

Overview

If you are sure you will only use a question or group of questions in one quiz, then you can create the questions from within the quiz. If you want to be able to use the same question(s) in a review quiz or an exam, then you will want to create a **question bank category** (pg. 3), and create the questions within that category (pg. 4). Putting your questions into categories also allows you to organize your questions and add to your quiz a specified number of randomly selected questions from a category.

You can now create questions that incorporate a recorded audio, video or a drawn response using the PoodLL Recording question type. The recorders or whiteboard are embedded within the questions and students' answers are saved within your course or available for download. Adding a background to the whiteboard in a Picture response allows you to create questions such as identifying locations on a map, graphing charts, etc. PoodLL questions are graded manually.

Section links:

[Create questions from within a quiz](#)

[Create PoodLL recording questions](#)

[Create question categories](#)

[Adding questions to a category](#)

[Additional settings and editing functions](#)

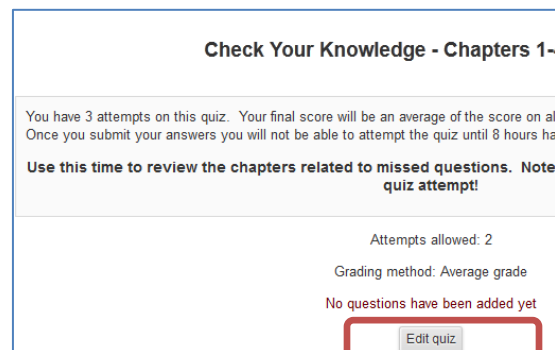
1. Log onto Cougar Courses and go to the main page of your course.
2. Click Turn editing on.

Create Questions from Within a Quiz

3. Click on the quiz name from your course page.
In the *Administration* block, select **Edit quiz**.

Or

If you just created the quiz settings and clicked the Save and display button, click the **Edit quiz** button.



- Click the **Add dropdown and select a new question**. By default your question will be added to page 1 of the quiz.

- Select the **question type**.

- Click **Next**.

See next page for PoodLL Recording question setup.

- General Settings** – The fields will vary depending on question type selected. For more information on specific question types and associated fields, see <https://docs.moodle.org/32/en/Questions>

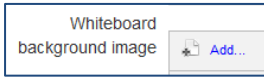
- Enter a descriptive **Question name**. This is displayed in question lists - students will not see this.
- Enter your **question text or instructions**. Use the text editor to format text, add images, links or media to your question.
- Change the question's **point value** if desired.
- Optional- Type **general feedback**, that will be shown after the students submits the question. Complete any additional question specific fields.

- Scroll to the bottom and click **Save changes**.

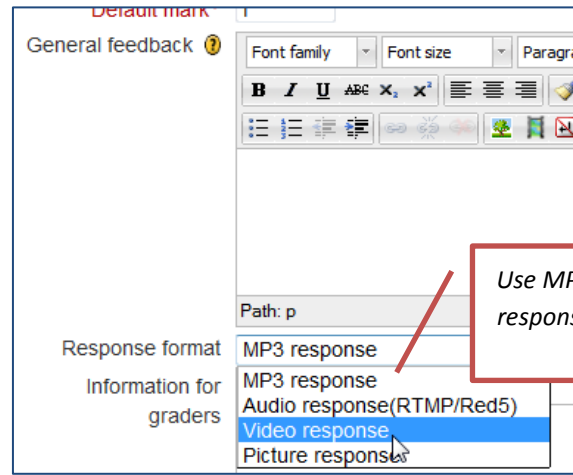
If enabled, the order of the answers is randomly shuffled for each attempt, provided that "Shuffle within questions" is enabled in the quiz settings.

Create PoolLL Recording questions

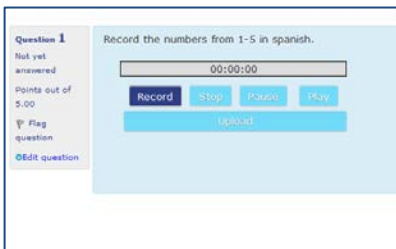
- Select the desired Response format:
 - Use **M3 response** for audio recordings < 2 minutes. Do not select Audio response (RTMP/Red 5)
 - Use **Video response** for video/audio recording
 - Use **Picture response** for a whiteboard.
 - If desired, upload a background image to the whiteboard.



IMPORTANT: Setup your quiz so there is only 1 PoolLL question per page. See [Creating a quiz for instructions](#).

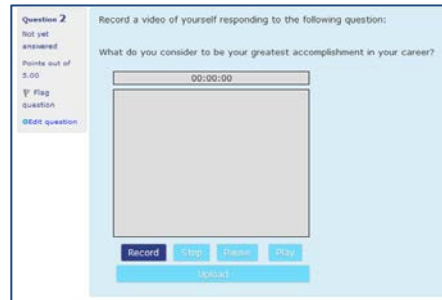


MP3 response

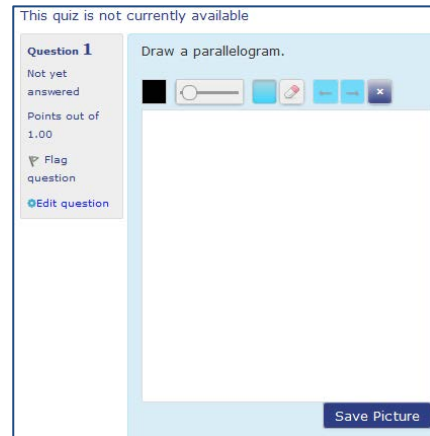


What Students see

Video response

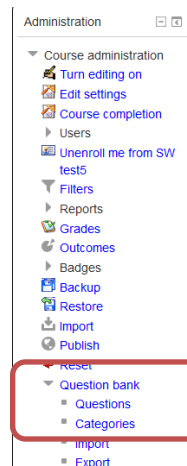


Picture response (with background image)



Create Question Categories

- In Administration block, click **Question bank**.
- Click **Categories**.



1. Scroll down to **Add category** section.
2. Categories are added to a Default course category. To create a subcategory, select the parent category from the dropdown list of previously created categories.
3. Enter a **Name** for the category or subcategory.
4. Click **Add category** button.

▼ **Add category**

Parent category ?
 Default for susan W testing fall 2015 (5)

Name*

Category info

Paragraph B I [List icons]

Path: p

Add category

5. You can edit category names, delete or reorder categories from the Categories page.

• **Default for susan W testing fall 2015 (5)**
 The default category for questions shared in co

✕ ⚙️ ⬆️ ⬇️

o **fall 2015 test all (3)** ✕ ⚙️ ⬅️ ⬇️

Add Questions to a Category

1. In Administration block, click **Question bank**.
2. Click **Questions**.
3. **Select a Category** from the dropdown list of previously created categories.

Question bank

Select a category: Chapter 1 - History of Field

Categories on list

Create a new question ...

Administration

- ▼ Course administration
 - Turn editing on
 - Edit settings
 - Course completion
- Users
- Unenroll me from SW test5
- Filters
- Reports
- Grades
- Outcomes
- Badges
- Backup
- Restore
- Import
- Publish
- Reset
- ▼ **Question bank**
 - Questions
 - Categories
 - Import
 - Export

4. Click **Create a new question**.
5. Select **the question type**.

Note: select a question type to see a description of that type.

6. Click **Next**.

For more information on creating questions, see pg. 2, step 6.

Your question will be saved to the category selected in step 3 above.

Choose a question type to add

- Calculated
- Embedded answers (Cloze)
- Essay
- Matching
- Multiple choice
- Numerical
- PoodLL Recording
- Short answer
- True/False
- Description

Select a question type to see its description.

Next Cancel

See a description of selected question type here.

To move questions to a different category

- In the question bank, use the dropdown to select the Category containing the questions you want to move.
- Click the checkbox in front of the questions to move.
- Select the move to category from the *With selected* dropdown.
- Click **Move to** button.

The screenshot shows a list of questions in a Moodle question bank. A red box labeled 'Select all' points to the top of the list. A red circle labeled 'b' highlights the checkboxes next to several questions. A red circle labeled 'd' highlights the 'Move to >>' button. A red circle labeled 'c' highlights the 'chapter 1 (2)' dropdown menu. The 'With selected:' label is also circled in red.

Question	First name / Last name	Created
<input type="checkbox"/> drag and drop into image	Susan Wilson	June 19 2015, 10:00
<input checked="" type="checkbox"/> vocab	Susan Wilson	June 19 2015, 11:00
<input checked="" type="checkbox"/> drag and drop test	Susan Wilson	June 19 2015, 9:00
<input checked="" type="checkbox"/> put these words into a correct order	Susan Wilson	June 19 2015, 10:00
<input type="checkbox"/> essay 1	Susan Wilson	June 29 2015, 4:00
<input type="checkbox"/> OU multiple response	Susan Wilson	June 19 2015, 11:00
<input type="checkbox"/> Poodll recording question in t	Susan Wilson	June 19 2015, 11:00
<input type="checkbox"/> poodll whiteboard	Susan Wilson	June 19 2015, 12:00
<input type="checkbox"/> monday	Susan Wilson	July 8 2015, 10:00

With selected: **Move to >>** chapter 1 (2)

Additional settings and editing functions

The screenshot shows the Moodle quiz editing interface. A red box labeled 'Set or change total point value of quiz' points to the 'Maximum grade: 10.00' field. A red box labeled 'Shuffle the question order for each attempt' points to the 'Shuffle' checkbox. A red box labeled 'Edit question' points to the 'Edit question' button. A red box labeled 'Preview question' points to the 'Preview question' button. A red box labeled 'Change question's point value' points to the point value field (5.00) for a question. A red box labeled 'Delete question' points to the 'Delete question' button. A red box labeled 'Drag to move question' points to the question list area. The 'Total of points: 17.00' is also visible.

Questions: 4 | This quiz is open

Repaginate

Maximum grade: 10.00 Save

Total of points: 17.00

Shuffle

Edit question

Preview question

Change question's point value

Delete question

Drag to move question

1 multiple choice days What is the first day of the week? 5.00

2 Addie Put the steps of the standard instructional design cycle into the correct order. 5.00

To add questions from a Category to your quiz, see the guide: [Adding Quiz Questions from the Question bank](#).
Want more information or didn't find the answer to your question? See [Moodle.org Quiz Activity](#)