CIMC

3: MOODLE QUIZZES, QUESTION BANKS & ACTIVITIES

WELCOME TO THE QUIZZES AND QUESTION BANKS TUTORIAL!

In this tutorial, you will learn how to:

- How to create two types of multiple-choice questions
- How to create several types of cloze questions
- How to create drag and drop questions
- How to set up a question bank

If you have not used one of our Moodle training tutorials before, view instructions for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should be familiar with:

- Setting up a course in Moodle
- Adding an activity to a topic in your course
- Writing meaningful assessment questions

To begin, select from the menu below or simply turn to the next page.

MENU OF TUTORIAL TOPICS

- Introduction to Moodle Quizzes and Question Banks
- Helpful Hints Before Getting Started
- Creating a Quiz Bank and Setting Up Question Categories
- Creating Multiple-Choice Questions
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- Advanced Question Type: Drag and Drop Questions and Activities
- Summary and Resources

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INTRODUCTION TO MOODLE QUIZZES AND QUESTION BANKS

The Moodle Quiz engine has been recognized as one of the most powerful and easy-to-use open-source computer apps in the world! Instructors can create quizzes that can be set to percentage grades, set as pass/fail, left ungraded, or taken multiple times. Because of this versatility, online interactive quizzes can be used for formative and summative assessment, as well as practice tests for students.

Moodle allows for numerous questions types, including:

- **Multiple-choice**—Can be set to one correct answer or several correct answers.
- **True/False**—Functions like multiple-choice question, but with only two possible choices.
- **Essay**—Students compose long answers to questions. Essay questions must be graded manually by the instructor.
- **Matching**—Students match the question to a set of responses either in a dropdown menu or by dragging and dropping the answer.
- **Short answer**—Students type in a word. The "short answer" can only be one word or a very short phrase that a student would most likely word correctly.

    Note: Even with an answer such as "Stop, drop, and roll," you must code all the possible correct answers, such as "stop drop roll," "stop, drop, roll" "stop, drop, and roll," "stop drop and roll," "stop, drop, & roll," "stop drop & roll" and any other possible combination that would be acceptable. For this reason, requiring students to type a sentence rarely works well for a short answer question.

- **Cloze**—Similar to the short answer question type, but cloze questions consist of a sentence or paragraph where certain words are removed, and students must provide the missing words.
- **Numerical**—Similar to a short answer question, except numerical requires students type in a number for the response.
- **Calculated**—Similar to numerical, but the possible answer choices are drawn from a pool.

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HELPFUL HINTS BEFORE GETTING STARTED

You will need some additional image files to complete some of the practice activities in this module. A zipped folder includes all of the files you need for this training:

- barn.jpg
- color-green.png
- color-red.png
- color-violet.png
- color-wheel-outline.jpg
- drag-and-drop-house.png
- drag-and-drop-letter.jpg

To use these files, first save the zipped folder to your hard drive. Navigate to the location where you saved the zipped folder. Right-mouse-click on the zipped folder and then click Extract All. This process unzips the Moodle Quiz Tutorial folder so that you can access the individual files.

In addition, please remember to do the following:

- Watch the video recommended for each question type before attempting the activity for the first time. The written instructions will make much more sense if you watch the video first! ☺
- Questions do not appear on a quiz until they've been moved from the question bank into the quiz.
- If a question you have created does not appear in the question bank, you may have accidentally created it in the default area for the quiz or for the course. Check the default areas, locate the question, and then move it to the proper question bank.
- Although you can delete questions from a quiz, be careful about deleting questions from a question bank. If you do not like a particular question, simply remove the question from the quiz or edit the question.
- Is is possible to import entire quizzes at one time into a Moodle course by using tests that have been formatted in MS-Word for use in ExamView or Respondus. See the product information from those vendors for more information.

Before beginning the training, set up a separate topic area in your course or training site and name it Moodle Quiz Training. This way, you can create all quizzes and question types in this tutorial in one area.

NOTE: The CIMC Moodle Gradebook training activities require samples quizzes and assignments, so you may want to retain your quiz work for later use.

CREATING A QUIZ BANK AND SETTING UP QUESTION CATEGORIES

VIDEO DEMONSTRATION:

Watch this 4½-minute video to see a demonstration and explanation of quiz categories and questions.

http://www.youtube.com/watch?v=YQEx0PxRb4c&feature=youtu.be

NOTE: Video demonstrations were not created by CIMC, and they may use a different version of Moodle. However, the steps are the same as the ones you will use.

Using the Moodle Quiz plugin requires specific methods for composing questions and organizing question banks. Question banks help you locate your quiz questions. If you do not set up question banks before creating quiz questions in Moodle, your questions will be saved to the default area of your quiz, and they often can be difficult to locate.

Follow these steps to create a question bank and question categories:

Step	Action	Notes
1.	Navigate to your Moodle course page and turn editing on.	
2.	On your course page in the Administration block, click Course Administration > Question Bank.	By default, there will be no categories listed on the dropdown menu on the Question Bank page. If questions have already been created, they will be listed in the dropdown.
3.	To create a category for your test bank, under Administration > Question Bank, click the Categories link.	Think about how you would like to categorize the questions in your test bank. You may choose to categorize them by unit, level of difficulty, question type, and so forth. CIMC categorizes questions by unit or module.
4.	On the Edit Categories page under Add Category > Parent Category, make sure the Top of your course is selected.	Selecting Course Top ensures the questions can be selected easily for quizzes and tests throughout your course.

Step	Action	Notes
5.	Type in the name of your question bank category, such as Sample Quiz, and click Add Category.	CIMC uses the product number and unit numbers, such as AG1030 Unit 01 Test. If you'd like, add descriptive information in the Category box (however, this is not required). Students will not see the question bank name, so use a name that's meaningful to you.
6.	Add other categories as needed. When finished, click on the Course Administration > Question Bank > Questions link.	On the Question Bank page, make sure your new categories appear in the dropdown menu.

CREATING MULTIPLE-CHOICE QUESTIONS

VIDEO DEMONSTRATION:

Watch this 5-minute video to see a demonstration of how to create a multiple-choice question for a Moodle quiz.

http://www.youtube.com/watch?v=RASXrriG5Ns

NOTE: Video demonstrations were not created by CIMC, and they may use a different version of Moodle. However, the steps are the same as the ones you will use.

ADDING A MULTIPLE-CHOICE QUESTION TO A QUESTION BANK

The following steps describe how to add a multiple-choice question to a question bank.

Step	Action	Notes
1.	On the Question Bank page using the dropdown menu, select the category where you want to add a test question.	In this case, use the category you created in the above steps.
2.	Click the Create a New Question button, select the radio button to create a multiple-choice question, and click Next.	

Step	Action	Notes
3.	At the top of the Adding a Multiple-Choice Question page, verify the correct category appears in the dropdown menu.	If the correct category is not displayed, change it.
4.	Type in the question name, such as Sample-1-MC.	CIMC recommends using a unique code number for each question. CIMC's numbering system denotes the product number, the unit number, quiz/test, and the question number in a three-digit format with no spaces, for example AG1030-1T-001. Only those with rights to edit the course will see the question name—students will not see it.
5.	You can add an image to the question, if you'd like. In the Question Text editing box, click the Insert/Edit Image icon (third from the right, which depicts some mountains and a sun). On the pop-up screen, click the Find or Upload an Image button. Click the Choose File button. Browse to locate the barn.jpg file included with these training instructions. Select the file and click Open. If you wish to rename the file, type in the new name in the Save As box and click the Upload This File button. Deselect the image (or it will be deleted when you click enter). Click the Insert button. Click the Toolbar Toggle to expand the toolbar (far left icon in the toolbar). Select the image, and then click the icon in the toolbar to center the image. Hit the Enter key after the image to move the cursor to the line underneath the image.	This step is optional. For training purposes, if adding an image, type your school name as the author and choose Public Domain in the dropdown menu. In the Image Description box, type: Barn and Silo. The best protocol for naming an image is to use a one-word name and extension, such as barn.jpg. Avoid using spaces in the file name. Accurate and concise image descriptions are very important for web-based images, and they are required by law for accessibility reasons. Be sure to give proper credit to the image author if the photo was located online or is one that you do not own. Do not use copyrighted images without written permission.
6.	Type the question in the Question Text editing box underneath the image.	For training purposes, type in the question: Which of the following animals would most likely be found in a barnyard?
7.	Under Default Mark, assign a point value.	In this case, select 1 as the Default Mark.
8.	Under One or Multiple Answers, select One.	Select the multiple answers option if students are to select more than one answer that applies.

Step	Action	Notes
9.	Choose whether to shuffle the choices within the question.	By default, the answer choices will shuffle. However, for "all of the above," "none of the above," or "a and b only" type of questions, uncheck this box to ensure answer choices remain in a logical order.
10.	Type in a response for each Choice box, allowing for only one correct answer. Since the question has only one answer, select 100% in the Grade pull-down menu for the correct answer. Leave the grade value at None for incorrect choices.	For training purposes, under Choice 1, type "rooster" (without quote marks), with the grade of 100%. For Choice 2, type "lion." For Choice 3, type "monkey." For Choice 4, type "zebra." Incorrect answers should have the Grade set to None.
11.	Under Settings for Multiple Tries, if setting up a practice quiz, set the penalty to 0%.	This ensures students will not be penalized for answering this question incorrectly.
12.	Click the Save Changes button at the bottom of the screen when finished.	
13.	Return to your course page.	

CREATING A QUIZ FROM THE COURSE PAGE

The following steps describe how to set up and link a quiz from the course home page.

Step	Action	Notes
1.	On the course page, turn editing on.	
2.	Under the section topic where you want to add a quiz, click "Add an activity or resource."	
3.	Click Quiz and click the Add button.	
4.	On the Adding a New Quiz screen in the Name box, type the name of the quiz as you would like it to appear in the link on the course page.	This step creates a link from the course page to what will eventually be your quiz. For example, use a name such as "Sample Test 1." Students will see this link, so use a title that will be meaningful to them.

Step	Action	Notes
5.	In the description, type in some instructions for students.	For example, type: Answer all questions in the quiz. When satisfied with your answers, click the "Submit all and finish" button to exit the quiz.
6.	Under Timing, set a start and finish time, if you so choose (this is not required). Be aware the quiz feature on your Moodle server may use military time (a 24-hour clock).	When setting the timing on a quiz to open and close for a certain class period, in addition to enabling the times for the quiz to open and close, also enable and set a time limit (for example, 50 minutes). The time on the learning management system may be a few minutes different from the time showing on the clock in your classroom. To compensate for this, you may need to adjust the quiz time in the appropriate direction by a few minutes, or add a few minutes of cushion to either the opening or closing time of the quiz. For convenience, a clock block appears on CIMC's LMS, which may be hidden by the instructor.
7.	Under Grade > Attempts Allowed, for a practice quiz, select Unlimited to allow students to take the quiz many times. For a test that will count as a grade, set the Attempts Allowed to 1 (or the number of attempts you choose to allow).	Under Grading Method, if students will be allowed to go through the quiz many times, you may want to select Highest Grade or Average Grade.
8.	Under Layout > Question Order, you can select Shuffled Random to discourage cheating. Otherwise, you may want to leave the layout as shown on the screen.	The New Page setting determines the number of questions per screen. Having one or two questions per screen is typical for long tests. The navigation menu on the course screen allows students to view any question on the quiz.
9.	Under Question Behavior, the Shuffle Within the Questions setting discourages cheating on multiple-choice tests. Under How Questions Behave, adaptive mode allows students to check their answers before finishing the quiz. Adaptive mode (no penalties) allows students to guess an answer without penalty. Deferred Feedback allows students to check their answers only after finishing the quiz.	Select the choices to fit your situation.

Step	Action	Notes
10.	Under Review Options, leave all of the options checked if the quiz is an open learning exercise. Choose to uncheck some of the various options if the test with be graded.	Set the options to match your instructional goals.
11.	In the Overall Feedback, Grade Boundary 100% Feedback box, you may type in the message the student will see when they get all of the answers correct. If students receive below a certain percentage, you may type in the critical percentage and the message they will see. Multiple percentage levels can be set.	This step is optional, but recommended to provide valuable feedback to students.
12.	Under Common Module Settings, use the Visible dropdown menu to show (or hide) your quiz to students.	
13.	Set the option under Activity Completion in the Completion Tracking dropdown menu.	In this case, select: Show activity as complete when conditions are met, and then click the box next to Require Grade.
14.	Click Save and Display at the bottom of the page.	The link has now been created from the course to the quiz.
15.	On the next screen, click the Edit Quiz button to add a question to your quiz.	A pop-up window will appear showing all the Moodle question types.
16.	On the right side of the screen, click the Show/Hide button (if necessary) to show the question bank contents, and then click the Create a New Question button.	
17.	Click to add a multiple-choice question.	
18.	Under the General Settings, click to ensure the Category for your course is selected for this example.	
19.	Type in a question name using the previously determined naming convention.	For training purposes, type: Sample-2-MC.

Step	Action	Notes
20.	Type the quiz question in the Question Text editing block.	Compose a question that has two correct answers. For training purposes, type: Which of the following are major cities in Kansas?
21.	Select the number of possible answers.	Since this question will have two correct answers, select Multiple Answers Allowed in the dropdown menu.
22.	In the Choice 1 block, type in the first correct answer and select 50% as the grade for a question with two correct answers, 33.33% for a question with three correct answers, 25% for a question with four correct answers, and so forth.	For training purposes, type Wichita and select 50% as the grade.
23.	In Choice 2 block, type the first correct answer and select 50% as the grade for a question with two correct answers, 33.33% for three correct answers, etc.	For training purposes, type Topeka and select 50% as the grade.
24.	Type in the distracters and set the grade for the incorrect answers to None.	Under Choice 3 and 4, type Cleveland and Denver as distracters, and set the grade for the incorrect answers to None.
25.	Set the other features to suit your preference, and click Save Changes.	Your new question now appears in the default question bank (on the right side of the screen) for your course, but the question is not yet in your quiz.
26.	Click the double arrows button next to your quiz question to move the question to your quiz.	
27.	Preview the question by clicking the magnifying glass icon. Notice the answers have been randomized. Clicking the Fill in Correct Responses button helps ensure the answers were entered correctly.	Clicking on the Preview button allows you to preview the whole quiz.
28.	If the first question you created does not appear in the question bank, move it there at this time.	

ADVANCED QUESTION TYPE: CLOZE QUESTIONS

VIDEO DEMONSTRATION:

Watch this 10½-minute video to see a demonstration and explanation of the Moodle cloze question type.

http://www.youtube.com/watch?v=shK7fyh3_Rw

NOTE: Video demonstrations were not created by CIMC, and they may use a different version of Moodle. However, the steps are the same as the ones you will use.

A cloze question can be fill-in-the-blank, multiple-choice with a list of possible answers, numerical, or a combination of these three cloze question types all in one question. Although effective, cloze questions are used less frequently because the answers choices require special coding. Don't let this prevent you from using this type of question—cloze questions are easy to code!

CREATING A CLOZE QUESTION WITH ONE ANSWER

Follow the steps below to create a cloze question with one answer choice.

Step	Action	Notes
1.	To add cloze questions to an existing question bank, at your course home page in the Administration block, click Question Bank > Questions.	
2.	On the Question Bank page, make sure the correct category appears in the dropdown menu, and then click Create a New Question.	For training purposes, select the Sample Quiz or a question bank of your choosing.
3.	From the pop-up window, click Embedded Answers (Cloze), and click Next.	

Step	Action	Notes
4.	Type in a question name using your previously determined naming convention.	For training purposes, type: Sample-3-C.
5.	The cloze question format requires a little bit of programming code. In the Question Text editing box, along with the question, add the following code: a. an open squiggly bracket { b. the number of points the question is worth c. a colon d. SA (or singleanswer spelled out with no spaces; this is the question type) e. a colon f. an equal sign g. the answer h. a closed squiggly bracket }	For this example, we'll start with a cloze question that requires a one-word answer. For training purposes, type the following sentence exactly as follows: This quiz question demonstrates the {1:SA:=cloze} question type. As noted in the code, the answer to the above single-answer, 1-point question is the word "cloze." The question coding is case sensitive.
6.	Click the Decode and Verify the Question Text button to check your coding.	If you typed something incorrectly, you will see a red error message.
7.	Click the Save Changes button at the bottom of the page if the question was coded correctly, and return to the Question Bank screen.	
8.	Click the magnifying glass icon next to your question to view it.	
9.	When viewing the question, click the Fill in Correct Responses button to ensure the question and answer were typed correctly.	

CREATING A NUMERICAL CLOZE QUESTION WITH SEVERAL ANSWER CHOICES

Step	Action	Notes
1.	From the question bank screen, click Create a New Question and Embedded Answers (Cloze).	Make sure you are in the correct category for your quiz.
2.	Name the question according to your established naming convention.	For training purposes, name the question Sample-4-C.
3.	Type your question in the question editing box. When typing in the code, separate the answer choices using a tilde symbol (~). An equal sign designates the correct answer. The multi-answer cloze question type uses the following abbreviations for question types: • MCV – multiple-choice vertical (displays choices vertically) • MCH – multiple-choice horizontal (displays choices horizontally) • MC – dropdown box (displays choices in a dropdown box) • NM – numerical answer	For training purposes, type the following sentence exactly: If an item is "free," the cost is {1:MCV:$100~$1~=$0~$25}.
4.	Click the Decode and Verify the Question Text button to check your coding.	
5.	Click the Save Changes button if the question was coded correctly, and return to the Question Bank screen.	
6.	Click the magnifying glass icon next to your question to view it.	
7.	When viewing the question, click the Fill in Correct Responses button to ensure the question and answer choices were typed correctly.	
8.	Check to make sure the question appears in the question bank.	If it is not in the question bank, move it at this time.

CREATING A MULTIPLE-ANSWER CLOZE QUESTION

Follow the steps below to create a cloze question with multiple answers.

Step	Action	Notes
1.	On the question bank page, click to create a new question, click Embedded Answers (Cloze), and click Next.	
2.	Name the question according to your established naming convention.	For training purposes, type Sample-5-C.
3.	Type in the question code text in the editing box. Use the following abbreviations to designate question types: • MCV – multiple-choice vertical • MCH – multiple-choice horizontal • MC – dropdown box • NM – numerical answer	For training purposes, type the following: Ears of corn grow on a: {1:MCH:stock~=stalk~stick~stump}. The hierarchical rank of organisms is Kingdom, Phylum {1:SA:=Class}, Order, Family, Genus, {1:SA:=Species}. Poison oak usually can be identified by the number of leaflets. As the saying goes, "Leaves of {1:NM:=3}, let it be."
4.	Click Decode and Verify the Question Text to check your coding.	
5.	Click the Save Changes button if the question was coded correctly, and return to the Question Bank screen.	
6.	Click the magnifying glass icon next to your question to view it.	
7.	When viewing the question, click the Fill in Correct Responses button to ensure the question and answer choices were typed correctly.	If you edit a previously saved multiple-answer cloze question, under the heading The Question Will be Saved as Edited, click to confirm you want to resave the question.

Note: The close question type can be used to create a unit review. Consider using longer passages of text!

ADVANCED QUESTION TYPE: DRAG AND DROP QUESTIONS AND ACTIVITIES

VIDEO DEMONSTRATION:

Watch this 6-minute video to see a demonstration of how to create a drag and drop question for a Moodle quiz.

http://www.youtube.com/watch?v=qjmE-g3JNUI

NOTE: Video demonstrations were not created by CIMC, and they may use a different version of Moodle. However, the steps are the same as the ones you will use.

CREATING A DRAG AND DROP MATCHING QUESTION (OR DRAG AND DROP ACTIVITY)

The following steps describe how to add a drag and drop question to a question bank.

Step	Action	Notes
1.	On the main course page, turn editing on.	
2.	Click on the link to an existing quiz.	
3.	Click Quiz Administration > Edit Quiz.	
4.	Choose a quiz category in the dropdown menu, click Create a New Question, select the radio button to add a Drag and Drop Matching question, and click Next.	
5.	Type in a question name using your previously determined naming convention.	For training purposes, type: Sample-5-DD.
6.	In the Question Text editing box, type the instructions the students need to read in order to complete the quiz or activity.	For training purposes, type: Place the units of measurement in the proper order from smallest to largest.
7.	Set the Default Mark to reflect the value of the question.	Since the practice question will include five answers, set the Default Mark to 5.
8.	Click to deselect Shuffle, if you want the answers to appear in a certain order.	For this particular question, click to deselect Shuffle.

Step	Action	Notes
9.	In the Question 1 editing box, type in the items and answers.	For training purposes, type "Measurement 1 (Smallest)" with the answer "Teaspoon." For Question 2, type "Measurement 2" with the answer "Tablespoon." For Question 3, type "Measurement 3" with the answer "Pint."
10.	Type in a response for each Choice box, allowing for only one correct answer. Since the question has only one answer, select 100% in the Grade pull-down menu for rooster. Leave the grade value at None for incorrect choices.	In this example, click the button to add blanks for more questions. For Question 4, type "Measurement 4" with the answer "Quart." For Question 5, type "Measurement 5 (Largest)" with the answer "Gallon." Leave Question 6 blank.
11.	Under Settings for Multiple Tries, if setting up a practice quiz, set the penalty to 0%.	This ensures students will not be penalized for answering a question incorrectly.
12.	Click the Save Changes button at the bottom of the page.	
13.	On the Editing Quiz page, click the magnifying glass icon to view the question you just created.	
14.	Click the Fill in Correct Response button to ensure accuracy.	

CREATING A DRAG AND DROP TEXT QUESTION

This question type resembles a cloze drag and drop!

VIDEO DEMONSTRATION:

Watch this 3½-minute video to see a demonstration of how to create a drag and drop text question for a Moodle quiz.

http://www.youtube.com/watch?v=n-DTzrHbfBQ

NOTE: Video demonstrations were not created by CIMC, and they may use a different version of Moodle. However, the steps are the same as the ones you will use.

Follow the steps outlined below to create a drag and drop text question:

Step	Action	Notes
1.	On the main course page, turn editing on.	
2.	Click on the link to a quiz you've already created.	
3.	In the Administration block under Quiz Administration, click Edit Quiz.	
4.	Click to add a question and select the Drag and Drop Into Text question type, and click Next.	
5.	Type in a question name using your previously determined naming convention.	For training purposes, type: Sample-6-DDT.
6.	Set the Default Mark to reflect the number of answers.	In the training example, since this question will include four answers, set the Default Mark to 4.
7.	In the Question Text editing box, type the cloze statement and designate the blank spaces with two square brackets.	Type the following exactly: Four score and [[1]] years ago our fathers brought forth on this [[2]], a new nation, conceived in [[3]], and dedicated to the [[4]] that all men are created equal. Notice that several words have been replaced with numbers surrounded with two square brackets on either side. These will be the answer spaces.
8.	Choose whether to shuffle answer choices.	For this particular question, click to Shuffle answer choices since you want the choices to appear in random order.
9.	Type the answers in the choice boxes.	For training purposes, in the Choice 1 answer box type "seven" (without quote marks for this choice and all remaining). For Choice 2, type "continent." For Choice 3, type "Liberty." For Choice 4, type "proposition." For Choice 5, type "Freedom." For Choice 6, type "seventeen."

Step	Action	Notes
10.	Click the button to add blanks for more choices as necessary and add the remaining answers.	For the training example, click the button to add blanks for three more choices. In the Choice 7 answer box type "planet." For Choice 8, type "notion." For Choice 9, type "idea." For Choice 10, type "eleven." For Choice 11, type "proposal." For Choice 12, type "Life." For Choice 13, type "world." For Choice 14, type "thought."
11.	Click the Save Changes button at the bottom of the page.	
12.	On the Editing Quiz page, click the magnifying glass icon to view the question you just created.	
13.	Click the Fill in Correct Response button to ensure the questions and answers were typed correctly.	

CREATING A DRAG AND DROP MARKERS ACTIVITY

In this exercise, you will create an activity or quiz question that requires the student to drag labels onto an image. You will need the drag-and-drop-letter.jpg file that was zipped with these instructions.

VIDEO DEMONSTRATION:

Watch this 9½-minute video to see a demonstration of how to create a drag and drop markers activity using the Moodle Quiz plugin.

https://www.youtube.com/watch?v=Tvl4GuGvtxc

NOTE: Video demonstrations were not created by CIMC, and they may use a different version of Moodle. However, the steps are the same as the ones you will use.

Follow the steps outlined below to create a drag and drop marker activity:

Step	Action	Notes
1.	Click to add a new question to your existing question bank in the proper category.	
2.	Click the Drag and Drop Markers question type.	
3.	Type in a question name using your previously determined naming convention.	For training purposes, type: Sample-7-DDM.
4.	In the question text, type instructions that explain what the students need to do to complete the activity.	For training purposes, type the following: Drag each round target marker to the number that corresponds with its correct location on the business letter. (Note: Properly position the round marker, not the label.)
5.	Type in the default mark to reflect the number of answers in your activity.	For this example, set the Default Mark to 4.
6.	Under Preview, upload the first image for the activity. Notice that a grid has been placed over the image. Each small square increment represents 10 pixels. The darker green lines represent 100 pixels. You can see the image is approximately 270x380 pixels.	For the training assignment, upload the file drag-and-drop-letter.jpg, which was zipped with these instructions. Once uploaded, the image should appear.
7.	Under Markers, click to "shuffle drag items each time question is attempted." Type in the label for each marker.	For the training activity: • For Marker 1, type "Heading" (with no quote marks). • For Marker 2, type "Greeting." • For Marker 3, type "Body." • For Marker 4, type "Close and Signature."

Step	Action	Notes
8.	In the Drop Zone section, indicate the coordinates for the markers. For a rectangle, first define the top left coordinate on first the x-axis (horizontally from the left edge) and then the y-axis (vertically down from the top). Then type in the length and height of the rectangle. For a circle, start by defining the approximate center point, x-axis (horizontally from the left edge) by y-axis (vertically down from the top). The third number indicates the diameter of the circle. A comma and a semicolon separate these numbers for both a circle and a rectangle. Note: The YouTube video for this question type provides clarification.	For the training activity: • For Drop Zone 1, select Rectangle. In the Coordinates box, type: 120,40;110,40 Select the Heading marker. • For Drop Zone 2, select Rectangle. In the Coordinates box, type: 30,90;110,30 Select the Greeting marker. • For Drop Zone 3, select Circle. In the Coordinates box, type: 130,210;100 Select the Body marker. • For Drop Zone 4, select Rectangle. In the Coordinates box, type: 110,300;130,40 Select the Close and Signature marker.
9.	Click the Save Changes button at the bottom of the page.	
10.	Preview the question.	
11.	Click the Fill in Correct Response button to ensure the questions and answers were typed correctly.	

Now, try creating a drag and drop markers activity on your own using the drag-and-drop-house.jpg image. Follow the steps above and name the question Sample-8-DDM. Define rectangles for the chimney, window, and door markers. Use a circle to mark the bush.

CREATING A DRAG AND DROP ONTO IMAGE ACTIVITY

The ctYOU.org quiz engine includes the plugin that enables users to drag and drop images onto images. Normally, this question type requires you to prepare several images in advance. For training purposes, this tutorial includes several image files: color-wheel-outline.jpg, color-red.png, color-orange.png, color-green.png, and color-violet.

VIDEO DEMONSTRATION:

Watch this 4½-minute video to see a demonstration of how to create a drag and drop activity.

https://www.youtube.com/watch?v=ZBZtPfMyMVE

NOTE: Video demonstrations were not created by CIMC, and they may use a different version of Moodle. However, the steps are the same as the ones you will use.

Follow the steps outlined below to create a drag and drop onto image question type or activity:

Step	Action	Notes
1.	Click to add a new question to your existing question bank in the proper category.	
2.	Click the Drag and Drop Onto Image question type.	
3.	Type in a question name using your previously determined naming convention.	For training purposes, type: Sample-9-DDI.
4.	For the question text, type in the instructions that students need to complete the activity.	For training purposes, type: Complete the color wheel by dragging and dropping each colored circle to its proper location.
5.	Set the default marker to reflect the number of answers for your activity.	For this activity, set the Default Mark to 4.
6.	Under Background Image, select an image.	For training purposes, upload the file color-wheel-outline.jpg.
7.	Scroll down to the Draggable Items and select to add an image for each item in the activity.	Under Draggable Item 1, click to select Draggable Image in the dropdown menu. Add the file color-red.png. For Draggable Items 2, 3, and 4 and add orange to Item 2, green to Item 3, and violet to Item 4.
8.	Click the Refresh Preview button toward the top of the screen.	

Step	Action	Notes
9.	Scroll back down to the Drop Zone area. Select an image for each drop zone.	For Drop Zone 1, select color-red.png in the dropdown menu. For Drop Zone 2, select color-orange.png. For Drop Zone 3, select color-green.png. For Drop Zone 4, select color-violet.png.
10.	Scroll up to view the background image. Drag each item to its drop zone.	In this case, scroll back up to view the color wheel background image. Drag each colored circle to its correct location on the color wheel.
11.	Notice that the pixel coordinates have been automatically calculated in the drop zones.	
12.	Click the Save Changes button at the bottom of the page.	
13.	Preview the question to ensure the images were plotted correctly.	

SUMMARY AND RESOURCES

This tutorial provided the steps to create a question bank and set up multiple-choice, cloze, and drag and drop questions. Take the time to experiment with other question types and build your own test banks.

To learn more about these topics, visit:

- Moodle.org
- Moodle Docs: Question Bank
- Moodle Docs: Embedded Answers (Cloze) Question Type
- Moodle Docs: Quiz Module
- Moodle Docs: Multiple Choice Question Type
- Moodle Docs: Drag and Drop Matching Question Type
- Moodle Docs: Matching Question Type

HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- *As a self-paced lesson.*

  If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

  Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information you need is listed in the tutorial text and step instructions.

  Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- *As a lesson-plan for a classroom.*

  When teaching this skill in a classroom, use the tutorial for:

  ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
  ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and a projection system.
  ✓ **Practice**—Use the tutorial exercises for student practice. Assist as necessary.
  ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

We would appreciate feedback on this tutorial! Please send comments or suggestions to:

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