

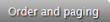


Learning Hub Reference Guide: Quizzing/Exam

<p>□ How do I add a quiz to my class</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click Turn editing on 2. Click on Add an activity 3. Scroll to near the bottom and click on Quiz <ul style="list-style-type: none"> • Give the quiz a name • Under Timing, check the Enable boxes for Open the quiz and Close the quiz and set the dates • Under Time limit, check Enable and set a time limit • Under Question behavior, change the yes/no as needed for Shuffle questions and Shuffle within questions. For more information see "How do I randomize questions" below 4. Under Grade, change attempts allowed, as needed 5. Under Review options, choose review options <ol style="list-style-type: none"> a. Immediately after the attempt: what the student sees when they submit the quiz b. Later, while the quiz is still open: what the student sees until the quiz closes for all students c. After the quiz is closed: what the student sees after the quiz closes to all students 6. Click Save and display to put in question into the quiz
<p>□ How do I add questions to my quiz</p>	<p>Quick tip: If you supply the DLIT with an electronic copy of the quiz it will be added to your Learning Hub course – see the instructions below on how to code and submit quizzes/exams</p> <p>How to: (if you have clicked on Save and display from setting up the quiz, you will be taken directly into the add questions area. If you need to get back into the area to add questions, click on the name of the quiz/test and this will open directly into the add questions area.)</p> <ol style="list-style-type: none"> 1. Change the name next to category - select the one that is the same name as the quiz. (If you want to make a bank of questions – contact dilit@andrews.edu for assistance.) 2. In the create new questions box, choose the type of question you want to create 3. Give the question a name 4. Enter the question in the Question Text box – this will be the question the student sees 5. Enter answers to the questions under Choice 1, Choice 2, etc.... <ol style="list-style-type: none"> a. If it is a true or false question, select true or false in the Correct Answer box b. If it is a multiple choice question, select 100% in the Grade box for the correct one. If there are multiple or partially correct answers, change the percentages to match 6. Click Save changes
<p>□ How do I change a quiz grade</p>	<p>Quick tip: If the questions are automatically graded, you cannot manually change the grade in the quiz, it has to be done in the gradebook. If the quiz has essay questions, you can click on the manual grading tab.</p>
<p>□ How do I randomize questions</p>	<p>Quick tip: If you want to create a bank of questions contact dilit@andrews.edu</p> <p>How to:</p> <p>While setting up the quiz, Under Layout, choose <i>shuffled randomly</i> in Question order drop-down box. This will randomize the order in which the students see the questions.</p> <p>While setting up the quiz, Under Question behavior, click on Shuffle within questions. Shuffle within questions will change the order in which multiple choice answers are seen.</p>
<p>□ How do I delete an attempt</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on the quiz 2. Under Quiz administration, Click on Results 3. Put a checkmark in the box on the left of the students name 4. Scroll down to just past the class list and click on Delete selected attempts
<p>□ How do I make it so the questions are saved</p>	<p>Information:</p> <ol style="list-style-type: none"> 1. Learning Hub does not have a save button for the students to click after they answer a question 2. Questions are saved when a student goes to the next page in a quiz <p>Question Recommendations:</p> <ol style="list-style-type: none"> 1. MC/TF questions – put 5 questions per page 2. Matching questions – 2 per page unless the question is really long 3. Short answer questions – 3 per page 4. Essay questions – 1 per page <p>How to:</p> <ol style="list-style-type: none"> 1. Click on the quiz/exam 2. Click on Edit quiz

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Adapted from Louisiana State University Information Technology Services; Moodle Quick Reference Guide, Summer 2012



	<ol style="list-style-type: none"> 3. Click on Order and paging tab  4. Click Repaginate 5. Select the number of question per page (see the above recommendations) 6. Click Go 7. To move a question to another page, put a checkmark to the left of the question 8. Scroll to the bottom and click on Add new pages after selected questions 9. Another way to move questions, is to change the number after the question
<p><input type="checkbox"/> How do I code a quiz for DLIT to put in to Learning Hub</p>	<p>How to:</p> <ol style="list-style-type: none"> 3. Create the quiz in MS Word 4. Example of True/False questions 5. Example of Multiple Choice questions 6. All other types, plainly state the answer 7. Email dlit@andrews.edu with the file attached 8. Include in the email the following information: <ol style="list-style-type: none"> a. The course the quiz is to be entered b. If there is a question bank, include the number of questions that the students are to get c. If the questions and/or question answers are to be randomized
<p><input type="checkbox"/> Specialized Quizzes</p>	<p>Quick tip: If you would like to learn how to create a specialized quiz please contact dlit@andrews.edu</p>
<p><input type="checkbox"/> How do I edit the questions in a quiz –once the quiz is in Learning Hub</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on the quiz 2. Click on edit quiz – found in the settings block on the left side of the course 3. Make sure you are on the editing tab   4. Make needed changes and click save
<p><input type="checkbox"/> How do I set up Respondus Lockdown browser</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Get to the front page of your course 2. Click Turn editing on – upper right area of course 3. Scroll down and in the Add a Block, click the down arrow 4. Select Respondus Lockdown Browser – the screen will refresh with the block added 5. Click on the dashboard in the Respondus Lockdown Browser 6. Enable the quiz that needs to use Respondus Lockdown Browser 7. Click Save