Nottingham Trent University

Creating multiple choice quizzes in NOW

A quick-start video of this guide is also available.

Multiple-choice questions (MCQs) are useful for checking students understanding of knowledge.

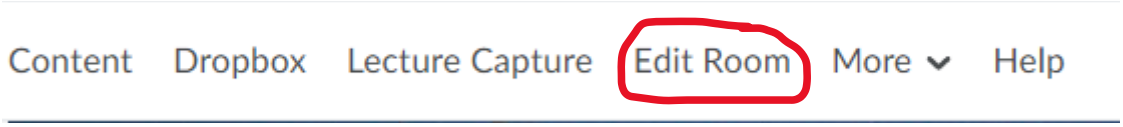
MCQs present a statement or question with a list of possible answers, in which learners must choose the best possible answer. Multiple-choice questions differ from multi-select questions in that learners select one answer for each multiple-choice question.

If you create a multiple-choice question that has more than one possible solution, you may weight the answer according to the correctness of each possible answer. For example, if two answer choices out of five options are accepted as correct, both can be weighted 100% and the other three options can be weighted at 0%. If all five answer choices are accepted as correct but some are more correct than others, each can be weighted in ascending order with the most correct answers weighted more than the least correct answers.

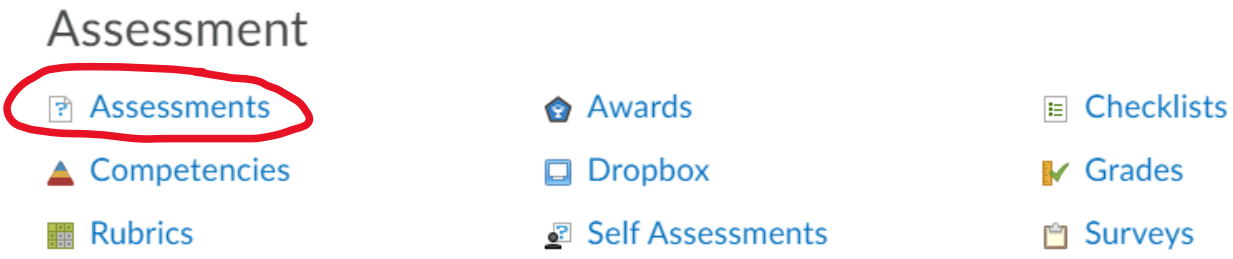
Creating a multiple-choice quiz in NOW

To create your multiple-choice quiz:

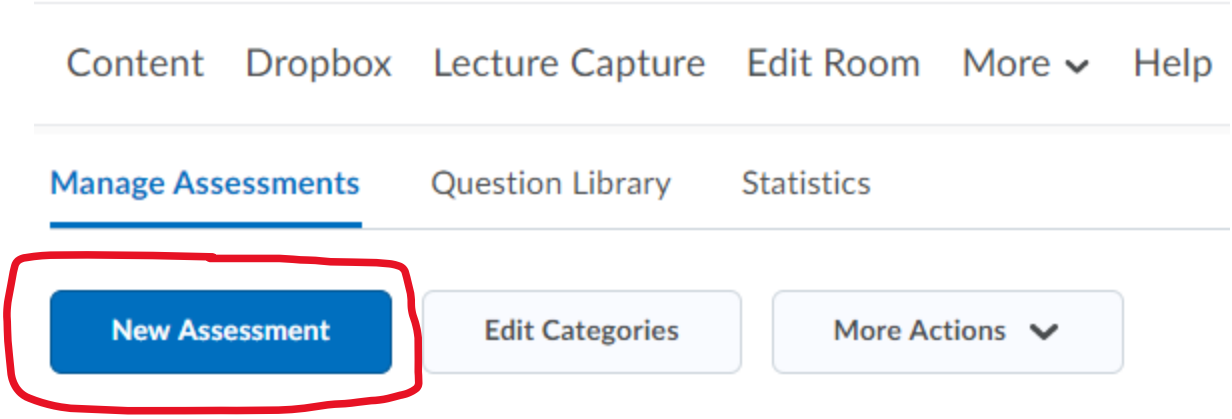
Create an assessment by clicking the **Edit Room** menu option inside your Learning Room.



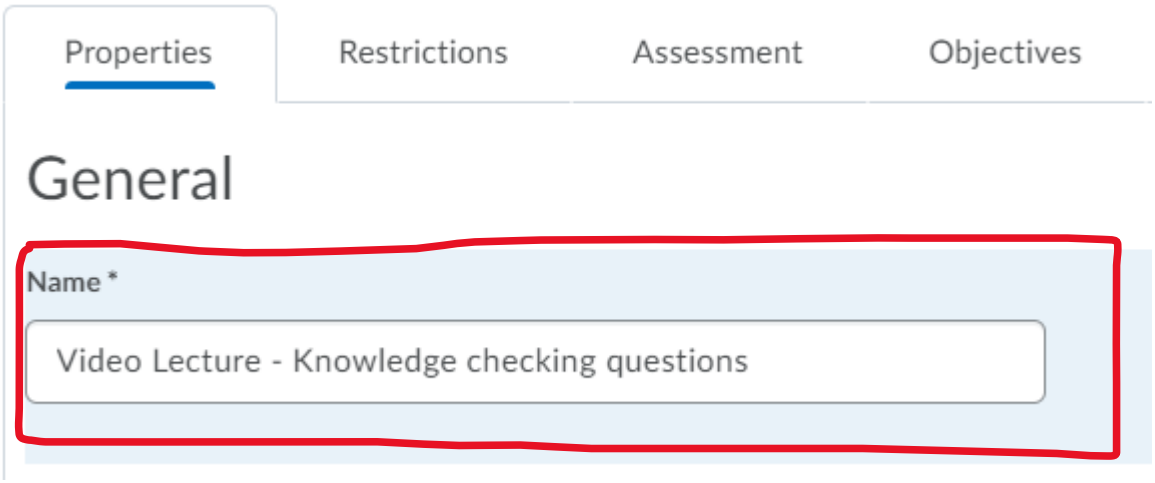
This will take you to the Edit room page. From here, scroll down to the **Assessment** section and click the **Assessments** link to progress to the next page.



You will now be presented with a new interface giving you some options. If you have already created your Assessment or have an existing Question Library, you may wish to proceed to that section; if you have not, select **New Assessment** to create one now.

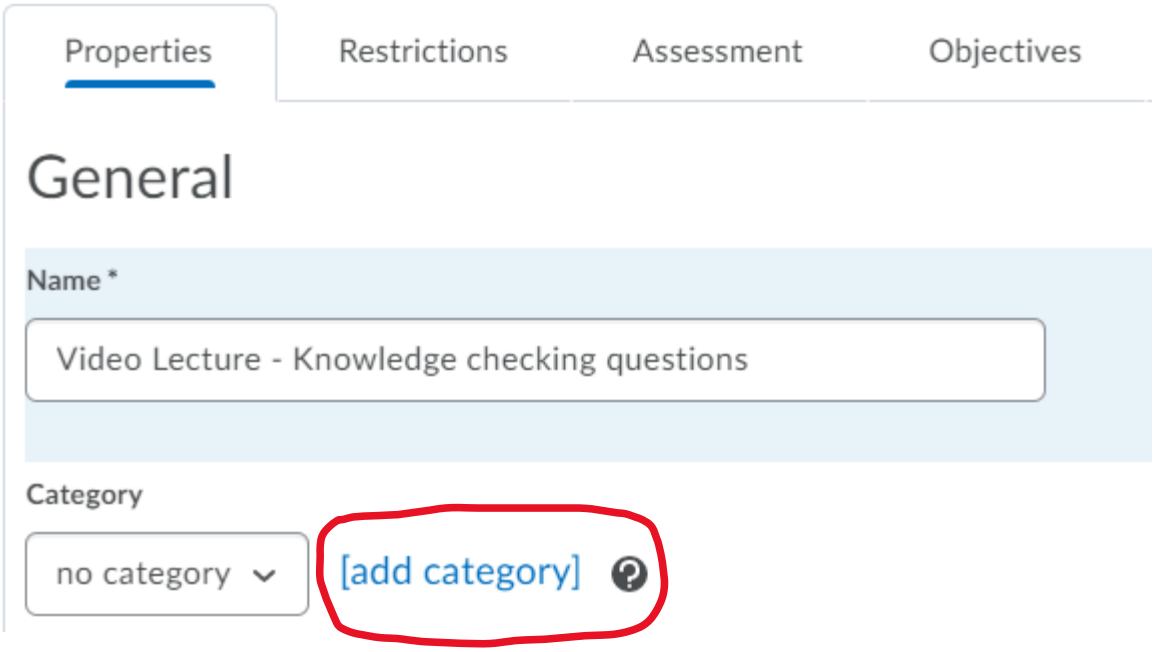


Give your new assessment a **Name** – 'something to identify what it is and what it relates to so students know what the assessment or quiz is about'.

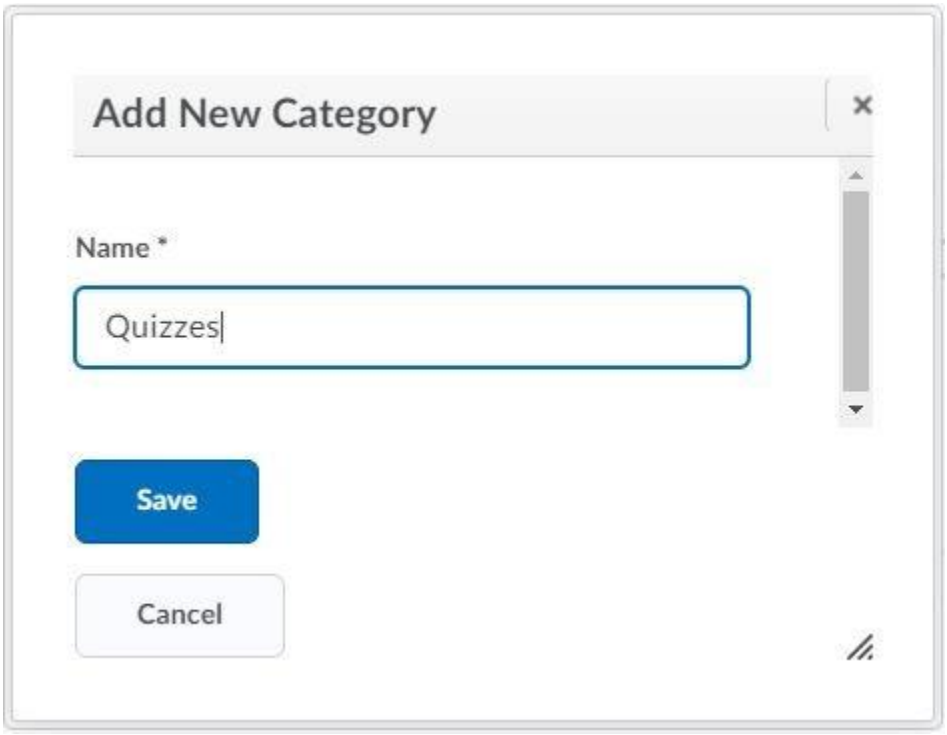


Then add it to a **category**. This helps with organisation and keeping things generally tidy. If you find that by moving to online or blended learning you use a lot of quiz-based assessment content to reinforce learning and assimilation of knowledge, you may wish to put those in the same category.

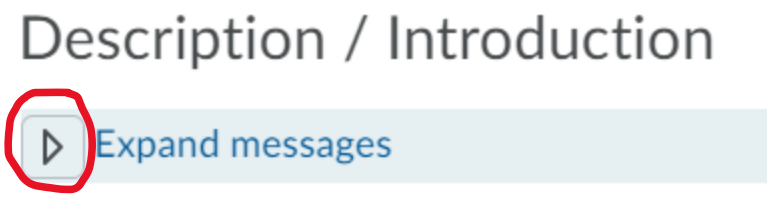
Do this by selecting a pre-existing category from the drop-down box. Or if no category exists, simply click **add category**.



Clicking this link will provide you with a pop-up window where you can name your category. In this case we chose to name ours ‘Quizzes’. Once you have named your category, simply click **Save** to confirm your choice.



A **description** and **introduction** can also be provided to give content and relevant information to the students taking your quizzes. These can be accessed by clicking the arrow.

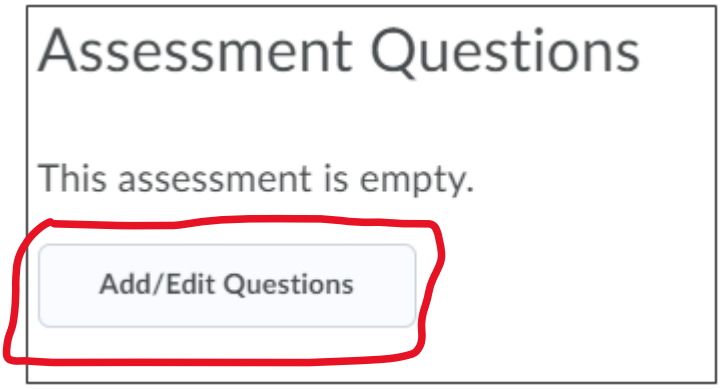


This will show an expanded interface allowing you to enter your details. The basic rule here is that the **description** is shown before assessment availability and should speak to the purpose of the assessment and its content.

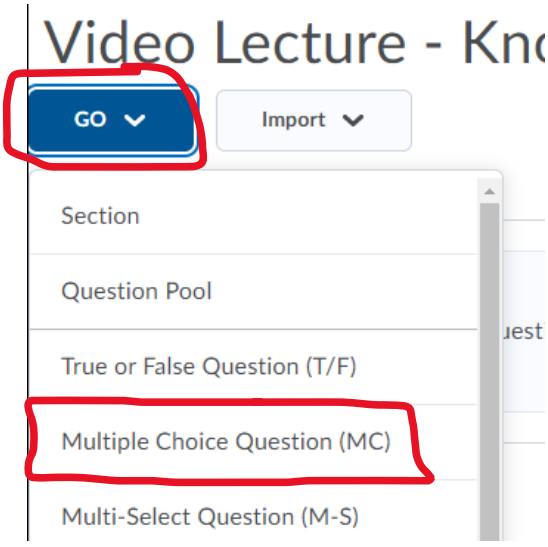
The **introduction** is shown at assessment commencement and should provide further context for the assessment itself. Both can be turned on and off as you please.

Add multiple-choice questions

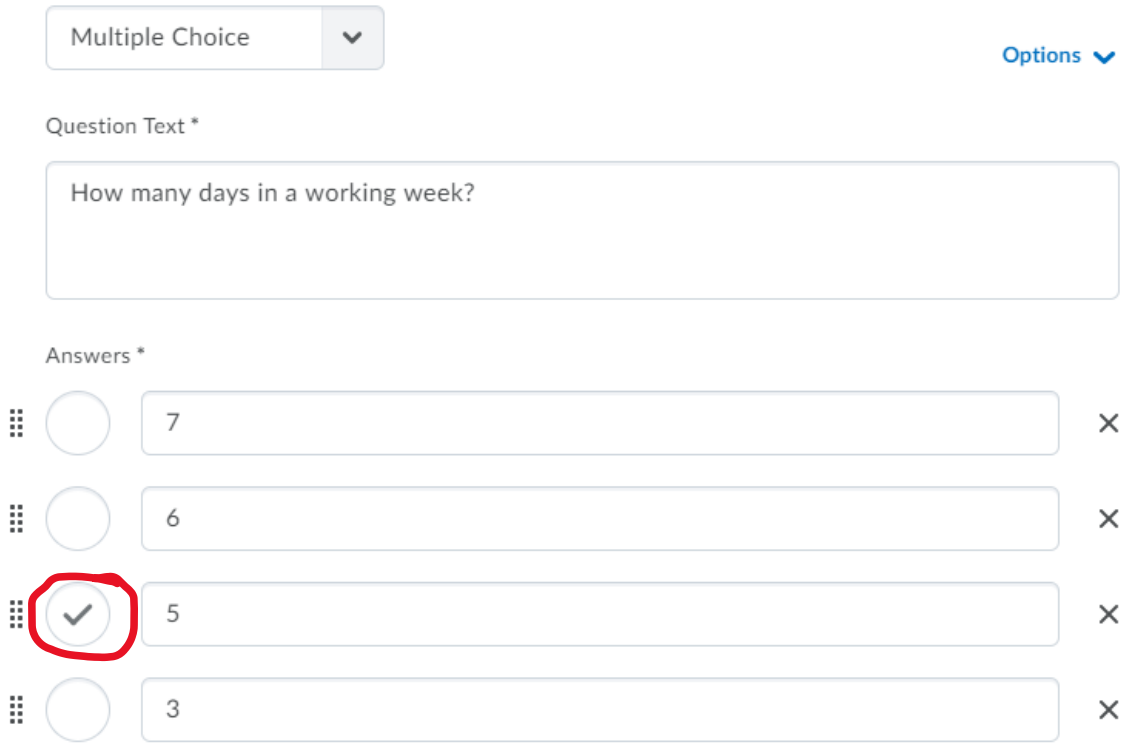
To add questions to your quiz click the **Add/Edit Questions** button.



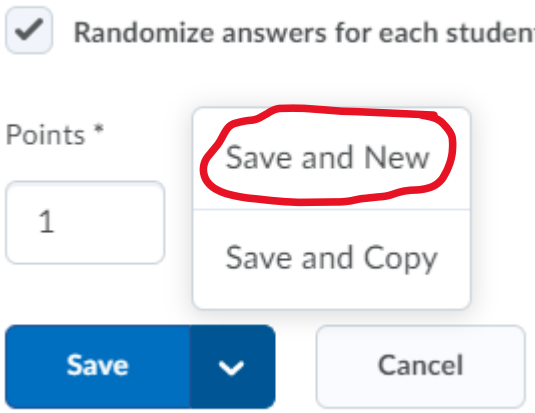
Click the blue **Go** button which will show a drop-down menu list of question types to choose from. Choose **Multiple Choice (MC)**.



This will take you to the question set-up page where you can enter your question text and answers, and choose which questions are correct. The circles allow the user to put a tick inside to reflect which answer is correct.



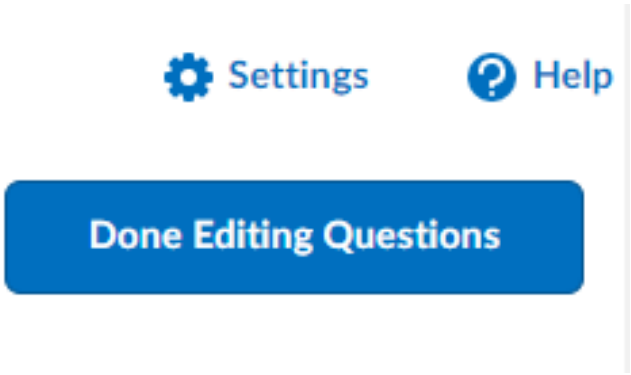
Once you're happy with the question setup, you can save the question. You may notice that instead of the standard Save button, there is a drop-down indicator to show further options.



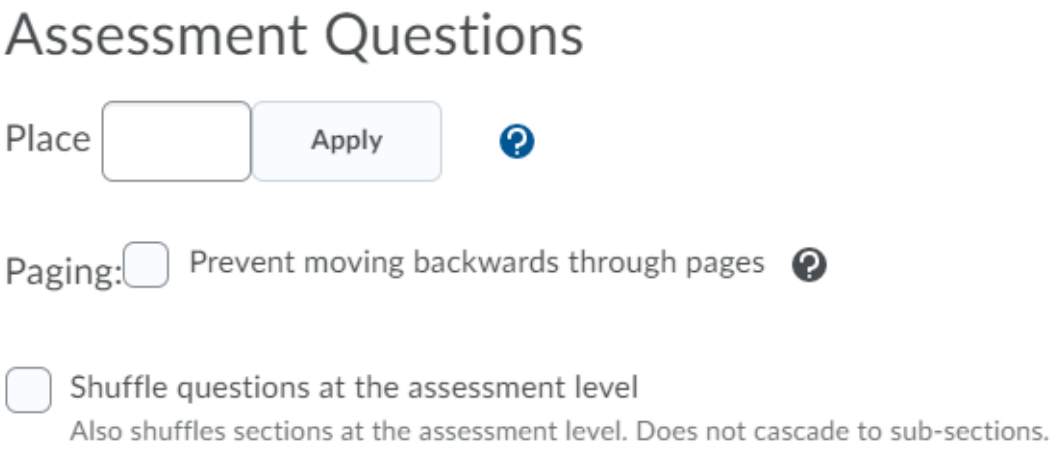
The drop-down options on this button give you the choice to save the question and copy it to use as a base for a new question or save the question and create a new question. If you have more questions to create for your quiz, choose **Save and New**. Otherwise, click the blue **Save** button to save the question and go back to the main Question Library.

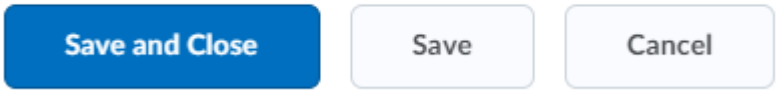
From the Question Library, you may change the order of your questions, edit questions and review all your questions etc.

Once you're happy that you have completed the question set for your quiz, click the **Done Editing Questions** button at the top right.



Here you'll see some additional options



The **Place** option allows us to define how many questions will be shown on a page at any one time. For instance, if you don't want students to become overwhelmed, you might want only one question to show at a time. Or you might like to ensure students do not have to click through several pages to complete the quiz, so setting three to five questions per page might be better (depending on the length of questions).

Once your quiz is configured to your liking, simply click the blue **Save and Close** button and your quiz is complete.