Create Online Quizzes

To create a new online quiz click on **Resources** -> **Assignments, Homework & Quizzes**. This will open the assignments and quizzes area.

📌 **Assignments, Homework & Quizzes**

✏ Create Assignment		❓ Create Quiz		🔍 Search for...			More ▾

Id	Task / Quiz Title	Available After	Due Date	Created by	Status	Max Points	
ICT1	❓ Basic ICT Quiz	19/10/2016 10:00	26/12/2016 12:40	Keira Mace	In Progress	26	⚙▾
2	📌 English Reading Task	19/05/2016 18:25	10/12/2016 22:00	Keira Mace	In Progress	100	⚙▾
3	📌 Some other homework Maths only	19/05/2016 18:30	🕓 26/05/2016 18:30	Keira Mace	Expired		⚙▾
1	📌 George's Homework	19/05/2016 18:25	🕓 26/05/2016 18:25	Keira Mace	Expired		⚙▾
E101	📌 Write an essay "How Different We Are"	10/05/2016 06:00	🕓 17/05/2016 09:00	Keira Mace	Expired		⚙▾
E102	📌 Write an essay about your visit to the museum	09/05/2016 09:00	🕓 17/05/2016 09:00	Keira Mace	Expired		⚙▾

Showing 1 to 6 of 6 entries

Previous **1** Next

Click the Create Quiz button and fill in the information about this new quiz.

New Quiz Attributes

Along with the **Id**, **Title** and the description you have to specify two dates/hours. **Available After** is the date/time after each students will be able to start working on this task. **Due Date** is the deadline by which students have to submit their work on this task.

Id
ICT1

Quiz Title
Basic ICT Quiz

Description (Optional)

Available After (Date)
10/19/2016   📅   10:00 AM   🕓

Due Date
10/26/2016   📅   12:40 PM   🕓

Quiz Settings

☐ Randomize Questions   ☐ Randomize Answers   ☑ Allow students to navigate over the questions

Show Correct Answers

Do not show	Show after each answer	Show on test completion

Quiz Options and Attributes

For each quiz you can specify the following options:

Randomize Questions - when this option is ON all users receive the questions in a random order. Each time a quiz is started the order in which the questions appear is randomized.

Randomize Answers - this option forces each set of answers to appear in a random order.

Allow students to navigate over the questions - when this option is ON users are allowed to skip a question and go back and forth over the questions, instead of completing them in a strict order.

Timed Quiz - If you select this option, you can specify the maximum number of minutes given to the student to complete the quiz. Once this time expires the student will not be able to continue with the quiz.

When to Show the Correct Answers

Also for each quiz you may choose when to show the correct answers as follows:

If you do not want to show the correct answers at all select "Do not show". To show the correct answer(s) to a certain question after submitting an answer select the option "Show after each answer". The third option will not show the correct answer after each question. It will rather provide a summary at the end with all questions and what the correct answers are.

Along with that upon completion, the student is provided a summary of all points achieved so far based on their answers. Answers to open questions need to be reviewed by the teacher and they are not calculated in the filial result at this stage. Once the teacher accepts all open questions the student receives his final score.

If the quiz does not contain open questions the score can be calculated immediately and the final score is displayed upon completing the quiz.

Select Students for Your Quiz

The assignments and quizzes are standard Electa Live resources. As such, they can be added as course resources. In this case all course enrollees will have to complete the assignments/quizzes that belong to their course. In this case you do not need to worry about assigning users to the quiz.

However, If you do not use courses, you have to specify the target audience of each assignment or quiz, by selecting individual students or student groups from your database.You can do so after saving the quiz / assignment.

For more information about permissions please read Resource Access Permissions Explained.

Building the Quiz Questions

As soon as the quiz is saved you will be prompted to start building the quiz questions. Each quiz must have at least one question. To add a question to a quiz click the **Add** button.

❓ Quiz Questions: Science - Term 1, Year 8

[Add Question] [Back to Quizzes List]

This quiz has no questions yet. Please, add some questions.

For each questions you have to provide the following information:

The question itself. This is what students read first. It has to be clear and non confusing. For example: "How many elements are in the periodic table?"

Additional description: This is an optional description of your question. For example: "Please do not count the elements which were discovered this century".

Question

```
Write your question here...
```

Description (Optional)

```
Describe your question if needed.
```

Answer Type

Select One	Select All	True/False	Open Question

Points given to this question

```
10.00   Points
```

Attached File (Optional)

Feedback to Student (Optional)

```
Shows to the student upon submitting an answer.
```

Question Types

For each question you can specify how students answer.There are four different questions types you may choose from.

Questions with one correct answer are called "**Select One**". For such questions students can select one only answer and submit submit it.

Questions with more than one correct answers are called "**Select All**". For such questions students may choose more than one answer before submitting.

True/False questions are a special type of "Select One" questions which only have True or False as options to choose from.

Questions with no predefined answers are called "Open Questions". For such questions

students have to type their answer which can be a text with a few sentences.

Questions with Timeout (Timed Questions)

You may want to specify maximum time for replying to a question. To do so mark the question as a timed question and specify the maximum allowed time in minutes and seconds.

When a question with a configured timeout is opened by a student a clock will be turned on counting the time remaining. Once the configured time interval elapses the question will be locked and an answer will not be allowed.

Timed questions can only be configured for quizzes which do not allow back-forth navigation, that is only if "Allow students to navigate over the questions" is not selected in the quiz summary.

How Scoring Works

For each question you can provide the maximum number of points a student can gain upon submitting their answer. This is provided in the Points field.

For a "Select One" questions students receive the maximum number of points if they provide a correct answer. Otherwise they receive 0 points.

For questions of type "Select All" students receive the maximum number of points for that question only if they select **all** correct answers. Students receive 0 points in all other cases.
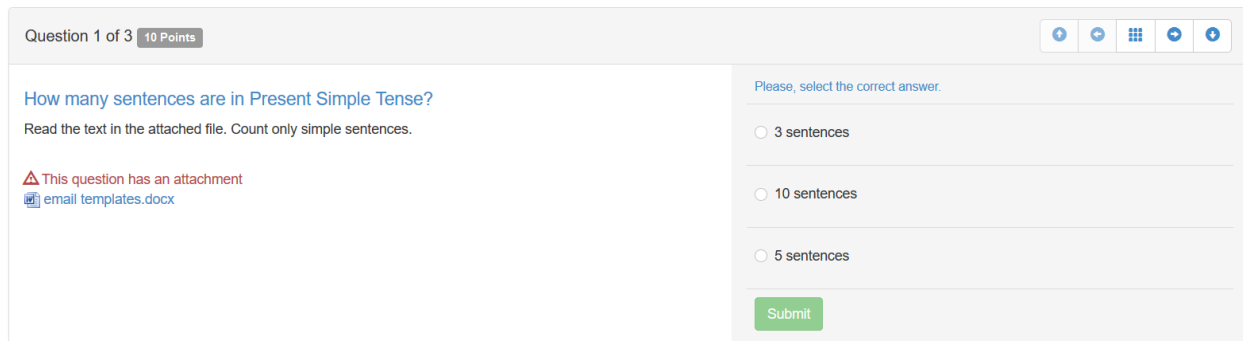
If a question has 2 correct answers out of 5 and carries 20 points itself a student will gain 20 only if he selects the two correct answers. If the student selects 3 answers (2 correct + 1 wrong) 0 points will be awarded. This applies also if the student selects all 5 answers. This is considered guessing. If the student selects only one correct answer 0 points are awarded again.

For open questions the system does not automatically award points. If a quiz contains open questions it is up to the teacher to review the student replies and score accordingly.

Attachments to Questions

For each question you can optionally upload an attachment. This can be an image or any other media or document file. Files can also be selected from the Resource Library as well. Questions with attachments are displayed like that (design mode).

Question 1 of 3 10 Points

How many sentences are in Present Simple Tense?
Read the text in the attached file. Count only simple sentences.

⚠ This question has an attachment
📄 email templates.docx

Please, select the correct answer.

○ 3 sentences

○ 10 sentences

○ 5 sentences

Submit

Image attachments are displayed directly under the question.

Questions with Feedback

For some questions you may want to provide immediate feedback to students as soon as they submit their answer. The feedback is a short text message that appears to the student after confirming the answer.

This could be a thanks message or even a hint on the answer itself. Hints about the correct answers make only sens for quizzes that do not show the correct answers after each question.

To provide a feedback fill in the optional feedback field.

Updating Existing Quizzes

You can update the quiz summary record or the quiz questions of an existing quiz. To do so open the assignments and quizzes area and click the red options button next to the quiz. Then select Modify to change the summary information or Manage Quiz Questions to add, remove or update the questions.

Questions of quizzes that are already in progress (students have started to work on them) cannot be modified. For such quizzes you can only change the time frame (deadline) and some basic information. Questions of such quizzes cannot be edited.

Quizzes can be copied. To create a new quiz from an existing one use the Copy Quiz Option from the menu.

Video Tutorial

Create Online Quizzes