

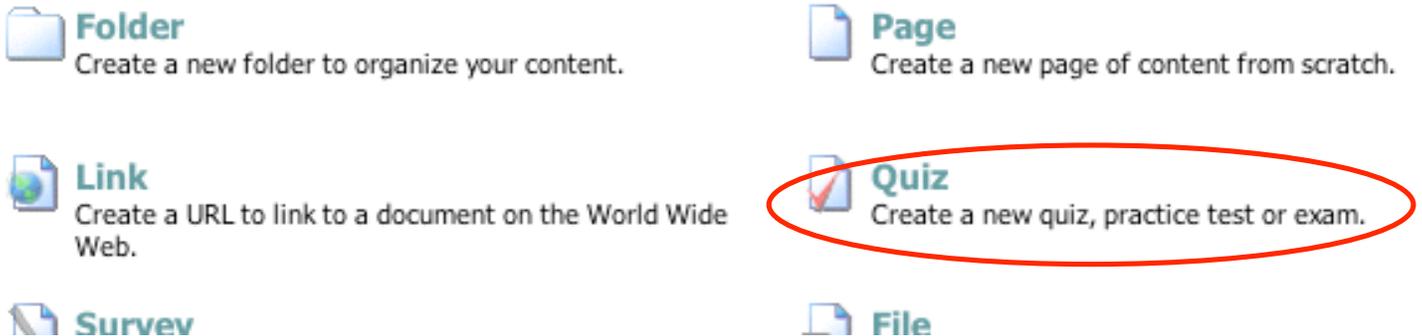
## Creating a Quiz

1. Go to wherever you want to create a quiz and click the Add Content link. I'm doing one in an existing folder.



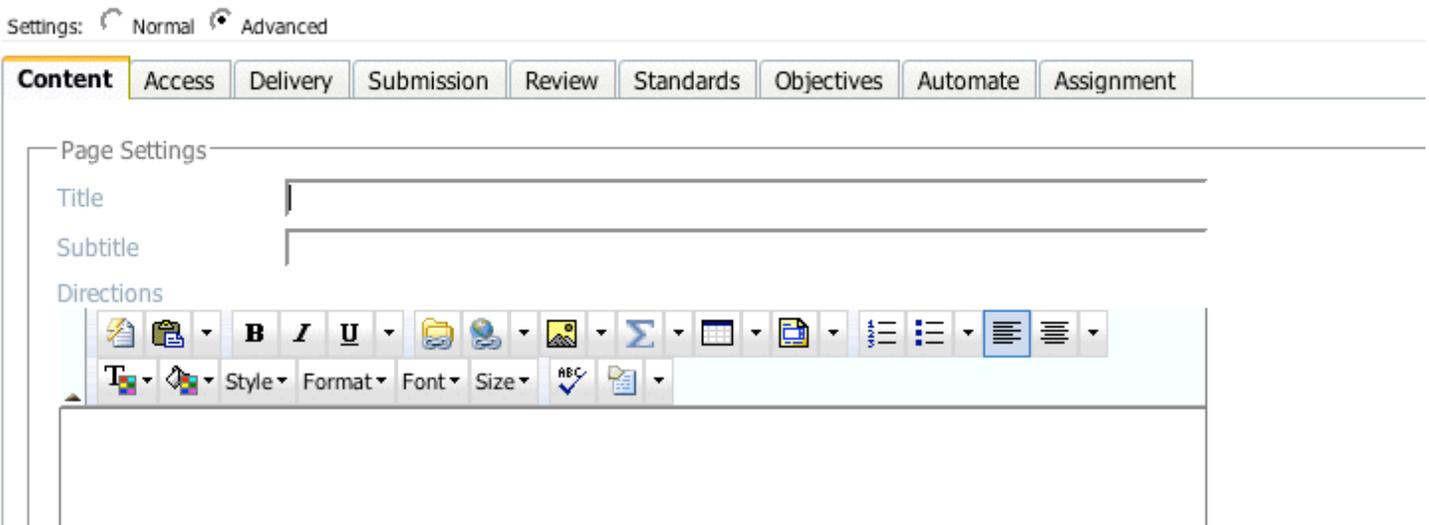
2. It will take you to this page (see immediately below). We're going to create a quiz, so click quiz.

### Create an Item



3. When it opens you're going to do the settings. There are a lot of options, but I'm not going to go through them now unless you want an explanation later. That would be another .pdf.

### New Quiz



4. After you've set all the tabs, the next thing you'll want to do is add a section heading (if you are creating a question databank and only want a few questions displayed). My quiz name is dffdfdff. There are no questions. I'm going to click



Available: Yes, Max Attempts: 1, Review: Full, Anonymous: No

There are currently no questions. To add questions to this quiz, click the Add Question button above.

5. I did. Now I want to do a section heading. It's the first item. (Go to next page to see what I'm talking about.)

Please select the type of question you want to add.



### Section Heading

Displays headings or directions and groups questions for random selection option.



### Multiple Choice

6. Next, I get this screen. I've filled in some of the fields with instructions. And that's the rest of this page.

## Section Heading Editor

Settings:  Normal  Advanced

### Text



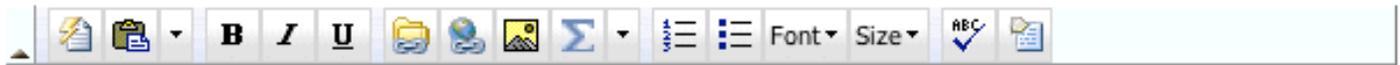
I would type the instructions for the quiz.

Never scramble

### Max Items

10

### General Feedback



After the student has finished the quiz, the message that I put here would display, such as "I'll start grading your essay tonight at 9," or "Thanks for taking the test. See you in class on Monday."

### Image URL

You can upload an image if you want.

Add

### Advanced Options

Save

Cancel

7. Click Save to close.

8. This is what I've got. (See next page. I'm trying to keep this under four pages.)



Add Question Rearrange Settings Reports Utilities Delete

Available: Yes, Max Attempts: 1, Review: Full, Anonymous: No

[Preview](#) | [Begin dfdfdfdf](#)

Edit  
Delete

 **Heading - Select 10 Questions**

9. I want to add my questions. I always create the questions in MSWord. Why? ANGEL has an import feature, but it doesn't have an export feature. If you have a copy of the questions in MSWord, you can do all the changes you want and load up a new quiz. Here's a caution: I've not had trouble importing questions from MSWord into a Quiz but I have had problems with an Assessment. If you have problems, copy the questions into Notepad or some text editor that doesn't hold formatting. What I do to create a test or quiz or assessment is prepare a template and then paste it in a thousand times:

```
Q: .¶
a. .¶
b. .¶
c. .¶
d. .¶
ANSWER: .¶
POINTS: .1¶
TYPE: MC¶
¶
```

10. Before you import into ANGEL, here are the instructions you'll find on that page. It might be good to read them now before you make your test or quiz or assessment:

"Instructions: Replace the sample text in the text box with the questions you want to import. You can also set the default choice question format, open-ended question format and point value for questions. The questions text should conform to the following specifications.

- \* Each question should begin on a new line.
- \* The first line of each question should start with 'Q:' or the question number followed by a period ('1.', '2.', '3.', etc.).
- \* If the question has choices the choices should immediately follow the question text.
- \* Each choice should be on a line by itself.
- \* Each choice should begin with a choice letter followed by a period ('A.', 'B.', 'C.', etc.)."

11. It's me again. When you import, you'll copy your questions into memory, selecting all the text in that box (click your cursor in the box and hit CONTROL-A so that the words turn blue, and hit CONTROL-V to paste in your questions. (Mac users: I'm talking PC right now. You already know how to do this stuff with your Apple key combinations.) But before you do that, here are some more instructions. (All these are in the import questions screen, but I want you to know all the little details so you don't get mad at me.)

I'm going to quote then comment then quote.... "The following optional settings may be added after the question and its choices. Each setting should be on a line by itself and follow the format SettingName: SettingValue.

\* ANSWER: For choice questions enter the letter of each correct choice separated by commas. For open-ended questions enter the actual answer text."

Here are three examples that only have one answer: ANSWER: 12 [if it were an FB question]; ANSWER: a, b [with a space after the comma]; ANSWER: a,b [without a space]. All will work. In an assessment, you can't load up multiple answers, so don't try it. You'll just be disappointed.

"Fill-in-multiple-blanks should have each answer on a separate line in the format of

Answer:<Answer>;Percentage:<Percentage of question's point value this answer is worth>;ValidIn:

Example: Answer:Red;Percentage:25;ValidIn:1

Answer:Blue;Percentage:15;ValidIn:all"

Forget about most of this stuff. This is for Assessments and it doesn't work in Import Questions. However, if you are doing an FB (see below), each acceptable answer has to be on a separate line.

Q: What war do you remember?

ANSWER: WWI

ANSWER: World War I

ANSWER: World War One

ANSWER: WWII

ANSWER: Korean War

ANSWER: Vietnam War

POINTS: 1

TYPE: FB

My problem with FB is that you have to list every possible answer that the student might choose. That's why I use SA. I have to grade them manually, but it will save me time in the long run. (After FB has auto-corrected, you'll have to go into each test in the Grade option and look for FB questions and see if the student was given a point for a correct answer even though the student misspelled the word or wrote a sentence instead of just the term.

\*\* POINTS: The integer point value for the question. For Multiple Select questions this is the value of each correct choice."

MS points won't import, so you'll have to edit that from within the question.

\*\* IMAGE: The URL of an image to display before the question text."

The URL has to be accurate (as it would anywhere). I'd write one and import it first to be sure.

\*\* FEEDBACK: Text to display after the user submits the quiz."

This is general feedback once the student has answered the question and left the test. It's possible to have feedback for each possible answer, but you have to enter that within the question. It won't import.

\*\* TYPE: Identifies the specific question format to use.

\* ANSWERBOXES: Valid for Fill-in-multiple-blanks only, indicates the number of answer input boxes to display to the user."

Here are the type abbreviations: "MC = Multiple Choice, TF = True/False, MS = Multiple Select, SA = Short Answer, FB = Fill-in-the-blank, FM = Fill-in-multiple-blanks, ES = Essay, OI = Off-line Item"

12. Once I've finished my question bank, I go to Add Question and go nearly to the bottom of the list to



### Import Questions

Import questions through cut and paste.

13. Do the copy and paste thing in item 11, click Save, and you're finished with this part.

14. "What's next?" you say. If you had 100 questions you'll need to look at the four pages (25 questions per page) at the end of a line where it says "0 points." That means you didn't supply a correct answer. There isn't any way to check for wrong answers other than going over the MSWord document again or wait for complaints. If you need to make a change, click the Edit box to the left of the question and fix the error.