Importing Quiz Questions from Word into a question bank – Multiple Choice and True/False

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.
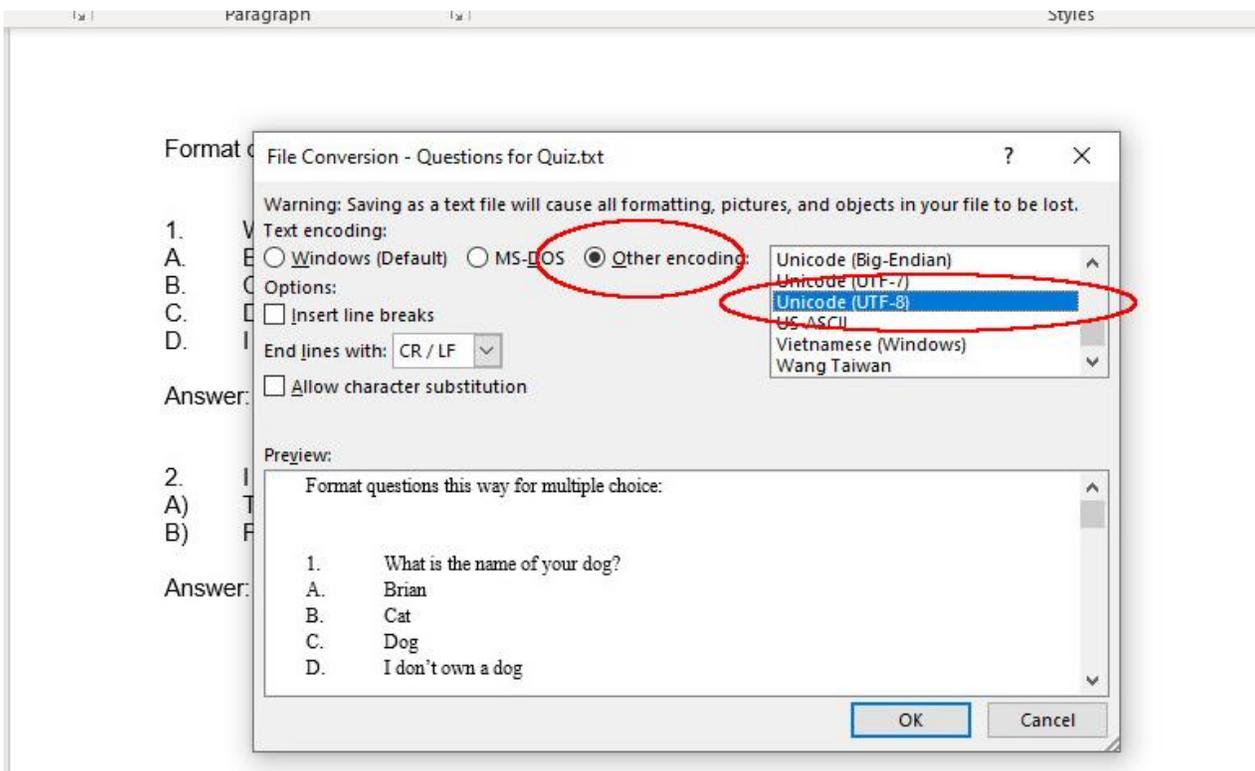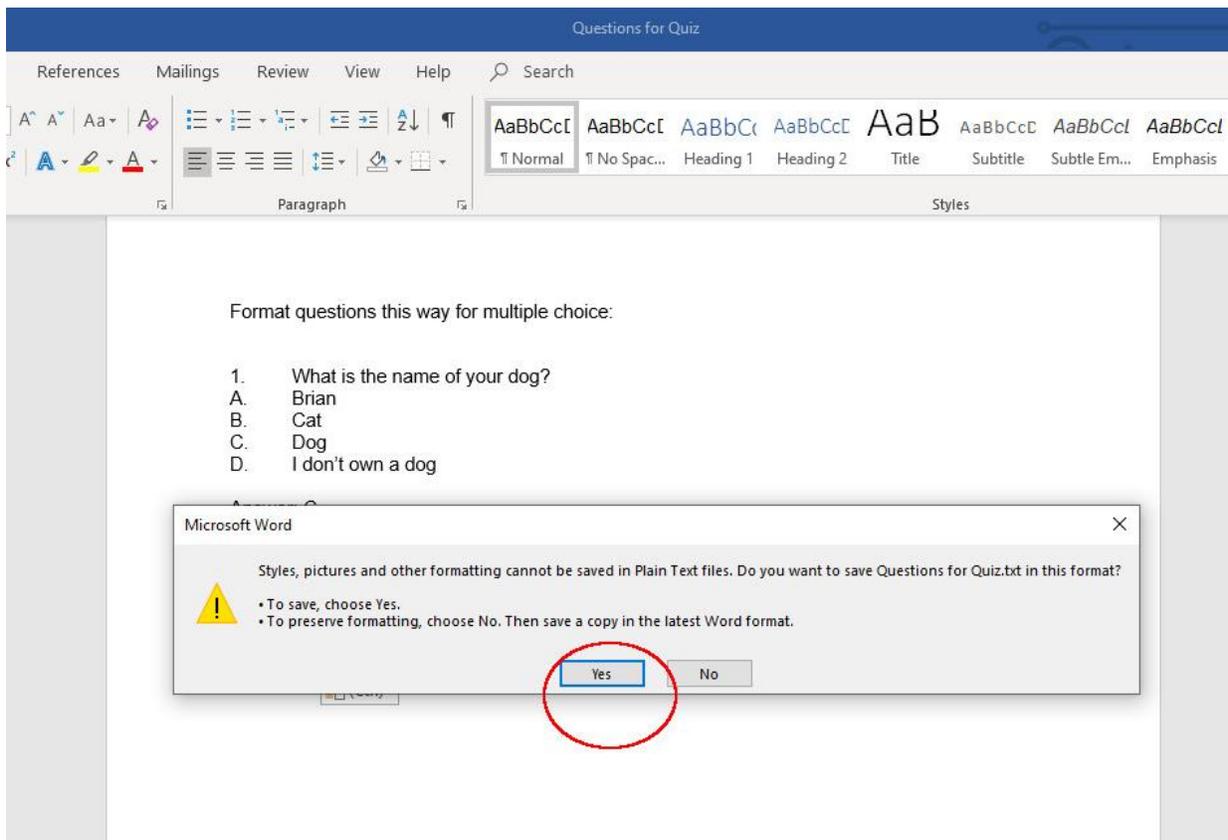
   True False – note the parentheses.
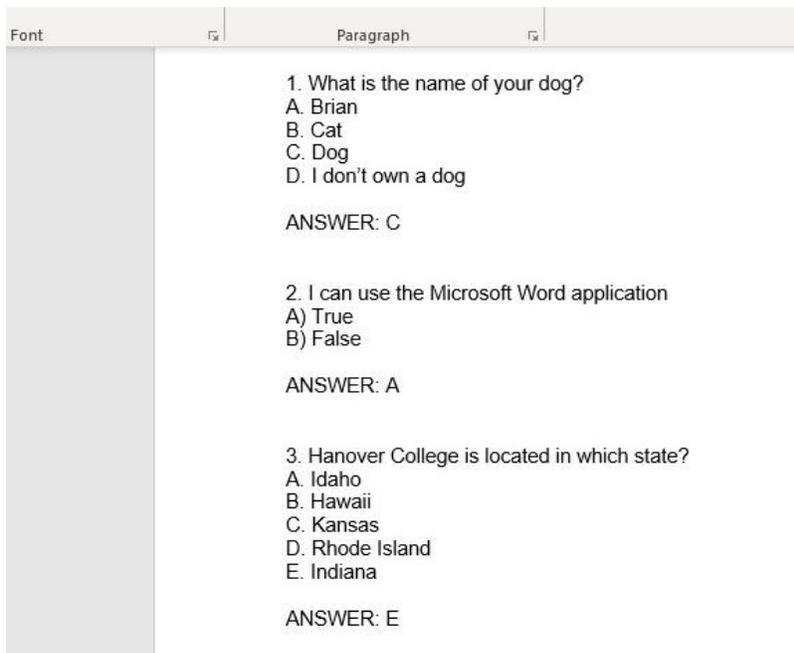
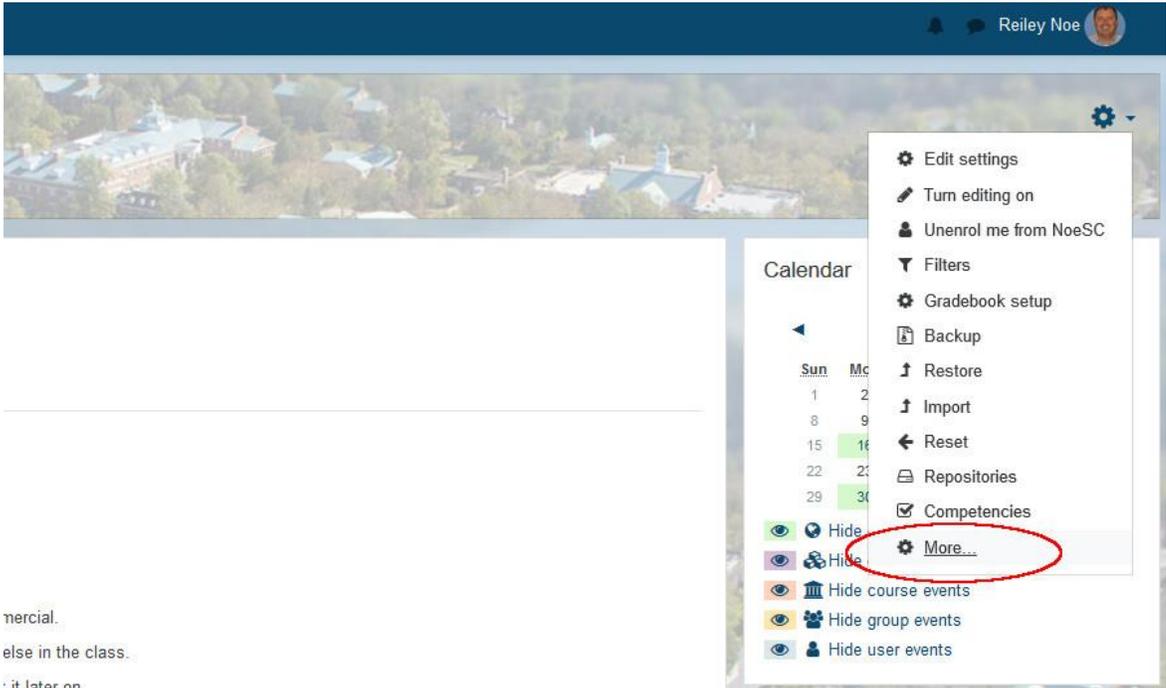2. **Select Save As, pick the location (this PC), choose Plain Text .txt format and click Save**
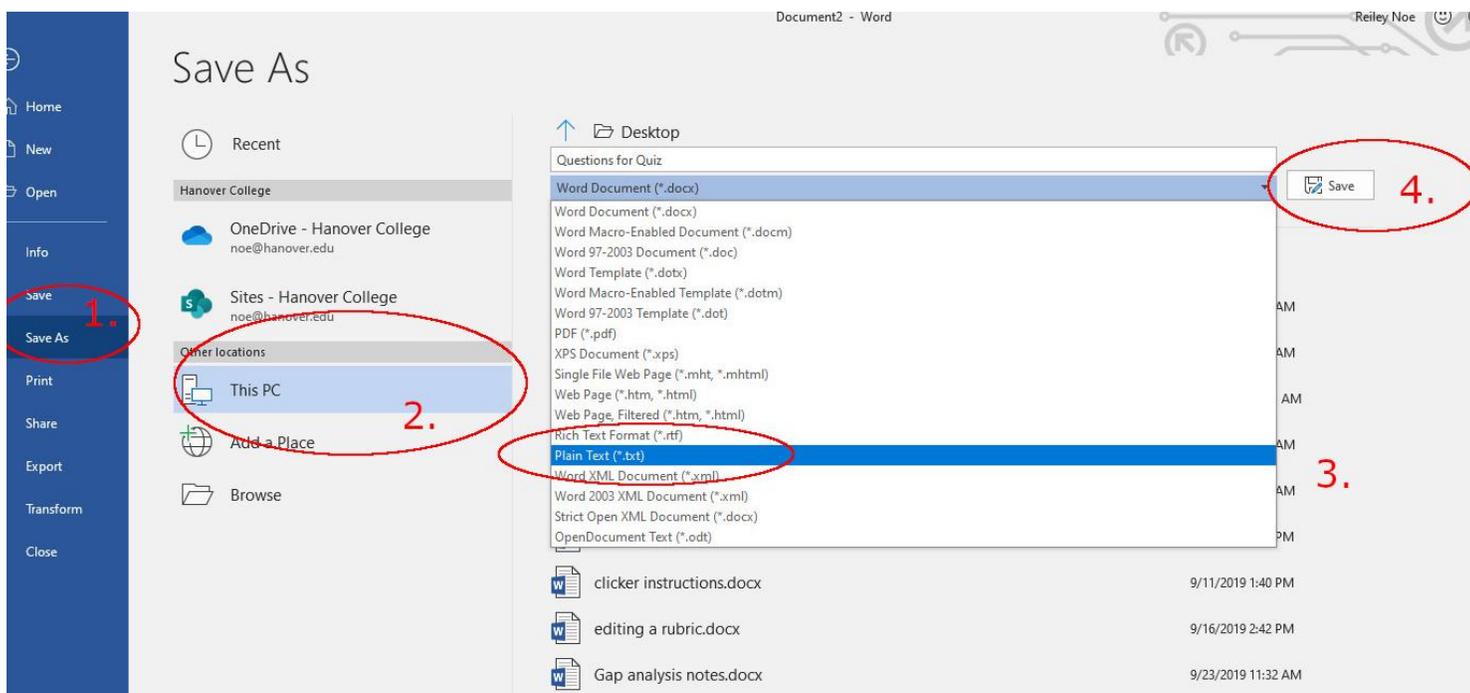
3. In the File Conversion dialog box, choose Other encoding and select Unicode (UTF-8) from the menu. Click OK.

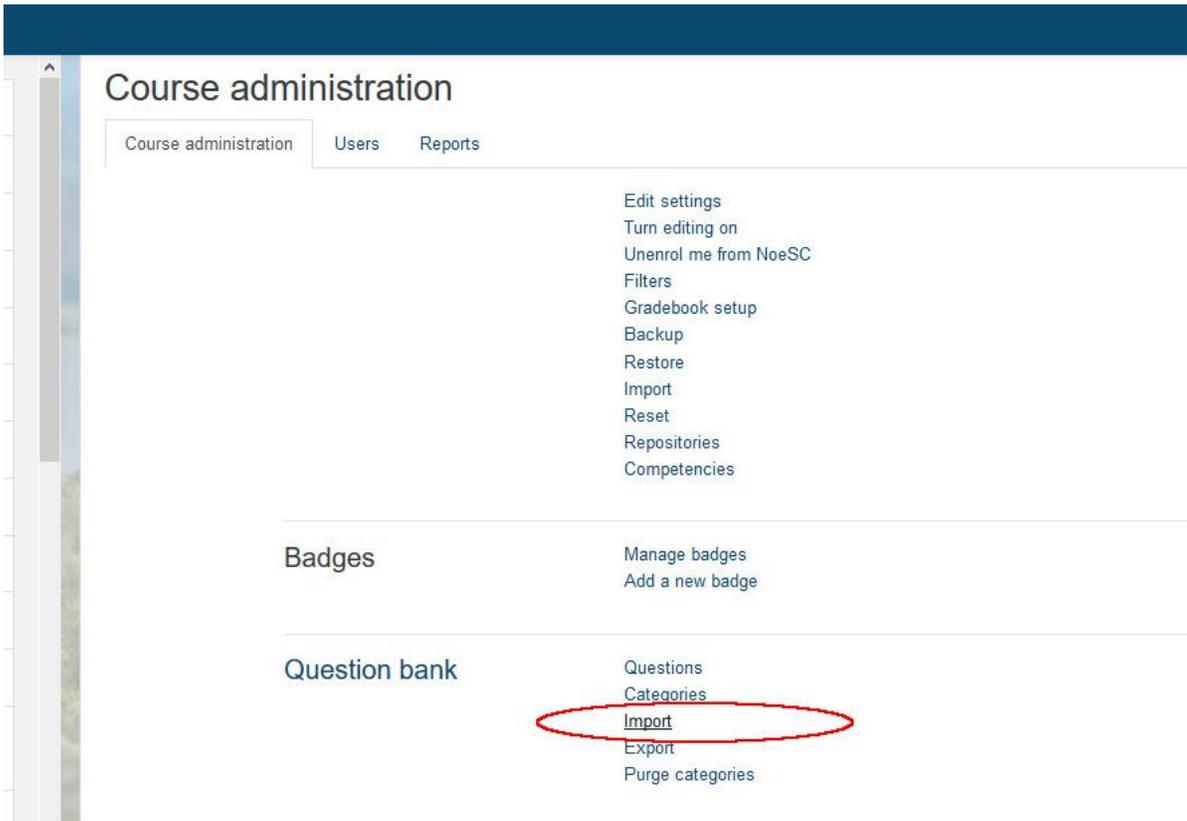4. Click save and yes

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.

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

Import questions from file⊘

▾ File format

- ● Aiken format ❓
- ○ Blackboard ❓
- ○ Embedded answers (Cloze) ❓
- ○ Examview ❓
- ○ GIFT format ❓
- ○ Missing word format ❓
- ○ Moodle XML format ❓
- ○ WebCT format ❓

▸ General

▾ Import questions from file

Import

Choose a file...

Questions for Quiz.txt

Import

There are required fields in this form marked ❗.

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 questions from import file.

Importing 5 questions from file

1. 1. What is the name of your dog?

2. 2. I can use the Microsoft Word application

3. 3. Hanover College is located in which state?

4. 4. Which of these products 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 for 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 ...

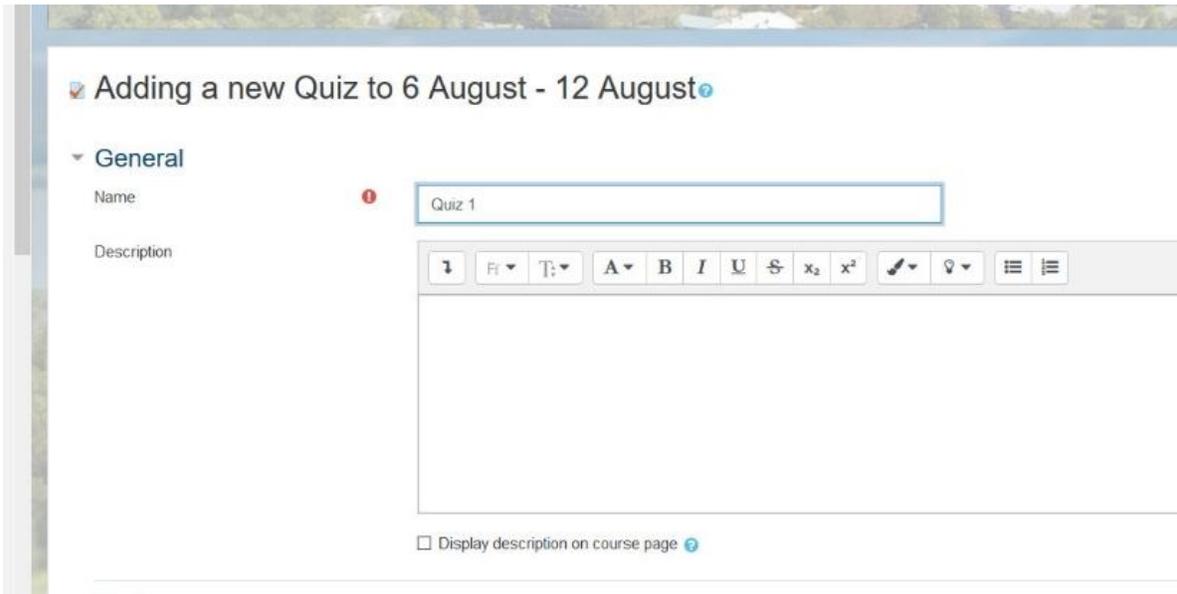| ☐	Question		Created by First name / Surname / Date	Last modified b First name / Surna
☐ ≔	1. What is the name of your dog?	🏷⚙🗗🔍🗑	Reiley Noe 24 September 2019, 10:31 AM	Reiley Noe 24 September 201
☐ ≔	2. I can use the Microsoft Word application	🏷⚙🗗🔍🗑	Reiley Noe 24 September 2019, 10:31 AM	Reiley Noe 24 September 201
☐ ≔	3. Hanover College is located in which state?	🏷⚙🗗🔍🗑	Reiley Noe 24 September 2019, 10:31 AM	Reiley Noe 24 September 201
☐ ≔	4. Which of these products are cars?	🏷⚙🗗🔍🗑	Reiley Noe 24 September 2019, 10:31 AM	Reiley Noe 24 September 201
☐ ≔	5. A book is a plant	🏷⚙🗗🔍🗑	Reiley Noe 24 September 2019, 10:31 AM	Reiley Noe 24 September 201

With selected:

Delete   Move to >>   Default for NoeSC (5)   ⬦

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

Add an activity or resource

○ Journal
○ Lesson
○ Purchase Course Materials
◉ Quiz
○ Reengagement
○ Research and Adopt Course Materials
○ Scheduler
○ SCORM package
○ Survey
○ Turnitin Assignment 2
○ Virtual programming lab
○ W.W. Norton - InQuizitive
○ Wiki
○ Workshop

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

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.

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 answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

ℹ More help

Add   Cancel

ly - 22 July ✎
pdf ✎
Sign up for Company and Comm
This is the signup sheet for your
Please do not sign up for the sa
List your commercial and look to

ly - 29 July ✎

ly - 5 August ✎

ust - 12 August ✎

ugust - 19 August

ugust - 26 August

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

11. Click on the link to the quiz that you've just created.
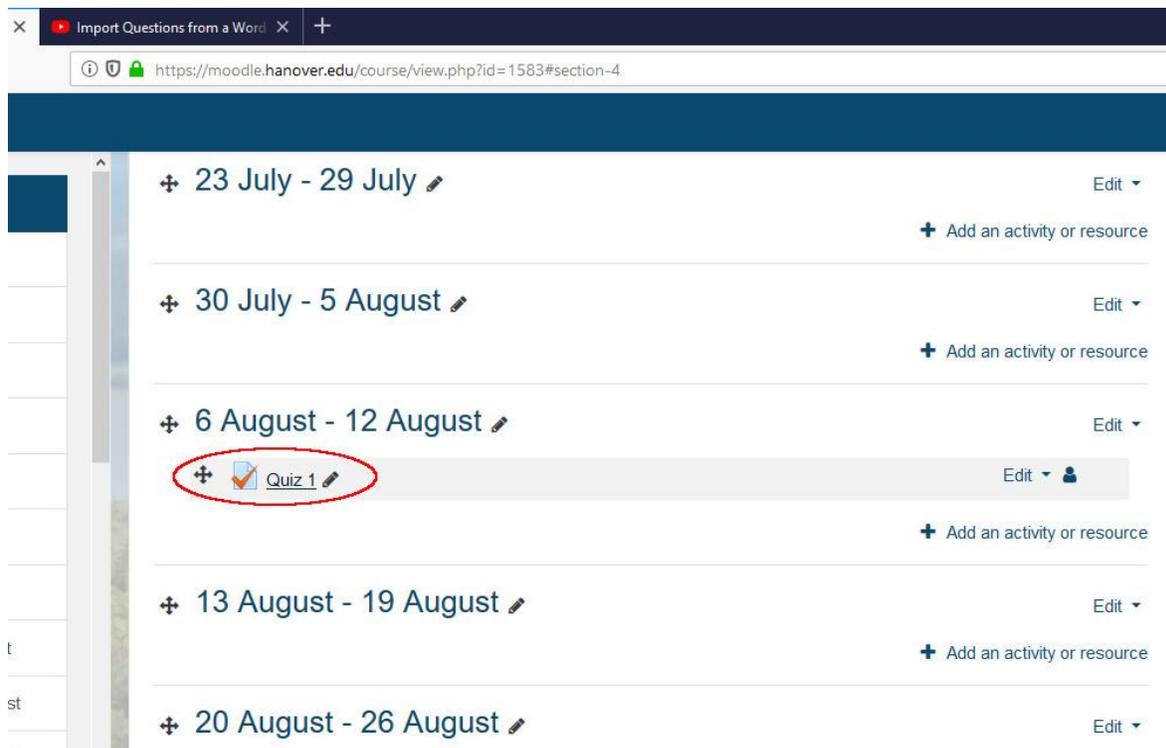
12. You'll get this screen – click **Edit Quiz**

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

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.
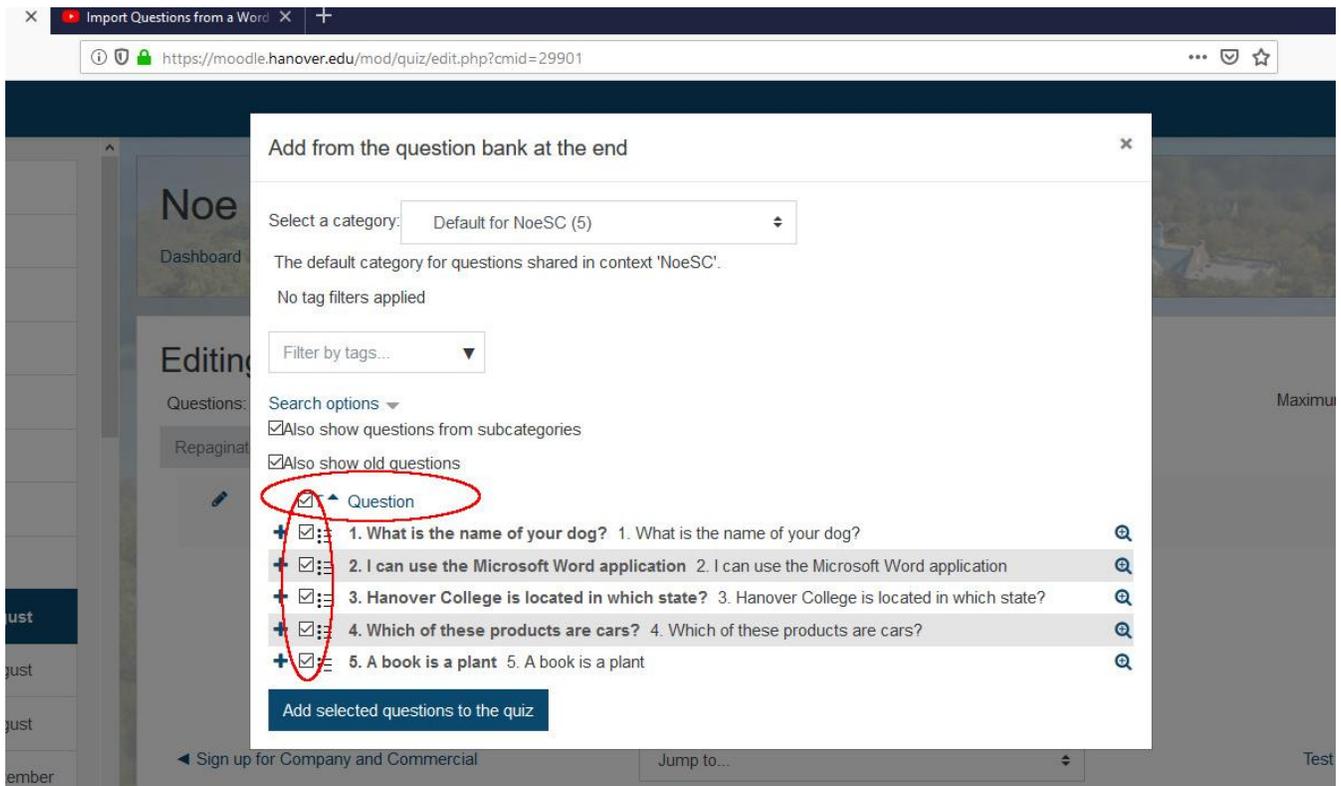

15. You can **change the maximum score from its default (100 points) to whatever you want**. Here we want to make this 5-question quiz worth 25 points with each question being worth 5. Click on the pen to edit and click return to make your selection fit. **Click Save** before exiting.
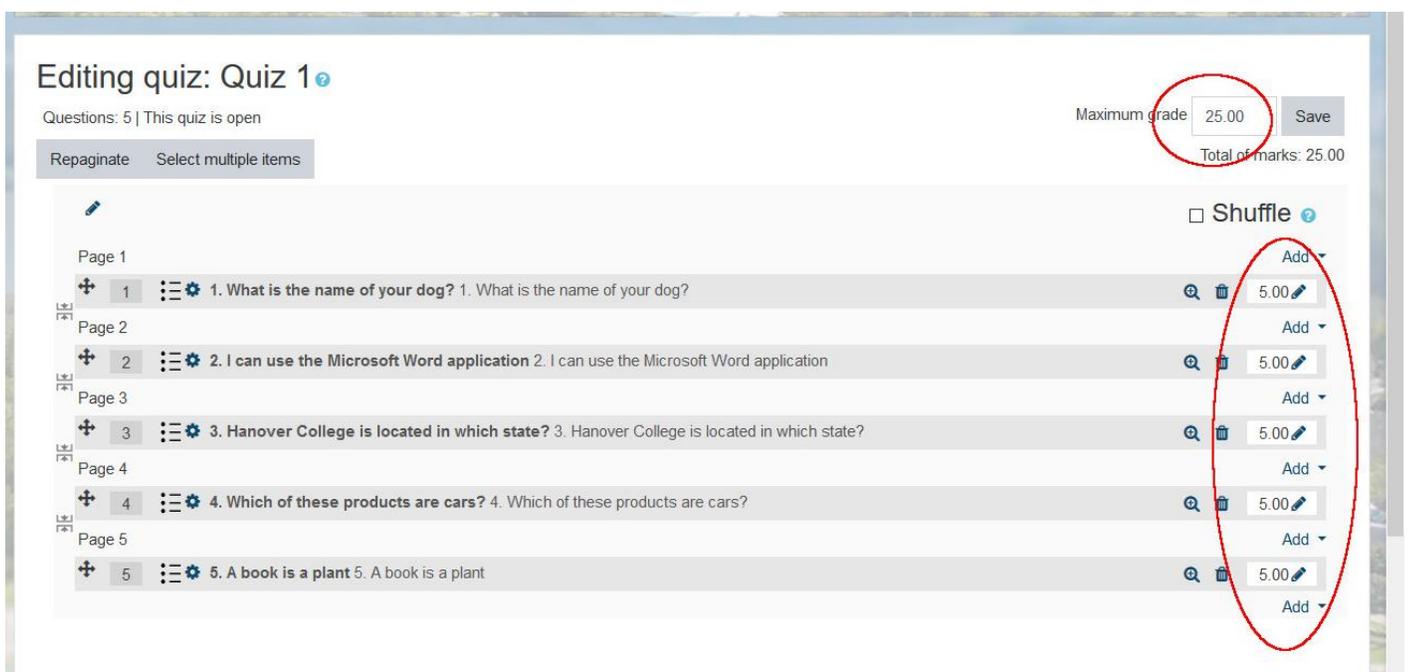
16. It is a good idea to check questions that you are importing. **Click on the question and you'll go to the question's settings**. We can see that the question name and text is right and if we scroll down to the answers, we can check them, too.
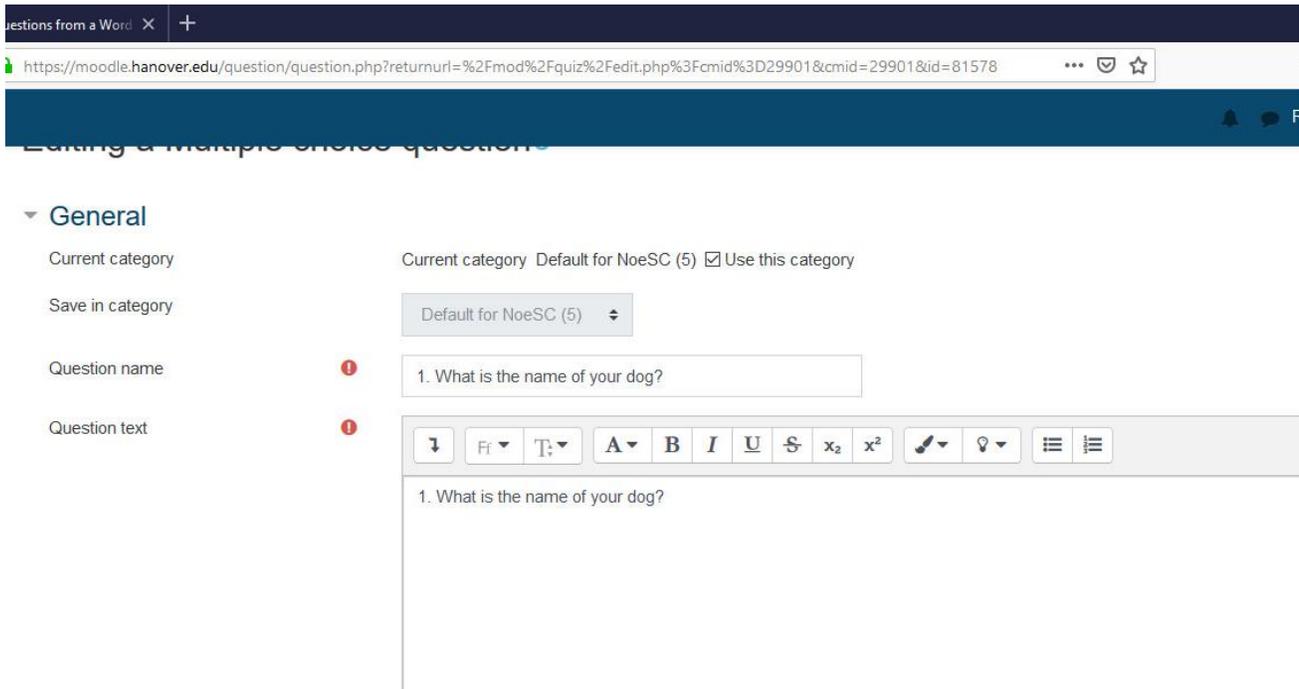

17. Make sure to check the answers, and that the correct answer has 100% for it.
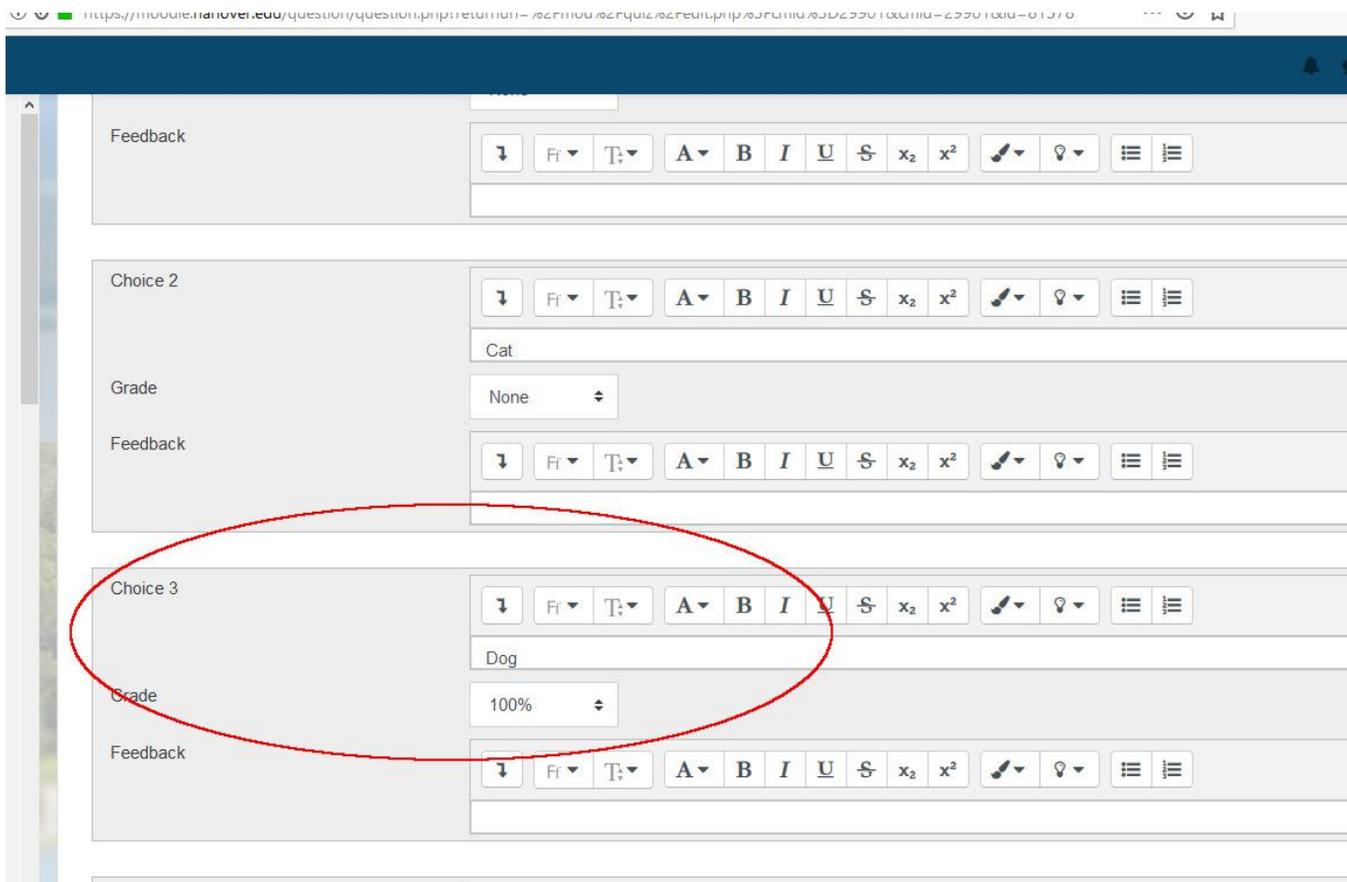
18. From here you can **Repaginate** – or determine how many questions go on a single page in the quiz. The default is one question per page. You can also **choose Shuffle** to have the questions appear in a random order. Finally, **click Save**.
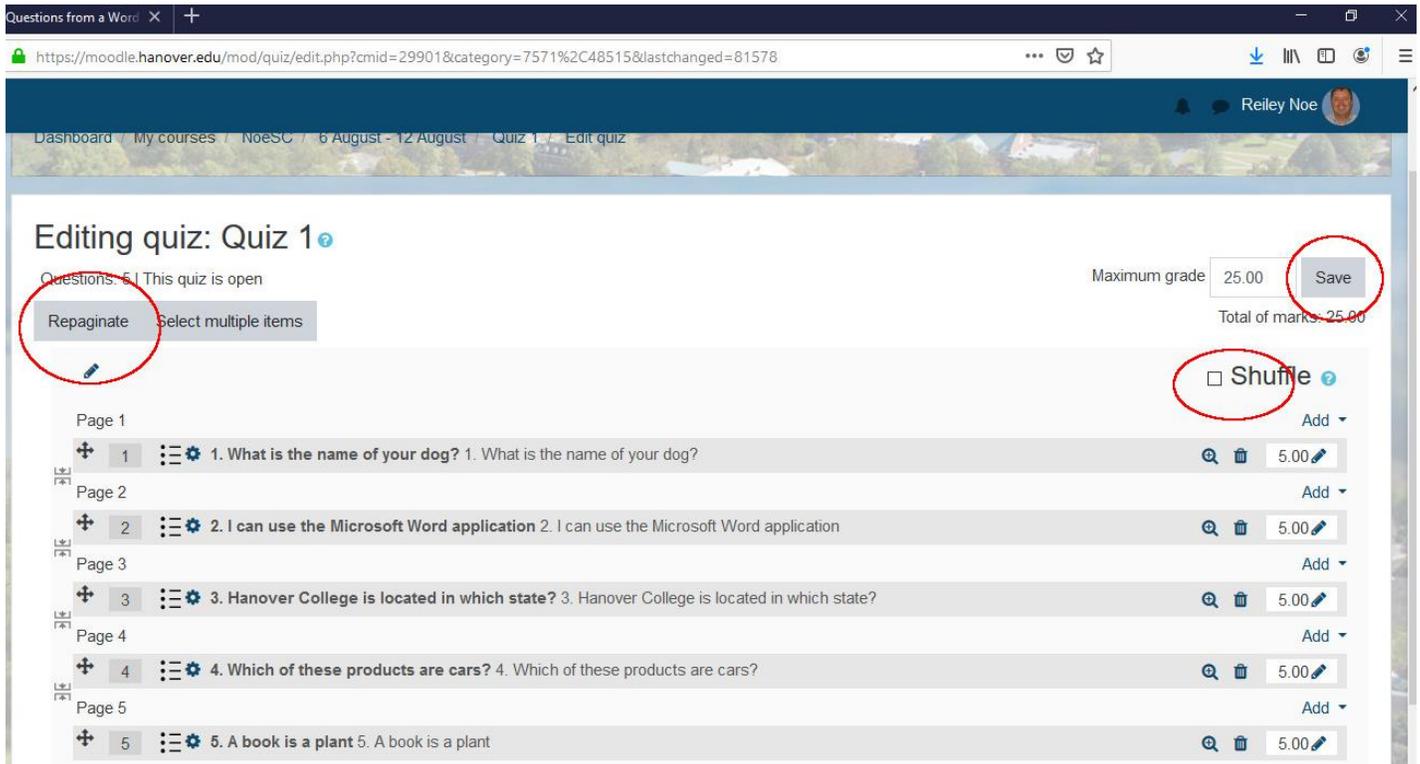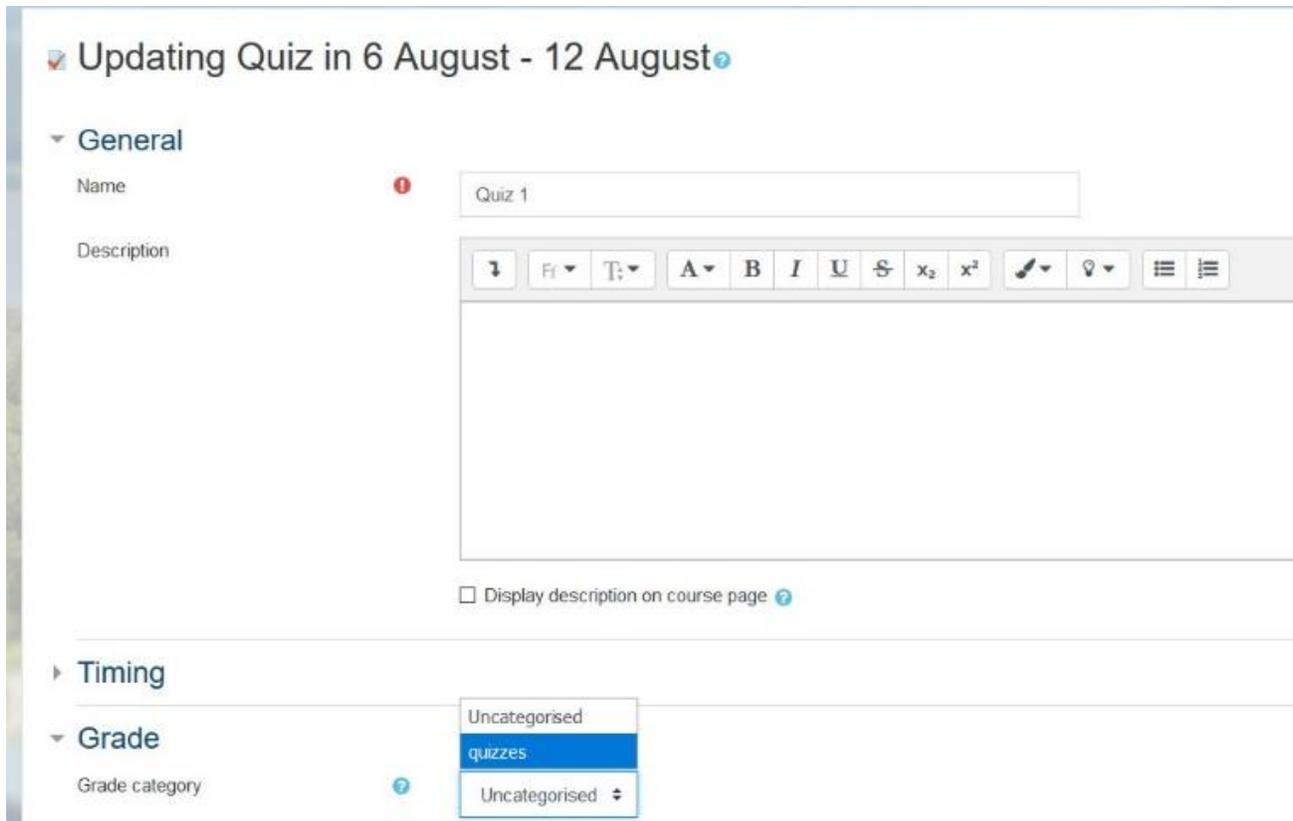

19. It is probably a good idea to take the quiz as a student to check for errors. This is what it looks like.
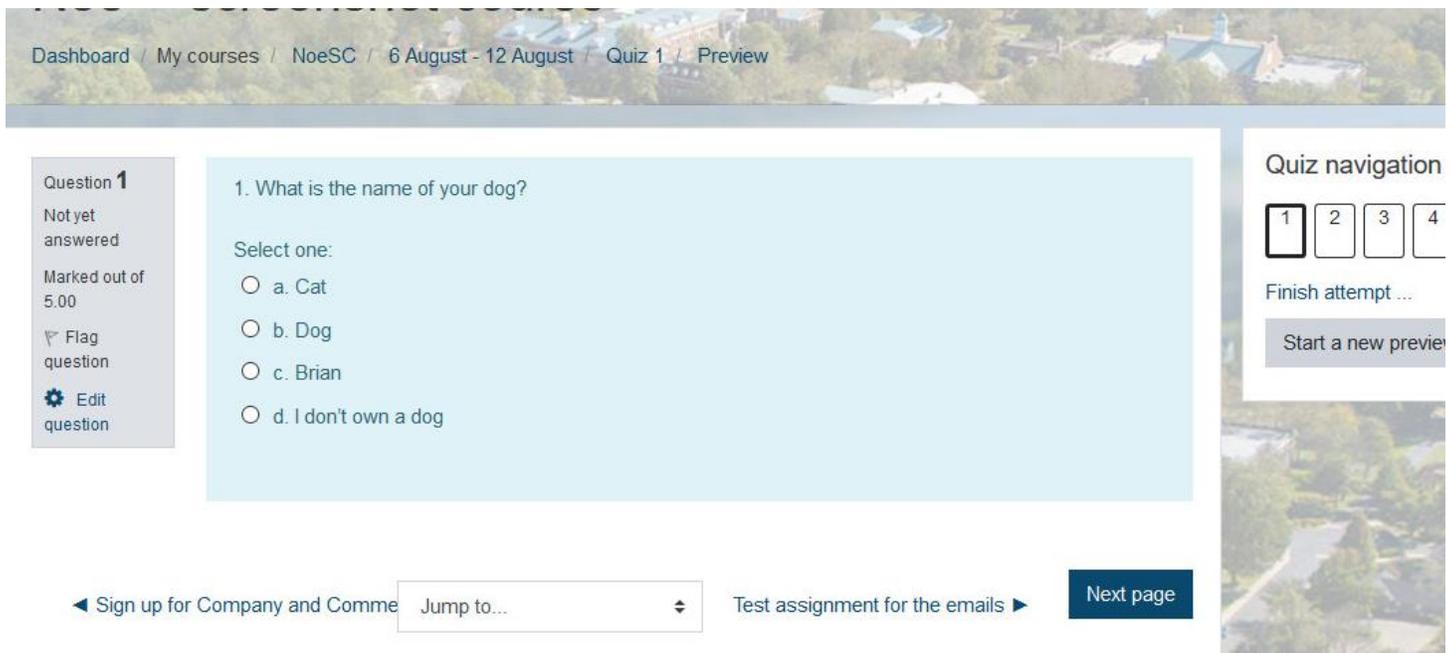
20. If you have categories in your gradebook, you can have Moodle grade the objective questions automatically and put the scores for the students in the gradebook.

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.