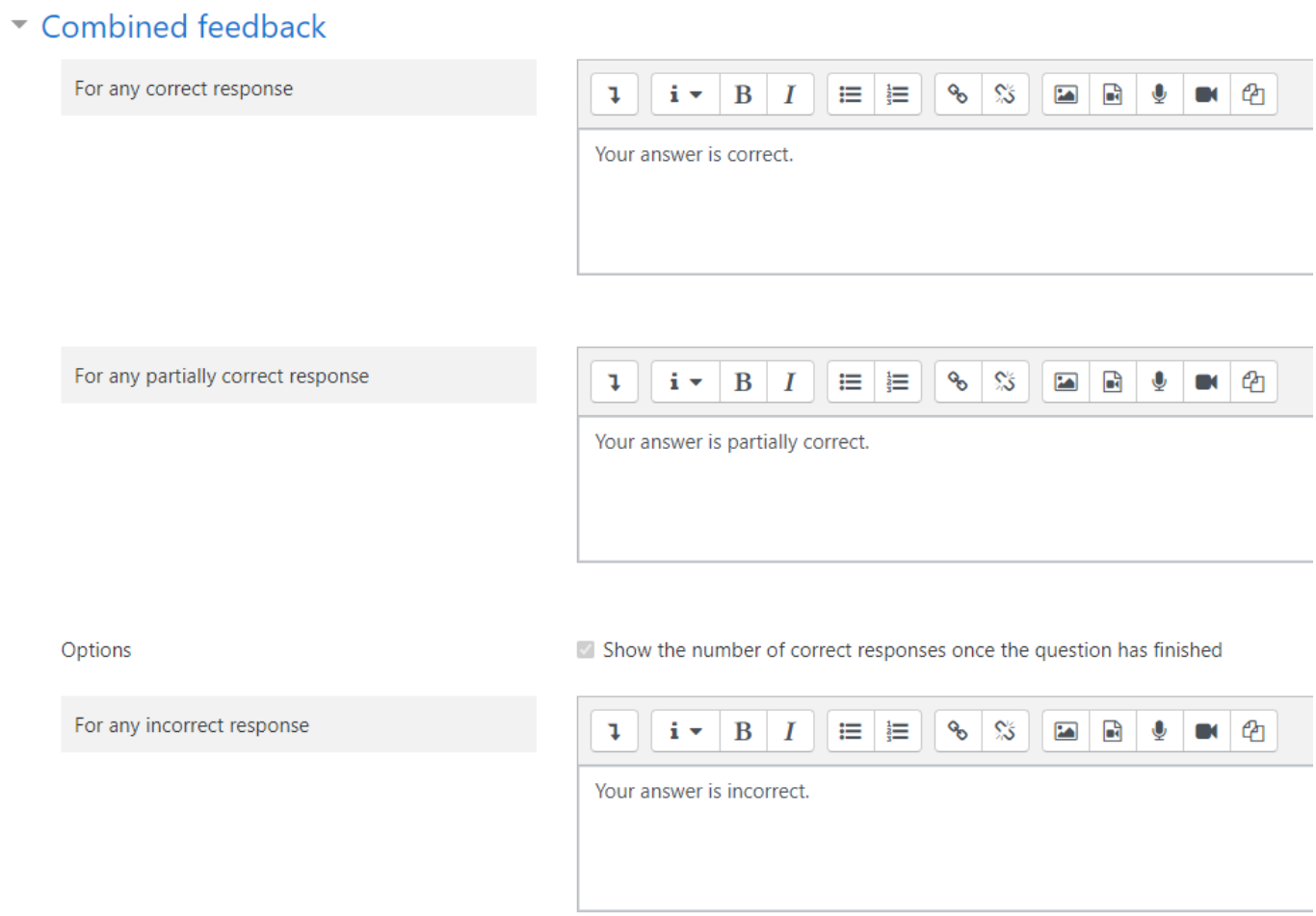
9. Next, you can giving (1) Multiple correct answer or one; And (2) Number the Choices (a,b,c or 1,2,3)



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”.



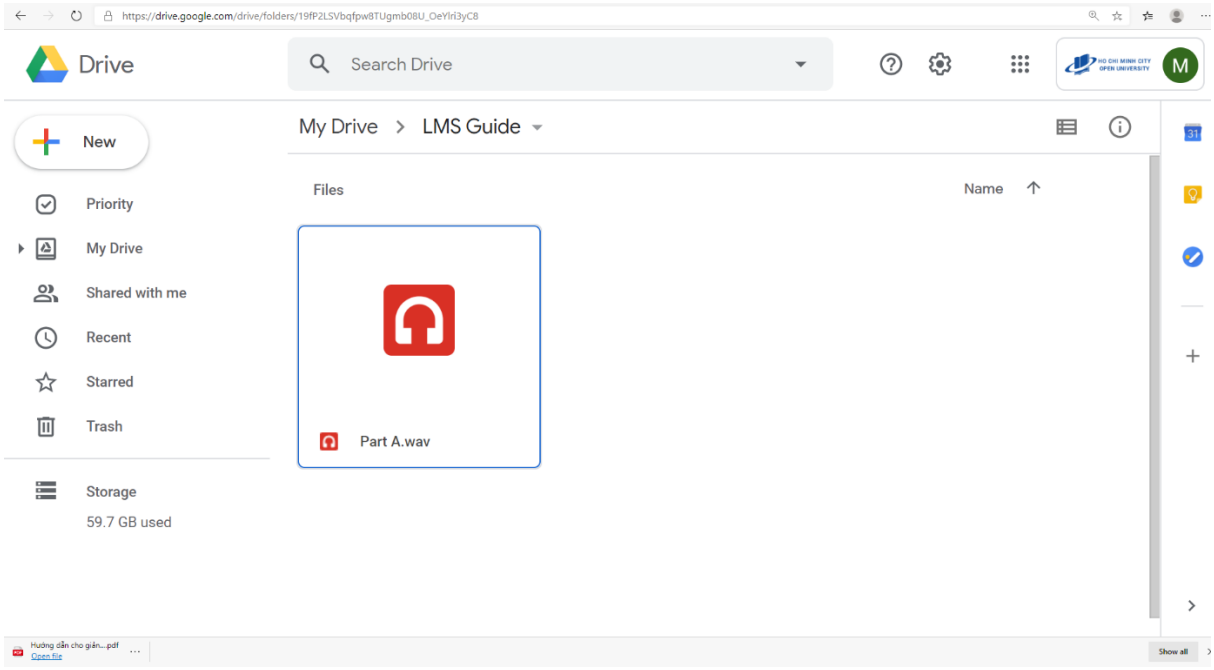
11. In the Combined feedback, you can type feed back for correct responses or incorrect responses. Samples as below.



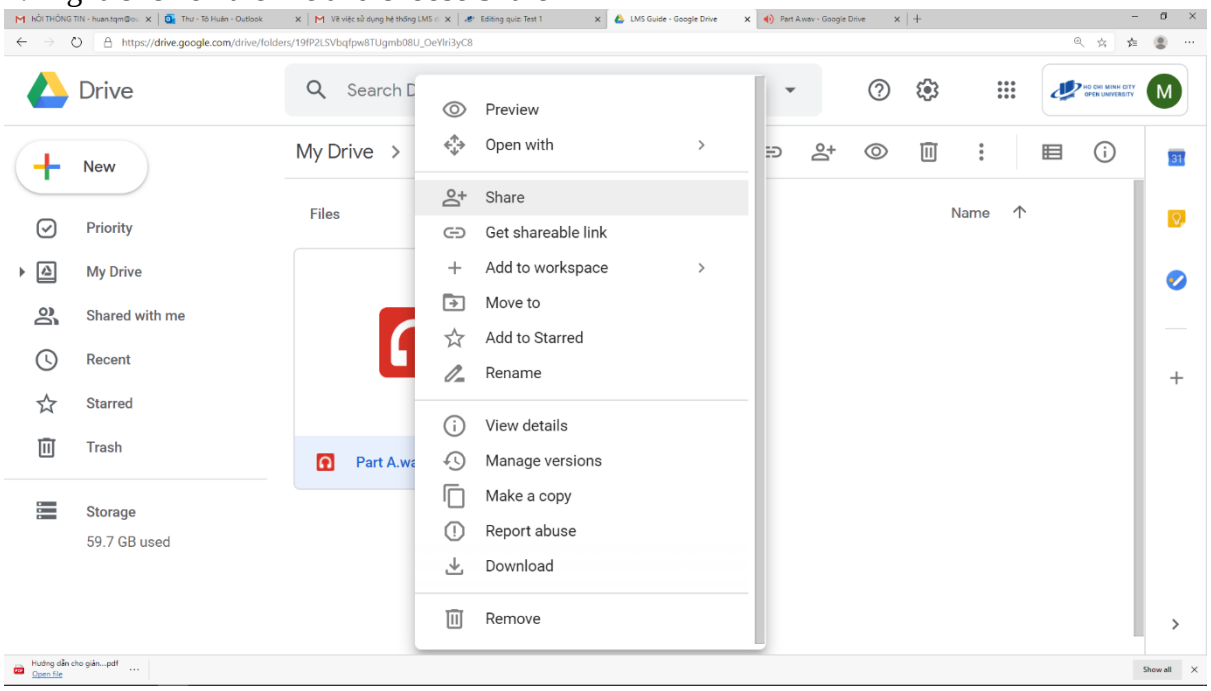
HOW TO ADD AUDIO FILE TO YOUR TEST

PART A: Sharing Settings

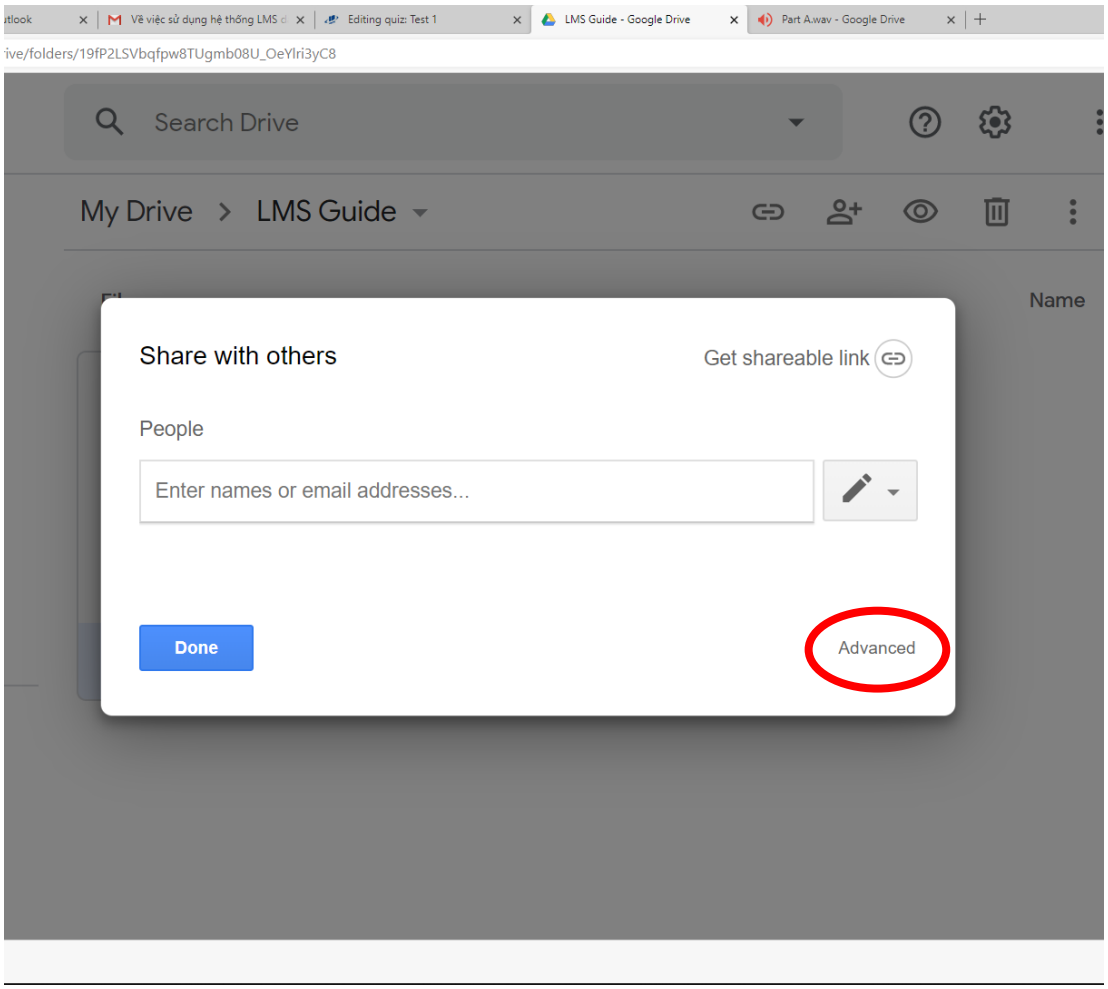
1. Upload an audio file to your Google Drive.



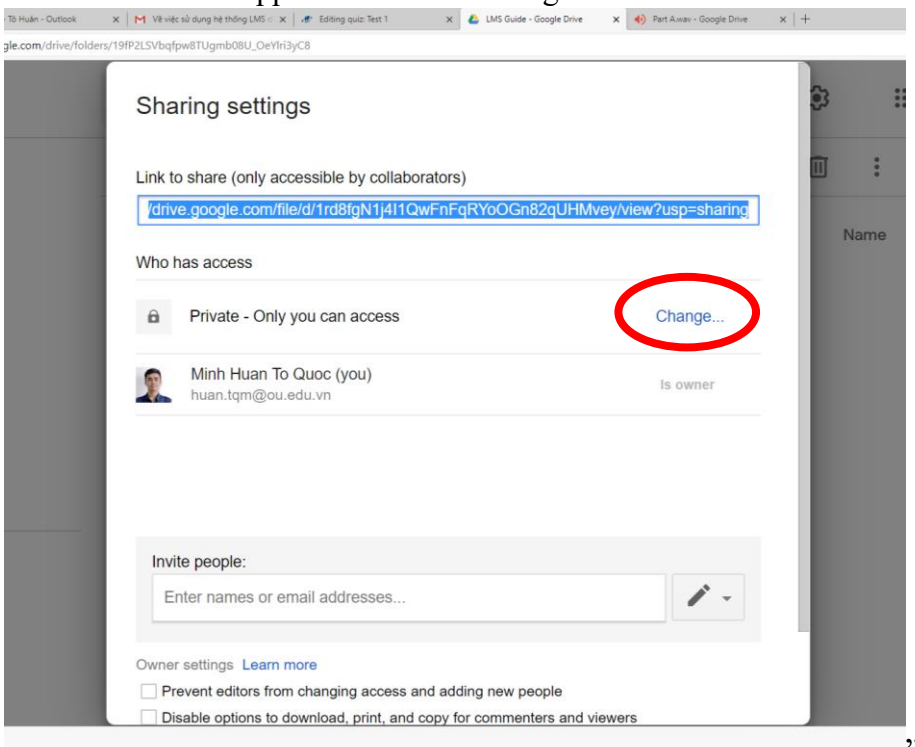
2. Right-click on the file and choose Share



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

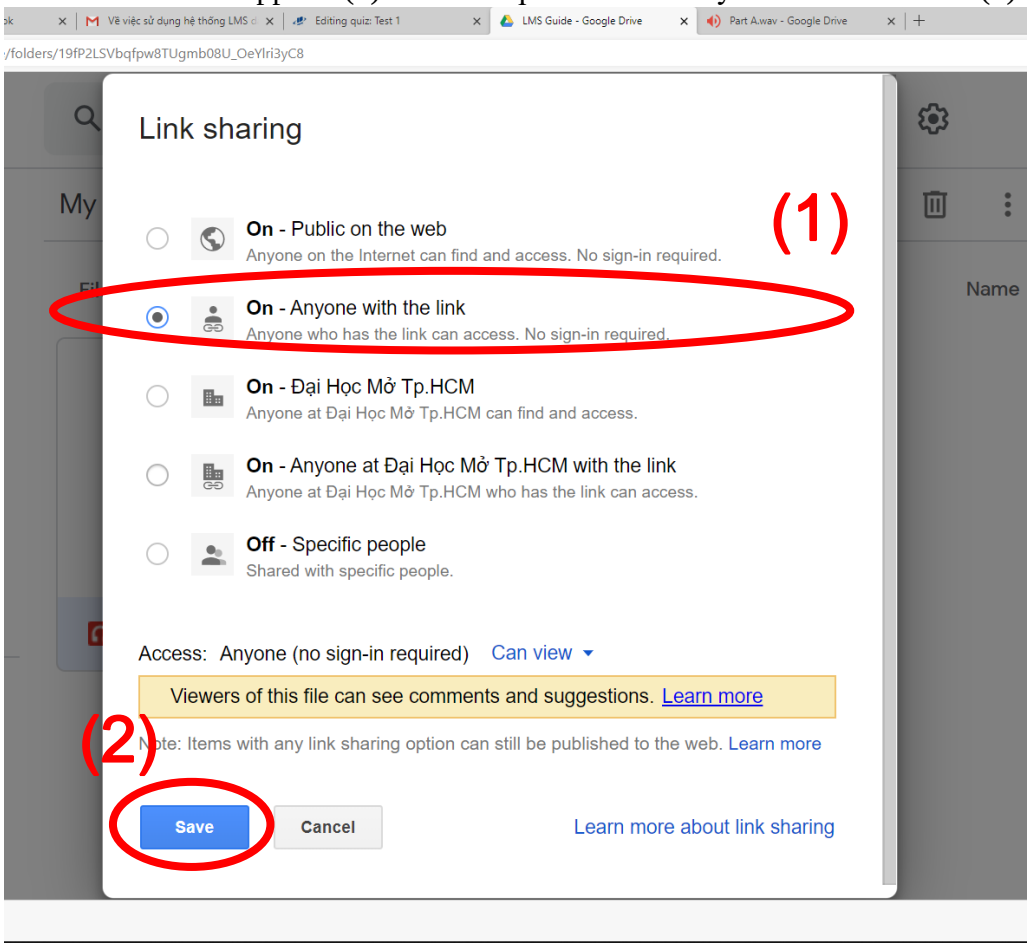


4. A new box will appear. Click on “Change…”



”.

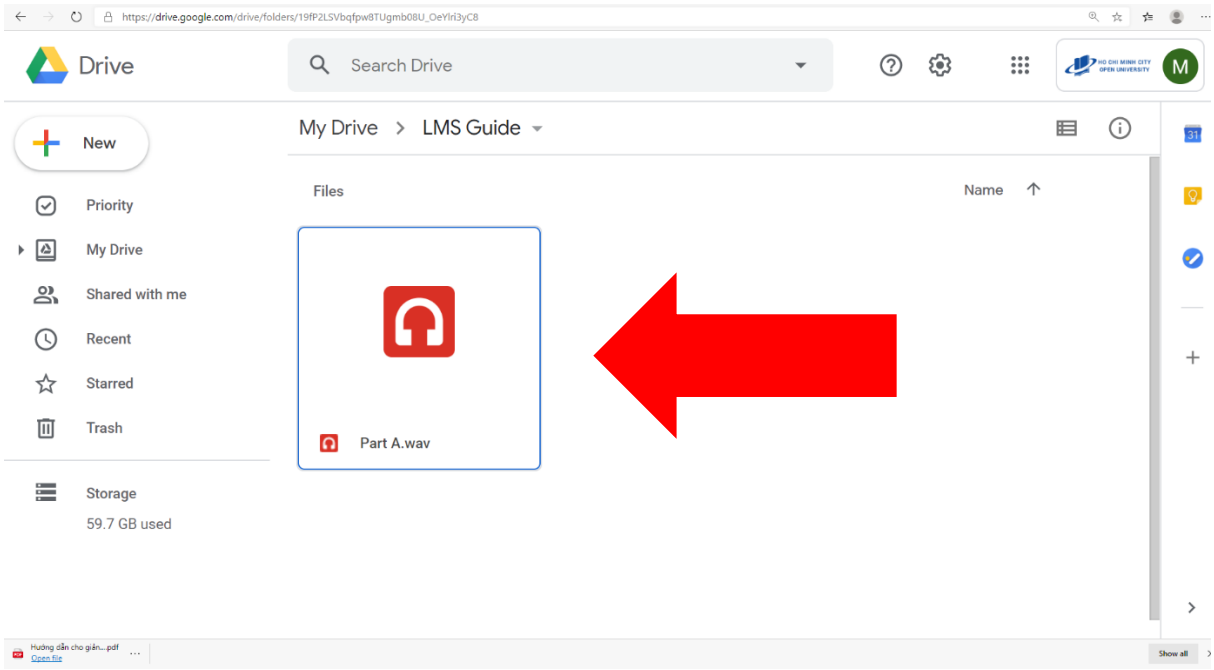
5. A new box will appear. (1) Tick the option “On – Anyone with the link”. (2) Then click “Save”



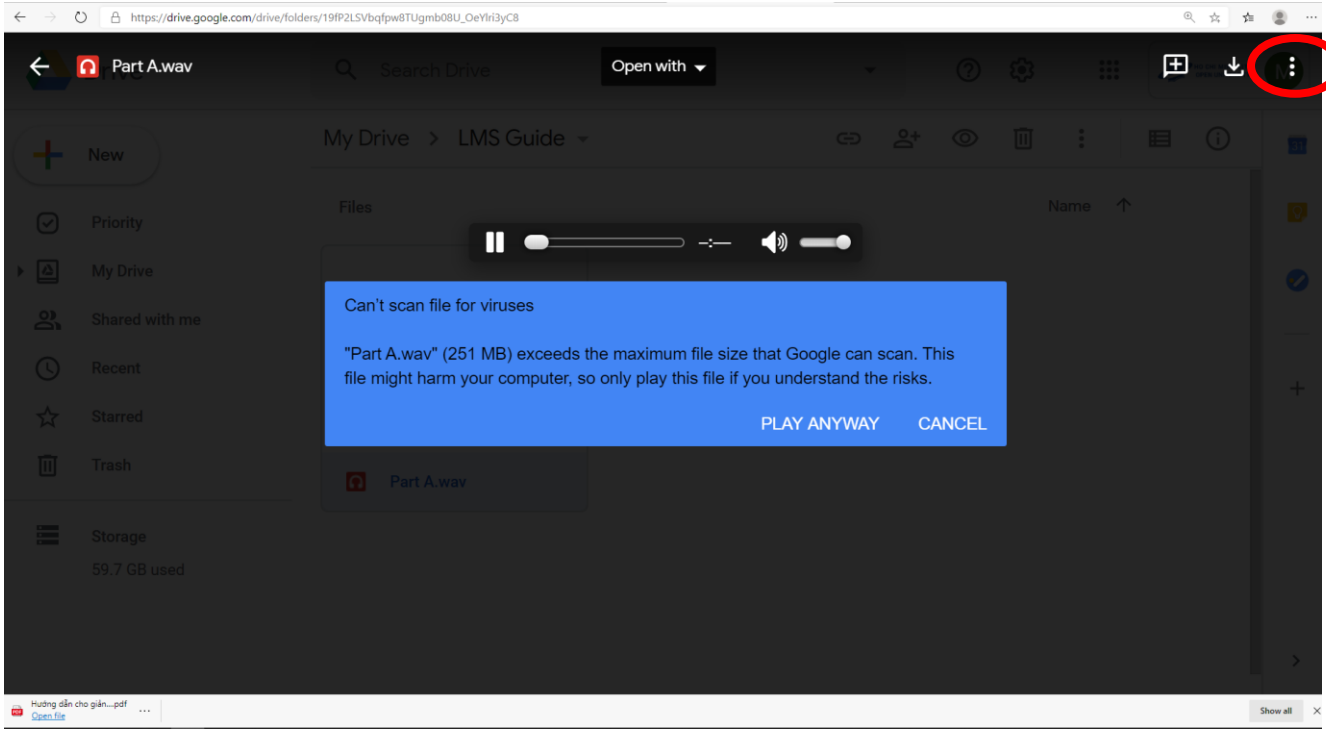
6. In the new box, click done.

PART B: Embed Item

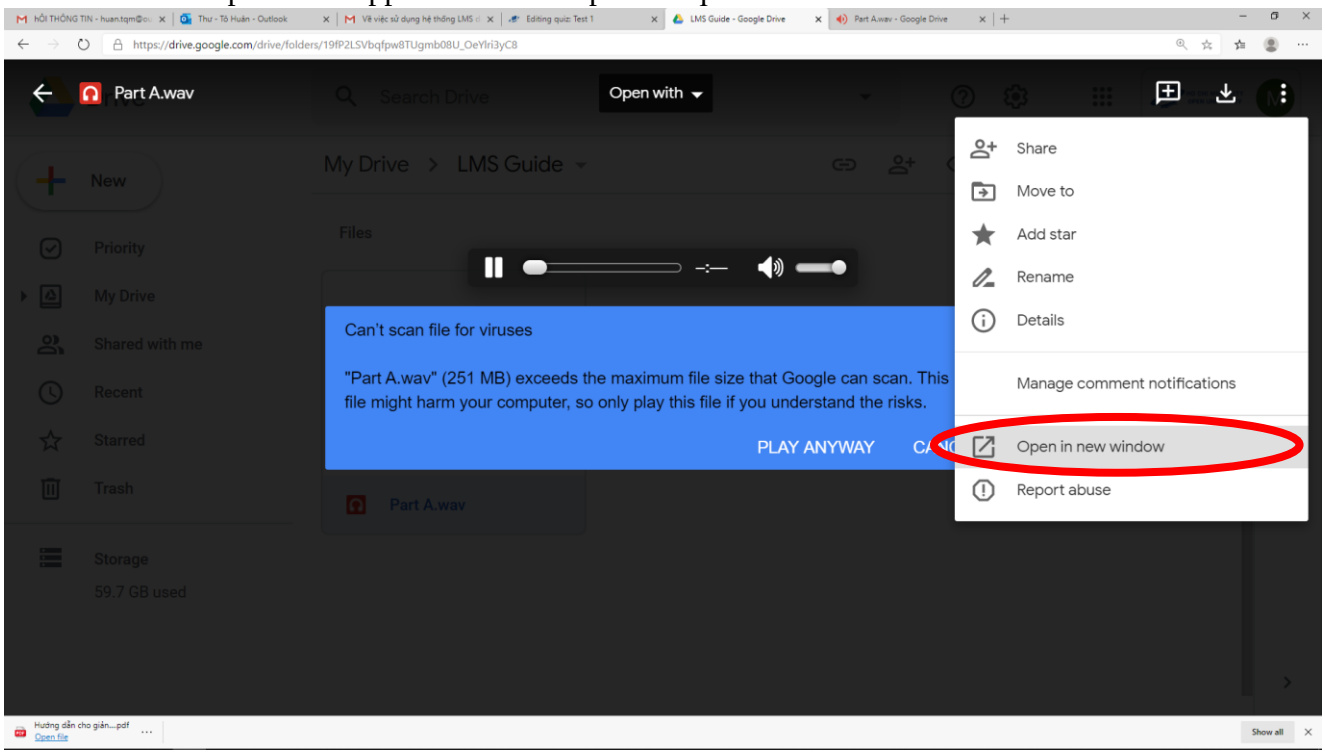
1. Double left click on the file.



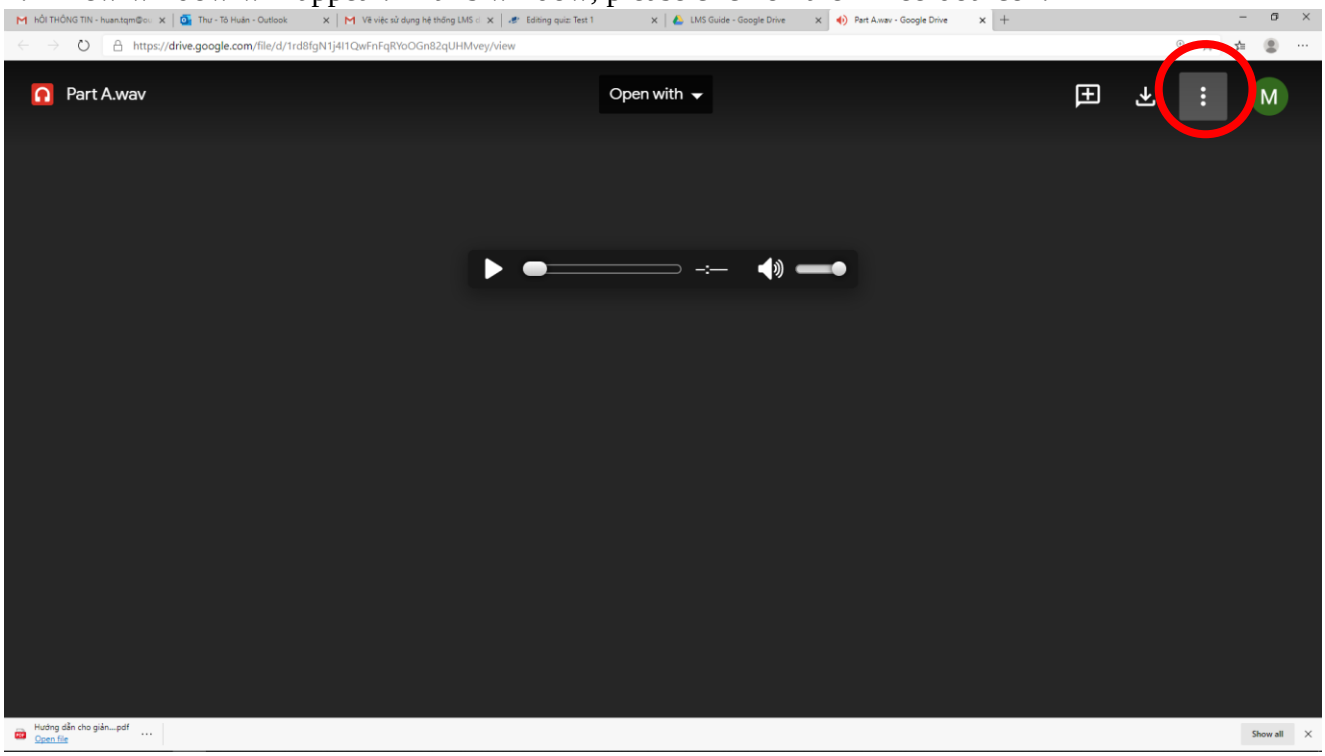
2. The audio player view will appear. Please click on the Three-dot icon.



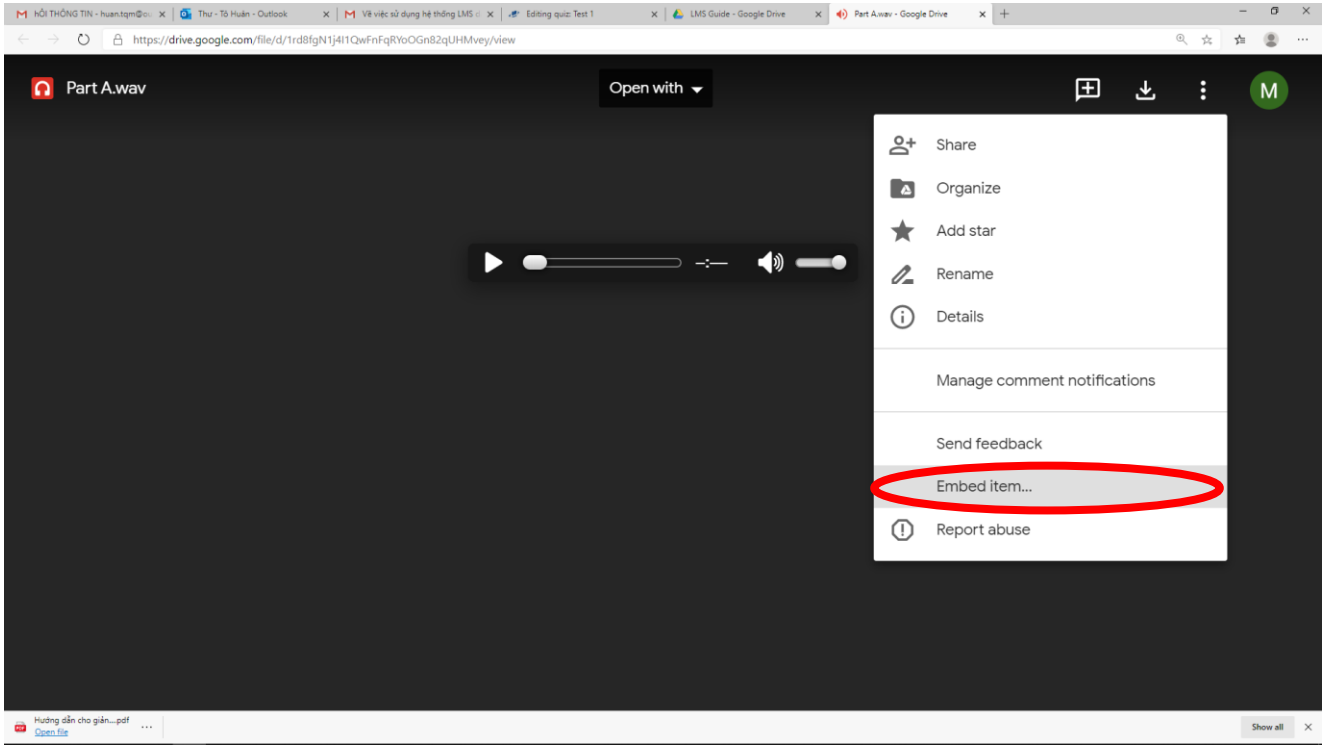
3. A scroll-down pane will appear. Click on option "Open in the new window"



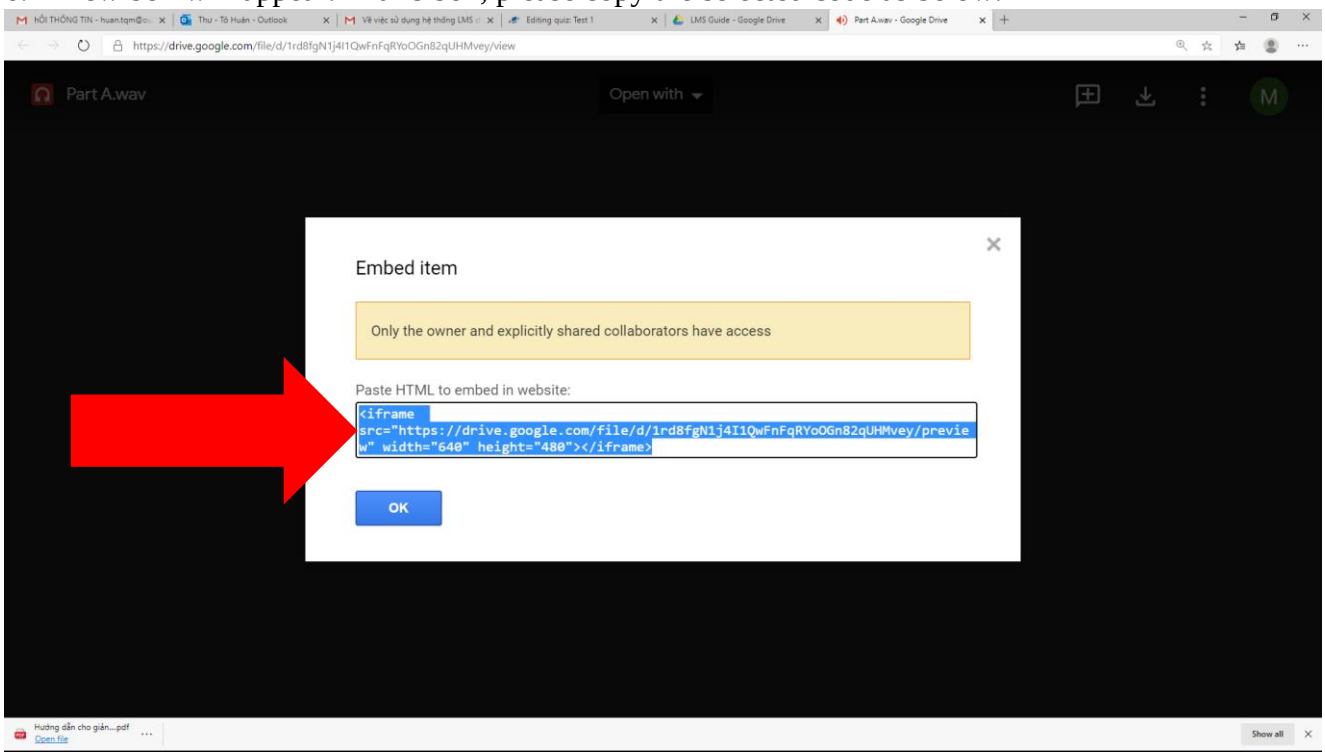
4. A new window will appear. In this window, please click on the Three-dot icon.



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

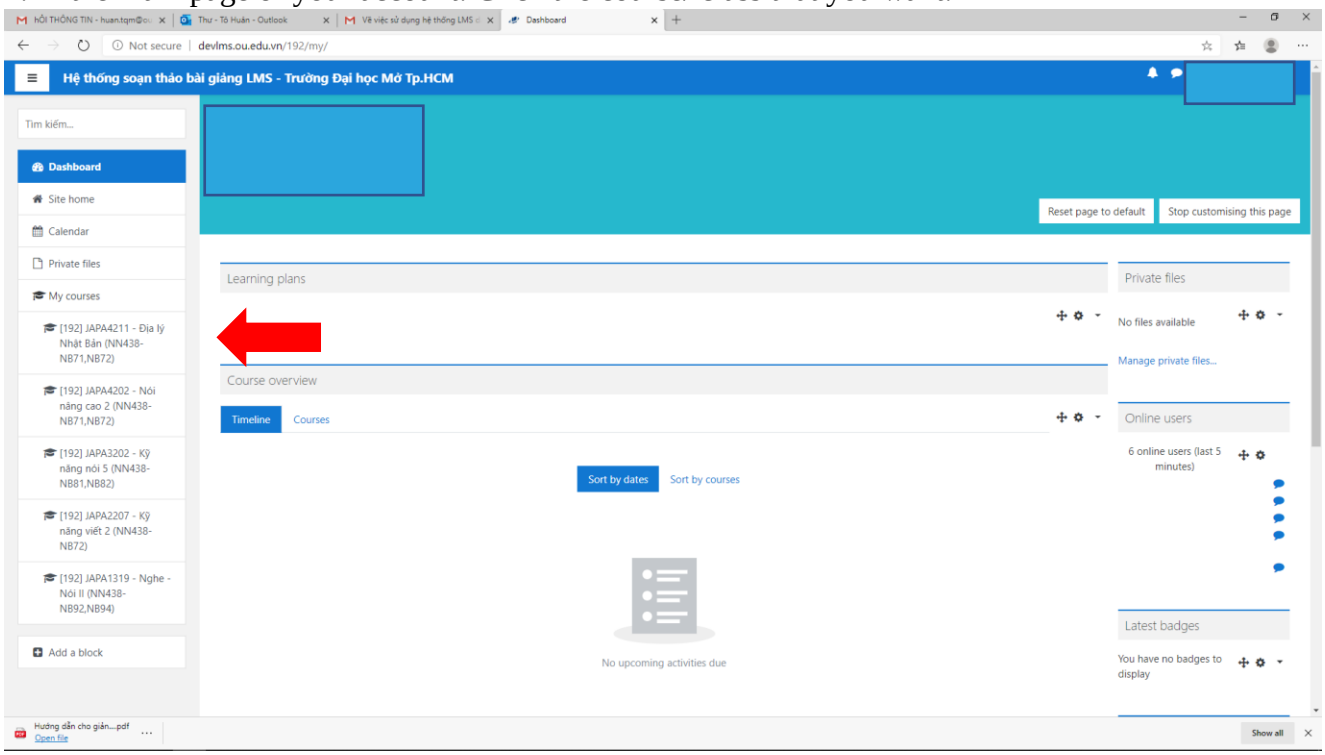


6. A new box will appear. In this box, please copy the selected code as below.

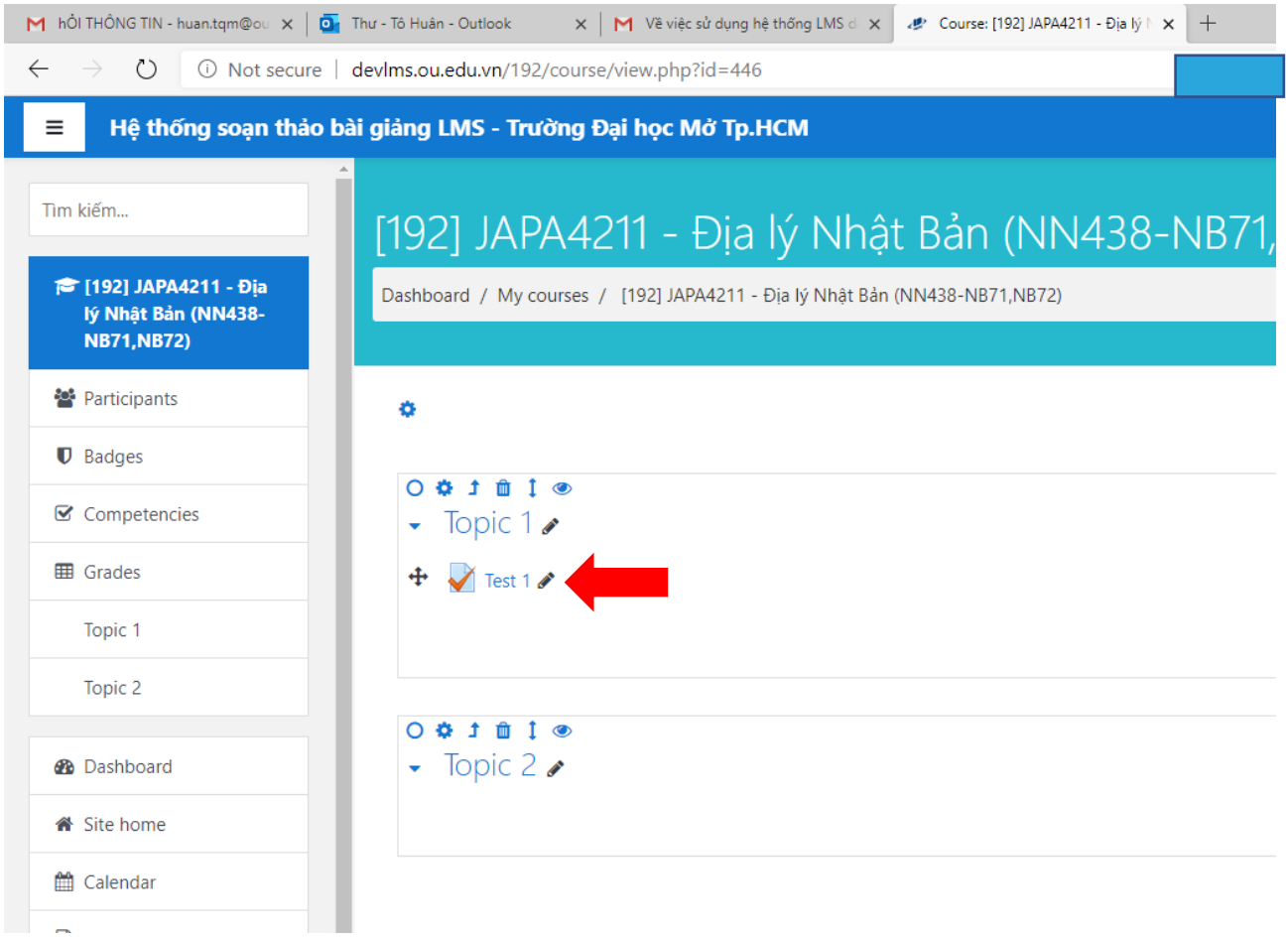


PART C: Insert to a question in a quiz.

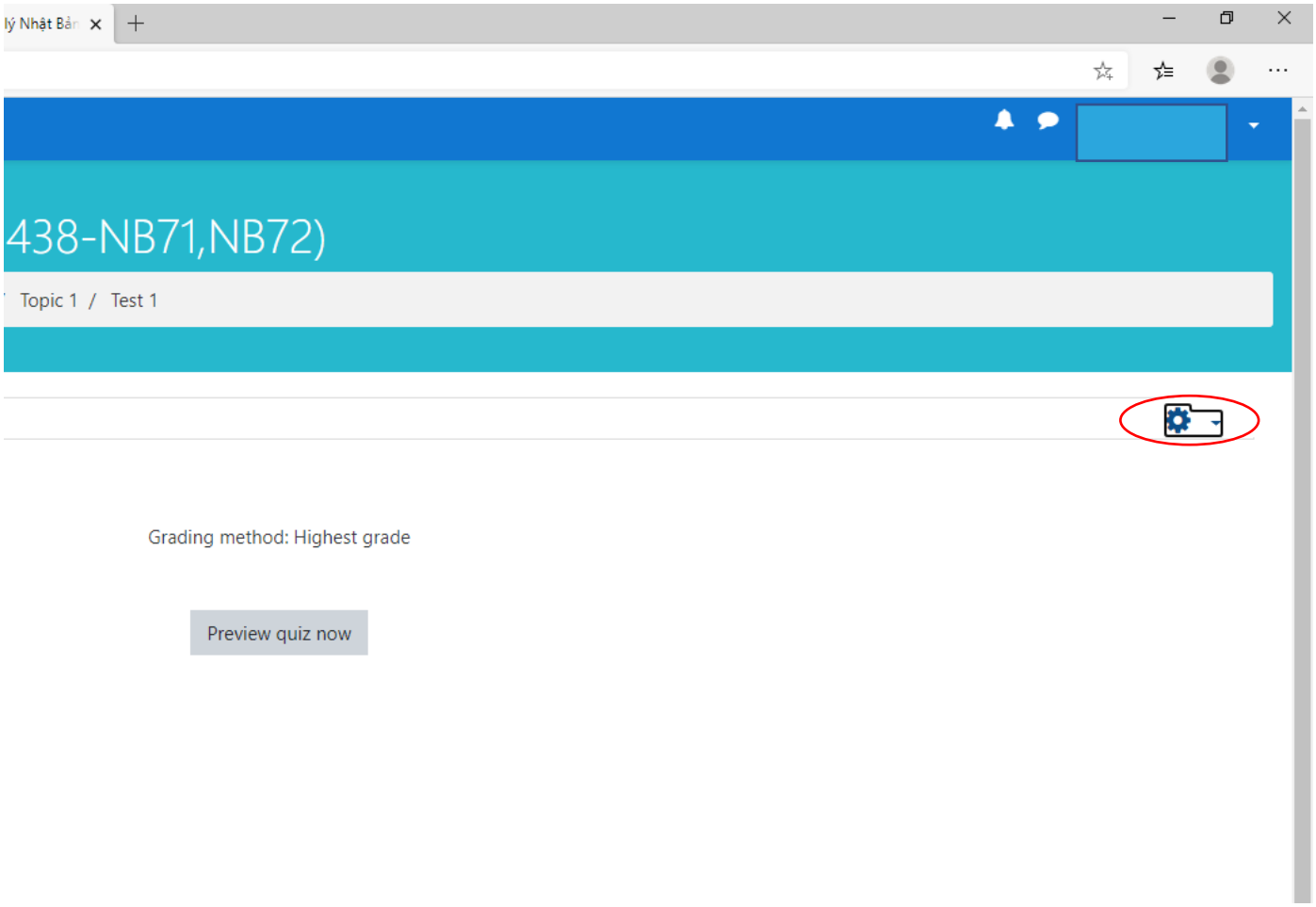
1. In the main page of your account. Click the course/ class that you want.



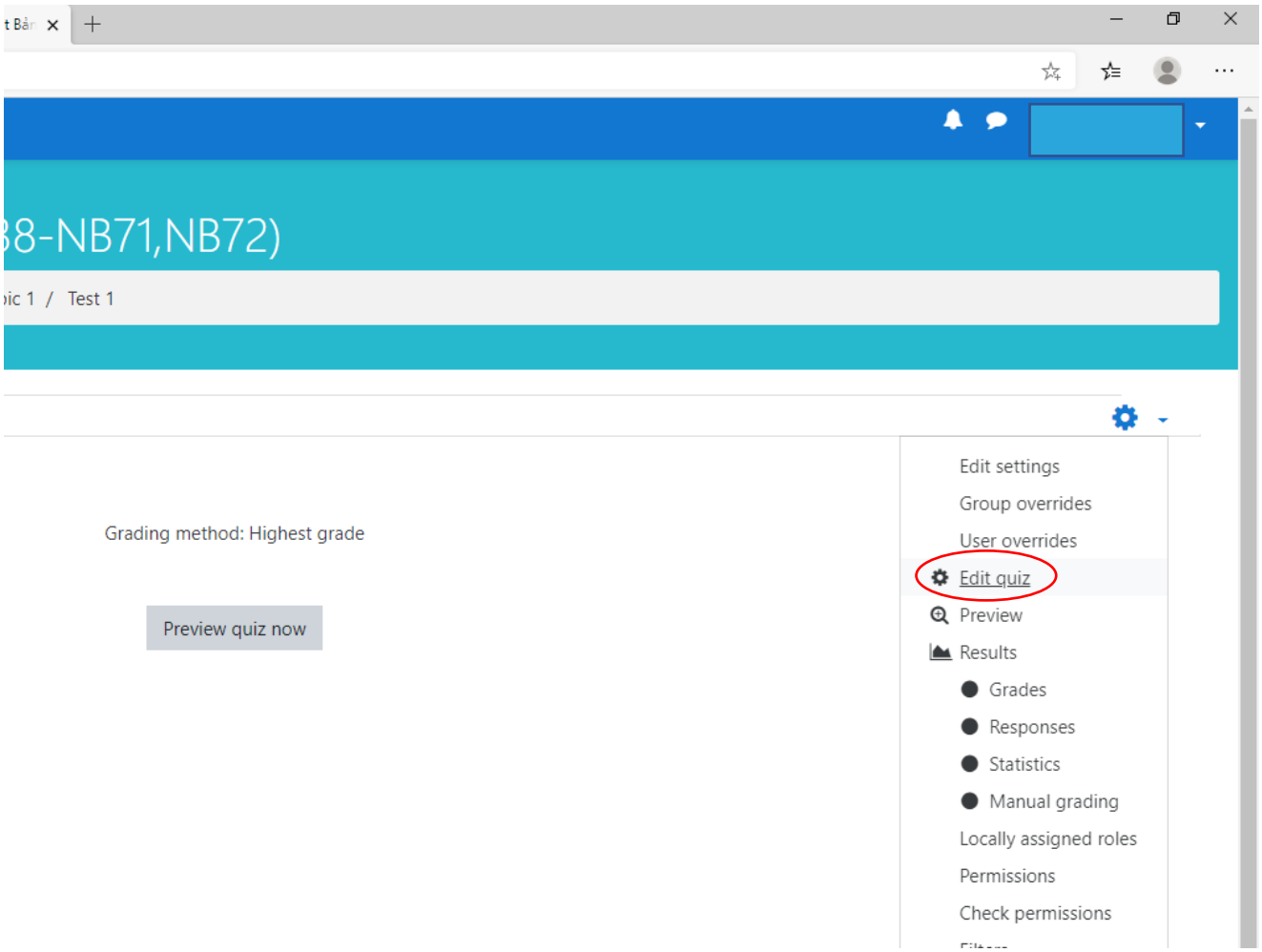
2. Click on the test



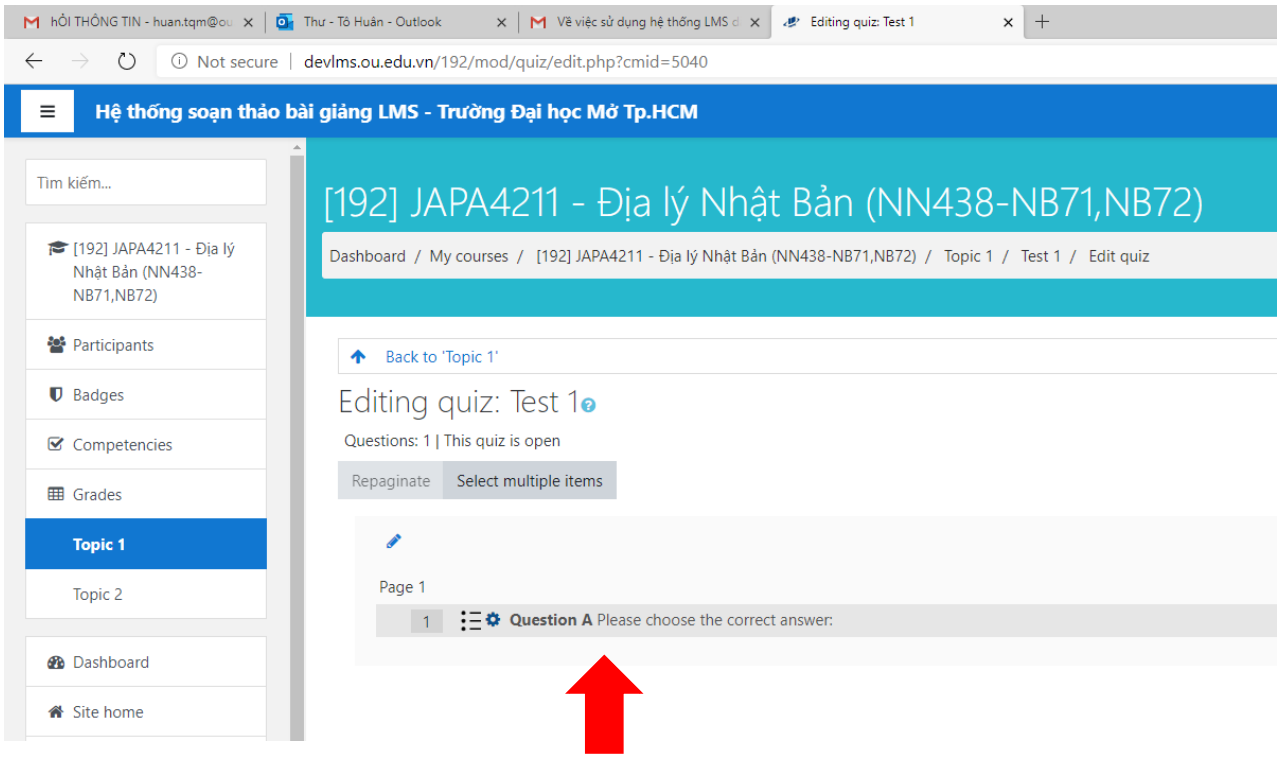
3. Click on the (gear) icon.



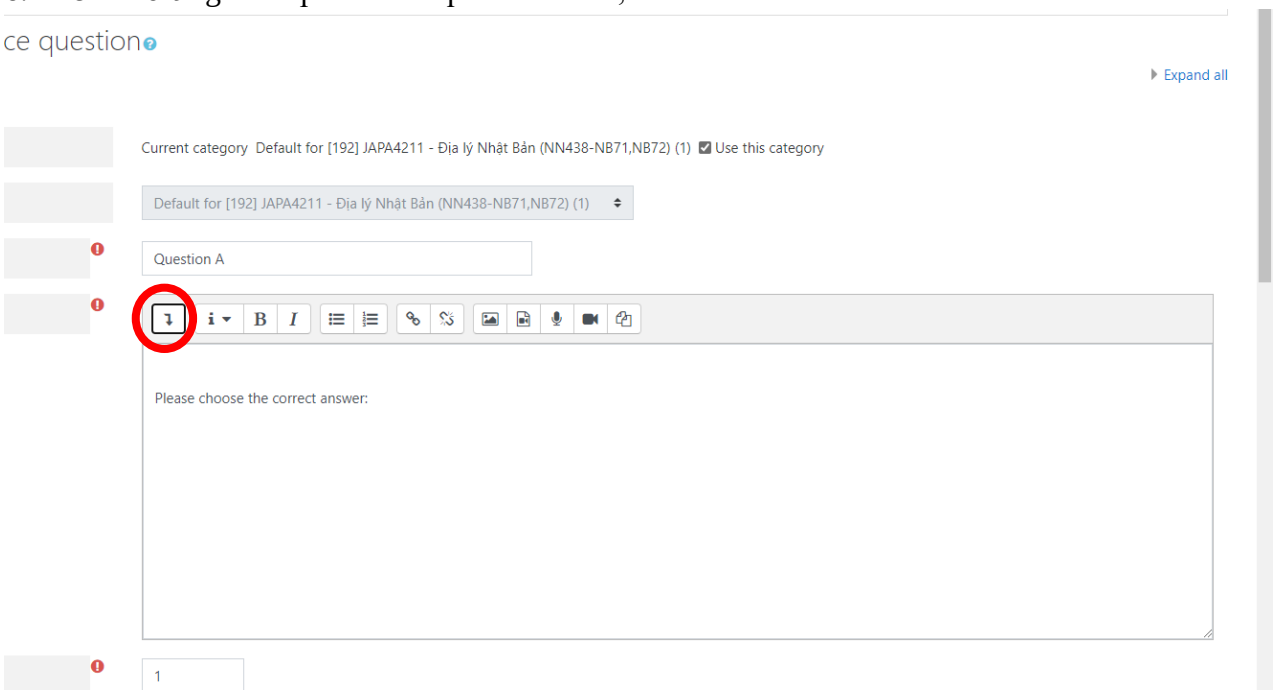
4. A scroll-down pane will appear. Click “Edit quiz”.



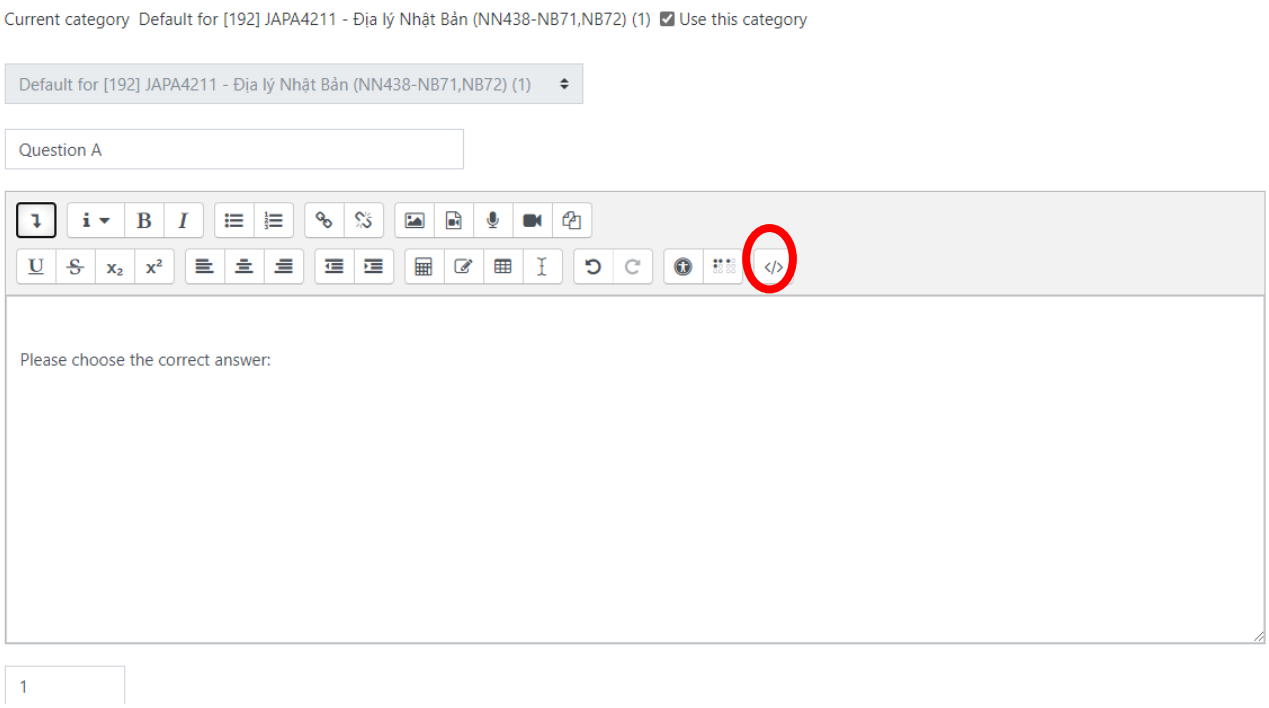
5. Click the question that you want to insert audio file



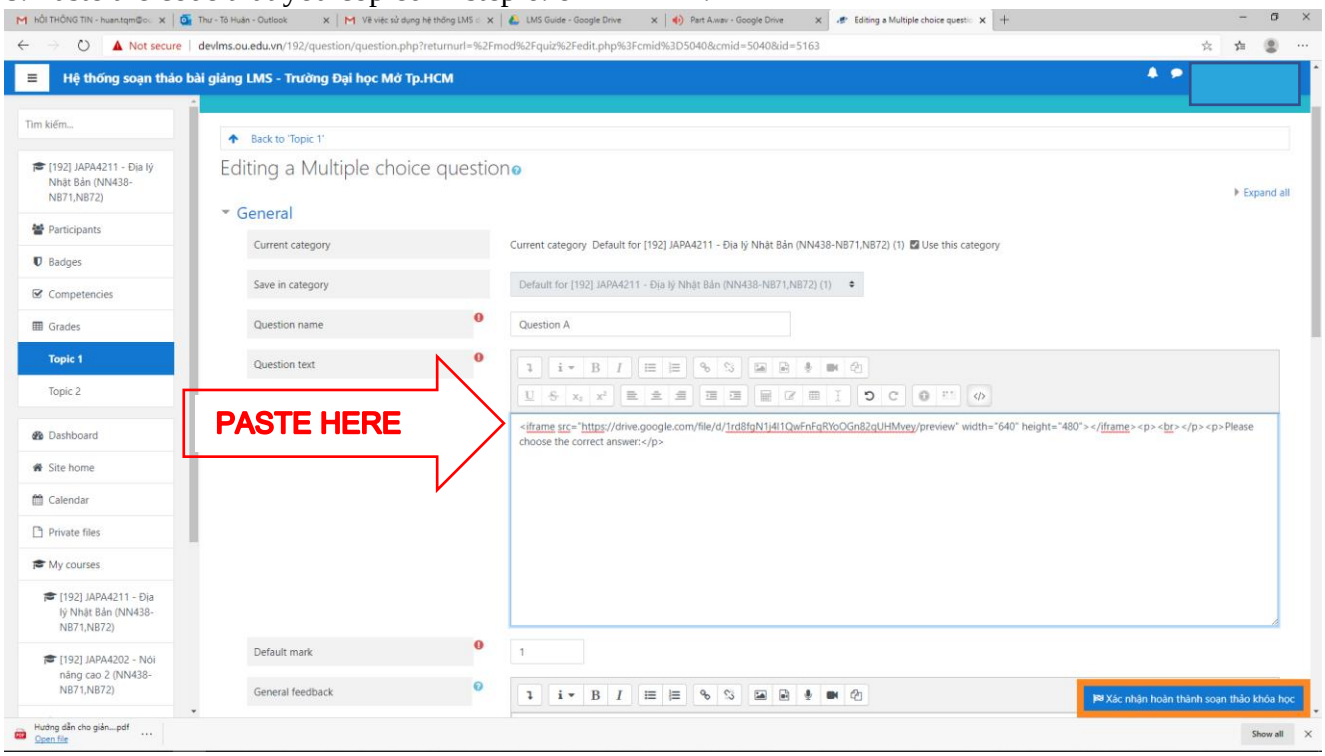
6. The in Editing Multiple choice question view, click the “More Button” icon.



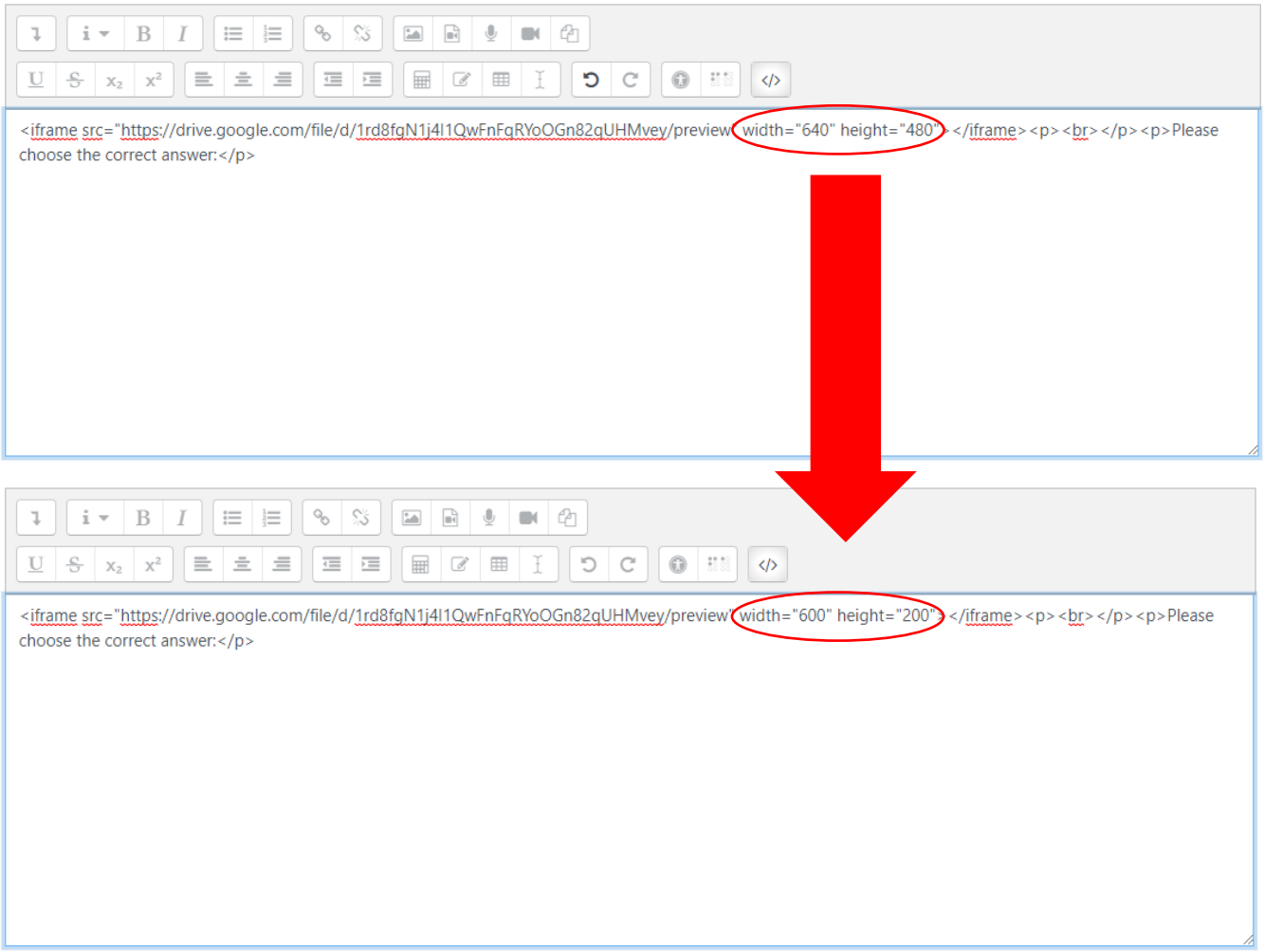
7. More buttons will appear. Click the embed icon [</>]



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



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.



10. Now you can save the quiz.