

After logging in, a list of available courses is shown. There will be a button on the left hand side Administration box that says “Turn editing on”. Click it, then click on the “Add a Course” button that appears on the page.

The screenshot shows the Moodle interface for the 'RANZCO' course. The browser address bar displays 'moodle.minotaurcreative.net'. The page header includes the course name 'RANZCO' and a login status 'You are logged in as Admir Hardeepson (Log out)'. The main content area is titled 'Royal Australian and New Zealand College of Ophthalmology' and 'Available courses'. It lists two courses: 'Testing Documentation' and 'RACE 2014 1' (Teacher: Mark Marker). On the left, the 'ADMINISTRATION' sidebar is visible, containing options like 'Front page settings', 'Turn editing on', 'Edit settings', 'Users', 'Filters', 'Reports', 'Backup', 'Restore', 'Question bank', 'My profile settings', and 'Site administration'. A search bar is located at the bottom of the sidebar. The Moodle logo and 'Purpos all caches' link are at the bottom center.

In the course page, you must add a Course Name and Course Short Name. All other details in the General tab and Description tab are optional.

The screenshot shows the 'Add a new course' page in Moodle. The browser address bar displays 'moodle.minotaurcreative.net/course/edit.php'. The page header includes the course name 'RANZCO' and a login status 'You are logged in as Admir Hardeepson (Log out)'. The main content area is titled 'Add a new course' and includes a breadcrumb trail: 'Home > Site administration > Courses > Manage courses and categories > Add a new course'. The left sidebar shows the 'ADMINISTRATION' menu with options like 'Category: Miscellaneous', 'Manage this category', 'Edit this category', 'Add a subcategory', 'Assign roles', 'Permissions', 'Check permissions', 'Cohorts', 'Filters', 'Restore course', 'My profile settings', 'Site administration', 'Notifications', and 'Registration'. The main form is divided into two tabs: 'General' and 'Description'. The 'General' tab is active, showing fields for 'Course full name*', 'Course short name*', 'Course category' (set to 'Miscellaneous'), 'Visible' (set to 'Show'), 'Course start date' (set to '15 October 2014'), and 'Course ID number'. The 'Description' tab is also visible, showing a 'Course summary' field with a rich text editor toolbar.

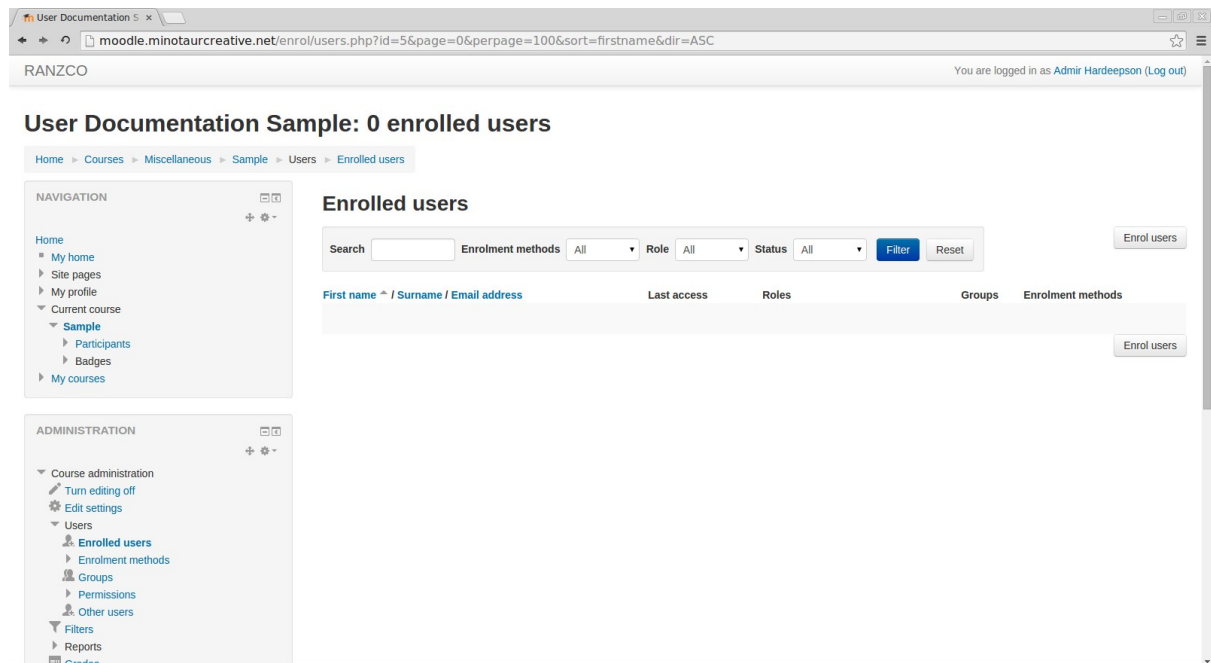
To allow students to go straight to the exam, go to the “Course Format” tab. Selecting the format as “Single Activity Format” with type “Quiz” will take students straight to the quiz.

▼ Course format

Format ⓘ Single activity format ▼

Type of activity ⓘ Quiz ▼

After saving the new course, you will be taken to an “Enrolled Users” screen. Click on “Enrol Users” to add students and teachers to your course.



The screenshot displays the Moodle interface for managing course users. The browser address bar shows the URL: `moodle.minotaurcreative.net/enrol/users.php?id=5&page=0&perpage=100&sort=firstname&dir=ASC`. The user is logged in as **Admir Hardeepson**. The main heading is **User Documentation Sample: 0 enrolled users**. Below this, a breadcrumb trail reads: [Home](#) > [Courses](#) > [Miscellaneous](#) > [Sample](#) > [Users](#) > [Enrolled users](#). The left sidebar is divided into two sections: **NAVIGATION** and **ADMINISTRATION**. The **NAVIGATION** section includes links to Home, My home, Site pages, My profile, Current course, Sample, Participants, Badges, and My courses. The **ADMINISTRATION** section includes links to Course administration (Turn editing off, Edit settings), Users (Enrolled users, Enrolment methods, Groups, Permissions, Other users), Filters, Reports, and Grades. The main content area is titled **Enrolled users** and features a search bar, filters for Enrolment methods, Role, and Status, and buttons for Filter and Reset. A table with the following columns is present: **First name ^ / Surname / Email address**, **Last access**, **Roles**, **Groups**, and **Enrolment methods**. The table is currently empty, indicating no users are enrolled. Buttons for **Enrol users** are located at the top right and bottom right of the table area.

Clicking “enrol” will assign the user as a student. To change the role of a user, go to the “Assign roles” dropdown menu and select the new role.

Enrol users

Assign roles
Student

Enrolment options

7 users found

1		Cameron Armstrong cameronscottarmstrong@gmail.com	Enrol
2		Margaret Focker margo@hotmail.com	Enrol
3		Admir Hardeepson hiewr@sdfv.com	Enrol
4		Hubert Johnson huhu@huhuhuh.com	Enrol
5		Mark Marker mark@mark.com	Enrol
6		Margaret Oldhouse margo@momo.com	Enrol
7		John Smith johnsmith@dfsoidsf.com	Enrol

Search

Finish enrolling users

Once users have been enrolled in the course, return to the course selection screen and select your new course. Alternatively, the Navigation box on the left hand side of the screen will show the “Course Short Name”, which you will be able to click on. You will now be taken to the “Adding a new Quiz” section. All quizzes need a name at the minimum.

Adding a new Quiz [?]

[Expand all](#)

General

Name* Quiz 1

Description



Display description on course page ☐

Timing

Grade

The “Timing” tab allows you to customise the availability of the exam. The “Layout” tab allows different question order and paging options. Make sure the question order is set to “As shown on the edit screen”. Save your changes.

▼ Timing

Open the quiz ?	14 ▼	October ▼	2014 ▼	11 ▼	22 ▼		<input type="checkbox"/> Enable
Close the quiz	14 ▼	October ▼	2014 ▼	11 ▼	22 ▼		<input type="checkbox"/> Enable
Time limit ?	0	minutes ▼	<input type="checkbox"/> Enable				
When time expires ?	Attempts must be submitted before time expires, or they are not counted ▼						
Submission grace period ?	1	days ▼	<input checked="" type="checkbox"/> Enable				

► Grade

▼ Layout

Question order	As shown on the edit screen ▼
New page ?	Every question ▼

[Show more...](#)

There are no questions added to the exam at the moment, so click on “Edit Quiz”. This button only shows up on an empty quiz; to edit a quiz after adding questions, the “Edit Quiz” button is located in the Administration box on the left hand side of the screen.

Quiz 1

This is quiz 1

Grading method: Highest grade

No questions have been added yet

Edit quiz

Back to the course

You will be brought to the “Editing quiz” tab. From here you can add a question to the quiz.

Editing quiz [Order and paging](#)

QUESTION BANK CONTENTS [SHOW]

Editing quiz: Quiz 1

[The basic ideas of quiz-making](#)
Total of marks: 0.00 | Questions: 0 | This quiz is open
Maximum grade: 10.00

[Save](#)

Page 1 **Empty page** ×

[Add a question ...](#) [Add a random question ...](#) ?

For a multipart question, select “Essay No Edit” or “Essay Uneditable” as the question type. Answers will be input via text box. Each new multipart question must be created with the “Essay No Edit” type.

Choose a question type to add ×

QUESTIONS

- ☐ Calculated
- ☐ Calculated multichoice
- ☐ Calculated simple
- ☐ Embedded answers (Cloze)
- ☐ Essay
- ☒ **Essay No Edit**
- ☐ Matching
- ☐ Multiple choice
- ☐ Multiple choice No Edit
- ☐ Numerical
- ☐ Random short-answer matching
- ☐ Short answer
- ☐ Short answer No Edit
- ☐ Staged Essay
- ☐ True/False

Allows a response of a few sentences or paragraphs. This must then be graded manually.

[Add](#) [Cancel](#)

From here, you can create the first part of your question. You can select a category for the question (the default is a course-specific category) so that the question can be reused in other exams. Multimedia questions can be created using the highlighted buttons.

▼ General

Category: Default for Ophthalmology (17)

Question name*: Question 1

Question text*: What is the air-speed velocity of an unladen swallow?

Default mark*: 1

Scrolling further down the question creation page gives options for student response, and the option to input a response template. This editable text will show up in a student's response box when they first access the question. The save button is at the bottom of the page.

▼ Response Options

Response format: HTML editor

Require text: Require the student to enter text

Input box size: 15 lines

Allow attachments: No

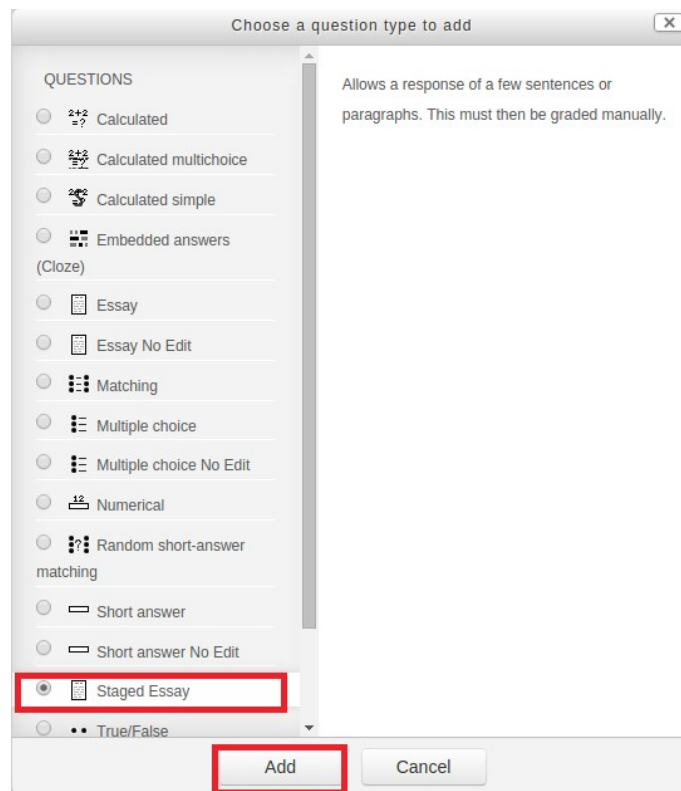
Require attachments: Attachments are optional

▼ Response Template

Response template: Answer in km/h.

▼ Grader Information

To add a second part to the multipart question, return to the “Editing Quiz” tab and add a new question, this time with “Staged Essay” as the type. This is the same for subsequent parts of the question. The question creation dialogue is the same as above.



Once you have added the second part of the question, go to the “Order and Paging” tab (which is located next to the “Editing quiz” tab. Multiple-part questions must have subsequent parts on separate pages, so select the second part of the question and move it to the page after the first part of the question.

QUESTION BANK CONTENTS [SHOW]

Repaginate...

Order and paging: Quiz 1 ⓘ

Total of marks: 3.00 | Questions: 3 | This quiz is open

Maximum grade: 10.00

Save

Remove selected

Select all / Deselect all

Add new pages after selected questions

Move selected questions to page: 2

Move

Reorder questions

Page 1

1	<input type="checkbox"/> Question 1 What is the air-speed velocity of an unladen swallow...	10	↓	×
2	<input checked="" type="checkbox"/> Question 1b What is the air speed velocity of an unladen Africa...	20	↑	↓
3	<input type="checkbox"/> Question 2 Tell me about your day without using the letter G.	30	↑	↓

Remove selected

Select all / Deselect all

Reorder questions

Move selected questions to page:

Move

Pages can also be added after adding a question, by selecting the appropriate question and clicking “Add new pages after selected questions”

Editing quiz | Order and paging

QUESTION BANK CONTENTS [SHOW]

Repaginate...

Order and paging: Quiz 1 ?

Total of marks: 3.00 | Questions: 3 | This quiz is open

Maximum grade: 10.00

Save

Remove selected

Select all / Deselect all

Add new pages after selected questions

Move selected questions to page:

Move

Reorder questions

Page 1

	Question	Mark	
<input checked="" type="checkbox"/>	Question 1 What is the air-speed velocity of an unladen swallow...	10	↓ ×
<input checked="" type="checkbox"/>	Question 1b What is the air speed velocity of an unladen Africa...	20	↑ ↓ ×
<input checked="" type="checkbox"/>	Question 2 Tell me about your day without using the letter G.	30	↑ ↓ ×

Remove selected

Select all / Deselect all

Reorder questions

Move selected questions to page:

Sometimes you may wish to reuse questions from previous exams, or create questions without putting them immediately into a test. The dark blue “Question Bank Contents” allows you to do this. To add an existing question to your test, simply tick the box next to the questions and press the “<<” symbol.

QUESTION BANK CONTENTS [HIDE]

Select a category:

Default for RACE20141 (28)

The default category for questions shared in context 'RACE20141'.

Search options ▼

☒ Also show questions from subcategories

☐ Also show old questions

Create a new question ...

Page: 1 2 (Next)

☐ T ▲ Question

<<	<input type="checkbox"/>	1 A 50 year old gentleman is	⚙	📄	🔍
<<	<input type="checkbox"/>	2A A 55 year old type 2 diabe	⚙	📄	🔍
<<	<input type="checkbox"/>	3A A 70 year old man has ha	⚙	📄	🔍
<<	<input type="checkbox"/>	4A A 32-year-old single moth	⚙	📄	🔍
<<	<input type="checkbox"/>	5A A 60 year old Caucasian r	⚙	📄	🔍
<<	<input type="checkbox"/>	6A A 58 year old woman pres	⚙	📄	🔍
<<	<input type="checkbox"/>	7A A mother brings her 3 yea	⚙	📄	🔍
<<	<input type="checkbox"/>	8A A 68 year old female pres	⚙	📄	🔍
<<	<input type="checkbox"/>	9A A 4 year old girl is referre	⚙	📄	🔍
<<	<input type="checkbox"/>	2B A 55 year old type 2 diabe	⚙	📄	🔍
<<	<input type="checkbox"/>	2C A 55 year old type 2 diabe	⚙	📄	🔍