# Getting Started

<table>
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<th>Check if done</th>
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<tbody>
<tr>
<td>Notify the Moodle team by filling the <a href="https://example.com">Assistance in quizzes</a> form.</td>
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<tr>
<td>Reserve a Computer lab.</td>
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<tr>
<td>Inform your students about the date, location and the seating plan.</td>
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<tr>
<td>Make sure that all your students are added/enrolled in your Moodle course. (Student should contact the Moodle team <a href="mailto:moodle@aub.edu.lb">moodle@aub.edu.lb</a> if they face any problem logging in.)</td>
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# Setting up your Quiz on Moodle

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| **General**  
Did you include adequate instructions for students to read before they attempt the quiz?  
(Make sure that you include information about the number and type of questions.) |
| **Timing**  
Did you set the Open and Close times of the quiz?  
(You can add an extra 15 minutes to make sure that latecomers get the full attempt.) |
| Did you update the Quiz Time limit? |
| Is “Open attempts are submitted automatically” selected for When time expires? |
| **Attempts**  
Did you set “1” as the number of attempts allowed for each student? |
| **Display**  
Did you specify “Shuffled randomly” as the Question order? |
| Did you set “5” as the number of questions per page?  
(A best practice is to have 5 MCQ/T&F questions per page and 1 essay question per page.) |
| Did you specify “Free” as the Navigation method?  
(Student can return to previous pages or skip ahead.) |
| Did you set the shuffle within questions (i.e. shuffle the answers) to “Yes”?  
(Shuffle within questions should be enabled in each question too.) |
| Did you specify “Deferred feedback” as the question behavior? |
| **Review options**  
Did you check the review options?  
(Mark the items that you want your students to view at different stages. Ex.: if you want the students to view their grades, just tick the Marks checkbox.) |
| **Extra restrictions on attempts**  
Did you set a Password to be given to students at the start of the quiz?  
(The password should be clear, but hard to guess. Use lowercase and no special characters.) |
**Did you contact the Moodle team to add the Network address to restrict your exam for the reserved computer lab?**

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**Did you set the Browser Security to “Full screen pop-up with some JavaScript security”?**

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### Before the Quiz

- **Assign at least one proctor for every computer lab.**
- **Make sure that either you or another content expert is present during the Quiz.**
- **Hide the relevant course material from Moodle before the Quiz start time.**
- **Preview your Quiz for typos or mistakes.**
- **Make sure that you have the phone number of one of the Moodle team members.**
- **Make sure that there is a 2 minutes delay between the start times of the different computer labs.**
- **Inform students they need to bring their ID cards to the computer lab.**
- **Make sure that the Quiz is visible to your students by selecting the eye icon.** *(Right before the exam start time.)*

### During and After the Quiz

- **Ask your students to hide/turn off their mobile devices.**
- **Ask students to use Mozilla Firefox or Google Chrome to access the Quiz on Moodle.**
- **Allocate time for students to read the Quiz instructions.**
- **Check if all students have submitted their attempts.**
- **Adjust the Quiz Time Limit if your students need more time.** *(You can add extra time for a specific student using "User overrides" under Quiz administration.)*
- **Reveal any resources or activities that you might have hidden in your Moodle course before the exam.**
- **Did you face problems during your exam? Send us your feedback to moodle@aub.edu.lb**

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Please contact the IT-Academic Services department to schedule a Moodle Refresher session and/or to learn new skills. The Moodle team can be reached by email at moodle@aub.edu.lb and by phone at 00961 - 1 - 350 000 Ext.: 3586/3518/3599

Are you an Evernote user? [Click here](#) to add this Note to your Evernote account.