

Tutorial Setting Up QUIZ in PutraBLAST



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A. Introduction

This document is developed by the Centre for Academic Development (CADe), at Universiti Putra Malaysia (CADe) to guide academic staffs in UPM to use the QUIZ function in PutraBLAST for the implementation of online assessment. Note that online assessment can be conducted within an online technology (using online exam tools, or face to face online such as live interview/demonstration) or used as a submission medium (where the product being assessed is developed beforehand). The document is prepared to support the UPM Virtual Learning and eAssessment Guide released on 14 April 2020.

The purpose of this document is to restraint question integrity in e-Assessment. This document contains EIGHT (8) sections, namely Introduction, Tips for Preserving Assessment Integrity, Developing Online Exam/Test/QUIZ using QUIZ function in PutraBLAST, Reviewing and managing attempts, Reusing existing questions, Backup a QUIZ, Reusing existing QUIZ, and Sharing QUIZ across courses.

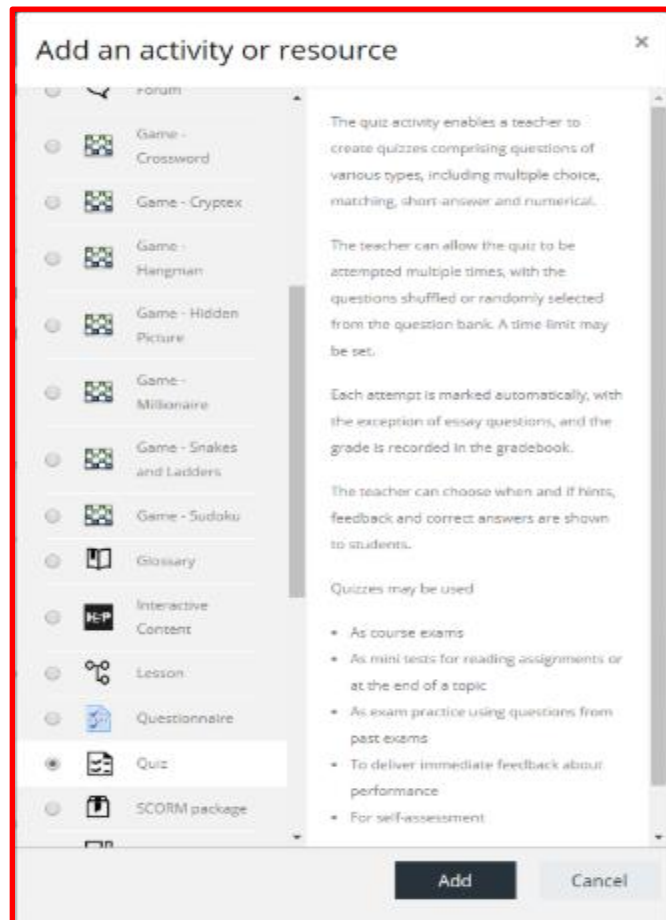
B. Tips for Preserving Assessment Integrity

1. Specify timing of QUIZ visibility.
2. Use question shuffling.
3. Set 1 question per page.
4. Use deferred feedback option.
5. Set the password for assessment attempts (beware this might cause glitches eg communicating the password and students might forget the password).
6. Lecturer must give at least 3 days notice to the students prior to the online.
7. Draft your question, test your answer and prepare for moderation.
8. Use Online Attendance function (optional).
9. To setup new QUIZ using existing questions, reuse from the question bank. Or, use Import function.
10. For courses with many groups, the QUIZ and questions can be shared across groups (use Backup and Restore functions). It is advised that the transfer of the QUIZ and questions are through a zip file and password encrypted.

C. Developing Online Exam/Test/QUIZ using QUIZ function in PutraBLAST

1. Setting up the QUIZ using the following steps

- a) Click Add Activity > QUIZ. There are 15 types of questions that can be created using the QUIZ function.



Types of Questions in Quiz



b) Specify the assessment name (eg Test1) and description (if needed).

Adding a new Quiz to Section 6

Expand all

General

Name



Description

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, and help. Below the toolbar is a large text area for the description.

Display description on course page

- c) Specify the timing (when can the students access to answer and duration for the assessment). Set also how the answer is being submitted.

Timing

Open the quiz ? 14 ▾ April ▾ 2020 ▾ 18 ▾ 21 ▾ Enable

Close the quiz 14 ▾ April ▾ 2020 ▾ 18 ▾ 21 ▾ Enable

Time limit ? 0 minutes Enable

When time expires ? ▾

- d) Specify the grade information as follows, or change if necessary. You can further specify the marks for each question when you are building the question later.

Grade

Grade category ? ▾

Grade to pass ?

Attempts allowed ▾

Grading method ? ▾

- e) Specify the layout. It is recommended that only 1 question is displayed in each question so it is more challenging for the students to copy the question for cheating. There are 2 options for navigations (Free and sequential). It is recommended to ALLOW free navigation so students can check their answers before submission.

Layout

New page ? ▾

Navigation method ! ? ▾

Show less...

- f) Set question behavior. It is recommended to ALLOW shuffling, use deferred feedback (so the feedback is only available after certain period), set NO for each attempt builds on last.

Question behaviour

Shuffle within questions ? Yes ▾

How questions behave ? Deferred feedback ▾

Each attempt builds on the last ! ? No ▾

Show less...

- g) You may change the review options, but the default is good enough.

Review options ?

During the attempt	Immediately after the attempt	Later, while the quiz is still open
<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"/> 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"/> 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 type="checkbox"/> Overall feedback ?	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

h) You may set the password on attempts if you wish, but beware of glitches e.g. students forgot the passwords. You may ignore the delay between attempts, as to economize answering time.

▼ Extra restrictions on attempts

Require password ? *Click to enter text*

Require network address ! ?

Enforced delay between 1st and 2nd attempts ! ? minutes Enable

Enforced delay between later attempts ! ? minutes Enable

Browser security ! ?

Allow quiz to be attempted offline using the mobile app ! ?

Show less...

i) You may opt to give feedback, but for assessment of learning e.g., test and exam, this may be ignored.

▼ Overall feedback ?

Grade boundary 100%

Feedback

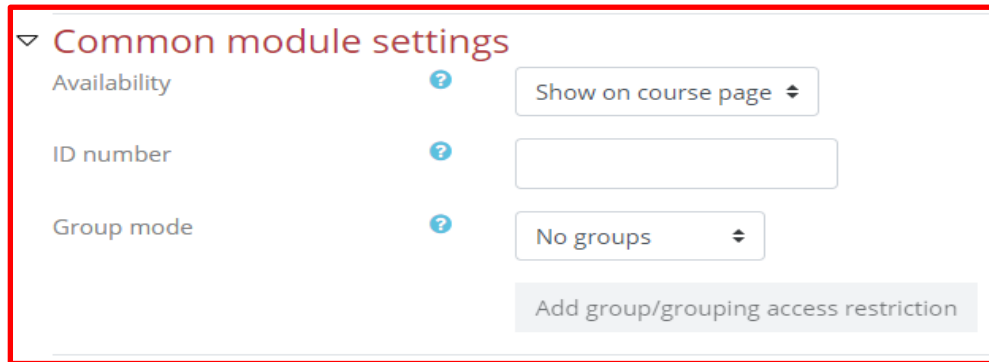
Grade boundary

Feedback

Grade boundary 0%

[Add 3 more feedback fields](#)

j) Set the assessment to be visible on the course page.



Common module settings

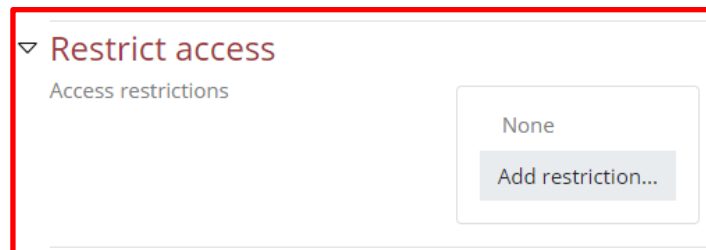
Availability ? Show on course page ▾

ID number ?

Group mode ? No groups ▾

Add group/grouping access restriction

k) You may restrict access to the assessment if necessary (e.g., students have filled up the Online Attendance, but note that the attendance will be automatically recorded in the system's log).



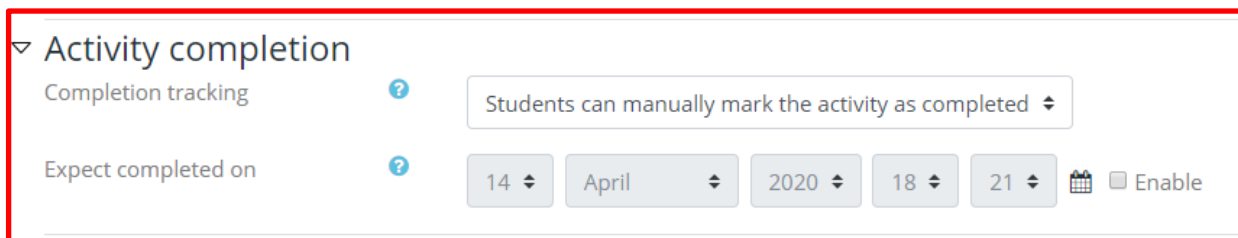
Restrict access

Access restrictions

None


Add restriction...

l) If the Activity completion option for your course is activated (you can enable it in the course setting, which is under the Administration block on the left side of the course page).



Activity completion

Completion tracking ? Students can manually mark the activity as completed ▾

Expect completed on ? 14 ▾ April ▾ 2020 ▾ 18 ▾ 21 ▾  Enable

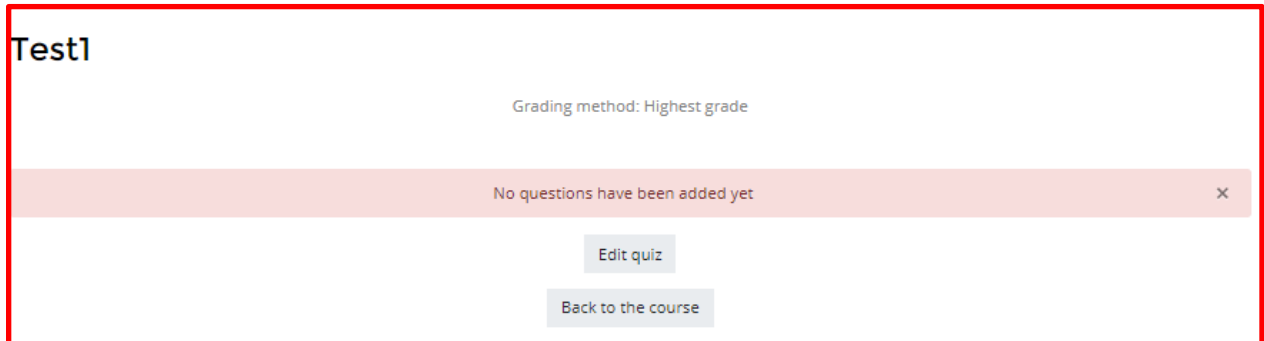
m) Don't forget to save your setting!



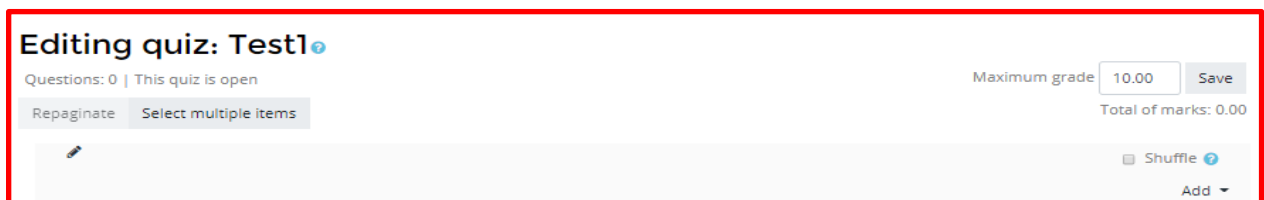
Save and return to course Save and display Cancel

2. After finishing the setup, you need to create the question. You can build new question, or reuse an existing question bank.

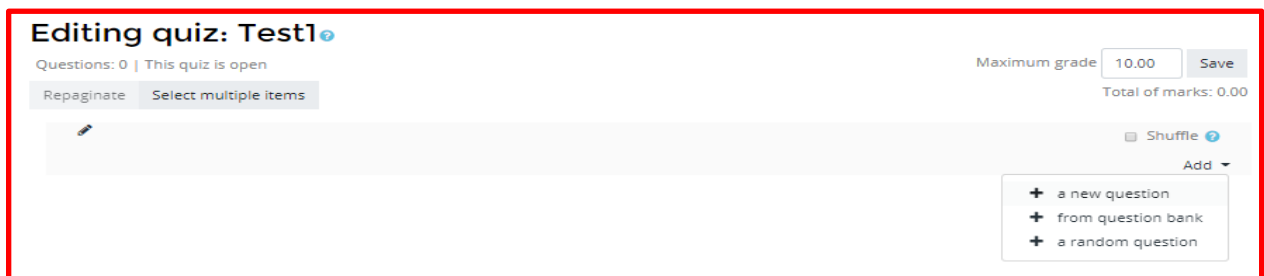
a) Click the Edit QUIZ button.



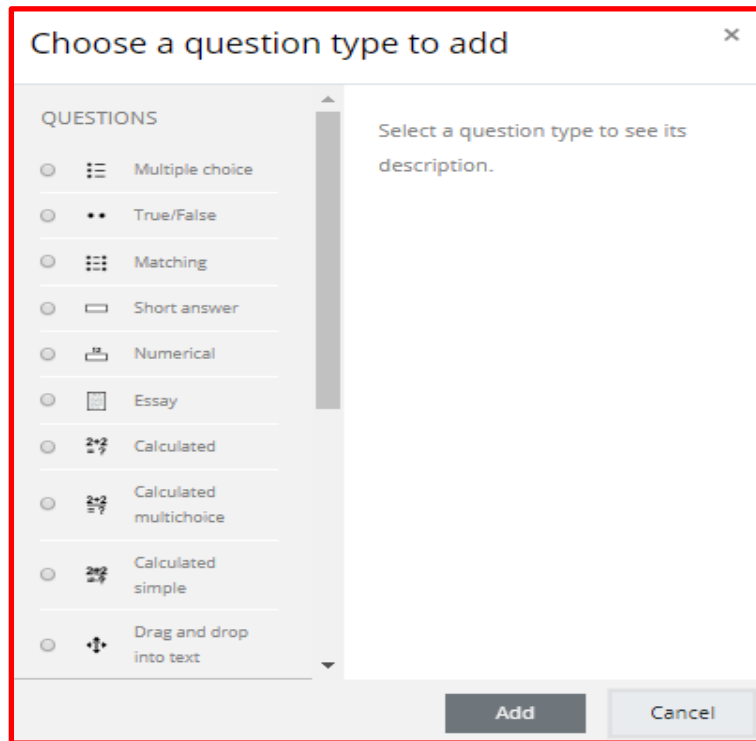
b) The default maximum grade is 10 marks. You can adjust this according to your requirements.



c) Click the Add button and choose how you want to create the question. This tutorial focuses on new question construction.



- d) Choose the question type. Generally all question setup are similar and the steps in the question development wizard is easy to follow. This tutorial shows examples using Multiple choice question construction.



- e) The following figure shows the option for Multiple choice question construction. The Question name can be the question number (it will not be displayed to the students, so even the question is shuffled, it will not be easy for the students to cheat). In the Question text box, write the instruction and question. Image, audio and video can also be inserted here.

The screenshot shows a web interface for creating a multiple-choice question. The title is "Adding a Multiple choice question" with a blue question mark icon. On the right, there is a link "Expand all". The interface is organized into a "General" section, indicated by a downward arrow. The "Category" field is set to "Default for SSK4602-5 (3)". The "Question name" field is empty and has a red information icon to its left. The "Question text" field is a large text area with a red information icon to its left and a rich text editor toolbar above it. The toolbar includes icons for undo, bold (A), italic (I), bulleted list, numbered list, link, unlink, image, video, audio, and help (H:P). The "Default mark" field contains the number "1" and has a red information icon to its left. The "General feedback" field is empty and has a blue question mark icon to its left, with a rich text editor toolbar above it.

- f) There are 2 options for multiple choice question creation: One answer or multiple answers. It is advisable that the question instruction indicates how many answer should be selected by the student. For the multiple choice question, at least 2 choices must be filled up. For assessment of learning purpose (which carries grade in the course), the grade for the correct answer can be assigned as 100%. Lecturer can choose to provide feedback or not, but it is recommended that this option is left blank for examination. Once you are done, SAVE the question.

One or multiple answers?

Shuffle the choices? [?](#)

Number the choices?

Answers

Choice 1

Grade

Feedback

Choice 2

Grade

Feedback

g) You can PREVIEW the question or DELETE the question. You can also adjust the maximum grade. Make sure you SAVE the QUIZ!

Editing quiz: Test1

Questions: 3 | This quiz is open Maximum grade

Total of marks: 3.00

[?](#)

Page 1 Add

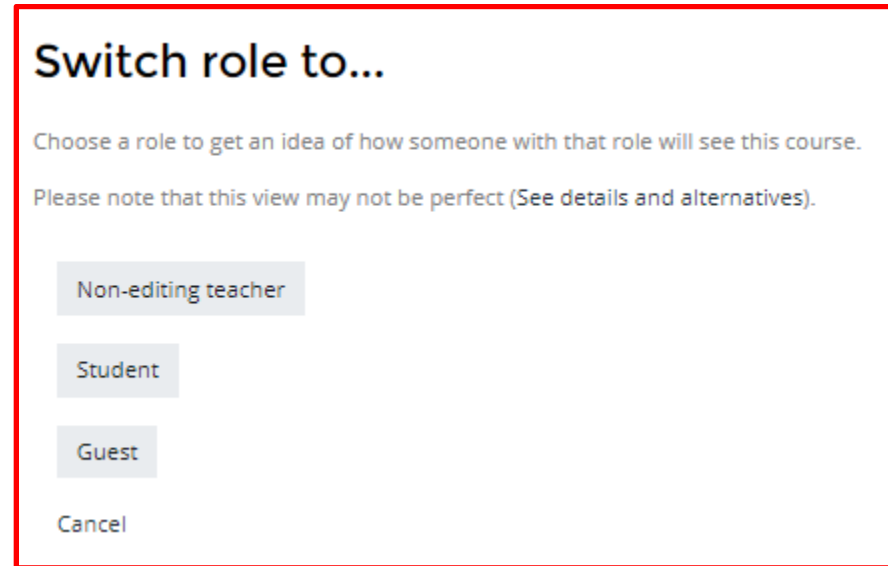
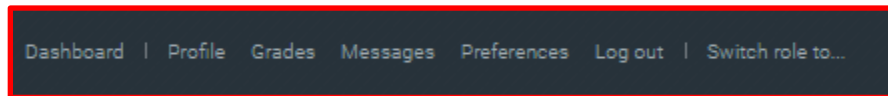
1 Q1 blabla

h) You can then preview the QUIZ to ensure the flow and double check on any mistake.

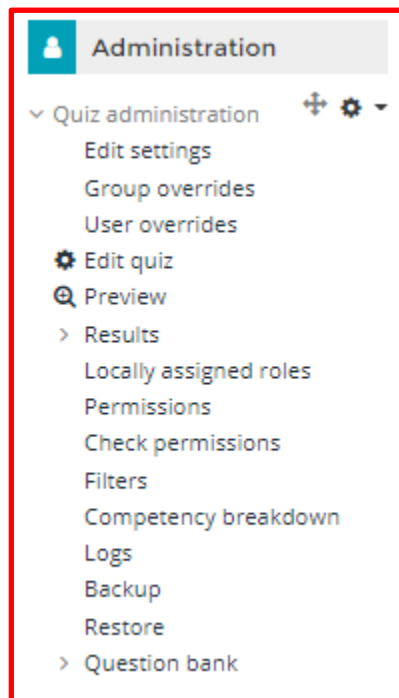
Test 1

Grading method: Highest grade

- i) You are also advisable to preview by switching your role to Student. Access this by clicking on your name at the top right of the page. You may navigate and attempt the assessment.

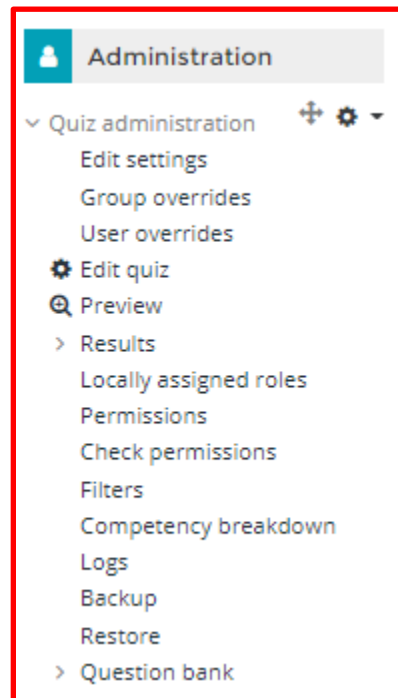


- j) To check or edit the QUIZ, use the function Edit QUIZ which can be found in the Administration Block at the bottom left of your page.



D. Reviewing and managing attempts

- a) After confirming that the question is in the correct order and has no mistake, you can check the students' attempts. Each access to the QUIZ is automatically recorded and accessible by clicking the RESULTS menu in the Administration block which is displayed on the bottom left of the course page.



- b) Once you click the RESULTS menu, you can choose to review the attempts. Any student who attempted the assessment will be recorded, even when the student has not finished the assessment and the answer is not formally submitted. Anytime the student changes the answer, the system will update this automatically.

Test 1

Attempts: 0

▽ What to include in the report

Attempts from

Attempts that are In progress Overdue Finished Never submitted

Show at most one finished attempt per user (Highest grade)

Show only attempts that have been regraded / are marked as needing regrading

▽ Display options

Page size

Marks for each question



- c) The record of each attempt will be displayed as a report and can be downloaded. This automation provides contingency mechanism for students who are not fully ready with the submission but has suddenly face any emergency situation e.g., disconnected from internet, electric cut or the system crashes.

Further down the page you will see a breakdown of the individual student responses, including: the student's name their email address the state of the attempt (i.e. whether the attempt is finished or still in progress) the start and completion dates and times for the attempt the overall time it took to complete the attempt an overall grade for the attempt If the marks for each question option is set to yes, you will also see a breakdown of the individual marks for each question per student*. A green tick indicates that the response was correct, an amber tick indicates that the response was partially correct and a red cross indicates that the response was incorrect – each of these can be clicked on to open up a pop-up window containing the student's response to that specific question. The marks awarded are shown to the right of each response. Any questions that require manual grading (e.g. short answer) will state that the question requires grading. Click requires grading to assign a mark to any manually graded questions. You can open and review any completed attempt either by clicking on review attempt beneath the student's name or by clicking on their overall grade




Showing graded and ungraded attempts for each user. The one attempt for each user that is graded is highlighted. The grading method for this quiz is **Highest grade**.

[Reset table preferences](#)

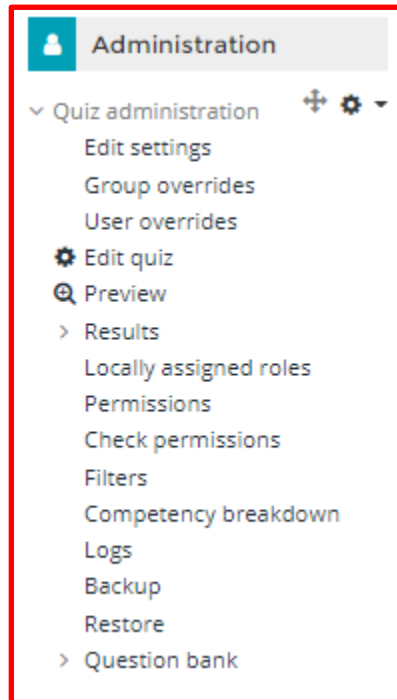
Download table data as

	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /3.33	Q. 2 /3.33	Q. 3 /3.33
<input type="checkbox"/>		 Student email here	In progress	14 April 2020 5:24 PM	-	-	-	-	-	-
	Overall average						-	-	-	-

d) The downloaded report shows the answer and the score for each question. The list of students can also be used as an attendance record.

	A	B	C	D	E	F	G	H	I	J	K
1	Surname	First name	Email address	State	Started on	Completed	Time taken	Grade/10.	Q. 1 /3.33	Q. 2 /3.33	Q. 3 /3.33
2				In progress	14-04-20 17:24	-	-	-	-	-	-
3	Overall average							-	-	-	-
4											
5											

e) You can also use the LOGs menu to view all activities regarding the QUIZ.

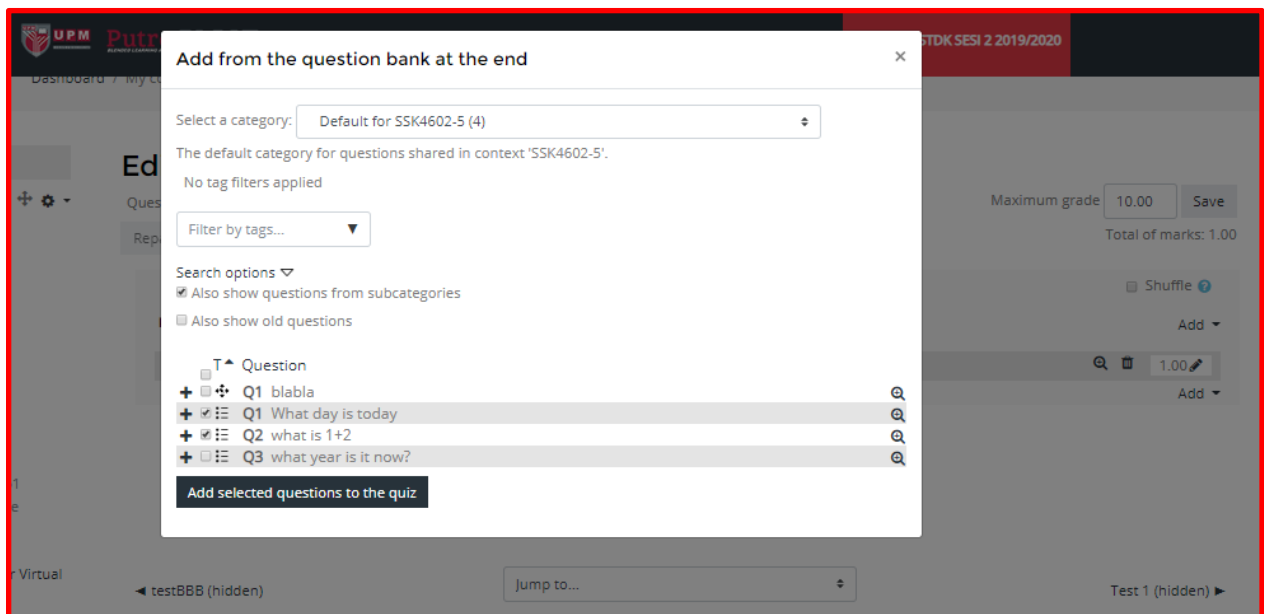


E. Reusing existing questions

1. Please replicate step 1 until 2(c) in section C.
2. To add new questions from the question bank, create/open the QUIZ and choose Add>from question bank.



3. Select the question(s) that you want to reuse, and click Add selected questions to the quiz.



4. All the selected questions will be displayed in the page. You may continue to edit any question, Add new question or make any necessary changes. Don't forget to SAVE the QUIZ!.

Editing quiz: Test1

Questions: 3 | This quiz is open

Maximum grade:

Repaginate Select multiple items Total of marks: 3.00

Shuffle

Page 1 Add

1 Q1 blabla 1.00

Page 2 Add

2 Q2 what is 1+2 1.00

Page 3 Add

3 Q3 what year is it now? 1.00

Add

F. Backing up a QUIZ

1. A QUIZ can be backed up using the BACKUP function. The backed up file can be reused within the course, or in another course (this is practical for reusing materials in an archived course or when sharing the QUIZ with other groups in the course). Please use the BACKUP menu which can be found under the Administration Block at the bottom left of the page.
2. Click the BACKUP menu. Follow the steps in the Backup Wizard, step 1 until step 5.

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Backup settings

Include enrolled users ✖ 🔒

Anonymize user information ✖ 🔒

- Include user role assignments
- Include activities and resources
- Include blocks
- Include files
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank
- Include groups and groupings
- Include competencies
- Include custom fields

[jump to final step](#) [Cancel](#) [Next](#)

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete


The backup file was successfully created. ✕

[Continue](#)

- After you click Continue at the last step of the BACKUP process, the file will be listed under the User private backup area. This file can be downloaded into your hard disc to be restored within the course (into another QUIZ) or into another course.

Import a backup file

Files Choose a file... Maximum size for new files: 100MB



You can drag and drop files here to add them.

[Restore](#)

There are required fields in this form marked *.

Activity backup area

Filename	Time	Size	Download	Restore
Manage backup files				

Course backup area

Filename	Time	Size	Download	Restore
Manage backup files				

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-activity-45658-quiz45658-20200418-1758-nu.mbz	Saturday, 18 April 2020, 5:58 PM	16.7KB	Download	Restore
Manage backup files				

G. Reusing EXISTING QUIZ

1. If you wish to reuse an EXISTING QUIZ, either from the same course, or from another course, please use the RESTORE menu which can be found under the Administration Block at the bottom left of the page. A quiz can be backed up (any file in .mbz format) using the BACKUP function, as explained in Section F.
2. Click the RESTORE menu. Under the Import a backup file section, choose a file to restore or drag and drop into the box. Then, click RESTORE.

Import a backup file

Files

Choose a file... Maximum size for new files: 100MB

You can drag and drop files here to add them.

Restore

There are required fields in this form marked *

Activity backup area

Filename	Time	Size	Download	Restore
Manage backup files				

Course backup area

Filename	Time	Size	Download	Restore
Manage backup files				

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-activity-45658-quiz45658-20200418-1758-nu.mbz	Saturday, 18 April 2020, 5:58 PM	16.7KB	Download	Restore
Manage backup files				

3. Follow step 1 until step 7 in the RESTORE Wizard.

The screenshot displays the Moodle RESTORE Wizard interface, which is divided into two main sections: 'Backup details' and 'Backup settings'. At the top, a progress bar indicates the current step is 'Review' (step 5) out of seven steps: Confirm, Destination, Settings, Schema, Review, Process, and Complete.

Backup details

Type	Activity
Format	Moodle 2
Mode	General
Date taken	Saturday, 18 April 2020, 5:58 PM
Moodle version	3.8.1+ (Build: 20200124) [2019111801.03]
Backup version	3.8 [2019111800]
URL of backup	http://learninghub.upm.edu.my/blastdk [caa942ddee80668af10ddc675a9badf1]

Backup settings

Include enrolled users	✗
Anonymize user information	✗
Include user role assignments	✗
Include activities and resources	✓
Include blocks	✓
Include files	✓
Include filters	✓
Include comments	✗
Include badges	✗
Include calendar events	✓
Include user completion details	✗
Include course logs	✗
Include grade history	✗
Include question bank	✓
Include groups and groupings	✓
Include competencies	✓
Include custom fields	✓

A 'Continue' button is located at the bottom right of the 'Backup settings' section.

The bottom part of the screenshot shows a green success message: 'The course was restored successfully, clicking the continue button below will take you to view the course you restored.' with a close button (X) on the right. A 'Continue' button is centered below the message.

4. The quiz will be ready to be used.

H. Sharing QUIZ across courses

1. You need to perform the BACKUP process as explained in section F. When the file is ready, download into your computer. Then, use any ZIP application to compress the file and set a password.
2. Email the zipped file to your friend. You should pass the password through a different communication medium e.g., call, text, another email.
3. When your friend has received the zip file, the QUIZ file (in .MBZ format) can be restored into his/her course, as explained in section G.

- **END OF DOCUMENT** -