

TUTORIAL PEMBUATAN QUIZ PADA WORD UNTUK ELEARNING

(untuk course creator)

1. Buatlah quis di word dengan format seperti gambar di bawah ini.

Kuis Ketik Kategori **judul quiz**

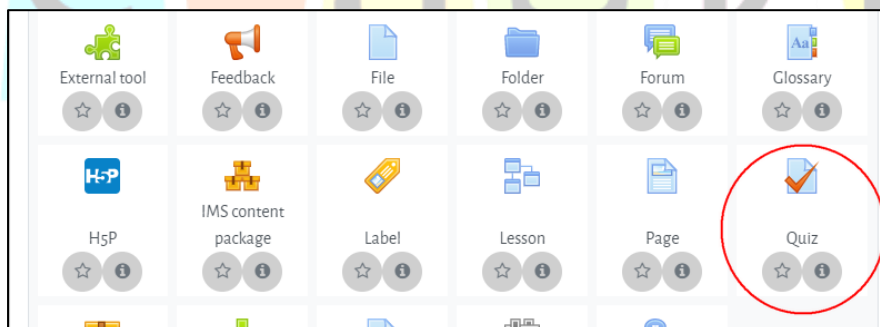
Soal-1 PG **nomer soal**

Ketikkan soal disini

Default mark: 1		MC
Shuffle the choices? Yes		
Number the choices? A		
Penalty for each incorrect try: 0		
ID number:		
#	Answers	Grade
	Option 1 (Jawaban Benar)	100
	Option 2	0
	Option 3	0
	Option 4	0
		0
General feedback:		
For any correct response: Jawabanmu Benar Sekali..!		
For any incorrect response: Maaf jawabannya belum Benar..!		
Hint 1:		
Show the number of correct responses (Hint 1): No		
Clear incorrect responses (Hint 1): No		
Tags:		

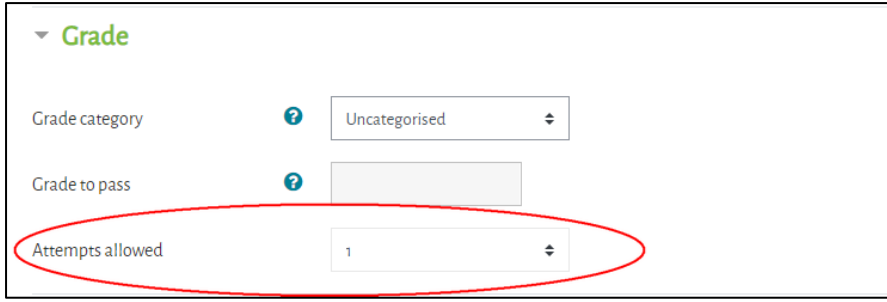
Allows the selection of a single or multiple responses from a pre-defined list. (MC/MA)

2. Kemudian Silakan **login** dan masuk sampai ke bagian membuat **Quiz**
3. Klik **Add an Activity or Resource** dan pilih **Quiz** seperti gambar di bawah ini.



4. Buat Judul WS sesuai kebutuhan.

5. Pada bagian **Grade** atur bagian **Attempts** untuk berapa kali siswa boleh mengerjakan.



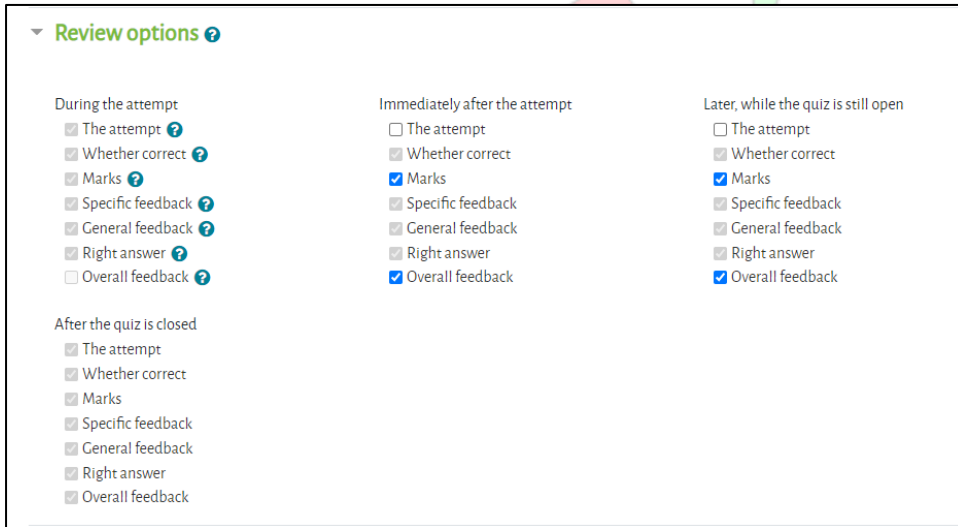
▼ **Grade**

Grade category

Grade to pass

Attempts allowed

6. Kemudian pada bagian **Review Options** untuk settingan apa saja yang akan keluar saat, sedang, dan sesudah siswa menjawab Quiz.



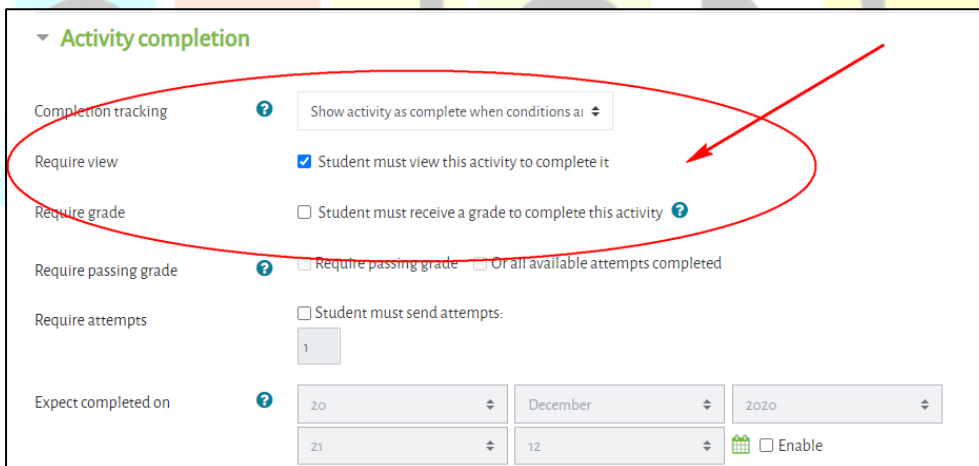
▼ **Review options**

During the attempt	Immediately after the attempt	Later, while the quiz is still open
☒ The attempt	☐ The attempt	☐ The attempt
☒ Whether correct	☒ Whether correct	☒ Whether correct
☒ Marks	☒ Marks	☒ Marks
☒ Specific feedback	☒ Specific feedback	☒ Specific feedback
☒ General feedback	☒ General feedback	☒ General feedback
☒ Right answer	☒ Right answer	☒ Right answer
☐ Overall feedback	☒ Overall feedback	☒ Overall feedback

After the quiz is closed

- ☒ The attempt
- ☒ Whether correct
- ☒ Marks
- ☒ Specific feedback
- ☒ General feedback
- ☒ Right answer
- ☒ Overall feedback

7. Selanjutnya atur pengaturan **Activity Completion** (disesuaikan dengan kebutuhan)



▼ **Activity completion**

Completion tracking

Require view ☒ Student must view this activity to complete it

Require grade ☐ Student must receive a grade to complete this activity

Require passing grade ☐ Require passing grade ☐ Or all available attempts completed

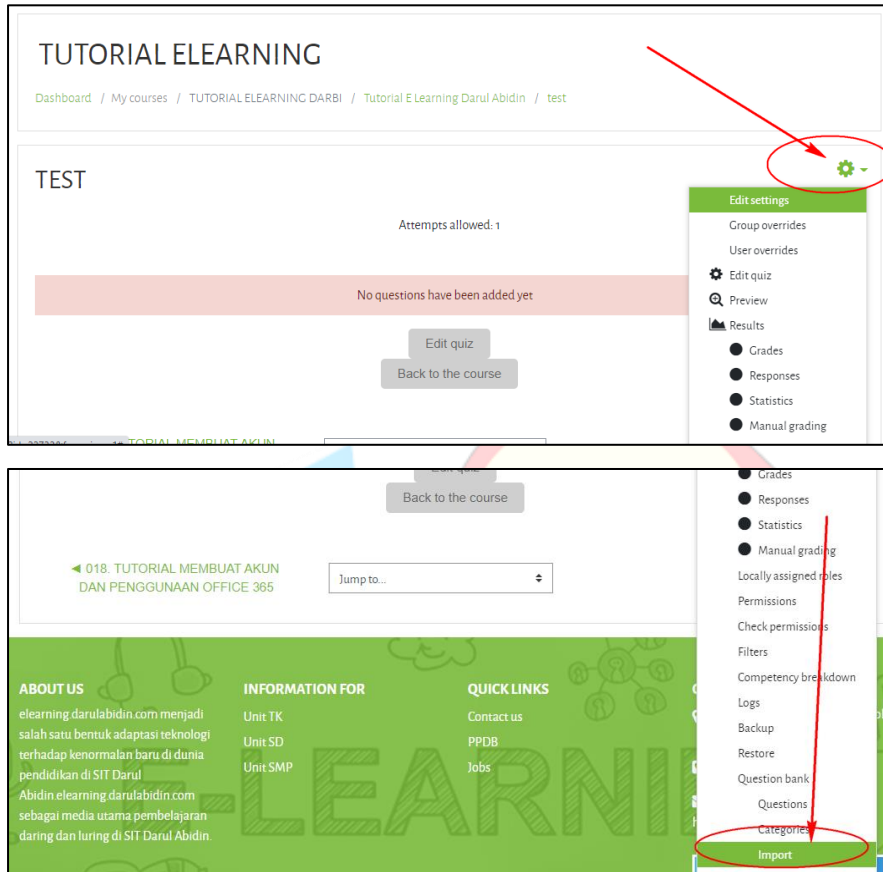
Require attempts

Expect completed on

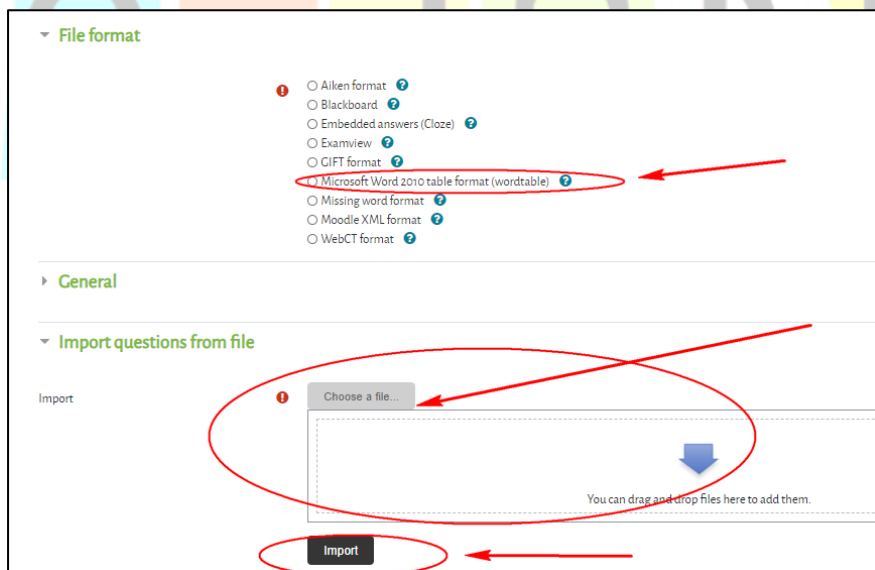
☐ Enable

8. Kemudian klik **Save and Display**.

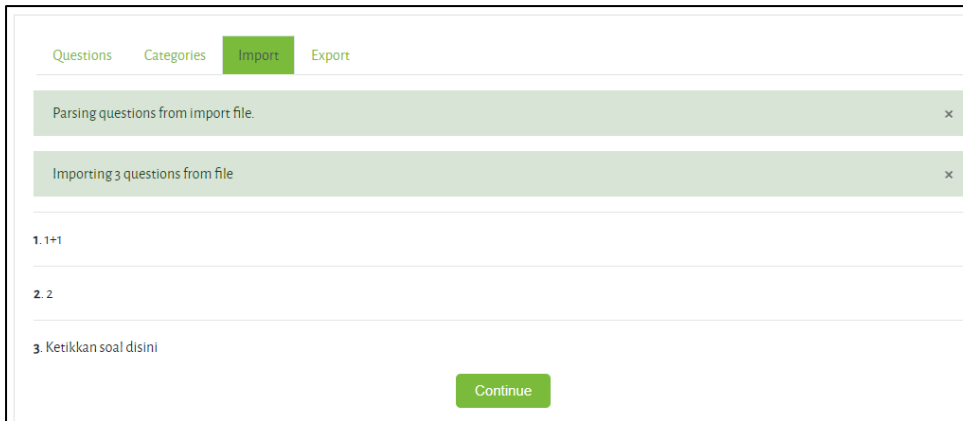
9. Selanjutnya kita akan meng-**import** soal yang sudah kita buat di **word**.
10. Klik Icon **Setting -Import** seperti gambar di bawah ini.



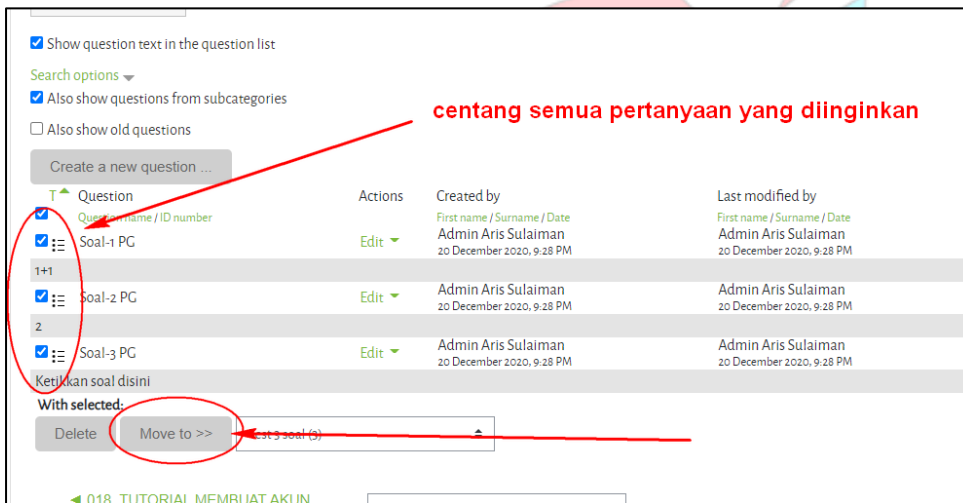
11. Pilih format **Microsoft word.....** -> **Choice a File** -> **Import** seperti gambar di bawah ini.



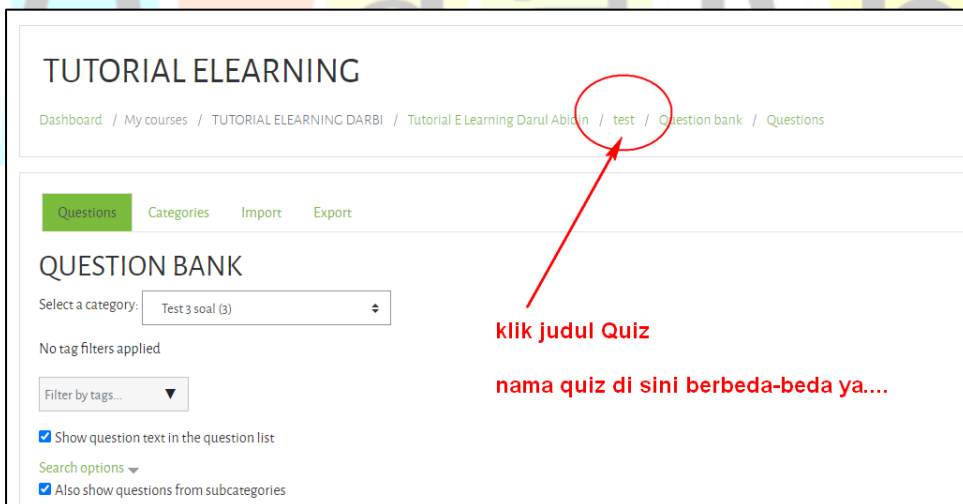
12. Selanjutnya klik **Continue**.



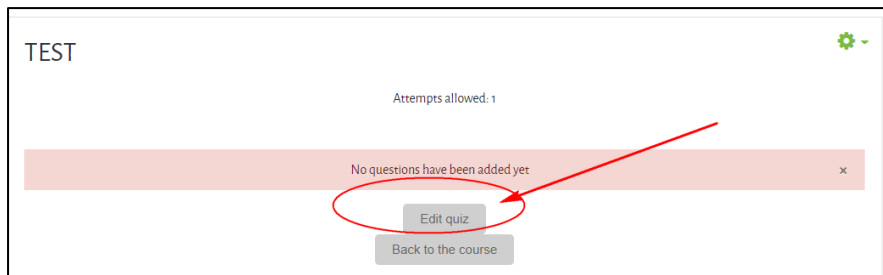
13. Centang seluruh pertanyaan dan klik **Move to>>** seperti gambar berikut.



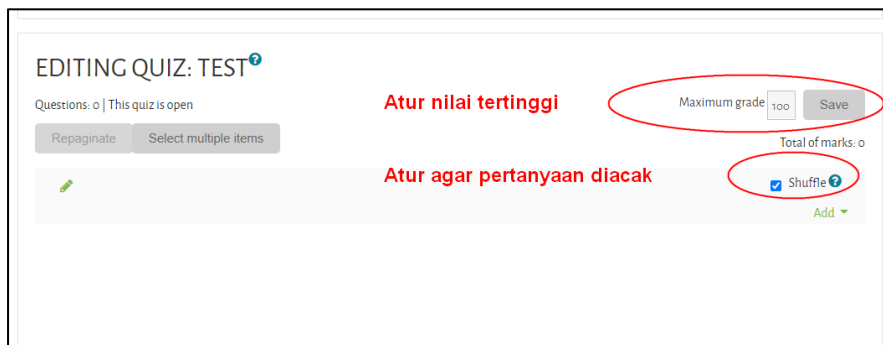
14. Selanjutnya klik judul **Quiz** yang dibuat (di bagian atas)



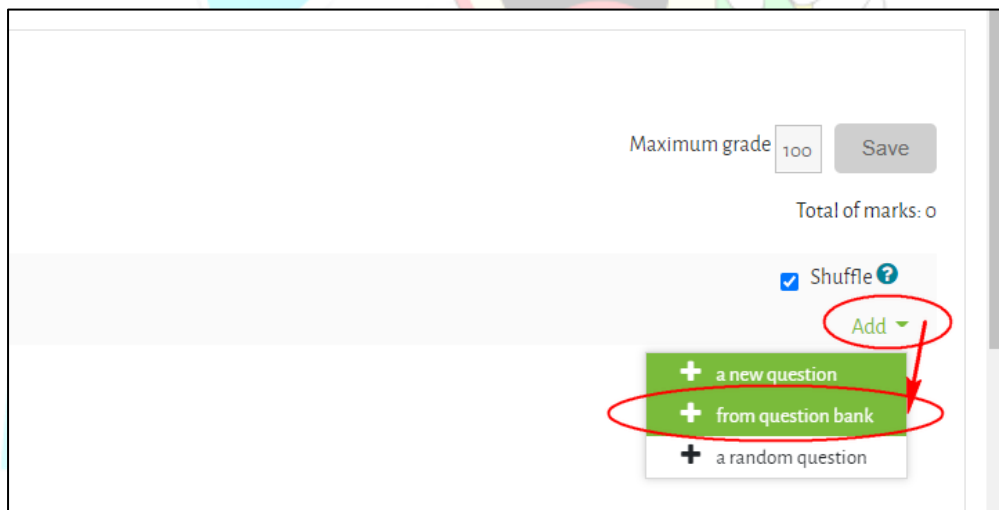
15. Kemudian klik **Edit quiz**.



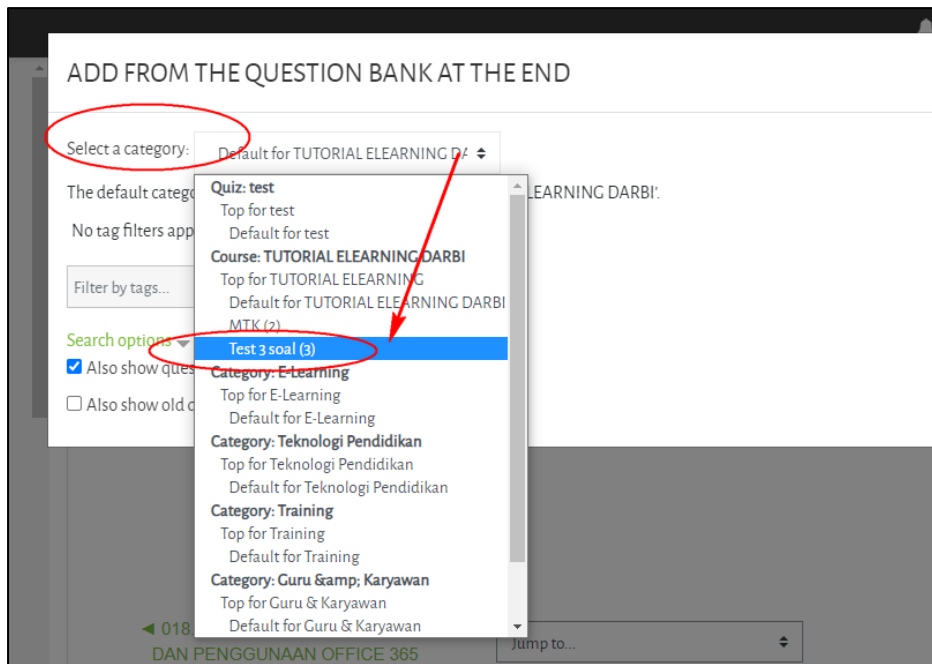
16. Atur pengaturan untuk nilai tertinggi dan acak soal (bebas).



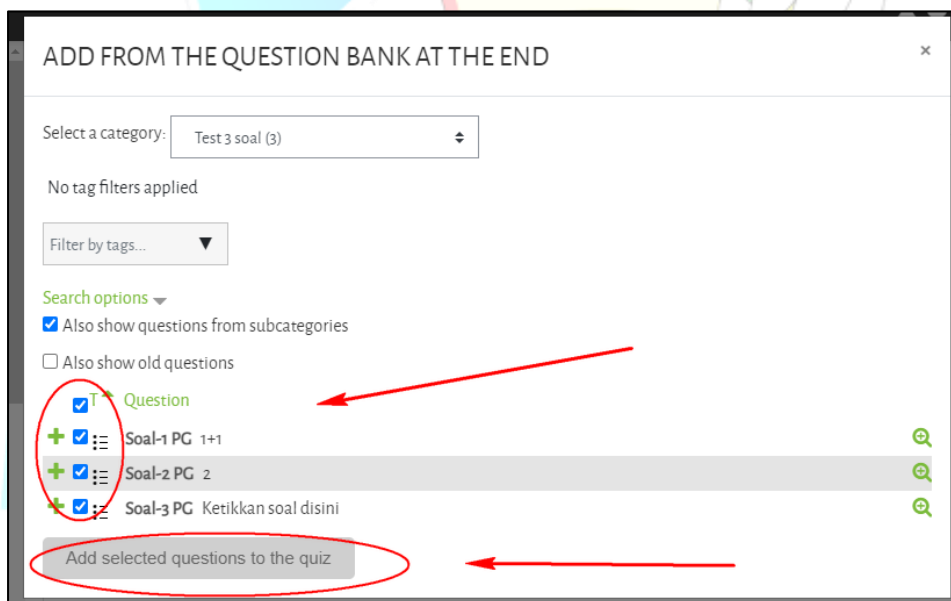
17. Kemudian klik **Add -> From question bank** seperti gambar berikut.



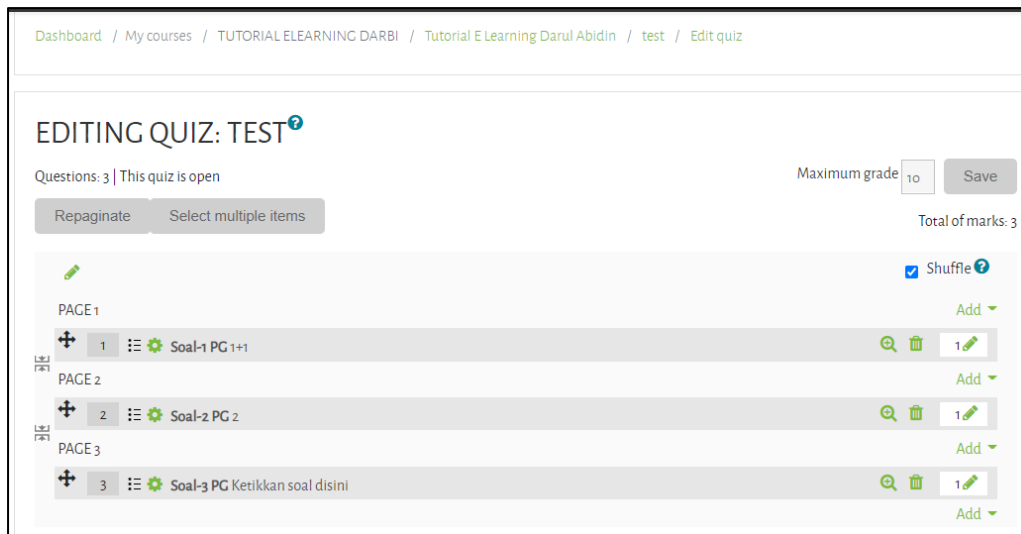
18. Pilih Kategori yang berisi quiz kita.



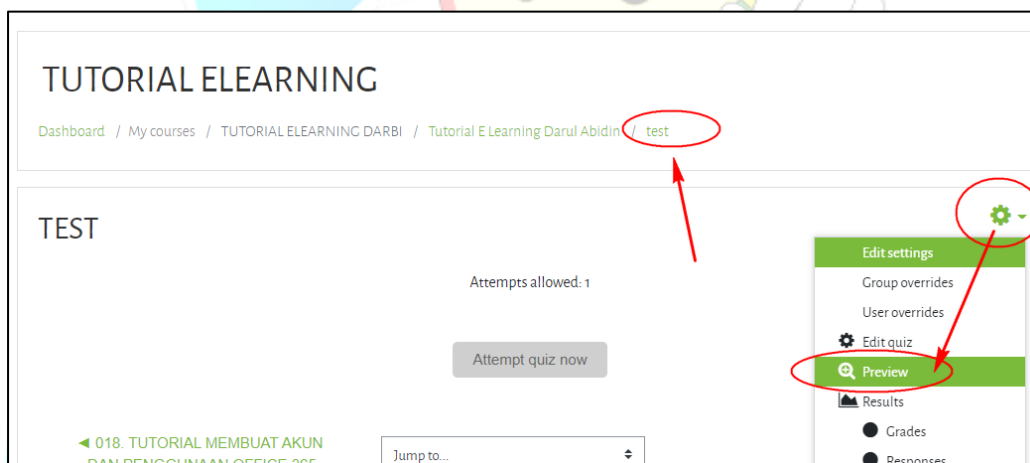
19. Centang seluruh pertanyaan yang akan kita masukan.



20. Selesai dan akan muncul seperti gambar di bawah ini.



21. Untuk melihat hasilnya klik judul **Quiz** yang kita buat kemudian klik **Setting -> Preview** seperti gambar di bawah ini.



TERIMA KASIH.
SEMOGA BERMANFAAT