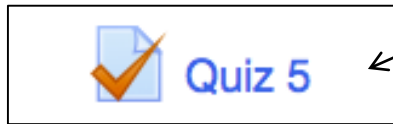


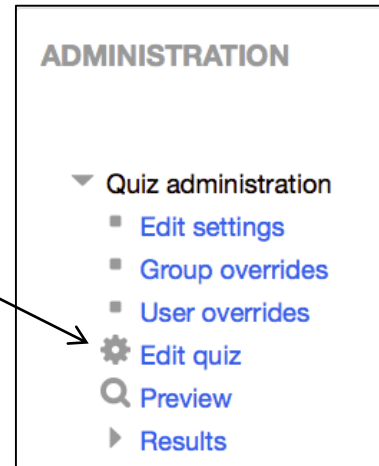
Editing a Quiz in Moodle

It is often necessary to add/delete questions or correct spelling/wording errors in a quiz. This tutorial will guide you through that process. **Note:** You can only edit a quiz that has not been deployed. That is, if students have taken a quiz, you can no longer edit that quiz.

Begin by clicking on the quiz from your Moodle page (editing can be on or off).



Locate the Administration block. Under Quiz Administration, click Edit quiz (cogwheel)



There are several new features for quizzes in Moodle. Look at the highlights below.

You can now add section headings. Click the pencil icon to change the name of the heading.

A screenshot of the Moodle quiz editing interface. The title is "Editing quiz: Quiz 5". It shows "Questions: 5 | Quiz open (closes 20/01/16, 23:59)". There are buttons for "Repaginate", "Maximum grade: 5.00", "Save", and "Total of marks: 5.00". A "Shuffle" checkbox is checked. The quiz is divided into "Section 1" and "Page 2". Questions are listed with move arrows on the left and "Add" buttons on the right. A text box highlights the move arrows: "To rearrange the order of the questions, use the move arrows to the left of each question." Another text box points to the "Add" button: "To add a new section heading, click the Add button. You will see the following choices."

- + a new section heading
- + a new question
- + from question bank
- + a random question

To add a new section heading, click the Add button. You will see the following choices.

Make sure the Maximum grade corresponds to the total point values for the questions. Click **Save**.

The screenshot shows a quiz editing interface for "Quiz 5". At the top, it says "Editing quiz: Quiz 5" and "Questions: 5 | Quiz open (closes 20/01/16, 23:59)". There is a "Repaginate" button. On the right, it shows "Maximum grade: 5.00" and a "Save" button, with "Total of marks: 5.00" below it. The main area is titled "Section 1" and contains a list of questions. Question 1 is "Geography How many provinces are there in Spain?" with a cogwheel icon for editing. Question 2 is "Geography What is the capital of Spain?". Question 3 is "Geography The Alps are generally higher in elevation than the Rockies in the USA.". Question 4 is "Language How many official languages are spoken in Switzerland?". Question 5 is "Language Schwabisch is a German dialect that is generally spoken in Northern Germany.". Each question has a pencil icon for editing and a point value of 1.00. There are "Add" buttons for each question and a "Shuffle" checkbox. A "Page 1" header is visible above the first question, and a "Page 2" header is visible above the last question.

To edit a question, click the cogwheel icon.

Use the page break icon to create a new page.

To change the point value of a question, click the pencil icon.