

Importing Moodle Quiz Questions made in Word

http://docs.moodle.org/24/en/Aiken_format

- 1) Take your document that is in Word or other format, and make it look like the following (some hints for doing this are found beneath the box):

The question must be all on one line. Each answer must start with a single uppercase letter, followed by a period '.', or a bracket ')', then a space. The answer line must immediately follow, starting with "ANSWER: " (NOTE the space after the colon) and then giving the appropriate letter.

NOTE: The answer letters (A,B,C etc.) and the word "ANSWER" **must** be capitalised as shown, otherwise the import will fail.

Here is an example of the format:

What is the correct answer to this question?

- A. Is it this one?
 - B. Maybe this answer?
 - C. Possibly this one?
 - D. Must be this one!
- ANSWER: D

Hints:

- a) Start by making sure **ANSWER:(space)(followed by the correct letter)** is under each question.
- b) To change the **a. followed by a tab** to an uppercase **A. followed by a space** – do a search and replace (under the Home tab) and search for **a.^t** and replace it with an **A. (followed by a space)**. Choose **Replace All**. Do this for b, c, d, and e as well if needed. (The ^t stands for a tab).
- c) If you need to delete the tab, you can search for tabs by choosing the **Replace** option, and then **More** option. Then choose **Special** and look for the **Tab** character. Then replace it with nothing (leave the "Replace" part empty).

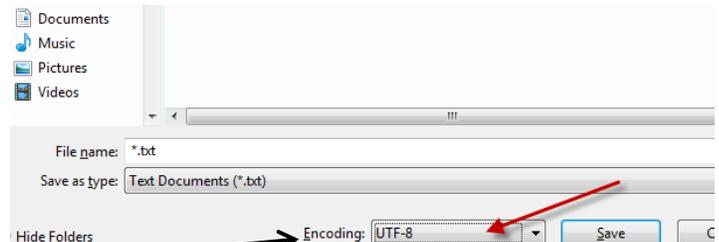
- 2) **Save the Word** document.

- 3) Select all of the text in your Word document. **<CTRL> A** does this quickly. Select **<CTRL> C** to copy the text. **You can close Word.**

- 4) Open up **Notepad** by choosing **Start, All Programs, Accessories**, and choosing **Notepad**.

- 5) Paste the text from Word by pressing **<CTRL> V**.

- 6) In **Notepad**, choose **File, Save As**, and change the **Encoding** to **UTF-8**. Give it a **name** and choose **Save**. **Close Notepad**.



- 7) In **Moodle**, go to the **Course**, and under **Course Administration Settings**, choose **Question Bank**.

- 8) You will want to set up **Categories** for each quiz/exam that you have. So choose **Categories**, and **Add a Category**. Maybe call the first one "Exam 1".

- 9) Under the **Question Bank**, choose the **Import** option. Change or select the following:

- a) **Aiken** format
- b) **Import category** – select the category you want the questions to go in
- c) Click "**Choose a File**" and then under **Upload a File**, select "**Choose File**" or "**Browse**". Go to the place you saved your files and choose the file and choose "**Open**". Then choose "**Upload this File**".
- d) Then choose **Import**.

