
MOODLE

How to create a quiz in Moodle

Learn how to create a Moodle quiz with step-by-step instructions, from setting up questions to configuring quiz settings, ensuring an effective assessment tool for educators.

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How to create a quiz in Moodle

Paul Flanders · 20 May 2026

Moodle version: 4.5 **Estimated time:** 15 minutes (for a basic quiz with a handful of questions) **Difficulty:** Beginner

Why you'd use this

Quizzes let you test student understanding, run practice exercises, or deliver formal graded assessments inside your course. Once set up, Moodle handles delivery, automatic marking for most question types, and recording results in the gradebook. This guide covers creating an empty quiz activity, configuring its core settings, and adding questions to it.

Before you start

Permissions required:

- Teacher or Editing teacher role in the course (or a Manager role with the capability `mod/quiz:addinstance`)

You'll need:

- The course already created, with **Edit mode** available to you
- The section or topic in the course where you want the quiz to appear
- Your questions prepared, or at least a clear idea of what types you'll use (multiple choice, true/false, short answer, etc.)
- Decisions on the basics: time limit (if any), number of attempts allowed, and whether grading counts toward the course total

Not sure if you have the right permissions? Open your course and look for the **Edit mode** toggle in the top-right of the page. If you can see it and turn it on, you have what you need.

Step-by-step

Step 1: Open your course and turn on edit mode

Navigate to your course from the **My courses** page or the **Dashboard**. In the top-right of the course page, switch the **Edit mode** toggle on. You'll now see **Add an activity or resource** links appear under each course section.

This course is divided into several modules, each focusing on a specific aspect of cyber security. You'll find a variety of learning materials, including articles, videos, and interactive activities to help you grasp the concepts effectively. Throughout the course, you'll have the opportunity to participate in quizzes and discussions to [test your knowledge](#) and engage with your fellow learners.

We're excited to have you on board as we explore the fascinating world of cyber security together. Let's get started!

Remember to reach out if you have any questions or need assistance along the way. Your journey to becoming a more cyber-savvy individual begins now!

Ask AI

Popup Test Page

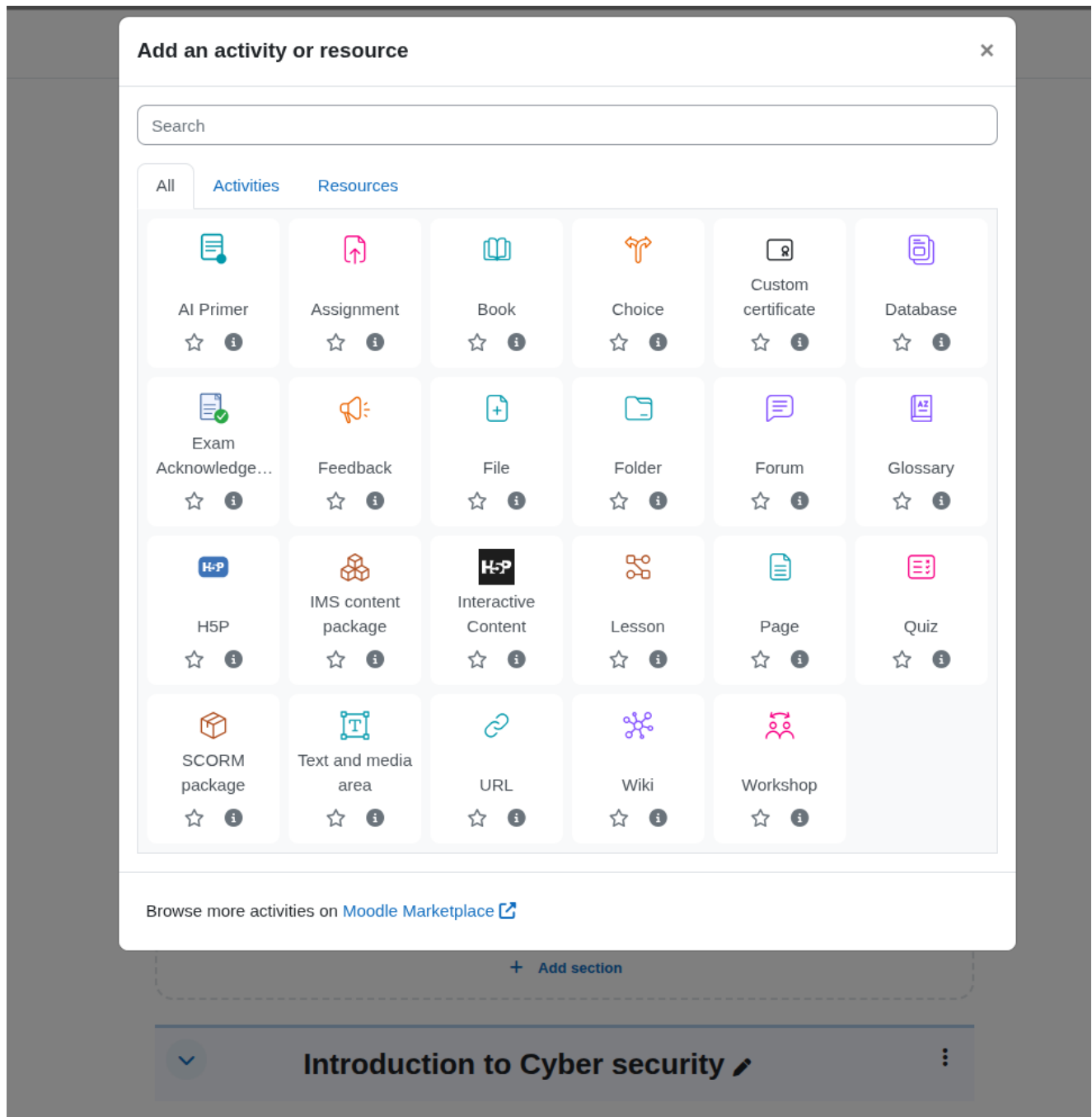
+ Add an activity or resource

+ Add section

Introduction to Cyber security

Step 2: Add a quiz activity

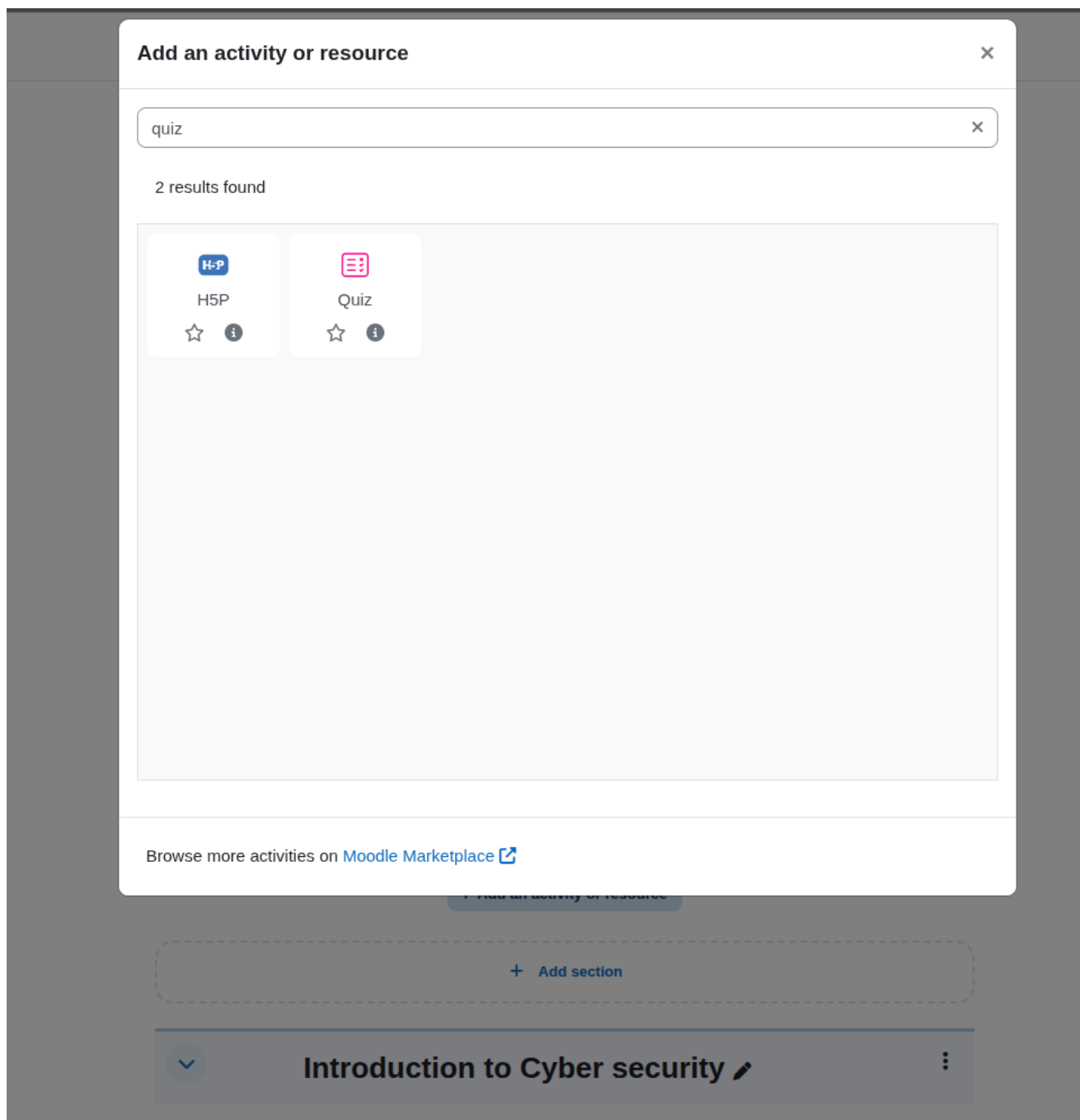
Go to the course section where you want the quiz to live. Click **Add an activity or resource** at the bottom of that section. The **Activity chooser** will open in a pop-up.



Step 3: Choose Quiz from the activity chooser

In the **Activity chooser**, find and click **Quiz**. You can use the search field at the top of the chooser, or scroll through the **All** tab. Clicking the tile opens the new quiz setup form.

 **Tip:** Click the star icon on the Quiz tile to add it to your **Starred** tab for faster access next time.



Step 4: Give the quiz a name and description

In the **General** section at the top of the form:

- Enter a clear name in the **Name** field this is what students will click on in the course.
- Optionally, add instructions or context in the **Description** field. If you want the description shown on the course page itself, tick **Display description on course page**.

Demo: Cyber Security

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More ▾](#)

New Quiz

[Expand all](#)

General

Name



My Quiz

Description

Edit View Insert Format Tools Table Help

↶ ↷ B I ...

My Description

p

2 words Build with tinyMCE

☐ Display description on course page

> Timing

> Grade

> Layout

> Question behaviour

> Review options

Step 5: Set timing options

Expand the **Timing** section. The most common settings here:

- **Open the quiz** and **Close the quiz**: Enable these and set dates if you want a window during which students can attempt the quiz.
- **Time limit**: Enable and set a duration if students should only have a fixed amount of time once they start.
- **When time expires**: Decide what happens when the clock runs out. The default, **Open attempts are submitted automatically**, is usually what you want.

Description

Edit
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My Description

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2 words
Build with

☐ Display description on course page

Timing

Open the quiz
☐ Enable
20
May
2026
11
20

Close the quiz
☐ Enable
20
May
2026
11
20

Time limit
0
minutes
☐ Enable

When time expires
Open attempts are submitted automatically

Grade

Layout

Question behaviour

Review options

Appearance

Safe Exam Browser

Extra restrictions on attempts

Step 6: Set grade and attempts options

Expand the **Grade** section:

- **Grade category:** Leave as default unless you've set up gradebook categories.

- **Grade to pass:** Enter a number if you want a pass threshold (used for activity completion and conditional access).
- **Attempts allowed:** Set how many tries each student gets. **Unlimited** is fine for practice; **1** is typical for graded assessments.
- **Grading method:** If you allow multiple attempts, choose how the final grade is calculated (Highest grade, Average, First attempt, or Last attempt).

Description

EditViewInsertFormatToolsTableHelp

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My Description

p2 wordsBuild with tinyMCE

☐ Display description on course page

> Timing

< Grade

Grade categoryUncategorised

Grade to pass

Attempts allowedUnlimited

Grading methodHighest grade

> Layout

> Question behaviour

> Review options

> Appearance

> Safe Exam Browser

> Extra restrictions on attempts

Step 7: Configure layout, question behaviour, and review options (optional)

These sections are collapsed by default and the defaults are sensible for most quizzes. Worth a quick look:

- **Layout:** Controls how many questions appear per page.
- **Question behaviour:** **Shuffle within questions** randomises answer order; **How questions behave** controls feedback timing (e.g. **Deferred feedback** waits until submission).
- **Review options:** Controls what students see after submitting (their answers, the correct answers, feedback, etc.).

☐ **Tip:** If this is a high-stakes assessment, untick **The attempt** and **Right answer** under the **After the quiz is closed** column only if you don't want students to see correct answers later.

Description

Edit View Insert Format Tools Table Help

↶ ↷ B I       ...

My Description

p 2 words Build with 

☐ Display description on course page 

> Timing

> Grade

> Layout

New page 

Every question 

Show more...

> Question behaviour

> Review options 

> Appearance

> Safe Exam Browser

> Extra restrictions on attempts

> Overall feedback 

> Common module settings

> Restrict access

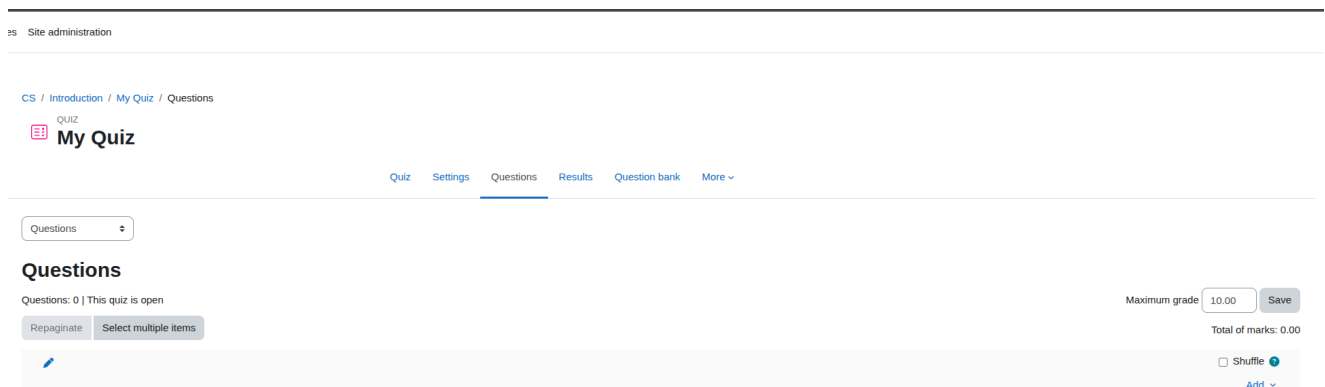
Step 8: Save the empty quiz

Scroll to the bottom and click **Save and display**. The quiz is now created, but it has no

questions in it yet , you'll see a page saying **No questions have been added yet.**

Step 9: Open the question editing screen

On the quiz page, click the **Questions** tab near the top of the page (next to **Settings**, **Results**, and others). This opens the editing screen where you build the quiz contents.



Step 10: Add questions to the quiz

Click **Add** on the right side of the page. You get three options:

- **+ a new question:** Write a new question from scratch.
- **+ from question bank:** Pick existing questions you or a colleague have already created.
- **+ a random question:** Pull a random question from a category, useful if you want every student to get a slightly different quiz.

Choose **+ a new question**, pick a question type (e.g. **Multiple choice**), click **Add**, fill in the question form, and click **Save changes**. Repeat for each question.

Tip: If you'll reuse questions across quizzes, build them in the **Question bank** first (under the quiz's **Question bank** tab) and then use **+ from question bank** to pull them in.

My Quiz

Quiz Settings Questions Results Question bank More

Questions

Questions

Questions: 0 | This quiz is open

Maximum grade 10.00 Save

Total of marks: 0.00

Repaginate Select multiple items

Shuffle Add

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

Adding a Multiple choice question

Expand all

General

Category

Default for CS (6)

Question name

question1

Question text

Edit View Insert Format Tools Table Help
 question text
 2 words Build with @tinyMCE

Question status

Ready

Default mark

1

General feedback

Edit View Insert Format Tools Table Help
 0 words Build with @tinyMCE

ID number

One or multiple answers?

One answer only

Shuffle the choices?

Number the choices?

a., b., c., ...

Show standard instructions

No

Step 11: Set the maximum grade and question marks

At the top of the **Questions** tab, set the **Maximum grade** this is what the quiz is worth in the gradebook (commonly 10 or 100). Each question has its own **Mark** value (the small number next to it) which you can edit by clicking the pencil icon. Moodle scales the total marks to match the maximum grade.

Click **Save** next to the **Maximum grade** field when you're done.

The screenshot shows the 'Answers' tab in the Moodle question editor. It contains two choice questions, 'Choice 1' and 'Choice 2'. Each choice has a text editor for the question text, a 'Grade' field, and a 'Feedback' field. 'Choice 1' has the text 'maybe', a grade of '100%', and a feedback field. 'Choice 2' has the text 'maybe not', a grade of 'None', and a feedback field. Below the choices, there are sections for 'Combined feedback', 'Multiple tries', and 'Tags'. At the bottom, there are buttons for 'Save changes and continue editing' and 'Preview'.

Step 12: Preview the quiz

Go back to the quiz's main page (click the quiz name in the breadcrumb). Click the **Preview quiz** button to take the quiz yourself exactly as a student would. This is the best way to catch typos, broken questions, or wrong answer keys before students see it.

[CS](#) / [Introduction](#) / [My Quiz](#)



QUIZ

My Quiz

[Quiz](#)

[Settings](#)

[Questions](#)

[Results](#)

[Question bank](#)

[More](#) 

Opened: Wednesday, 20 May 2026, 11:20 AM

My Description

[Preview quiz](#)

Grading method: Highest grade

QUIZ
 My Quiz

Quiz Settings Questions Results Question bank More ▾

Back

Question 1

Not yet
answered

Marked out of
1.00

 Flag
question

 Edit
question

v2 (latest)

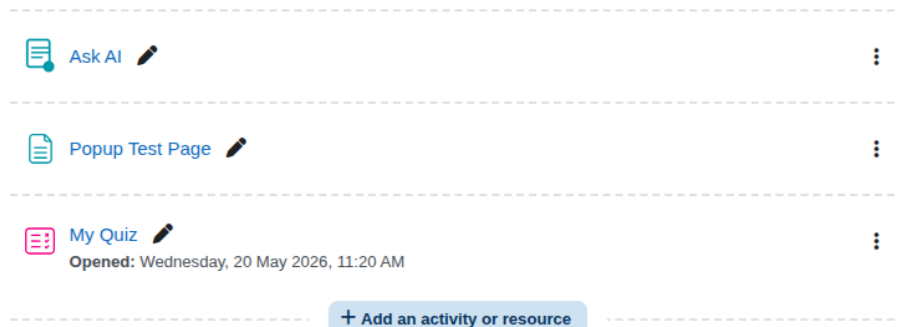
question text

- ☐ a. maybe not
- ☐ b. maybe

Finish attempt ...

Check it worked

Return to the course main page. The quiz should appear in the section where you added it, with the name you gave it. Click into it you should see the description (if you added one), the open/close dates (if set), and a **Preview quiz** button (because you're a teacher). When a student opens it during the quiz window, they'll see an **Attempt quiz** button instead.



Common problems

- **Students say they can't see the quiz:** Check the quiz isn't hidden. On the course page, the quiz should not have a "Hidden from students" label under it. If it does, click the three-dot edit menu next to it and choose **Show**.
- **The quiz says "No questions have been added yet" even after you added some** You may have added questions to the **Question bank** but not to the quiz itself. Go to the **Questions** tab on the quiz and use **Add → + from question bank** to pull them in.
- **The grade in the gradebook doesn't match the marks in the quiz** Moodle scales the sum of question marks to the **Maximum grade** value. If the maximum grade is 10 but your questions total 20 marks, every score is halved. Adjust **Maximum grade** to match the marks total if you want a 1:1 result.
- **The time limit isn't being enforced** Check that **Time limit** is ticked (not just filled in) in the **Timing** section of the quiz settings, and that **When time expires** is set to **Open attempts are submitted automatically**.

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