

CHANGING YOUR QUIZ POINT TOTAL

...even after students have taken it

Overview

- ❑ Chances are, you have given a quiz or two for one of your classes in Moodle.
- ❑ But what happens if you accidentally forget to change the point total for a quiz? Are you stuck with 5 points when you meant to allocate 50?
- ❑ Nope!
- ❑ Read on if you want to find out how to make this quick and easy fix.

Step by Step

- Step 1: Find the quiz on your course page.
Click the name of the quiz, in this example,
Sample Quiz

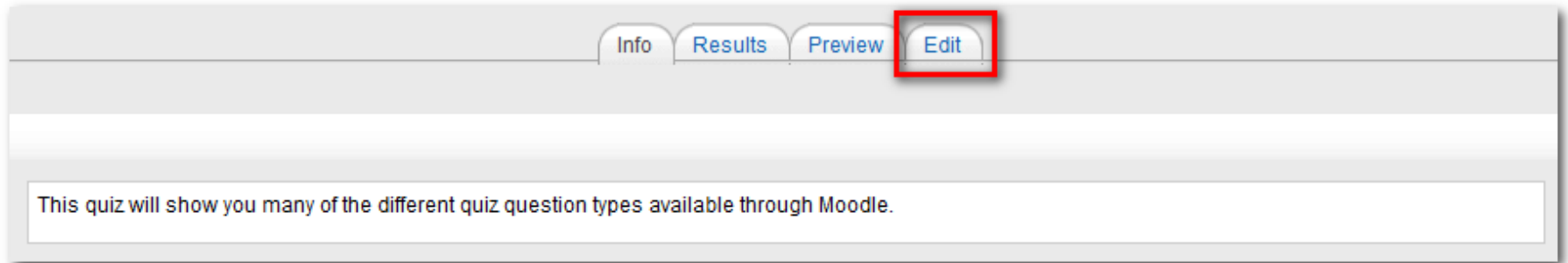
5 **Quizzes**

A quiz does not just have to be a quiz or a test. Have you thought of using Moodle's quiz function like a worksheet? The quiz example below contains a majority of the question types available in Moodle.

 [Sample Quiz](#)

 [test](#)

- Step 2: Click on the “Edit” tab at the top of the screen.



- Step 3: Once on the “Edit” screen, you will see a list of your quiz questions. Each question is assigned an individual point total. Where you see “Maximum Grade” enter the correct point total your quiz should be worth [i.e. 50, 100, etc.]
- Step 4: Click “Save Changes.”

The screenshot shows the 'Edit' screen of a quiz management interface. At the top, there are tabs for 'Info', 'Results', 'Preview', and 'Edit'. Below these are links for 'Quiz', 'Questions', 'Categories', 'Import', and 'Export'. A message states 'Attempts: 7' and 'You cannot add or remove questions because there are attempts.' The main table lists questions with columns for Order, #, Question name, Type, Grade, and Action. The 'Grade' column shows individual point values for each question type. A red box highlights the 'Maximum grade: 12' field at the bottom right, with an arrow pointing to it from a text box that says 'Enter the total number of points your quiz is worth'. Another red box highlights the 'Save changes' button at the bottom center, with an arrow pointing to it from a text box that says 'When finished, click "Save changes"'. The 'Total: 12' is also displayed above the 'Maximum grade' field.

Order	#	Question name	Type	Grade	Action
		Drag and Drop Matching		1	
		Description		1	
		Essay		1	
		Matching		5	
		Embedded Answer		1	
		Multiple Choice		1	
		Fill in the Blank Short Answer		1	
		Short Answer		1	
		True-False		1	

Total: 12

Maximum grade: 12

Save changes

- Please note that your “Maximum grade” and “Total” should be equal.

Type	Grade
	2
	1
	1
	5
	2
	1
	2
	1
Total: 15	
Maximum grade: 15	

Correct

- If they are NOT, you must go and change the individual points for each question so it adds up to the appropriate total.

Type	Grade
	1
	1
	1
	5
	1
	1
	1
	1
Total: 12	
Maximum grade: 15	

Incorrect

Questions?

□ Call or Email:

sheena.moe@mayvillestate.edu

or 3-4645

christine.crawford@mayvillestate.edu

or 3-4709

