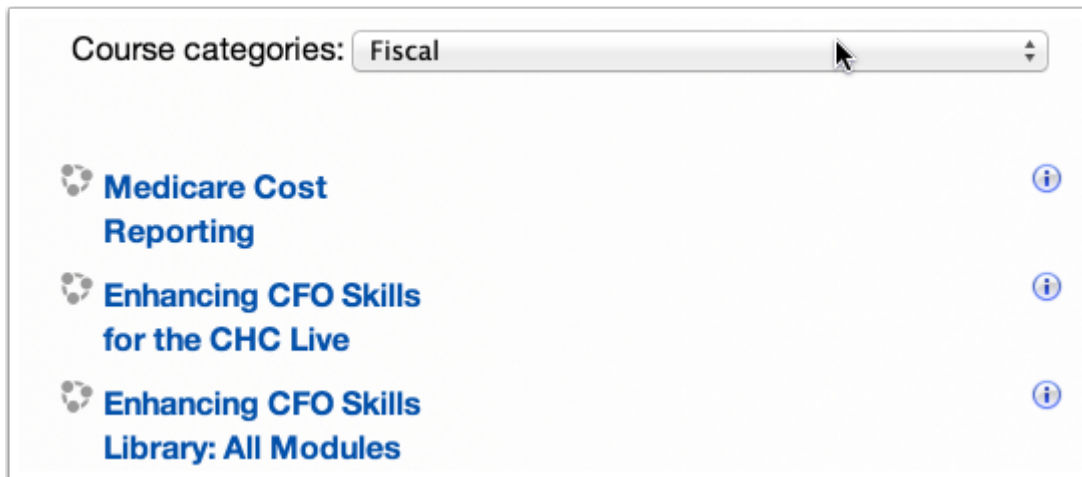


Creating a quiz in Moodle

Step 1

Go to <http://nwrpca.net/moodle> and log in. Navigate to your course and select it.

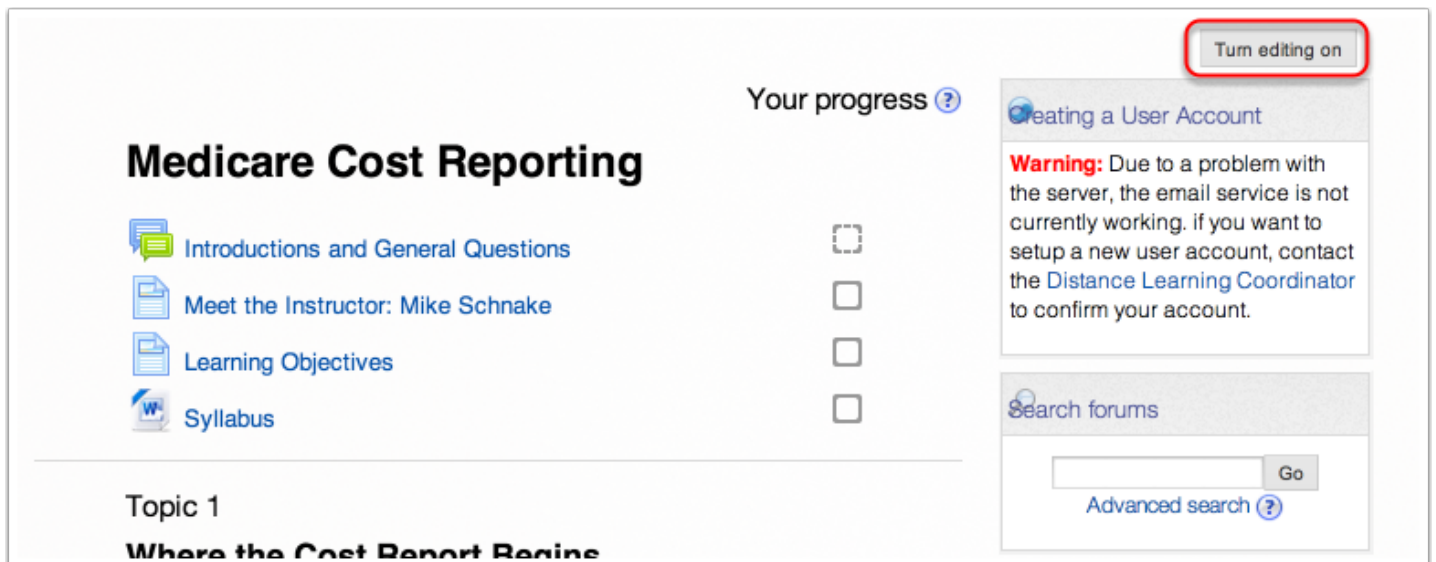


A screenshot of the Moodle course selection interface. At the top, there is a dropdown menu labeled "Course categories:" with "Fiscal" selected. Below this, there are three course listings, each with a recycling icon on the left and an information icon on the right:

- Medicare Cost Reporting
- Enhancing CFO Skills for the CHC Live
- Enhancing CFO Skills Library: All Modules

Step 2

On your course home page, select **Turn editing on**.



A screenshot of the Moodle course home page for "Medicare Cost Reporting". The page title is "Medicare Cost Reporting". Below the title, there is a list of course items with checkboxes to their right:

- Introductions and General Questions
- Meet the Instructor: Mike Schnake
- Learning Objectives
- Syllabus

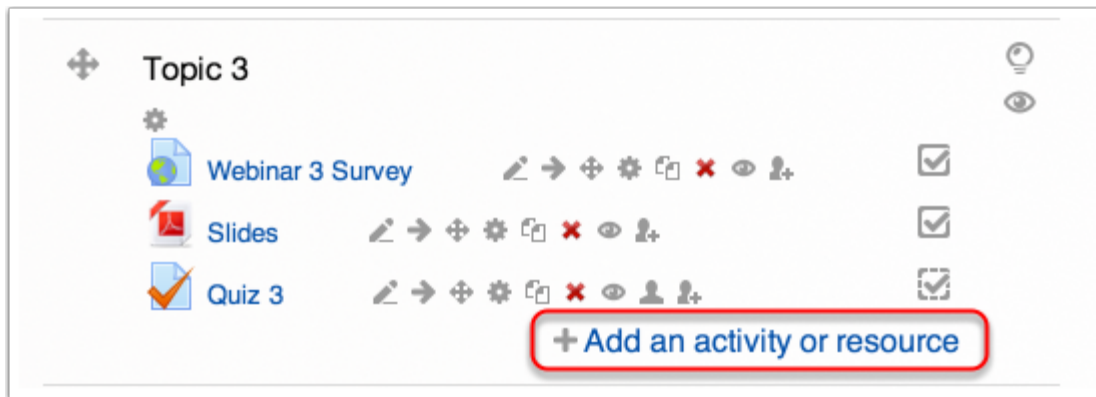
Below this list, there is a section titled "Topic 1" with the sub-heading "Where the Cost Report Begins".

On the right side of the page, there is a "Your progress" section with a question mark icon. Below it, there is a "Creating a User Account" section with a warning message: "Warning: Due to a problem with the server, the email service is not currently working. If you want to setup a new user account, contact the Distance Learning Coordinator to confirm your account." Below the warning is a "Search forums" section with a search input field, a "Go" button, and a link to "Advanced search".

A red box highlights the "Turn editing on" button in the top right corner of the page.

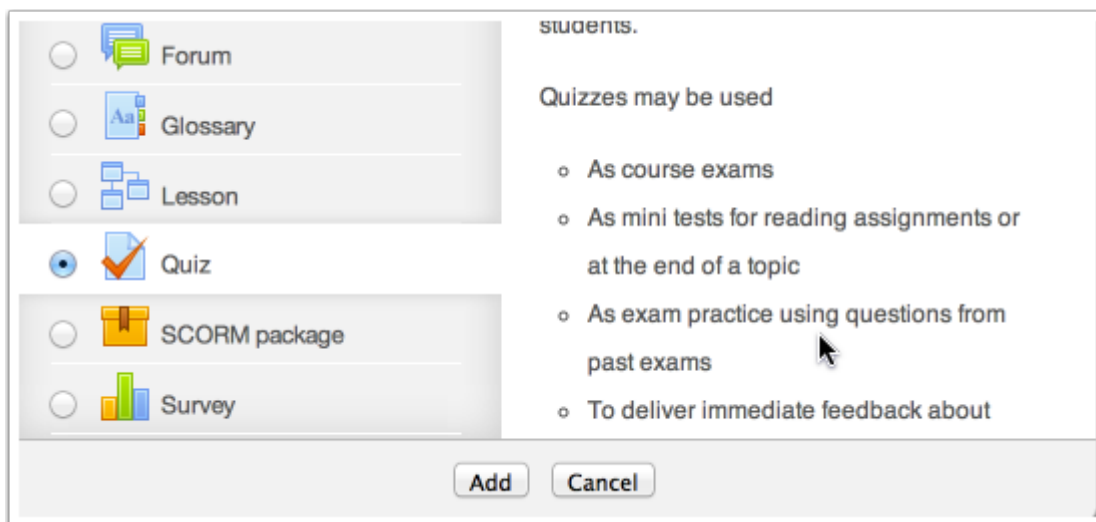
Step 3

Select **Add an activity or resource**.



Step 4

This will prompt a list of choices. Scroll down, select the Quiz option and click **Add**.



Step 5

This will bring up a list of options. Adjust these to your liking. You will need to name your quiz, which you can do by selecting **General**.

✔ Adding a new Quiz to Topic 3 ?

[▶ Expand all](#)

- ▶ **General**
- ▶ **Timing**
- ▶ **Grade**
- ▶ **Layout**
- ▶ **Question behavior**
- ▶ **Review options** ?

Step 6

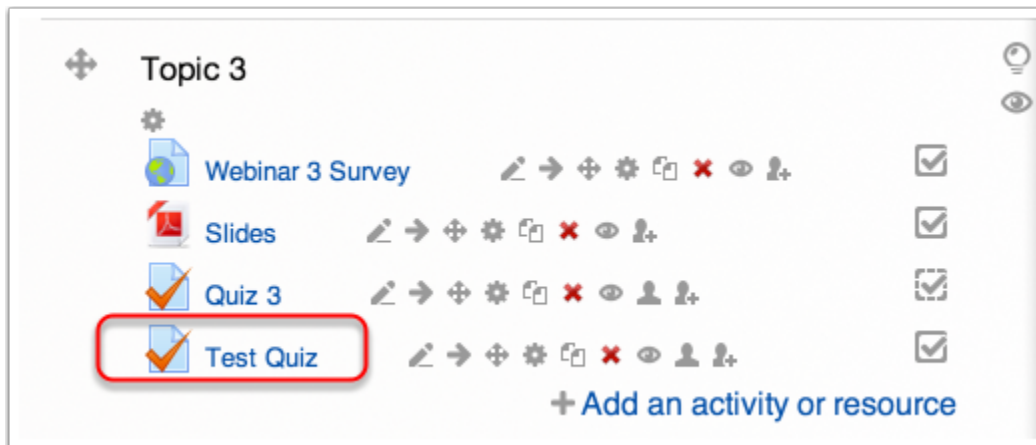
If you want to make sure students complete the quiz, you can go to "Activity Completion" and switch "Completion Tracking" to "Show activity as complete when conditions are met". Check the box that reads "Student must receive a grade to complete the activity." Click "Save and return to course" when you are done making changes. You will be able to add questions to the quiz later.

- ▶ **Restrict access**
- ▼ **Activity completion**
 - Completion tracking ? Show activity as complete when conditions are met
 - Require view Student must view this activity to complete it
 - Require grade ? Student must receive a grade to complete this activity
 - Expect completed on ? 2 July 2013 ? Enable

Save and return to course
Save and display
[Cancel](#)

Step 7

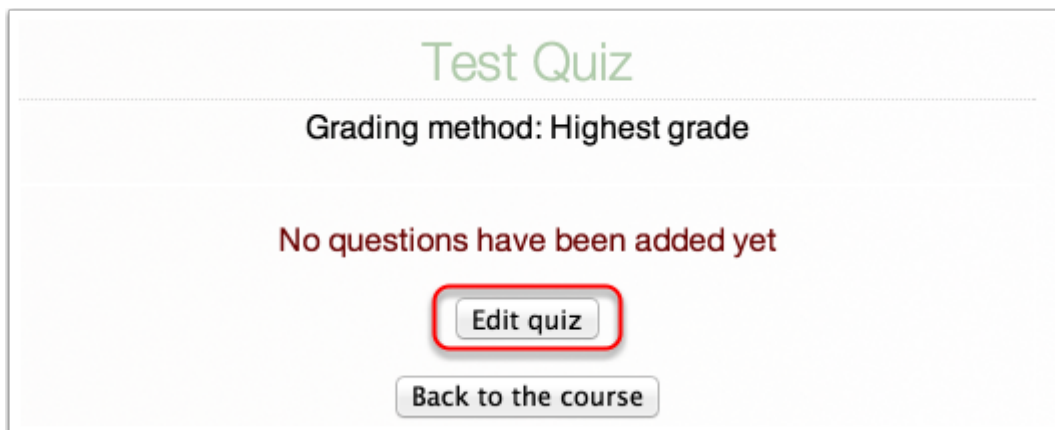
You will be taken back to the course home page. Select the quiz to which you want to add questions.



The screenshot shows a Moodle course content area for 'Topic 3'. It lists four activities: 'Webinar 3 Survey', 'Slides', 'Quiz 3', and 'Test Quiz'. Each activity has a set of icons for editing, moving, deleting, and other actions. The 'Test Quiz' activity is highlighted with a red rectangular box. Below the list is a button that says '+ Add an activity or resource'.

Step 8

Select **Edit Quiz**.



The screenshot shows the Moodle 'Test Quiz' edit page. The title 'Test Quiz' is displayed in green. Below the title, it says 'Grading method: Highest grade'. A message in red text states 'No questions have been added yet'. At the bottom, there are two buttons: 'Edit quiz' and 'Back to the course'. The 'Edit quiz' button is highlighted with a red rectangular box.

Step 9

Select **Add a question...**

Editing quiz: Test Quiz [? The basic ideas of quiz-making](#)
Total of marks: 0.00 | Questions: 0 | This quiz is open
Maximum grade: 10.00
Page 1 **Empty page**
 [?](#)

Step 10

This will prompt a choice of question types. Choose the type of question and select **Next**.

Choose a question type to add
 $2+2=?$ Calculated
 $2+2=?$ Calculated multichoice
 $2+2=?$ Calculated simple
 $2+2=?$ Embedded answers (Cloze)
 Essay
 $2+2=?$ Matching
 $2+2=?$ Multiple choice
 $2+2=?$ Numerical
 $2+2=?$ Random short-answer matching
 $2+2=?$ Short answer
 $2+2=?$ True/False
 Description

Select a question type to see its description.

