

How to design an online quiz for assessment?

Narrative	Visual – ie cartoon elements
	Label saying ' Moodle '
Online quizzes are a great way for you to assess	Label saying ' Quiz ' –(as icon on Online Campus) <i>comes in</i>
your students' knowledge	Student looking pensive – <i>comes in to the left of the quiz icon</i>
and give them feedback.....	Lecturer <i>comes in to the right of the quiz icon</i> and line drawn to student through middle of quiz icon
Automatically.	Drawing of cogs - which then go inside the computer screen
This is How to Design an Online Quiz	Title saying 'How to Design an Online Quiz'
Step One	Set of stairs showing 'step 1'
Decide exactly what you are going to assess.....	Tutor and label saying ' What? Question marks – <i>float around the labels</i>
It could be how well the students can:	Drawing of Student looking quizzical
Remember a fact....	<i>Student becomes happy (light bulb)and sound effect. Thought bubble appears out of head saying: 'I remember'</i>
Apply a principle.....	<i>Thought bubble appears out of head saying: 'I know how!'</i>
Solve a problem.....	<i>Thought bubble appears out of head saying: 'Got it!'</i>
Evaluate an option.....	<i>Thought bubble appears out of head saying: 'which option?'</i>
Synthesise several options.....	<i>Thought bubble appears out of head saying: 'best option'</i>
Master a process.....or	<i>Thought bubble appears out of head saying: 'This one's the best'</i>
Understand a concept....	<i>Thought bubble appears out of head saying: 'that's it!'</i>
Step 2	Set of stairs showing 'step 2'
Decide exactly why you are going to assess the students.....	Tutor and label saying ' Why ' with floating question marks
It could be summative - to assess their level of knowledge before going on to the next step	Student at the bottom of a set of steps Tutor <i>appears with thought bubble saying: 'Summative'</i>
It could be formative – to give them detailed feedback after unlimited attempts	student + feedback = light bulb

It could be to assess and grade their knowledge as part of a final assessment	Student looking happy, then a tick appears, then a Label saying ' Pass ' and a mortar board floats down onto the student's head
Step 3	Set of stairs showing 'step 3'
Decide the format of the questions	Tutor and label showing ' format '
You can choose from:	Floating question marks
Multiple Choice	Show three tick boxes marked a, b and c and then a cross appears inside one of them
Matching	Show a red and a blue box and then labels 'red' and 'blue' and the lines drawn to connect them
True/False	Show labels for ' true ' and ' false ' beside two tick boxes and a cross appears in one of them
Crossword	Show a crossword
Essay	Show the word 'answer' with a text box showing hand writing
Short Answer	Show words and a dash and then choices.
You can design your quiz to be totally one option	Show a label saying ' Quiz ' and then the graphic representing 'multiple choice'
Or a mixture of many kinds	Show a label saying ' Quiz ' and then graphics representing ' Multiple Choice ', ' Matching ', ' True/False ', ' Crossword ', ' Essay ' and ' Short Answer ' all around the 'quiz' label
Step 4	Set of stairs showing 'step 4'
Write the questions	Label saying 'write' and a pencil
See the next video in the series	Drawing of computer screen saying ' How to Write Quiz Questions '
Contact the e-learning team	Graphics for e-learning team inside computer screen
Step 5	Set of stairs showing 'step 5'
Decide how much time	Tutor and label saying 'how much time?'
Decide how much time the students will have to complete the quiz	Clock with hands going around
If the quiz is summative.... you may want to allow the students only one hour	Label saying 1 hour comes in under clock and the hands go around quickly
If the quiz is formative.... you may want to allow the students unlimited time	Label saying ' unlimited time ' comes in under clock and the hands go around more slowly

Step 6	Set of stairs showing 'step 6'
Decide how many attempts	Tutor and label saying 'how many attempts?'
If the quiz is summative.... you may want to allow the students only one attempt	Student and one tick
If the quiz is formative.... you may want to allow the students unlimited attempts	Student and many ticks appearing and floating
Step 7	
You are now ready to set up your quiz in Moodle	Moodle logo with mortar board <i>coming in and taking up its place</i>
see next video in the series	Drawing of computer screen saying ' How to Set up your Quiz in Moodle '