1. Write out your questions in Word according to the format below.

Multiple choice -- Note that the numbers are followed by periods. That each answer is a capital letter followed by a period and the answers begin with a capital. Skip a line and then add ANSWER: (using all caps is important) and correct answer letter.

True False – note the parentheses.

Font	r _{5r}	Paragraph	r ₂	
		1. What is the name	of your dog?	
		A. Brian		
		B. Cat		
		C. Dog		
		D. I don't own a dog	Ļ	
		ANSWER: C		
		2. I can use the Mici	rosoft Word appli	cation
		A) True		
		B) False		
		ANSWER: A		
		3 Hanover College	is located in whic	h stato?
		Δ Idaho	is located in which	IT State !
		B Hawaii		
		C Kansas		
		D. Rhode Island		
		E. Indiana		
		ANSWER: E		

2. Select Save As, pick the location (this PC), choose Plain Text .txt format and click Save

Э	Save As	Document2 - Word	Reiley Noe
1) Home] New	L Recent	← ▷ Desktop Questions for Quiz	
∋ Open	Hanover College	Word Document (*.docx)	
Info	OneDrive - Hanover College	Word Document (*.docx) Word Macro-Enabled Document (*.docm) Word 97-2003 Document (*.doc) Word Template (*.dotx)	
Save	Sites - Hanover College	Word Macro-Enabled Template (*.dotm) Word 97-2003 Template (*.dot)	АМ
Save As	Other locations	PDF (*.pdf) XPS Document (*.xps)	AM
Print	This PC	Single File Web Page (".mht, ".mhtml) Web Page (".htm, ".html) Web Page (".htm, ".html)	АМ
Share	Add a Place	Web Page, Filtered (*.ntm) Rich Text Format (*.ntf) Plain Text (*.ntf)	AM
Export	Browse	Word XML Document (*.xml) Word 2003 XML Document (*.xml)	ам 3.
Transform		Strict Open XML Document (*.docx)	
Close		OpenDocument Text (*.odt)	РМ
		clicker instructions.docx	9/11/2019 1:40 PM
		editing a rubric.docx	9/16/2019 2:42 PM
		Gap analysis notes.docx	9/23/2019 11:32 AM

3. In the File Conversion dialog box, choose Other encoding and select Unicode (UTF-8) from the menu. Click OK.

Format (Fil	le Conversion - Questions for Quiz.txt	?	X
Wa	arning: Saving as a text file will cause all formatting	g, pictures, and objects in your file to be	lost.
1. V Te	xt encoding:	`	
A. 40	Windows (Default) OMS-DOS O Other enco	oding: Unicode (Big-Endian)	^
B. Cor	otions:	Unicode (UTE-8)	
С. ЦЦ	Insert line breaks	US ASCI	
D. I En	d lines with: CR / LF 🗸	Vietnamese (Windows)	
	Allow character substitution	Wang Taiwan	
Answer:	Enon choldren sabsundanti		
2 I Pre	2 <u>v</u> iew:		
	Format questions this way for multiple choice:		^
A) [
B) F			
B) F	1. What is the name of your dog?		
B) F Answer:	1. What is the name of your dog? A. Brian		
B) F Answer:	 What is the name of your dog? A. Brian B. Cat 		

4. Click save and yes



5. Now go to Moodle and click the gear on the front page and then click More at the bottom of the menu.



5. On the Course Administration screen, click on the Import located across from Question Bank.

Course administration Users Reports	
	Edit settings
	Turn editing on
	Unenrol me from NoeSC
	Filters
	Gradebook setup
	Backup
	Restore
	Import
	Reset
	Repositories
	Competencies
Badges	Manage badges
Dauges	Add a new badge
Question bank	Questions
Question bank	Categories
	Import
	Export

6. Choose the Aiken Format, then using the Choose a File button, browse for your .txt file of the questions, and then click Import.

 File format 	Aiken format	
	O Blackboard	
	C Embedded answers (Cloze)	
	O GIFT format	
	O Missing word format 💡	
	O Moodle XML format 🔞	
	O WebCT format 9	
General		
Import questions	from file	
Import	O Choose a file	
	Questions for Quiz txt	

7. This is what success looks like. If you have any errors, check your formatting of questions and redo the steps, resave the document and try again. You must follow the format exactly.

Questions	Categories	Import	Export	Purge categories
Parsing que	stions from impo	ort file.		
Importing 5	questions from fi	le		
1. 1. What is th	ne name of your	dog?		
2. 2. I can use	the Microsoft W	ord applicat	on	
3. 3. Hanover C	college is located	d in which st	ate?	
4.4.Which of	hese products a	are cars?		
5. 5. A book is	a plant			
				Continue

8. You'll arrive at the question bank screen. The questions all appear and the name of the question bank and the number of questions within it appear in the Select a Category menu. The arrows will give you access to all the question banks that you have in Moodle.

Question bank		
Select a category Default for NoeSC (5)	•	
The default category to questions shared in context 'NoeSC'.		
No tag filters applied		
Filter by tags		
Show question text in the question list		
Search options → ☑Also show questions from subcategories		
Also show old questions		
Create a new question		
	Created by	Last modified b
	First name / Surname / Date	First name / Surna
□: 1. What is the name of your dog?	September 2019, 10:31 AM	Relley Noe 24 September 201
□ 🚍 2. I can use the Microsoft Word application	Sector 21 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Reiley Noe 24 September 201
□ Ξ 3. Hanover College is located in which state?	S S C C C C C C C C C C C C C C C C C C	Reiley Noe 24 September 201
□ = 4. Which of these products are cars?	S C C C C C C C C C C C C C C C C C C C	Reiley Noe
□ Ξ 5. A book is a plant	Set Contraction 2013, 10:31 All	Reiley Noe
With selected:	24 September 2019, 10:31 AM	24 September 201
Delete Move to >> Default for NoeSC (5)	٠	

9. Now set up a quiz in Moodle. Click Add an Activity or Resource and then select Quiz.

	Add	d an	activity or	reso	ource	×	Add an activity or reso
I ly - 22 July / pdf / Sign up for Company and Comm	0 0 0		Journal Lesson Purchase Course	^	The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.	^	Edit ▼ Edit ▼
This is the signup sheet for your Please do not sign up for the sa List your commercial and look to	Ś	◇ ¢	Quiz Reencagement	>	The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.		
ıly - 29 July 🍬	0	31	Research and Adopt Course Materials Scheduler		Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook. The teacher can choose when and if hints, feedback and correct approvers are above	10 A	 Add an activity or reso Ed Add an activity or reso
ly - 5 August 🖌	0	- 	Survey Turnitin Assignment 2		to students. Quizzes may be used • As course exams		Ed Add an activity or reso
gust - 12 August 🌶	0 0	<u>ی</u>	Virtual programming lab W.W. Norton - InQuizitive	1	 As mini tests for reading assignments or at the end of a topic As exam practice using questions from past exams 		Ed • Add an activity or reso
ugust - 19 August	0	## 24	Wiki Workshop	*	To deliver immediate feedback about performance For self-assessment More help	~	Ed Add an activity or reso
ugust - 26 August					Add Cance		Ed

10. <u>Name the Quiz</u> and select Save and Return to Course.

Name	0	Quiz	1											
Description		1	Fr 🕶	T:▼	A•	B	Ι	U	\$ x ₂	x²	1-	8-	E	I

11. Click on the link to the quiz that you've just created.



12. You'll get this screen – click Edit Quiz

	Noe screenshot cou Dashboard / My courses / NoeSC / 6 August - 12 Au	rse Igust / Quiz 1	
	Quiz 1	Grading method: Highes	st grade
and have the		No questions have been ac Edit quiz Back to the cours	dded yet
N 00	 Sign up for Company and Commercial 	Jump to	\$

13. Click Add and then in the drop-down menu select From Question Bank

Noe screenshot course Dashboard / My courses / NoeSC / 6 August - 12 August / Quiz 1 / Edit quiz	
Editing quiz: Quiz 1 @ Questions: 0 This quiz is open Repaginate Select multiple items	Maximum grade 100.00 Save Total of marks: 0.00
*	 Shuffle • Add • + a new question + from question bank + a random question

14. You can select questions individually by ticking a tick box or you can select all of them by clicking on the tick box at the top of the list.

X 📴 Import Questions from a Word X +	
① ● A https://moodle.hanover.edu/mod/quiz/edit.php?cmid=29901	☑ ☆
Add from the question bank at the end	×
Dashboard Select a category: Default for NoeSC (5) + The default category for questions shared in context 'NoeSC'. No tag filters applied	
Editing Filter by tags Questions: Search options ~ Repaginat Also show questions Also show old questions	Maximu
Question Qu	your dog? Q he Microsoft Word application Q
ust • 🛛 := 3. Hanover College is located in which state? 3. Hanover • 🖓 := 4. Which of these products are cars? 4. Which of these p	r College is located in which state? Q roducts are cars? Q
Just + I for the selected questions to the quiz	Q
Sign up for Company and Commercial Jump to	♦ Test

15. You can change the maximum score from its default (100 points) to whatever you want. Here we want to make this 5-question quiz worth 25 points with each question being worth 5. Click on the pen to edit and click return to make your selection fit. Click Save before exiting.

Editing	quiz: Quiz 10 This quiz is open	Maximum grade 25.00 Save
Repaginate	Select multiple items	Total of marks: 25.00
8		□ Shuffle 🧿
Page 1		Add
+ 1	1. What is the name of your dog? 1. What is the name of your dog?	Q m 5.00 🖋
Page 2		Add -
+ 2	2. I can use the Microsoft Word application 2. I can use the Microsoft Word application	Q 🖬 5.00 🖋
Page 3		Add 🕶
+ 3	3. Hanover College is located in which state? 3. Hanover College is located in which state?	Q 🛍 5.00 🖋
Page 4		Add 🕶
+ 4	4. Which of these products are cars? 4. Which of these products are cars?	Q 🛍 5.00 🖋
Page 5		Add 🕶
+ 5	5. A book is a plant 5. A book is a plant	Q 🛍 5.00 🖋
		Add -
		\smile

16. It is a good idea to check questions that you are importing. Click on the question and you'll go to the question's settings. We can see that the question name and text is right and if we scroll down to the answers, we can check them, too.

Jestions from a Word 🗙	÷		
https://moodle.hanov	rer.edu/question/question.php	?returnurl=%2Fmod%2Fquiz%2Fedit.php%3Fcmid%3D29901&cmid=29901&id=81578 🗵 🛧	
Laiting a		99000000	A 🗩 F
 General Current category Save in category Question name 	0	Current category Default for NoeSC (5) ☑ Use this category Default for NoeSC (5)	
Question text	0	Image: Friction Transmission Image: Armonic B I I I S x_2 x^2 Image: V Transmission Image: Image: Image: Armonic Image: Armonimarmonic Image: Armonic Image: Armonic Imar	

17. Make sure to check the answers, and that the correct answer has 100% for it.

ittps://mooule.nanover.euu/questi	01)/question.phip:1etumun- %2rmou.%2rquiz%2reuit.phip/%3rumu/%3D/23301000mu/233010000-01370 V
Feedback	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$
Choice 2	$\begin{array}{c c c c c c c c c c c c c c c c c c c $
	Cat
Grade	None 🗢
Feedback	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$
Choice 3	$1 Fr \bullet T; \bullet A \bullet B I U S x_2 x^2 I \bullet V \bullet I \equiv I \equiv I$
	Dog
Skade	100% \$
Feedback	

18. From here you can **Repaginate** – or determine how many questions go on a single page in the quiz. The default is one question per page. You can also **choose Shuffle** to have the questions appear in a random order. Finally, **click Save**.

ons from a Word 🗙 🕂)	٥
ttps://moodle.hanover.edu/mod/quiz/edit.php?cmid=29901&category=7571%2C48515&lastchanged=81578	⊠ ☆	¥	III\ 🗊	٢
		Rei	iley Noe 🌘	
ashboard / My courses / NoeSC / 6 August - 12 August / Quiz 1. / Edit quiz				
Editing quiz: Quiz 10			-	-
Destions: 61 This quiz is open	Maximum grade	25.00	Sav	ve
Repaginate Select multiple items		Total o	f marks: 2	5.00
		Sh	uffle o	
Page 1			Add	•
1 E A 1. What is the name of your dog? 1. What is the name of your dog?	Œ	Û	5.00 🖋	
Page 2			Add	•
2 2 2 2 2 1 can use the Microsoft Word application 2.1 can use the Microsoft Word application	œ	L 🛍	5.00 🖋	
Page 3			Add	•
	Œ	1	5.00 🖋	
Page 4			Add	•
4 E 4. Which of these products are cars? 4. Which of these products are cars?	Œ	Û	5.00 🖋	
Page 5			Add	•
5 5. A book is a plant 5. A book is a plant	Œ	L 🛍	5.00 🖋	

19. It is probably a good idea to take the quiz as a student to check for errors. This is what it looks like.

Question 1	1. What is the name of your dog?	Quiz navigation
Not yet answered	Select one:	
Marked out of 5.00	O a. Cat	Finish attempt
F Flag	O b. Dog	Start a new previe
question	O c. Brian	
Edit question	O d. I don't own a dog	
		Sec. Sec. M

20. If you have categories in your gradebook, you can have Moodle grade the objective questions automatically and put the scores for the students in the gradebook.

To do this, go under grade and select the category that the grade will go in rather than uncategorized. In this case, we have a quiz category as part of our Simple Weighted Mean of Grades allocation and the scores for each student will directly go in there.

Name	0	Quiz 1
Description		$\begin{array}{ c c c c c c c c c c c c c c c c c c c$
Timing		Display description on course page