



Purpose and Approach 🕒 25 min

- Compile a test in Moodle and carry it out on paper in the lecture room.
- Process results automatically in Moodle.

1 Turn editing on

+ Add an activity or resource

2 Choose activity

3 Define settings for Offline Quiz

Adding a new Offline Quiz

3a Offline quiz name: Offline Quiz

3b Date of offline quiz: 10 October 2019 10:10

3c Number of groups: 1

3d Review opens: 16 October 2019 08:00

3e Save and display

IMPORTANT: To be able to edit the date and the time you have to click on the checkbox "Enable" first.

Optionally you can grant your participants online review of the quiz results. Insert the period of review and choose the aspects of the results that should be seen by the participants.

4 Add questions

Group Questions | Create forms | Participants | Results | Statistics

Editing group questions | Grades

Edit offline quiz: Offline Quiz (Group A)

Questions in group A: 0 | This offline quiz is open | Maximum grade: 100.00 | Save

Repaginate | Total of marks: 0.00

Add selected questions to group: Select a group | Add | Remove selected

Select all | Deselect all | Add

5 Add new question

Add

- + a new question
- + from question bank
- + questions randomly

continue on page 2 ...



continue ...

6 Choose question type

Choose a question type to add

QUESTIONS

- All-or-Nothing Multiple Choice
- Multiple choice**

OTHER

- Description

Select a question type to see its description.

Add Cancel

7 Enter the settings for the MC question

Adding a Multiple choice question

7a Question name: Question 01

7b Question text: Which question types are allowed in Offline Quizzes?

7c Default mark: 1

7d Choice 1: Multiple choice

7e Grade: 50%

Save changes

8 Set the maximum grade

Maximum grade: Save

Total of marks: 20.00

9 Create forms

Download forms

Download documents

Question form for group A

Answer form for group A

Correction form for group A

10 Print the answer and question forms



13 Upload scanned question forms as ZIP

Upload/Correct Regrade

Offline Quiz Import results

Import answer forms

Choose a file... Maximum size for new files: 1GB

Import

Results:

After the forms have been processed automatically you receive an e-mail. You can see the results under the tab "Results" / "Overview".

Recommended scanning settings:

- TIFF, PNG or PDF
- 200-300 dpi
- black and white
- if possible "Text"

**Short description of the procedure**

1. Activate the button "Turn editing on" on the top right of the course site and then click in the preferred topic on "Add an activity or resource".
2. Choose "Offline Quiz" in the tab "Activities". The settings form for the new Offline Quiz opens automatically.
3. Enter the name of the Offline Quiz [3a]. To be able to select the "Date of offline quiz" you have to click on the checkbox next to "Enable" first [3b]. Furthermore specify the number of groups you want to have [3c]. To let students see their attempts you can define a time to open and close the review and specify which aspects of their results they may see [3d]. Save the settings by clicking "Save and display" [3e].
4. In order to add questions to your quiz choose the tab "Editing group questions" under the tab "Group Questions" and click on "Add" at the bottom. You can add already existing questions from the question bank of your course or create a new question. Please notice that only the question types "Multiple choice" and "All-or-Nothing Multiple Choice" are allowed in Offline Quizzes.
5. To create a new question choose "a new question" from the pop-up menu.
6. Select "Multiple choice" and click "Add".
7. Enter a "Question name" (in order to find your question easier in the question bank) [7a]. Type the question text in the box "Question text" [7b] and define the maximum score in "Default mark" [7c]. In the section "Answers" you have to insert the answers in the fields "Choice 1", "Choice 2" etc. [7d]. To mark an answer as correct or wrong choose the appropriate percentage from the drop-down menu of "Grade" [7e]. The sum of the correct answers has to be 100%. If you have chosen "Multiple answers allowed" you should set negative percentages for wrong answers. The sum for wrong answers does not have to be -100%. Finally click "Save changes" to save the question in the question bank of the course and add it to the quiz.
8. Set the "Maximum grade" under the tab "Group Questions".
9. Click on the tab "Create forms" and then on the tab "Download forms" to generate question and answer forms as well as correction forms (for checking purposes) for all the groups of your quiz. To view and download the forms click on the corresponding links.
10. Print all the question and answer forms for all students taking the test and as a precaution some additional answer forms for students who make mistakes when correcting boxes.
11. Carry out the test in the lecture room. The marks should be made with dark blue or black ballpoints.



12. Scan the answer forms of all students with 200-300 dpi, in black and white and - if your scanner offers the option - "Text". Allowed file formats are TIFF, PNG, and PDF. In case of scanning PNG format each form has to be saved as single image file. According to the scanner divergent settings may possibly lead to a better recognition rate. If necessary, test various scanner settings.
13. If you have more than one image file pack it in a ZIP archive. Upload your ZIP file or image file in the area "ZIP- or image-file" under the tab "Results" / "Upload/Correct". Then click "Import" to start processing the files. As soon as the automatic process is completed you will receive an e-mail. Under the tab "Results" click on "Overview" to see the results of the Offline Quiz. Forms that could not be interpreted by the system are listed under "Results" / "Upload/Correct". You have to correct them manually via correction link.