# NCKU Moodle Instruction Manual – Questions

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Moodle provide several types of questions. Teacher can classify the questions within question bank.

I. Question bank

Every course have its' own question bank it contains all the questions. Questions are like object, it can be repeatedly used.

II. Question Classify

You can create categories within question bank, classifying for different type of questions. For example, based on chapter, degree of difficulty or scope.

1. Administration block → Question bank → Categories
2. Choose the parent category and type the name then click “Add category” button.
3. After adding, you can delete, edit or change the level

II. Question

1. Administration block → Question bank → Questions
2. Select a category then click “Create a new question”

3. Select a question type
1. **Multiple choice**

Teacher can create single-answer and multiple-answer questions, include pictures, sound or other media in the question and/or answer options (by inserting HTML) and weight individual answers.

1. Select “Multiple choice” and click “Next” button.

2. Setting
(1) Question name
   The name of this question, it is mainly to let teacher identify the questions.

(2) Question text
   The content of the question, it can insert text or image.

(3) Default mark
   The point for this question

(4) General feedback
   It will show the feedback after student answer this question.

(5) One or multiple answer
   It decide one or multiple answer.
(6) Shuffle the choices

If enabled, the order of the answers is randomly shuffled for each attempt, provided that "Shuffle within questions" if the quiz settings is also enabled.

(7) Answer block setting

- **Choice**: The options
- **Grade**: The point of this question
- **Feedback**: If student choose this choice, show the content

3. Click "preview" icon to preview the question
2. True/False

A student is given only two choices for an answer in this kind of question: True or False.

1. Select “True/False” and click “Next” button

2. Setting
(1) Question name
The name of this question, it is mainly to let teacher identify the questions.

(2) Question text
The content of the question, it can insert text or image.

(3) Default mark
The point for this question

(4) General feedback
It will show the feedback after student answer the question.

(5) Correct answer
Set the correct answer.
(6) Feedback for the response ‘True’
When student answer ‘True’, it will show the feedback.

(7) Feedback for the response ‘False’
When student answer ‘False’, it will show the feedback.

3. Click “preview” icon to preview the question

3. Short answer

In a short answer question, the student types in a word or phrase in response to a question. Answers may or may not be case sensitive. The answer could be a word or a phrase, but it must match one of your acceptable answers exactly.

1. Select “Short answer” and click “Next” button

2. Setting
(1) Question name
The name of this question, it is mainly to let teacher identify the questions.

(2) Question text
The content of the question, it can insert text or image.

(3) Default mark
The point for this question

(4) General feedback
It will show the feedback after student answer the question.
(5) **Answer**

Can set multiple answer and grade of this answer

3. Click “preview” icon to preview the question

- **Set the grade**
4. **Numerical**

From the student perspective, a numerical question looks just like a short-answer question. The difference is that numerical answers are allowed to have an accepted error. This allows a fixed range of answers to be evaluated as one answer.

1. Select “Numerical” and click “Next” button

![Image of selecting Numerical question type]

2. Setting
(1) Question name
The name of this question, it is mainly to let teacher identify the questions.

(2) Question text
The content of the question, it can insert text or image.

(3) Default mark
The point for this question

(4) General feedback
It will show the feedback after student answer the question.
(5) Answer
Set the correct answer

(6) Error
The accepted error allow for the answer. If not allow accepted error, please set as 0.

(7) Grade
The point for this question

(8) Feedback
It will show the feedback after student answer the question.

(9) Unit handling
There some options

(10) Unit handling

(11) Unit handling

Units are not used at all. Only the numerical value is graded
The unit must be given, and will be graded.

(10) Unit penalty
This setting is enabled when “The unit must be given, and will be graded” is set. If the unit is incorrect, it will be penalty points based on this setting.

(11) Unit are input using
This entry is enabled only when the entry “The unit must be given, and will be graded” is set. There are three options:
- The text input element
- A multiple choice selection
- A drop-down menu

(12) This entry is enabled only when the entry “The unit must be given, and will be graded” is enabled.

3. Click preview icon to preview the question content

5. Essay
Allow a response of a few sentences or paragraphs. This question type must be graded manually.
1. Select “Essay” and click “Next” button
2. Setting
(1) Question name
   The name of this question, it is mainly to let teacher identify the questions.

(2) Question text
   The content of the question, it can insert text or image.

(3) Default mark
   The point for this question

(4) General feedback
   It will show the feedback after student answer the question.

(5) Input box size
Set the area size.

(6) Allow attachments
Allow attachments or not when answering

(7) Response template
Any text entered here will be displayed in the response input box when a new attempt at the question starts.

(8) Information for grader
Essay question need to be manually graded, therefore, the information message will be very important to the grader

3. Click “preview” icon to preview the question

6. Matching
Matching questions have a content area and a list of names or statements which must be correctly matched against another list of names or statements.
1. Select “Matching” and click “Next” button
2. Setting

(1) Question name

The name of this question, it is mainly to let teacher identify the questions.
(2) Question text  
The content of the question, it can insert text or image.

(3) Default mark  
The point for this question

(4) General feedback  
It will show the feedback after student answer the question.

(5) Shuffle  
If enabled, the order of the statements (answers) is randomly shuffled for each attempt, provided that "Shuffle within questions" in the activity settings is also enabled.

(6) Answer  
Must to set at least two questions.
3. Click preview icon to preview the question content

7. Random short-answer

Like a Matching question, but created randomly from the short answer questions in a particular category.

1. Select “Random short-answer” and click “Next” button

2. Setting
(1) Question name
The name of this question, it is mainly to let teacher identify the questions.

(2) Question text
The content of the question, it can insert text or image.

(3) Default mark
The point for this question

(4) General feedback
It will show the feedback after student answer the question.

(5) Number of questions to select
Select the number of the random question
(6) Include subcategories
If checked, questions will be chosen from subcategories too.

3. Click preview icon to preview the question content

8. Embedded answer (Cloze)
Embedded answers (Cloze) questions consist of a passage of text (in Moodle format) that has various answers embedded within it, including multiple choice, short answers and numerical answers.

1. Select “Embedded answer” and click “Next” button

2. Setting
(1) Question name
The name of this question, it is mainly to let teacher identify the questions.

(2) Question text
It must according to the three type of moodle format: Multichoice, Shortanswer and Numerical

【Note】Moodle CLOZE editor is an online edit website. You can copy the text after edited. http://projects.ael.uni-tuebingen.de/quiz/htmlarea/index.php

(3) General feedback
It will show the feedback after student answer the question.

3. Click “preview” icon to preview the question
9. **Description**

A Description question page simply shows some text (and possibly graphics) without requiring an answer.

1. Select “Description” and click “Next” button

2. Setting
(1) Question name
The name of this question, it is mainly to let teacher identify the questions.

(2) Question text
The content of the question, it can insert text or image.

3. Click “preview” icon to preview the question
IV. Penalty Grade and Hint for Incorrect Answer

Student will get hint when they get penalty for each incorrect answer

1. Question setting

When quiz process with 'Interactive with multiple tries' or 'Adaptive mode' behavior, so that the student will have several tries to get the question right, then this option controls how much they are penalized for each incorrect try.

(1) Penalty for each incorrect try

(2) Hint 2

Please refer page 4

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Add another hint
The penalty is a proportion of the total question grade, so if the question is worth three marks, and the penalty is 0.3333333, then the student will score 3 if they get the question right first time, 2 if they get it right second try, and 1 of they get it right on the third try.

(2) Hint
The message when student get the wrong answer will show.

2. Quiz setting
The “How questions behave” of Quiz must be set as:
- Adaptive mode
- Interactive with multiple tries

V. Question Import
Beside manually create the question, it can use import feature to add questions.

1. Administration block → Course administration → Question bank → Import

2. Select the import file format, upload the file and press “import” button
VI. Question Export

The created question can be exported as a file

1. Administration block → Course administration → Question bank → Export
2. Select the file format and click “Export question to file” button

3. Export success
VII. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 \ 61029.