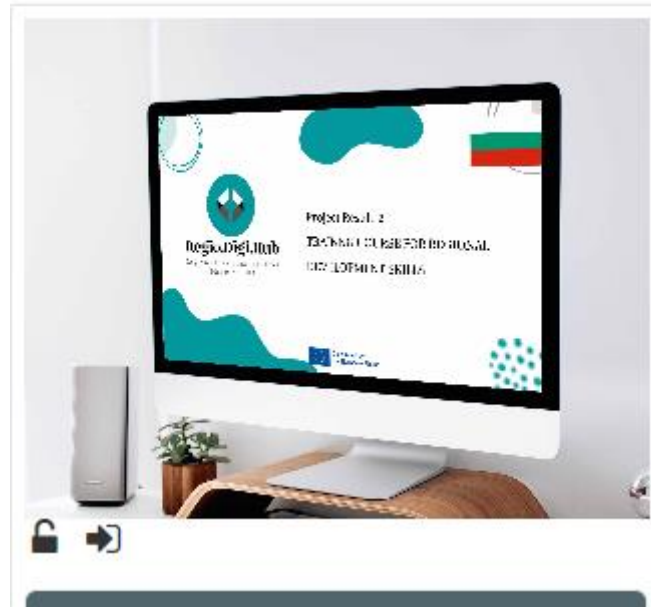
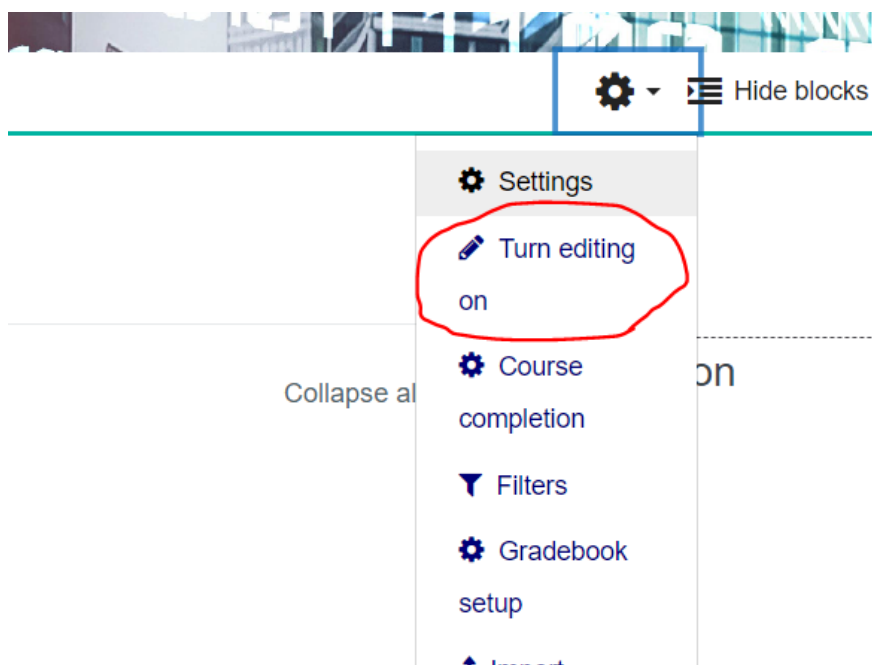


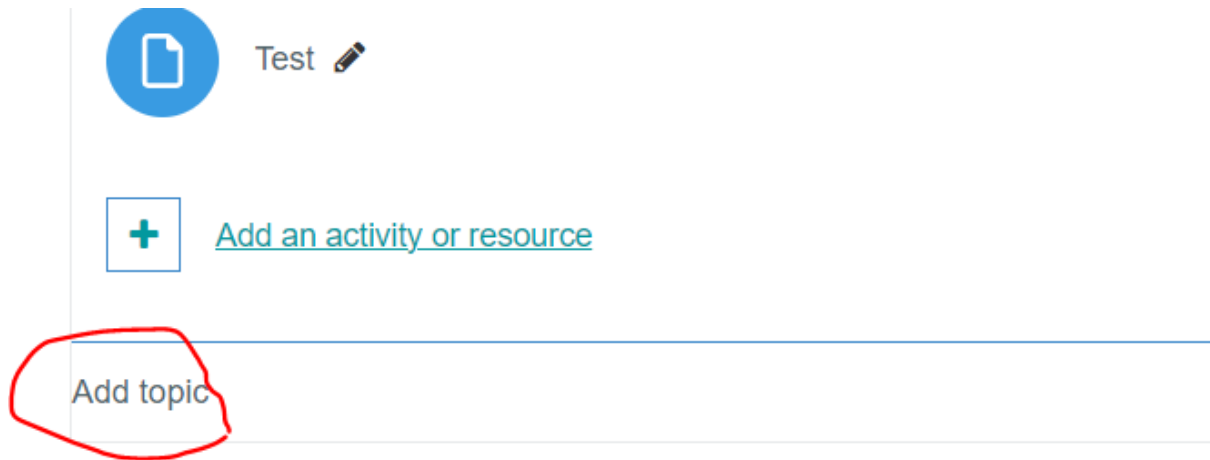
1. Make sure that you are editing the course created for your own language! You can identify your course by the flag in the upper right corner of the image.



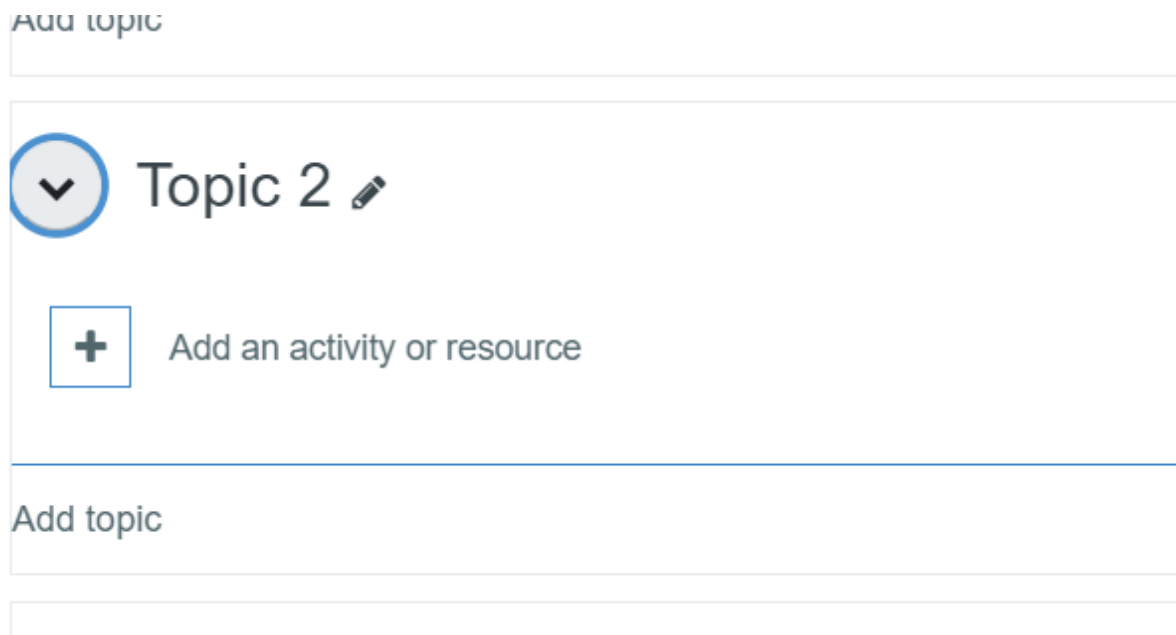
2. To edit a course – you must “Turn editing on”. The button is located here:



3. If you are creating a new Module, you must first create “Add topic” . You will see the add topic button below the last uploaded resources.



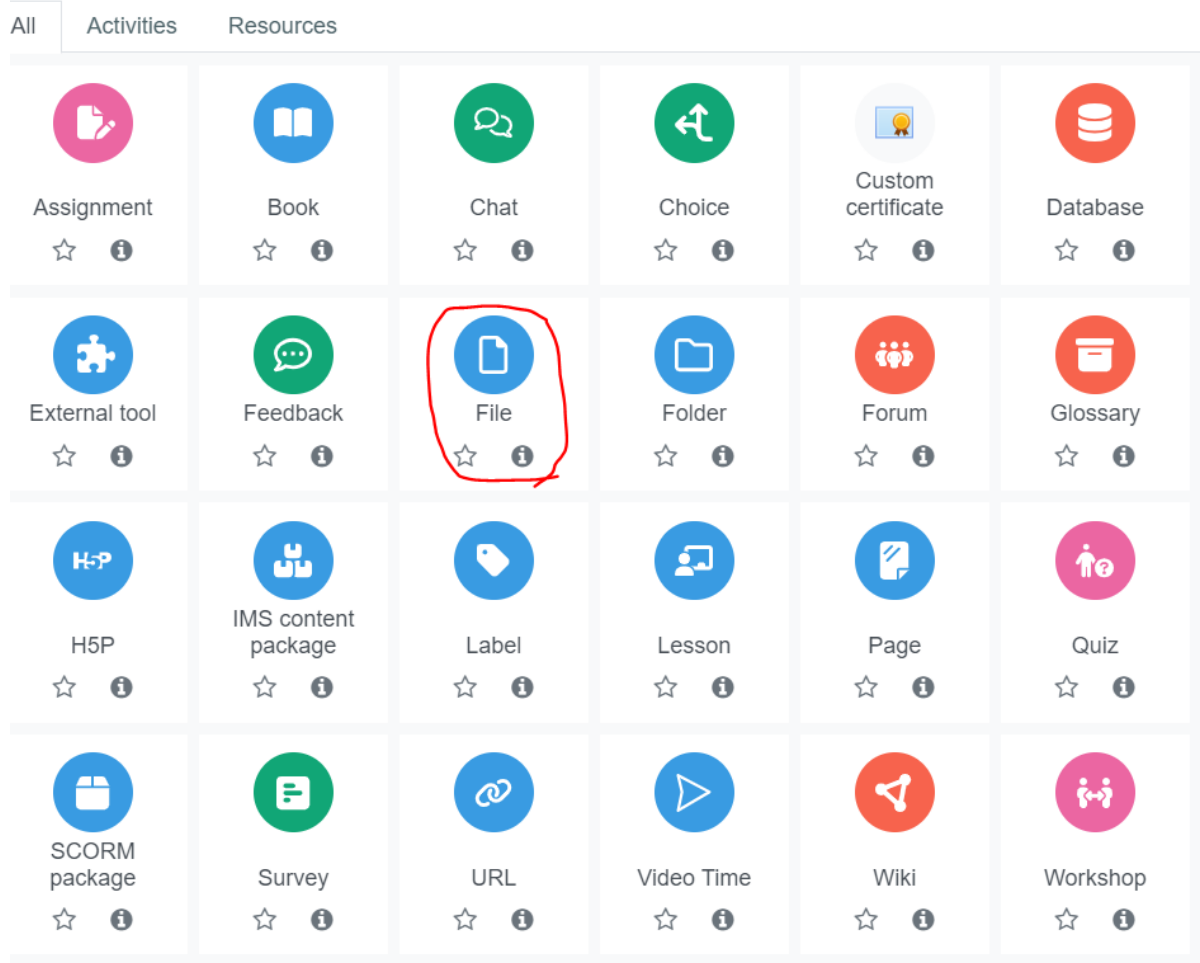
4. Rename your Topic to “Module X: XXXXXXXX” and hit enter to save the changes.



5. Every module contains two types of resources: Files and quizzes.

To add a file, click on the “Add an activity or resource” button while you are in editing mode. This will display all possible resources.

Locate “File” – you will recognize it by the blue icon.



6. Name the File. Be consistent with the English version

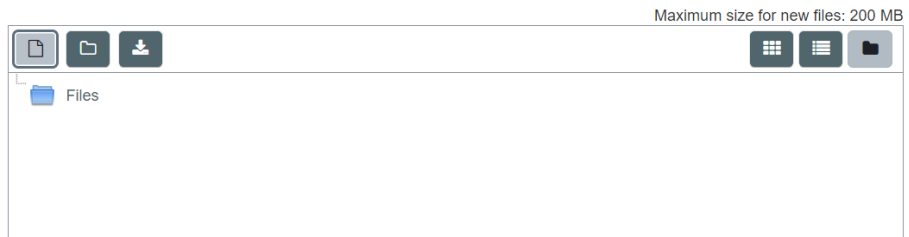
General

Name

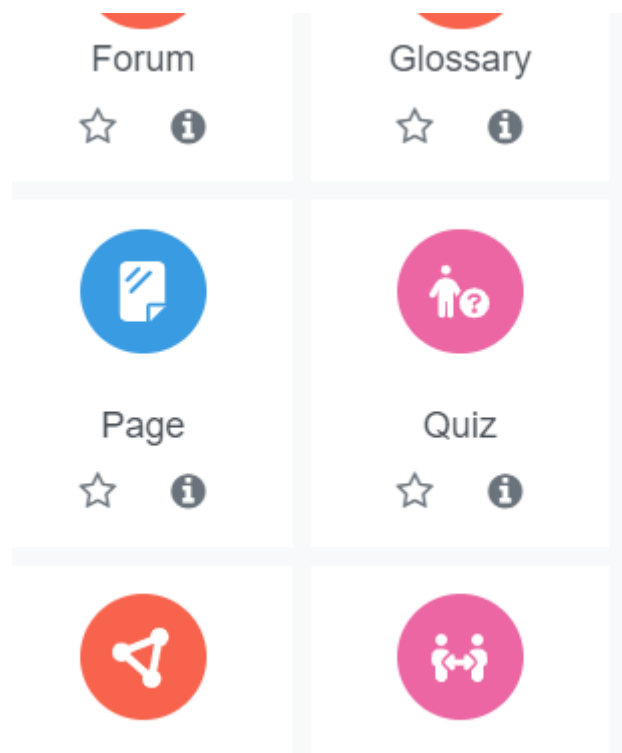


7. You can either upload a file manually or simply drag and drop your file in the field below. Uploading PDF is better than PPTX, because it will open in a new tab. This is especially convenient for users working on mobile devices.

Select files



8. After you have your file set up, it is time to create a quiz. Select the quiz icon, again from the “Add an activity or resource” button. You will recognize it by the pink icon.



9. Don't forget to name the quiz. Being consistent with the English version, you should name it “Quiz to chapter:” in your respective language.

▼ General

Name

10. The quiz settings can seem quite overwhelming, but you do not need to make changes to most of them.

It is important to locate “Grade” in the options and set the “Grade to pass” to 1.00

Leave all other options in “Grade” without changes.

Grade

Grade category



Uncategorised

Grade to pass



1.00

Attempts allowed

Unlimited

Grading method



Highest grade

11. Go to the “Layout” page. Select “Every 2 questions from the drop down menu.

Layout

New page



Every 2 questions

Show more...

12. Go to “Activity completion”.

From the completion tracking drop down menu, select “Show activity as complete when conditions are met”.

This will display more options – remove the checkmark from the “require view” option.

Add checkmarks to the second and third options.

Activity completion

Completion tracking



Show activity as complete when conditions are met

Require view

Student must view this activity to complete it

Require grade

Student must receive a grade to complete this activity

Student must receive a passing grade to complete this activity

Or all available attempts completed

13. With this your quiz set up is ready, but you must now create the questions. Click on the quiz and then select the “Add question” button.

test

Receive a grade Receive a passing grade

Add question

Grading method: Highest grade
Grade to pass: 1.00 out of 10.00

No questions have been added yet

Back to the course

14. This takes you the questions page. Find the “Add” button on the right side of the screen.

Questions

Questions: 0 | This quiz is open

Maximum grade 10.00 **Save**

Repaginate Select multiple items

Total of marks: 0.00

Shuffle ?

Add ▾

15. Click it and a select “a new question” from the dropdown menu.

Shuffle ?

Add ▾

- + a new question**
- + from question bank**
- + a random question**

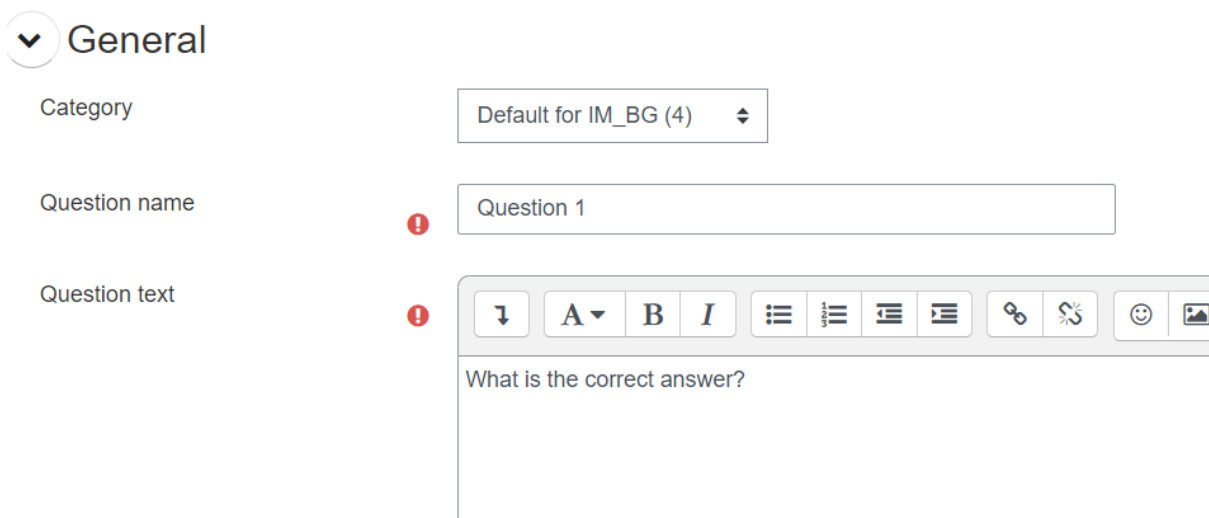
16. Choose “Multiple choice” for you question.



17. Name your question with a generic note like “Q1”; “Q2” etc.

Then – add the actual question in the “Question text” field.

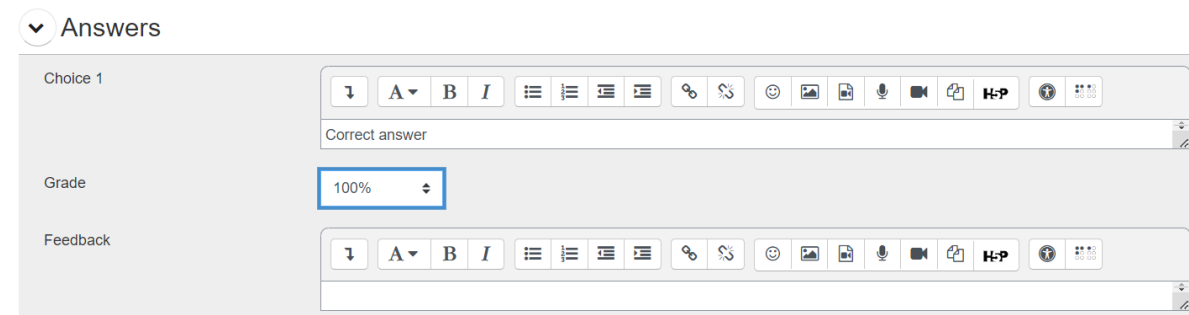
Leave all other options as they are.



18. Scroll down to find the “Answers” settings.

Write the correct answer in one of the fields. Since the answers will be shuffled at each attempt, it doesn’t matter which one you will use.

Select “100%” from the dropdown menu in order to mark this answer as correct.



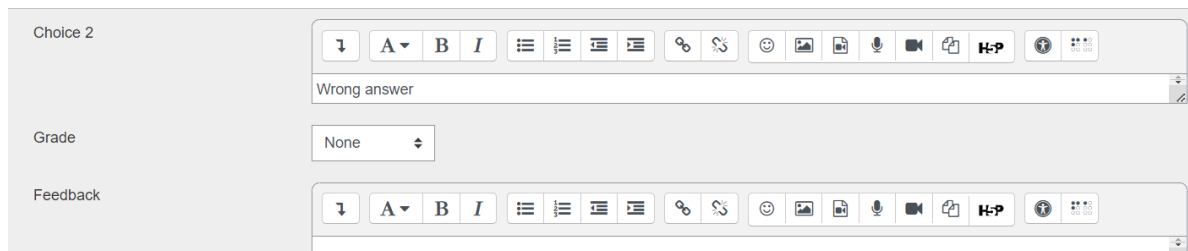
19. Add all the wrong answers. You must only set the text in the text field. The grade must remain set to “None”.

Choice 2

Wrong answer

Grade: None

Feedback



20. Save and repeat until you have all Modules, Chapters and quizzes done. 😊 If you need any help – send me a message at yordan.kara@gmail.com.