

# Quizzes

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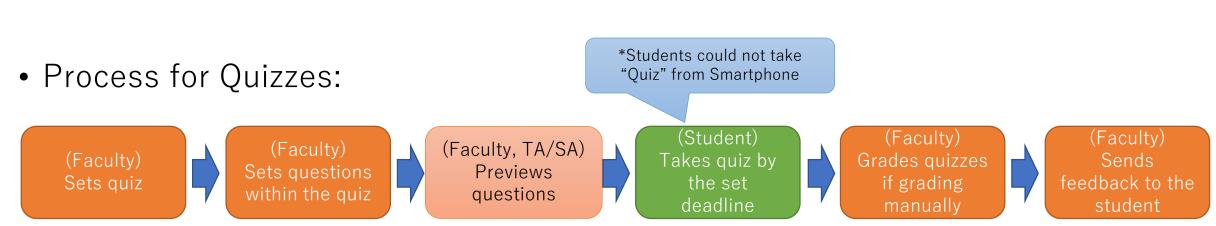


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### About Quizzes

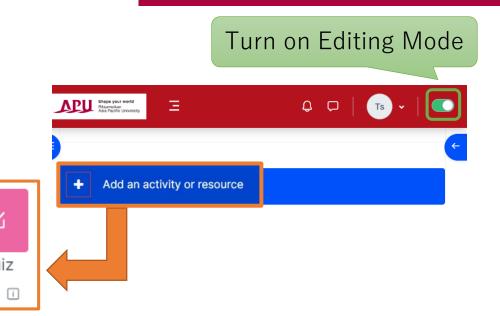
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- Examples of what can be done with quizzes: Various test formats can be created depending on the settings, such as:
  - A variety of questions including description or calculated
  - · Question shuffling
  - Option shuffling for multiple choice questions
  - Quizzes that can be attempted multiple times
  - Retest settings for certain users, etc.
- Select "Quiz" from "Add an activity or resource"

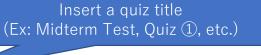


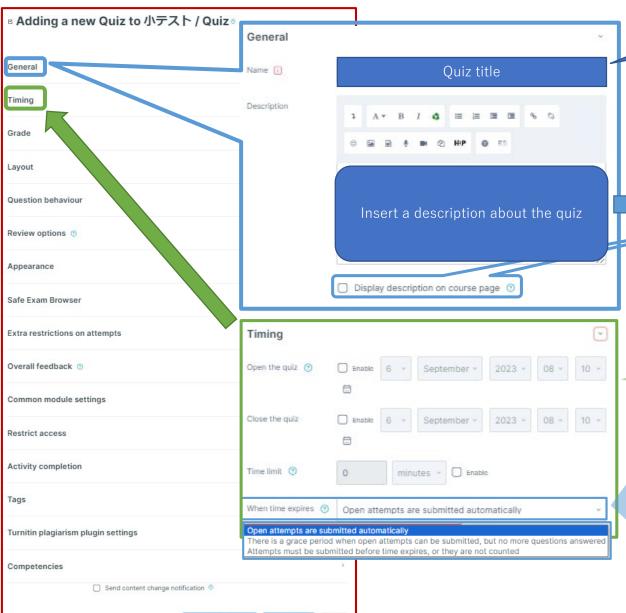
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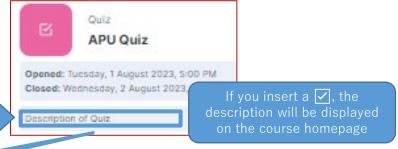
Quiz







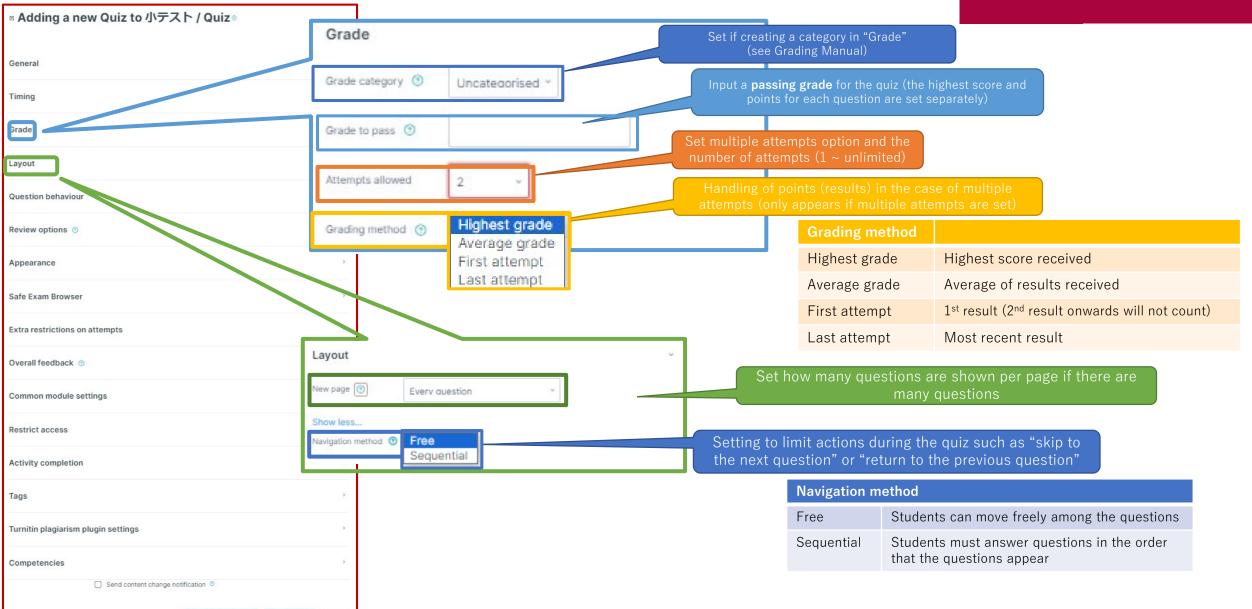




Timing	
Open the quiz	Date and time that student access to the quiz begins
Close the quiz	<u>Date and time</u> that student access to the quiz <u>ends</u>
Time limit	Time limit for taking the quiz after it is started
When time expires	Choice of action after the quiz date and time (or the time limit) are over

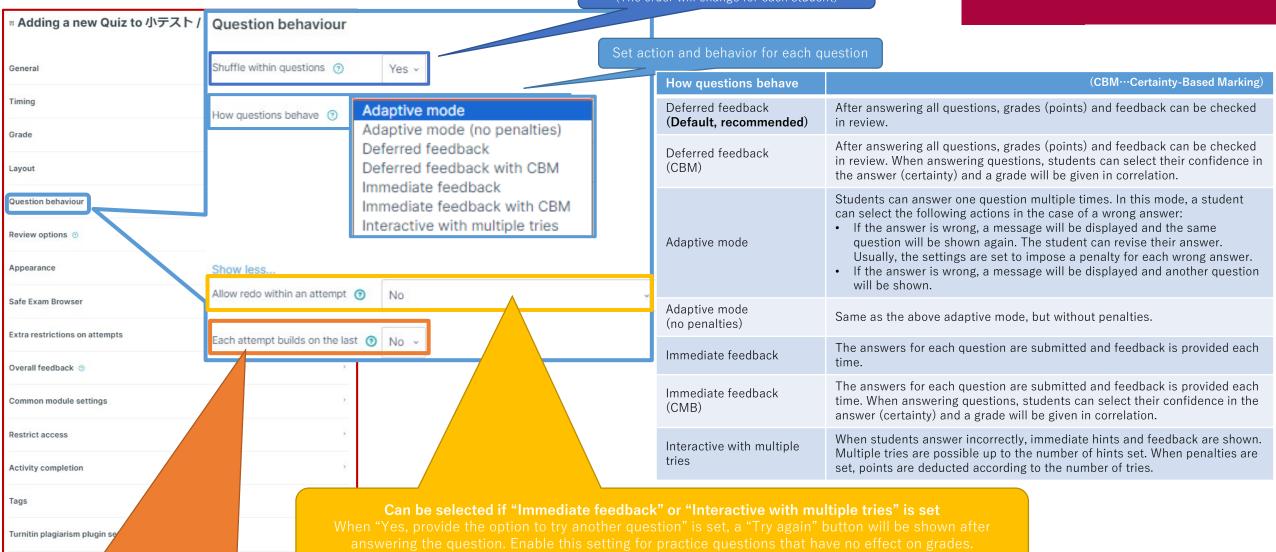
When time expires	
Open attempts are submitted automatically	Answers at the end date or time (or time limit) are submitted automatically
There is a grace period when open attempts can be submitted, but no more questions answered	A period to postpone submissions, in which students can send their answers (new answers cannot be added)
Attempts must be submitted before time expires, or they are not counted	Answers cannot be submitted after the quiz end date and time (attempted questions will also not be summitted, and the test will be handled as unanswered)





Shuffle in the case of multiple questions (The order will change for each student)

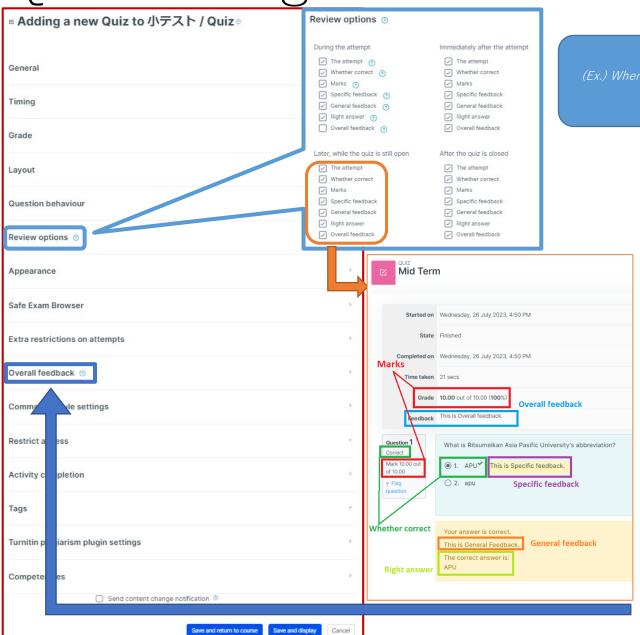




### Can be selected if multiple tries are allowed

When multiple tries are allowed, if "Yes" is set, students can answer with the most recent answers selected and inputted during reattempts.





Set which information students can review among their quiz results and when

The items in the checkbox checked will be shown

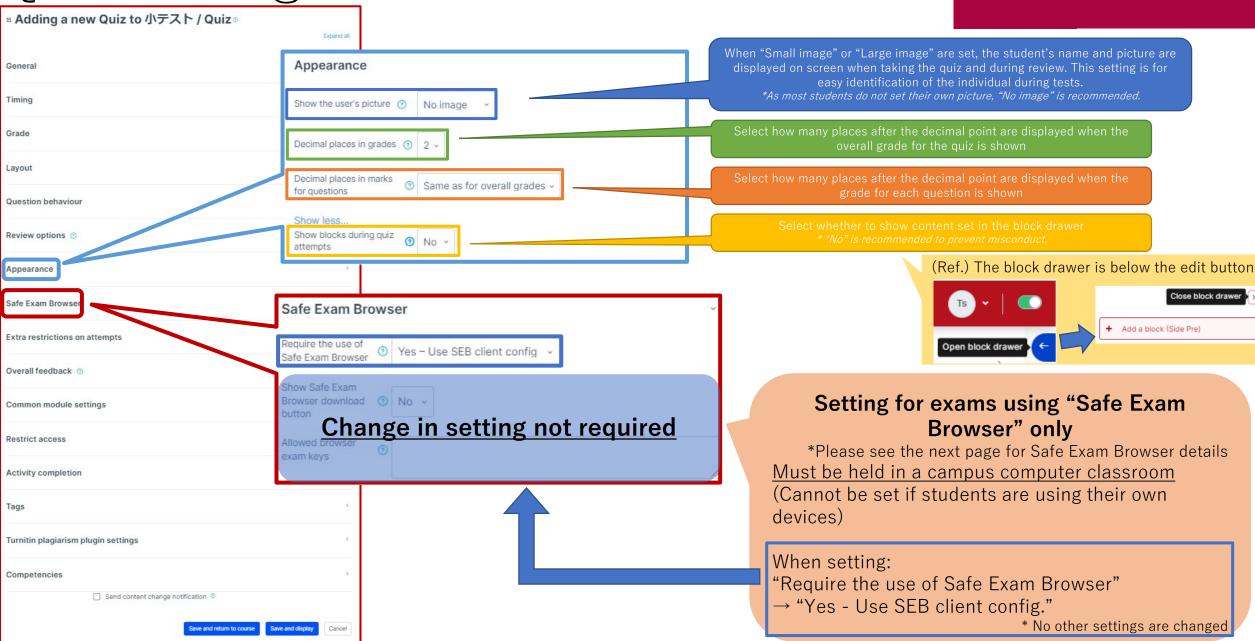
(Ex.) When "Right answer" is checked under "Immediately after the attempt", students can immediately know the correct answer after taking the test.

In this case, other students can finish with the correct answers from that student. This can be prevented by checking "Right answer" under "After the quiz is closed".

Review options	
During the attempt	Only relevant to certain behaviors, such as "Interactive with multiple tries"
Immediately after the attempt	Provided within two minutes when students finish the quiz and select the "Submit all and finish" button
Later, while the quiz is still open	After the quiz is completed but before the quiz end date and time
After the quiz is closed	After the quiz end date and time have passed – can be ignored if a quiz end date and time are not set

Content	
The attempt	Show/hide information other than "Whether correct" and "Overall feedback" below
Whether correct	Show whether the answer is correct / partially correct / incorrect
Marks	Show scores under the results of answers to the questions
Specific feedback	Show feedback set to answer choices (Ex.) Feedback for correct answer choices in multiple choice questions (such as "well done") and feedback for incorrect answer choices (such as "please review the material again") will apply
General feedback	Show feedback (explanation of question / purpose of the question) after the quiz is taken, regardless of the answer being correct or not
Right answer	Show correct answers set by the faculty. (Ex.) If "APU" is indicated as the correct answer for a multiple choice question, "The correct answer is: APU" will be shown regardless of whether the answer is correct.
Overall feedback	Content set for "Overall feedback" in the quiz settings is shown Feedback can be changed according to the student's grade





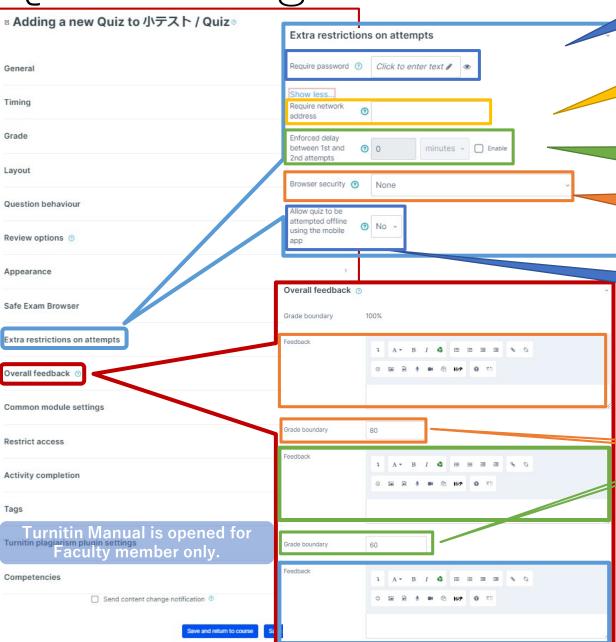


### Safe Exam Browser (SEB)



### **■**Special Browser for Moodle

- SEB can be used to prevent test misconduct, as it disables access outside of Moodle.
- When the browser is launched, PC functions are limited:
  - Starting up other applications (such as Zoom, other browsers, and Adobe) will be disabled
  - Shortcut key controls such as "Ctrl + C" and "Ctrl + V" will be disabled
- When "Safe Exam Browser" is turned on, the quiz cannot be accessed unless this browser is used
  - SEB is turned off in the default settings, but please be aware of this setting!
- ■Requirements: Quizzes must be held in IPS or CAI classrooms in Building D
  - SEB can be used on student PCs in IPS and CAI classrooms
    - SEB cannot be used with the teacher's desk PC (due to dual display)
  - When students are using SEB with personal devices (BYOD), please be careful of the following:
    - Input is set to the English keyboard regardless of device (campus PCs have English keyboards)
      - The alphabet is the same, but symbol input will be different (such as "@", "()", ":", ";", etc.).
    - Smartphones and tablets cannot use this app.
    - If students are having issues using SEB on their device, please instruct them to use the <u>rental PC locker on the 3rd</u> floor of Building D.
    - Please refer to the application developer webpage for details and information on bugs.



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The quiz cannot be started unless a password is entered when it opens

The quiz can only be taken with campus PCs or Wi-fi connection

Setting for when multiple tries are allowed:

- Waiting time before the 2<sup>nd</sup> attempt after the 1<sup>st</sup> attempt (sec./ min./hours/days/weeks)
- Waiting time before the next attempt after the 2<sup>nd</sup> attempt and onwards (sec./min./hours/days/weeks)

Restricts web browsers on the student's device

- \* Will not work unless Javascript is enabled on the browser that the student is using
- Full screen, hidden tool bar, copy and paste controls, etc.
- · For controls in campus PC classrooms, please use SEB.

Allows the test to be taken without internet connection on a smartphone app

• Use for practice tests that you want students to take repeatedly

Set feedback to show the student whose grades are between the (--%)  $\sim 100\%$  "Grade boundary" set in the next item

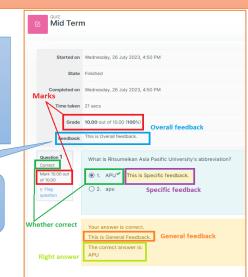
Examples from the manual:

80% ~ 100%: "Excellent work!"

60% ~ 79.9%: "Good work!"

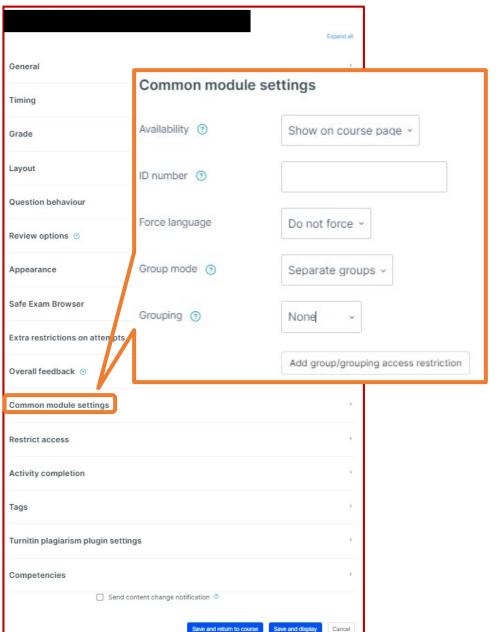
0% ~ 59.9%: "Keep trying!"

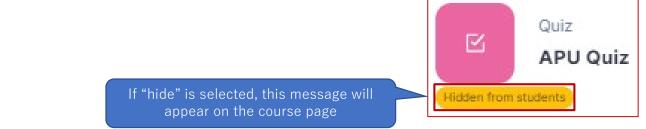
Shown here after the quiz according to the score (student screen)



### (Common Functions) Common module settings



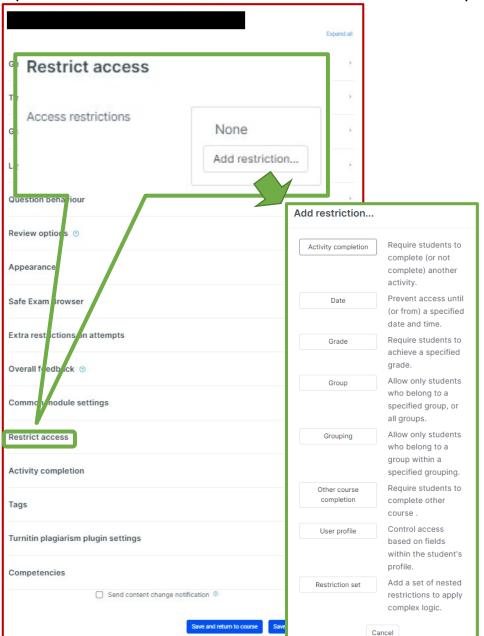




Common module settings			
Availability	Select "Show on course page" or "Hide on course page" If "Hide" is selected, students will not be able to see the item until it is changed to "Show"		
ID number  An ID number can be attached to the feature (to identife This item is generally left blank and not used)		e attached to the feature (to identify learning materials) ly left blank and not used	
Force language The language to be shown can be enforced when students open the qu		shown can be enforced when students open the quiz	
	No groups	Content available to all members in the course	
Group mode	Separate groups	Content available within a group for its group members only. Other groups cannot view content.	
	Visible groups	Content available within a group for its group members only, but other groups can view content.	
Grouping	Setting if groupings (collections of groups) are set on the course level		
Add group/grouping Settings for each group can be added in "Restrict access" below access restriction * Available only if group settings are turned on in "Group mode" above		·	

### (Common Functions) Restrict access

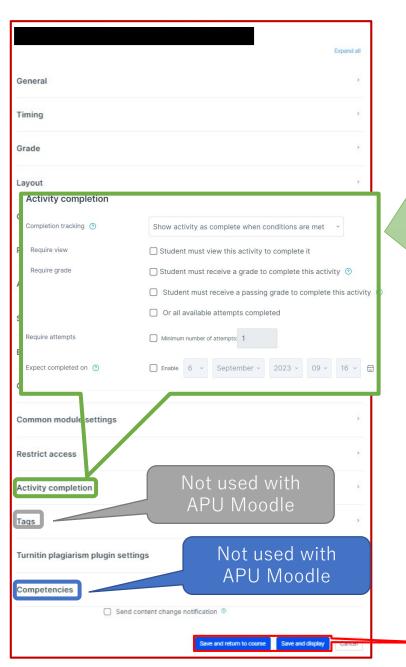




Restrict access	
Activity completion	Setting to require another existing feature in the course to be completed before a feature can be accessed  Ex. 1: Cannot be accessed until a specific survey is completed  Ex. 2: Cannot be accessed until a specific assignment is submitted
Date	The date and time a feature can start to be used (date and time it is shown in the course) and when its use ends (date and time it will be hidden from the course) can be set
Grade	Setting to require a certain score in an existing course assignment or quiz before a feature can be used
Group	Set access conditions for specified groups or students outside that group
Grouping	Setting to only permit access to students belonging to specified groupings (collections of groups)
Other course completion	Setting if completion of other courses is required (Use not recommended)
User profile	Setting to permit use of a feature for specified students only Ex.) Only students with certain student ID numbers permitted
Restriction set	Setting for more complicated restrictions when using multiple settings above

### (Common Functions) Activity Completion, Tags, Competencies





### **Activity completion**

A setting to check whether a student has used a feature. When set, a checkbox is shown for features on the course screen, and students can check off various requirements such as viewing learning materials. The instructor can also review which learning materials have been viewed by which students and keep track of study progress for the entire course.

	Completion tracking	
	Do not indicate activity completion	The checkbox for activity completion is not displayed to students
	Students can manually mark the activity as completed	The activity completion checkbox can be manually checked off by the students themselves. Please use this setting to leave learning progress management up to the students.
	Show activity as complete when conditions are met	When the requirements set below are met, activity completion is checked off automatically. This setting is recommended for instructors who wish to keep track of learning progress.
	Require	
	Student must view this activity to complete it	When selected, a checkmark will be inserted automatically when students view an assignment (after submission or after grading is complete)
	Student must receive a grade to complete this activity	Once the faculty member provides a grade, the activity will be considered complete and a checkmark will be automatically inserted
	Student must receive a passing grade to complete this activity	A checkmark will be automatically inserted only if a passing grade is received
	Or all available attempts	A checkmark will be automatically inserted when an assignment is submitted
C	completed  Quiz APU	Quiz  Complete with requirements  View  Complete  When complete  View  View
	Mark as done	Receive a grade

Make sure to **save** when settings are complete!

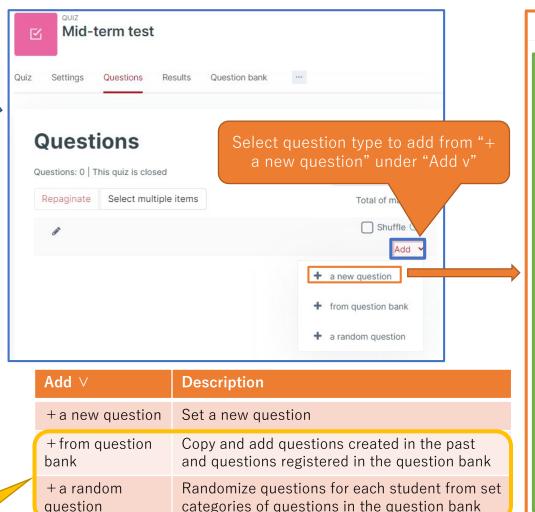
### Creating Questions

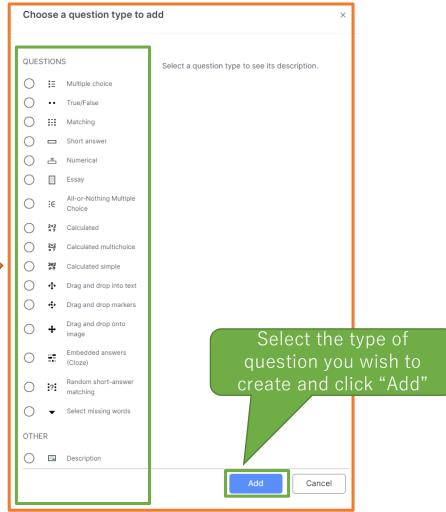
TA/SAs are absolutely not allowed to make quiz questions that may affect students' grades





Start creating questions from "Add question" under "Questions"





Select to copy questions created in the past using the question bank

See the next page for descriptions of each question type.

Please refer to the "Making Questions Manual" for preparation manuals for each question type.

### Question Types

True/False

Matching

Short answer

Essay



	<i>3</i> 1	
List of Question Types (1/3)	Description	Example
	A format to select the right answer for a single	Select the correct prefecture and capital combination below.

mat to select the right answer for a single Multiple Choice question from multiple options

a) Hokkaido - Sapporo City b) Kanagawa - Yokohama City c) Oita - Oita City

APU's elevation is 338m. Correct or incorrect statements True or False?

A format in which the correct answer is matched to the

Select the prefectural capital below. "Question": "Options" · Hokkaido: Sapporo City/Yokohama City/Oita City

question from answer options corresponding to the number of questions shown

· Kanagawa: Sapporo City/Yokohama City/Oita City · Oita: Sapporo City/Yokohama City/Oita City

A format to answer a question with an appropriate word or phrase \* Grades can vary from 100% to "None" for each response in the

Prefecture. Ritsumeikan Asia Pacific University (5 points) / APU (1 point)

Please write the name of the university located at Jumonjibaru, Beppu City, Oita

case of multiple right answers Format to answer a question with a numerical value

How many students are there at APU as of May 2023?

5,796 (Set with an error range of  $\pm 100$ )

Numerical \* Correct answers established with a certain error range to the correct numerical value can also be set

Please express your views regarding the influence of climate change on tourism Format to answer a question in writing in Beppu.

### Question Types

**Description** 

**List of Question Types** 

Drag and drop

[Text]



(2/3)		
All or Nothing Multiple Choice	Multiple choice questions in which there are multiple correct answers in the options, and all answers must be correct to be a correct answer	Select the correct prefecture and capital combination below.  (All combinations must be correct for the answer to be correct.)  a) Hokkaido – Sapporo City  b) Kanagawa - Yokohama City  c) Oita – Oita City
Calculated simple	Format in which the student makes calculations by using wildcards that are replaced by an actual value when taking the quiz (ex. $\{x\}$ , $\{y\}$ )	(Set the question) Find the area of a triangle when base = $\{x\}$ cm and height = $\{y\}$ cm. (Set the formula) $\{x\}^*\{y\}/2$ (Question shown during the quiz)

Example

Drag and drop [image]

Find the area of a triangle when base = 12 cm and height = 10 cm.

Drag the correct prefectural flags from the options below and place them on the map as the prefectural flags for prefectures A~E.

(Background) Blank map of the Kyushu region (with prefectural borders and the letters A~G)

(Options) Images of prefecture flags for seven prefectures

(Options) Images of prefecture flags for seven prefectures

Format to answer by dragging and dropping a word or phrase that matches the missing part of a text (shown as a blank square) from options

(Options) Images of prefecture flags for seven prefectures

Please drag the appropriate words from the options and fill in the blanks in the following English sentence.

Japanese: 私は英語が苦手です。English: I'm [ ] [ ] English.

Options) [no] [not] [good] [bad] [at] [to]

Drag and drop

[Markers]

Format to answer by dragging and dropping markers (text frames) to the correct position on a background image.

\* The answer frame is not shown (the place to drop is shown with image coordinates)

Drag the correct names of the prefectures from the options below and place them on the map as names of prefectures for prefectures A~E.

Blank map of the Kyushu region (with prefectural borders and the letters A~G) (Options) Names of seven prefectures

Select missing words

A format to fill in the blank text in a statement using a dropdown menu

Select the correct word for the blank in the following text from the options.

APU is in Oita Prefecture, [Hiji Town / Beppy City / Oita City], and is run by the school trust [Ritsumeikan / Beppy University / Wasada]

Calculated



List of Question Types (1/3)	Description	Example
Question Types		

Random short- answer matching	Automatic creation of question combinations by random combinations of correct answers and short-answer questions.  * Can be used when there are multiple questions of the same short-answer type in the question bank	<ul> <li>(Existing short-answer question)</li> <li>Provide APU's elevation as a number → 338</li> <li>Provide Mt. Tsurumi's elevation as a number → 1375</li> <li>(Random short-answer question combination)</li> <li>Provide APU's elevation as a number Choose from: 【338 / 1375】</li> <li>Provide Mt. Tsurumi's elevation as a number Choose from: 【338 / 1375】</li> </ul>

(Set the question) As with calculated simple, format in which the student Find the area of a triangle when base =  $\{x\}$  cm and height =  $\{y\}$  cm. makes calculations by use of wildcards that are replaced (Set the formula)  $\{x\}^*\{y\}/2$ by an actual value when taking the quiz (ex.  $\{x\}$ ,  $\{y\}$ ) \* The way to set the value range included in the wildcard differs (Question shown during the quiz) from calculated simple questions. Find the area of a triangle when base = 12 cm and height = 10 cm.

(Example of a written question with a fill-in-the-blank question format) A format in which multiple choice problems, short answer Oita Prefecture's capital is [000]. Embedded answers problems, and numerical problems can be inserted {1:SHORTANSWER:=Oita#Congratulations! (Cloze) simultaneously into one question. ~%50%Beppu#Wrong answer. Beppu is the second largest city in Oita Prefecture after Oita. \* Writing in a special format is required

~\*#Incorrect. The capital of Oita Prefecture is Oita of course.} A multiple choice question format that includes numerical (Set the question) Select the correct answer for  $\{x\} + \{y\}$ . formulas for calculated questions with wildcards in the

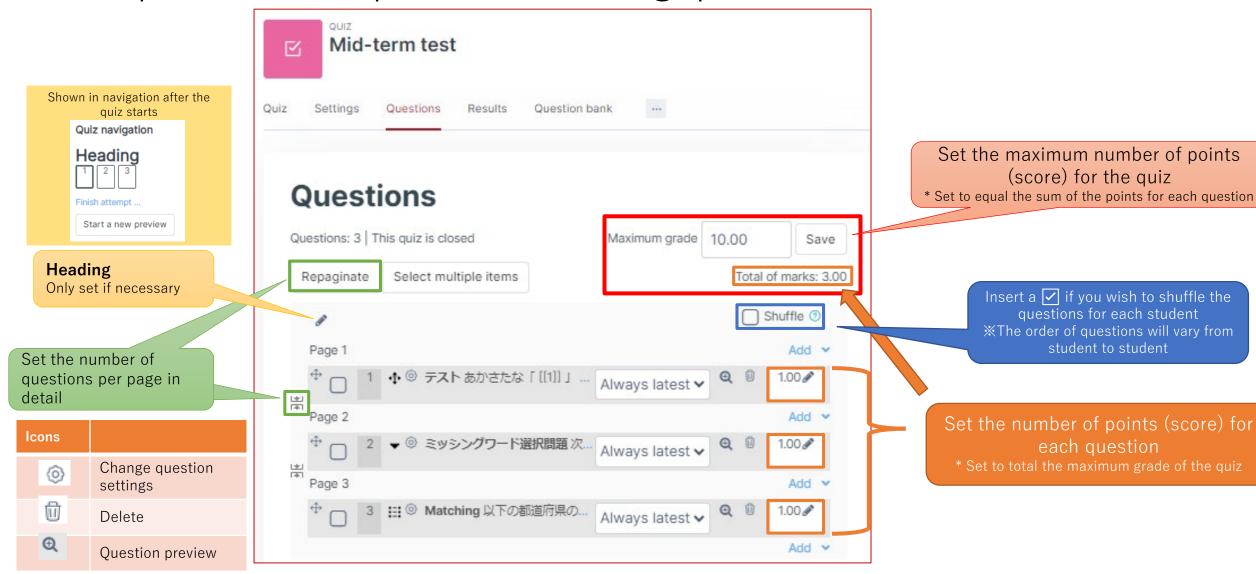
Calculated multichoice options Input instructions or descriptions you would like to show Description students while they are taking the quiz. Displaying images is also possible.

(Option 1)  $\{=\{x\} + \{y\}\} \rightarrow \text{Correct}$  (Option 2)  $\{=\{x\} + \{y\} + 1\} \rightarrow \text{Incorrect}$ "Before proceeding to the next question, please examine the following image and take notes on what you notice." → Instruct the student for the question asking for findings in the image: "The questions from here on require calculations. Please have a calculator ready."

# Creating Questions (Overall Settings)



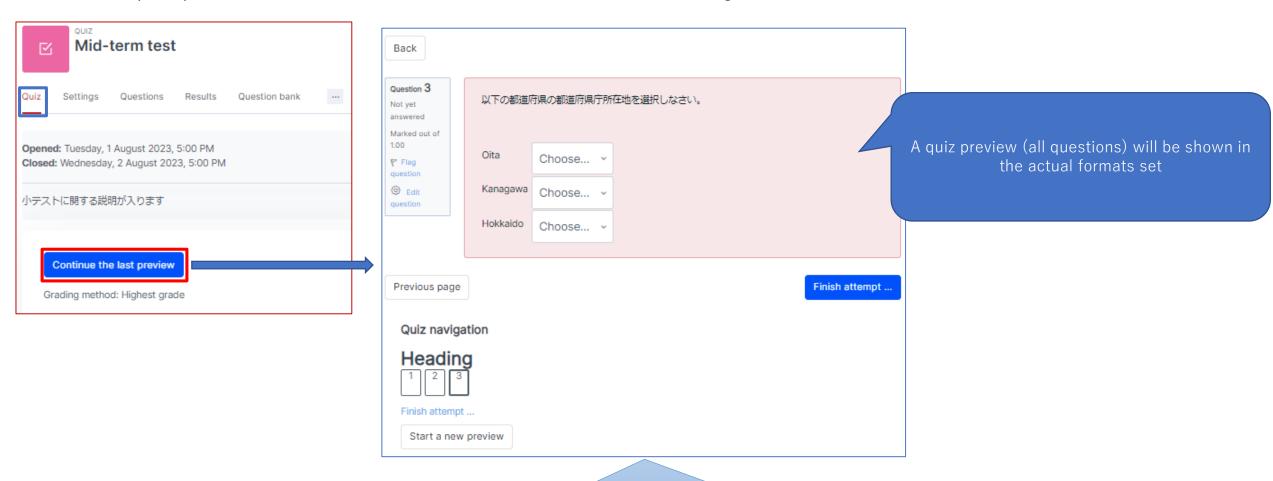
Set up the overall quiz after creating questions



### Previewing Content



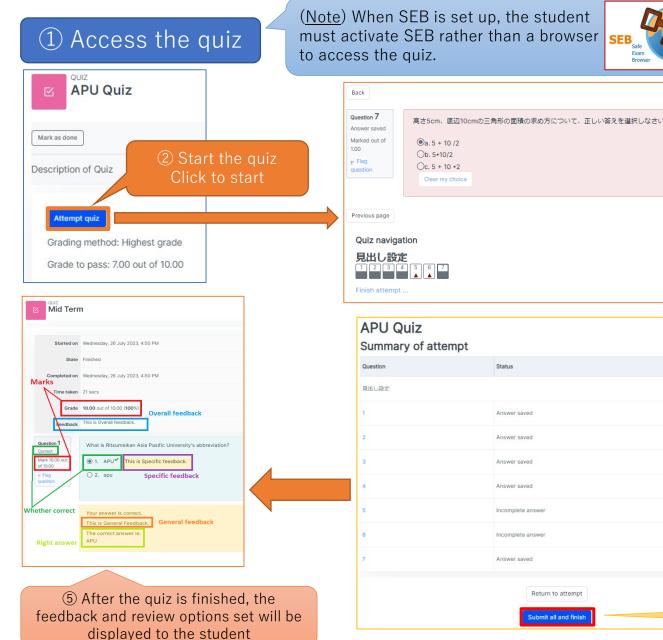
• After completing the overall settings for the quiz, check its behaviors from a student perspective with the "Preview" function located under "Quiz"



If you find any corrections or typos, please return to the settings for each question to fix them.

## Process for Students Taking Quizzes





### [Note & Warning]

Please note, due to increased security settings to help prevent academic misconduct, when taking a Quiz on APU Moodle if you do any of the following after you have started your Quiz, it will cause an error.

- ✓ Do anything outside the test window

  (Do anything on the course page on a different tab)
- ✓ Refresh/reload the page (using F5, etc.), clicking the "Back" button
- ✓ Log-in from a separate device or browser (Using a PC, browser, or smartphone app other than the one being used for the Quiz)

### Answer the questions

If you permitted to look at documents, etc. during the Quiz, please be sure the students that download them BEFORE STARTING QUIZ and open the saved file directly.



- ③ Click "Finish attempt ..." after answering all the questions
- 4 Review the summary of the quiz and finish the quiz by clicking "Submit all and finish"