

Lesson 8: Managing, Editing, or Adding Quizzes

In this lesson, you will learn how to:

- Create a New Quiz
- Use the Aiken Format to create a larger bank of questions
- Format a New Quiz to upload into Navigate
- Edit an existing Quiz

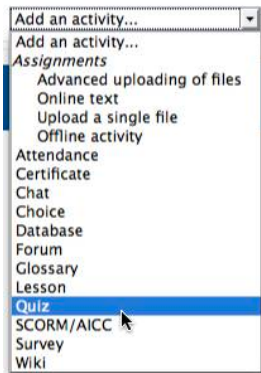
Creating a New Quiz

To create a quiz you must use Add an Activity>Quiz. An easy method for importing Multiple Choice or True/False Quizzes is using the Aiken Format. Next, we will review the steps to creating, formatting, and uploading a New Quiz into Navigate.

Exercise 8-1 Creating a New Quiz

Instructors make use of the quiz module the most. Steps for creating a quiz and considerations for setting test options are explained below.


1. Go to the main course page and click on **Turn Editing On**.
2. In the Section where you wish to add a quiz, click on **Add an activity** and select **Quiz**.
















3. Provide a name for the quiz and use the **Introduction** textbox to provide instructions to your students.

General


Name*


Introduction 


Trebuchet 1 (8 pt) Lang **B** **I** **U** **S** **X₁** **X₂**            


Path: body 


Timing

Open the quiz  7 April 2012 18 30 Disable


Close the quiz  7 April 2012 18 30 Disable


Time limit (minutes)  0 Enable


Time delay between first and second attempt  None

Time delay between later attempts  None


Display


Questions per page  1


Shuffle questions  Yes

Shuffle within questions  Yes

Attempts

Attempts allowed  1

Each attempt builds on the last  No

Adaptive mode  No

4. Set all options as desired. For more information about an option, click on the question mark next to that item. You should be careful about marking any options, as most quizzes will not require any custom options.
5. Click on **Save and Display**.



Importing Questions

If you want to use numerous multiple choice or true/false questions, the easiest way to post them in Navigate is to import them from a Word document using the "Aiken" format. *(For other question types, such as Short Answer or Essay, or to enter just a few M/C or T/F questions, it's easier to enter them directly into Navigate without using an intermediate format.)*

Exercise 8-2 Creating an Aiken Document

Follow these steps **exactly** as shown. Otherwise, the import will not work.

1. Create a Word document and type each question as a single paragraph. Do not include a question number. Do not press the [Enter] key until you get to the end of the question.
2. Introduce each answer choice with a single **capitalized** letter followed by a period or closing parenthesis and a space. Press the [Enter] key just once after each answer choice.
3. Introduce the correct answer with the word **Answer** in all capitals followed by a colon, one space and the capitalized letter corresponding to the correct answer.
4. Separate questions with just one return.
5. Save the document in UTF-8 format (see **Exercise 8-3**).

Your text should look similar to the following example; you can use periods instead of parentheses for each choice. (The ¶ symbols below are shown to indicate where hard returns should be placed. They will not actually be visible in your document unless you have Word set to display paragraph marks.)

```
I want my students to perform a specific task. What element of Moodle should I use?¶
A) Discussion Forum¶
B) News Forum¶
C) Assignment¶
ANSWER: C¶
¶
Moodle is a product of Microsoft.¶
A. True¶
B. False¶
ANSWER: B¶
```

Tip: For a large number of questions, we recommend creating a sample document with just two or three questions and importing them into Navigate to make sure your formatting is correct before drafting an entire document. The most common error in producing an Aiken formatted document is not using capitals letters for each answer choice or in the word "ANSWER."

Exercise 8-3 Saving Your Quiz in UTF-8 Format

After drafting your questions, you must save your document in Plain Text UTF-8 format. This will ensure that your text will be read correctly when it is imported into Navigate.

Select the steps based on your software:

Saving in Plain Text UTF-8 using Microsoft Word 2003 or 2007, 2010

1. Click on the **Office** button and select **Save As > Other Formats**.
2. Name your file to reflect its contents (e.g., chapter 1 pool).
3. Under "Save as type," click on the drop-down arrow and scroll down the list.
4. Select **Plain Text (*.txt)** and click on **Save**.
5. Under "Text encoding," select **Other encoding**.
6. Select **Unicode (UTF-8)**.
7. Click on **OK**.

Saving in Plain Text UTF-8 using Microsoft Word 2008 or 2011 for Mac

1. Choose **File, Save As**.
2. Name your file to reflect its contents (e.g., chapter 1 pool).
3. From the "Format" drop-down menu, choose **Plain Text (.txt)**.
4. Click on **Save**.
5. In the File Conversion screen, choose **Other encoding** (under Text encoding).
6. In the box at right, scroll down (if necessary) and select **Unicode 5.0 UTF-8**.
7. Click on **OK**.

Exercise 8-4 Importing Aiken Format Questions

Once your document has been formatted and saved as a UTF-8 file, you can import it into Navigate.

1. Click on the **Questions** link under **Administration** on the left side of your course.
2. Click on the **Import** tab at the top of the page.
3. Select **Aiken format**.
4. Under **Category**, select the pool where you wish to add your questions.
5. Click on **Browse** to locate and open the Aiken formatted text file you just created.
6. Click on **Upload this file**. If the process is successful, a list of questions will appear. If not, you will receive an error or nothing will happen – review your

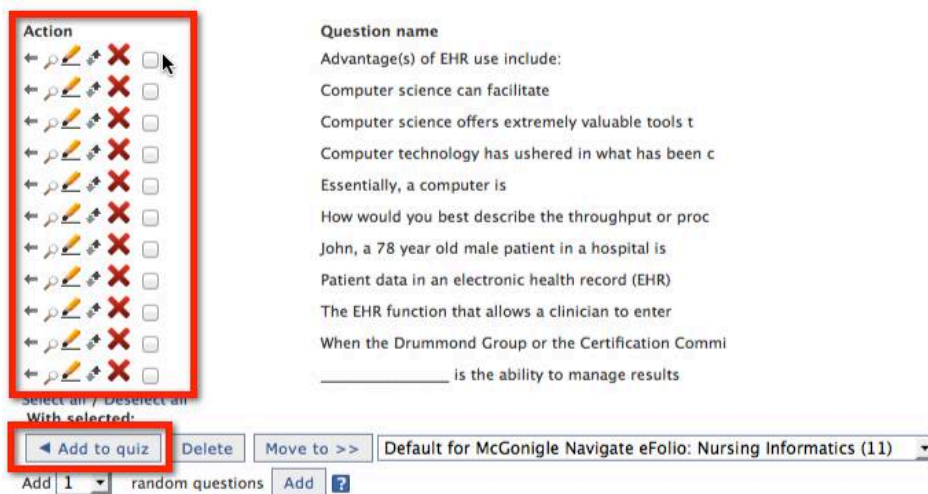
document to make sure you have correctly followed the formatting requirements.

7. Click on **Continue** at the bottom of the page.
8. **Repeat** steps 1-7 for each additional question pool.

Exercise 8-5 Editing a Quiz

In this exercise you will add additional questions to an existing Quiz in Navigate.

1. If you are returning to a quiz that you created earlier, open the link for the **Quiz** in the Section where it is deployed and click on the **Edit** tab.
2. From the right column, select the desired Category (question pool). The question titles will appear under the Category name.
 - a) To see the entire question, check the "**Show question text...**" box.
 - b) To see all questions in the category, click on "**Show all...**" below the question list.
 - c) To preview a question along with answer choices, click on the **magnifying glass** (view) next to it.
 - d) To revise a question, click on the **pencil** (edit) icon next to it.
3. To add specific questions to the quiz:
 - a) Click on **pencil** (edit) icon next to any question.
 - b) Check the box in front of one or more questions and click on **Add to quiz**.



4. To add a random block of questions:

- a) At the bottom of the page, select the number of questions that you want to pull from the pool and click on **Add**.

Note: You may have to add more than one random block in order to get the total number of questions you wish to feature on your test, e.g., one batch of 10 plus a second batch of 5 to include a total of 15 questions.

5. In the left column, adjust the point value for any questions if you wish. If the point value for a question is set to 0, be sure to change it to 1 or more. Otherwise, Navigate will not calculate the scores correctly. Also note that Navigate will scale the points up or down, depending on the Maximum grade setting (see Step 7 below).
6. Check the **Show page breaks** box at the bottom of the left column, select the desired number of questions per page (1 question per page is recommended) in the Repaginate with ___ questions per page field and click on **Go**. You will see – **Page break** inserted between sets of questions as you designated. You can use the up or down arrow associated with each page break to control its location (for example, to keep certain questions together or to display just one essay question on a page.)
7. The **Maximum grade** for each quiz defaults to 100. Be sure to change this setting if you want a different maximum grade. Navigate will scale points for each question up or down as necessary to arrive at the correct maximum grade.
8. Click on **Save changes** at the bottom of the left column.
9. Click on the **Preview** tab to see how your test will look to students. Verify or change the test's settings by clicking on the **Update this quiz** button in the upper right corner of the page.