

Online Examination

Creating MCQs and True/False Questions

Training Outline

This training is organized as follows:

1. Introduction to examining on eclass
2. Training outcomes
3. Creating questions in word document.
4. Saving Word document as Plain Text.
5. Creating quiz in eclass.
6. Importing questions to the Question Bank.
7. Creating questions from question bank

Introduction

- ❑ Eclass has a provision for quiz activity that is used for setting the exams.
- ❑ The **Quiz** activity module allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choice, true-false, short answer, essay and drag and drop images and text.
- ❑ The questions can be kept in the question bank and be re-used in different quizzes.
- ❑ In this training we will focus in creating MCQs and True/False questions in a word document and how to upload/import them in question bank for use.

Learning Outcomes

At the end of the training you will be able to:

1. Create questions in word document.
2. Save Word document as Plain Text.
3. Create quiz in eclass.
4. Import questions to the Question Bank.
5. Create questions from question bank

Creating Questions in Word Document

In creating questions the following instructions will help:

- ❑ The question must be all on one line.
- ❑ Each answer must start with a single uppercase letter, followed by a period "." or a right parenthesis ")", then a space
- ❑ The answer line must immediately follow, starting with "ANSWER: " (with a space after the colon) and then give the letter for the correct answer.
Note: The word "ANSWER" and the answer letters (A,B,C etc.) must be capitalized as shown, otherwise the import will fail.
- ❑ After you have finished writing your first question, leave an empty line before starting your next question.

Example

GUI Stands for _____

- A. Graphical User Interface
- B. Greater User Interface
- C. Graphical Utility Icon
- D. Graphical Utility Interface

ANSWER: A

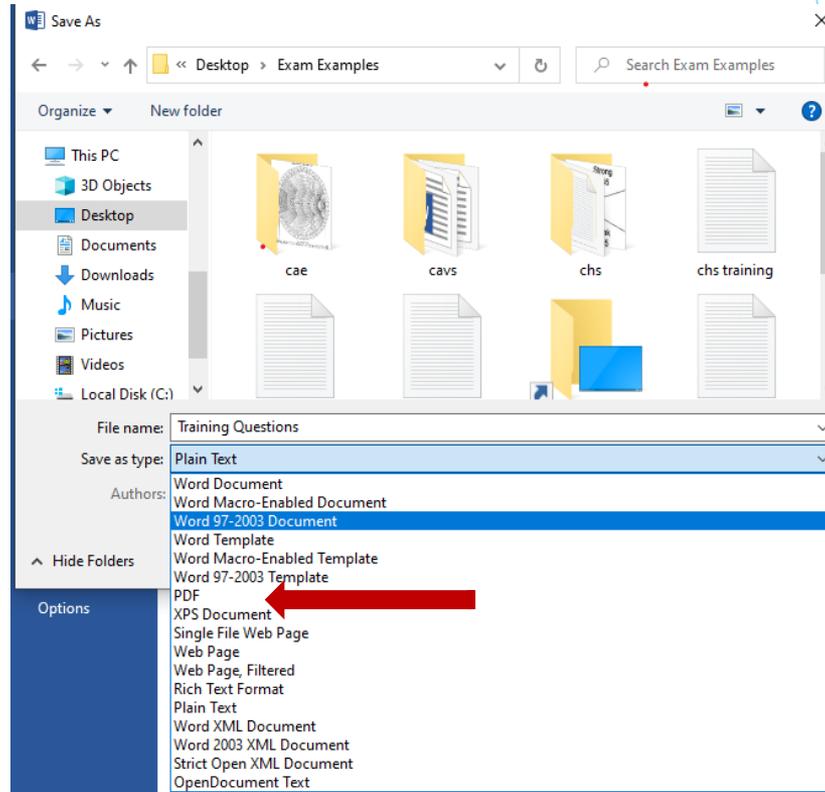
Word Processing and Desktop Publishing are Applications

- A) True
- B) False

ANSWER: A

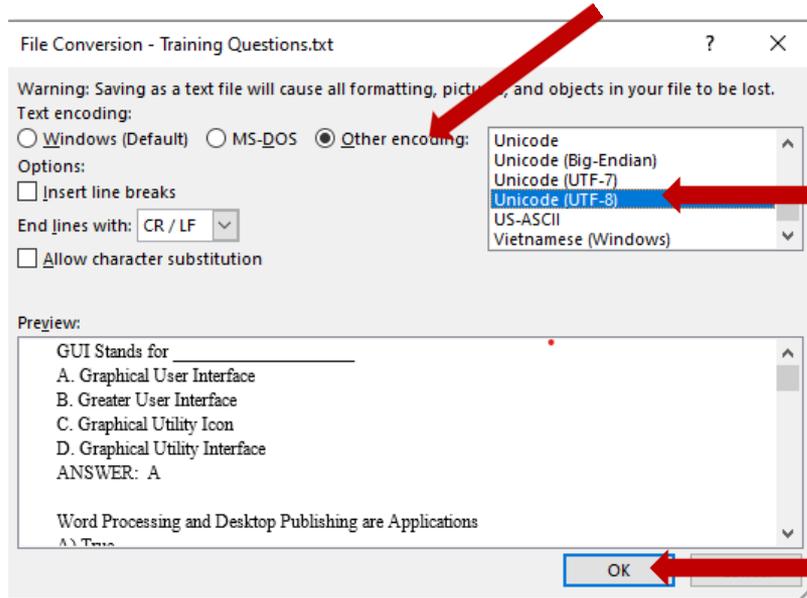
Saving Word Document as Plain Text

- ❑ When you finish creating the questions. Click on **file**, then **save as** and select where you want to save your document.
- ❑ Give the document a name and then click on file save as and select “**Save as Type**”.
- ❑ Select **Plain Text**.
- ❑ Click on **save** button.



Saving Word Document as Plain Text

- ❑ Click on other *encoding*
- ❑ Select Unicode (*UTF-8*)
- ❑ Click **OK** button to save

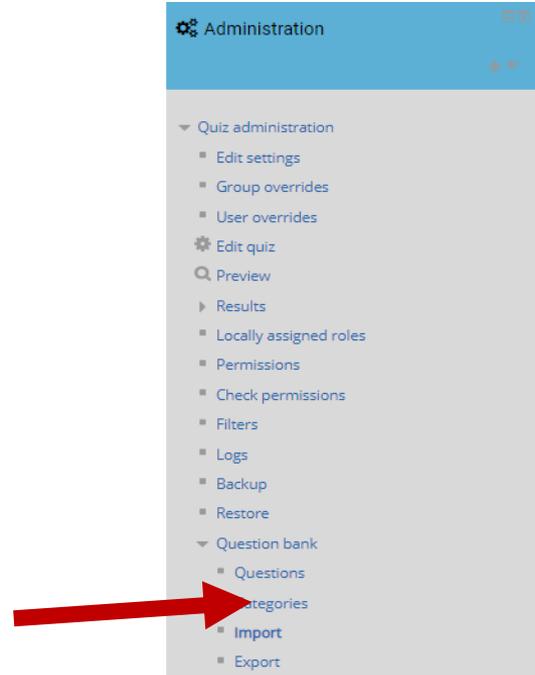


Creating a Quiz in eClass

- ❑ Login to eclass
- ❑ Go to “My courses” and open the course you want to set the exam for or search for your course and click on it to open.
- ❑ Click “*Turn Editing on*” button
- ❑ Click on the Link “*Add an Activity or Resource*”
- ❑ Select “*Quiz*” and click the “*Add*” button
- ❑ Type the Title of the exam and add all the settings required.
- ❑ Click “*Save and Display*” button

Creating a Category in eClass

- ❑ On your right go to Administration block
 - Question bank and click on Category link.



Creating a Category in eClass

- ❑ Select **“Parent Category”**

where you want to create the category.

- ❑ Type the category **“Name”**.

- ❑ Click **“Add Category”**

button

Parent category ? Default for ele2 (153)

Name * Quiz: Mock Examination

Category info

- Quiz: Mock Examination
 - Top for Mock Examination
 - Default for Mock Examination
- Course: ele2
 - Top for ele2 Student e Learning Training
 - Default for ele2 (153)
- Category: Miscellaneous
 - Top for Miscellaneous
 - Default for Miscellaneous
- System
 - Top for System
 - Default for System

Add category

Question categories for 'Quiz: Mock Examination'

- **Default for Mock Examination (0)**
The default category for questions shared in context 'Mock Examination'.
- **Mock exam (0)**

Category created

Importing Question to Question Bank

- ❑ Go to Administration block → Question bank and click on “**Import**” link.
- ❑ Select file Format to be “**Aiken Format**”
- ❑ Click “General” link → Import Category and select the category you created.
- ❑ Click on Import “Choose a file”
 - ❑ Select the plain text document you converted → Click “Open” → Click upload this file.
- ❑ Click “Import” Button

The screenshot shows the Moodle question import interface. It features a 'File format' dropdown menu with several options: Aiken format, Blackboard, Embedded answers (Cloze), Examview, Gift format, Missing word format, Moodle XML format, and WebCT format. A red arrow points to the 'Aiken format' option. Below this is a 'General' section with a red arrow pointing to it. Under the 'General' section, there is a sub-section 'Import questions from file' containing a 'Choose a file...' button, a dashed box for file upload with a downward arrow and the text 'You can drag and drop files here to', and an 'Import' button at the bottom. Red arrows point to the 'Choose a file...' button and the 'Import' button.

Importing Question to Question Bank

- ❑ When you click import button a page like one on the left will appear showing the questions uploaded.
- ❑ Scroll down and click on continue button.
- ❑ In case an error occurs go back to the document and work on the errors.

Parsing questions from import file.

Importing 153 questions from file

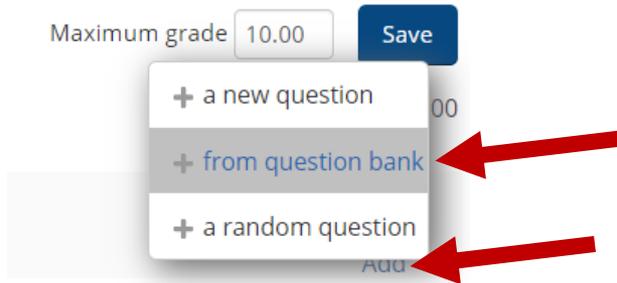
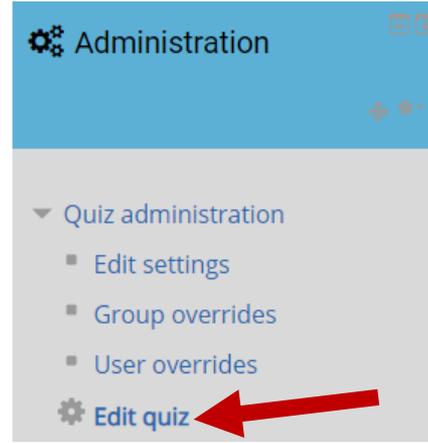
1. Which of the following is a common myth about the study of management?

2. An organization is _____.

Continue

Create Questions from Question Bank

- ❑ Go to Administration block ▫ Edit Quiz.
- ❑ Click Add link: a popup will appear asking you to create a new question, from the question bank or random question.
- ❑ Select from Question bank



Create Questions from Question Bank

- ❑ Select the category you have uploaded the questions. A list of all questions will appear
- ❑ Click on the checkbox before the questions to select the questions you want to add to the quiz.
- ❑ To add all of them click the checkbox before question link.
- ❑ Scroll down and click on “Add selected questions to the quiz”

Add from the question bank at the end

Select a category:
Mock exam (153)

No tag filters applied
Filter by tags...

[Search options](#)

- Also show questions from subcategories
- Also show old questions

Question

- + A balanced scorecard approach creates goals in four key performance ar
- + A bank manager who passes out bonuses at the end of the year is exerci
- + A candy manufacturer that made candy at a lower cost without improv
- + A candy manufacturer would increase both efficiency and effectiveness b

Add selected questions to the quiz

Editing quiz: Mock Examination

Questions: 153 | This quiz is open

Repaginate

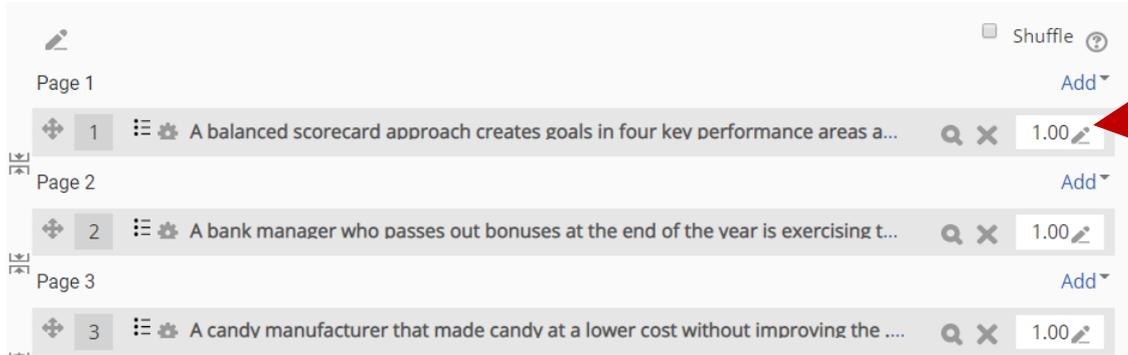
Select multiple items

Maximum grade

153.00

Save

Total of marks: 153.00



The screenshot shows a list of questions organized into pages. At the top right, there is a 'Shuffle' checkbox with a help icon. Below it, the 'Add' button is visible. The list contains three questions:

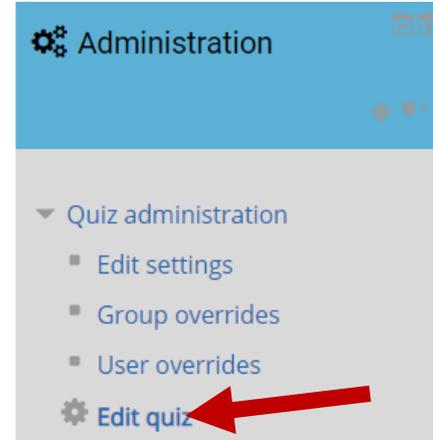
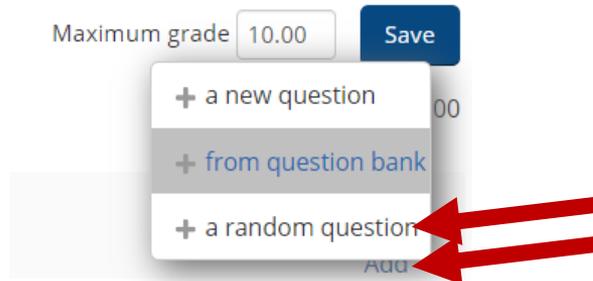
- Page 1: Question 1, 'A balanced scorecard approach creates goals in four key performance areas a...', mark 1.00.
- Page 2: Question 2, 'A bank manager who passes out bonuses at the end of the year is exercising t...', mark 1.00.
- Page 3: Question 3, 'A candy manufacturer that made candy at a lower cost without improving the ...', mark 1.00.

Each question entry includes a search icon, a close icon, and a pencil icon next to the mark value.

- Questions selected will be added to the Quiz as above.
- By default all questions are assigned 1 mark and if you want to change, just click on the pencil next to 1.00 and put the correct marks.
- Change the “Maximum grade” to match “Total of marks” and click “Save” button

Creating Random Questions from Question Bank

- ❑ Go to Administration block → Edit Quiz.
- ❑ Click Add link: a popup will appear asking you to create a new question, from question bank or random question.
- ❑ Select from Question bank



Create Random Questions from Question Bank

- ❑ Select Category where the questions are stored.
- ❑ Select how many random questions you want
- ❑ Select from Question bank
- ❑ Scroll down and click “Add random question”

Existing category | New category

Category: Default for (153)

Include questions from subcategories too

Tags: Any tags

Number of random questions: 5

Questions matching this filter: 153

«	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
22	23	24	25	26	27	28	29	30	31	»					

☰ Mary Parker Follett's work was devoted to identifying differences in the way ...

☰ Mary Parker Follett felt that an organization functioned best when employees

Add random question

Cancel

Create Random Questions from Question Bank

Questions: 5 | This quiz is open

Repaginate

Select multiple items

Maximum grade 10

Save

Total of marks: 5.00

The screenshot shows a quiz editor interface. At the top, there are buttons for 'Repaginate' and 'Select multiple items'. Below this, there are three pages of questions. Each page contains a single question titled 'Random (Default for ele2)'. The first question is on Page 1, the second on Page 2, and the third on Page 3. Each question has a search icon, a close icon, and a mark field set to '1.00'. A 'Shuffle' button is visible in the top right corner. Red arrows point to the 'Maximum grade' field (set to 10), the 'Total of marks' field (set to 5.00), and the '1.00' mark field for the first question.

- ❑ Questions selected are not specific as the other type since the system will be going back to the category and choosing a question randomly.
- ❑ Change the marks if need be.
- ❑ Change the “Maximum grade” to match “Total of marks” and click “Save” button

END

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, layered effect against the white background.