

How to import questions from Word to Moodle

It is much easier to write and edit questions in Word than in Moodle. The strategy here is to write your test in Word, save it in the proper format and import the questions into Moodle as a question bank. You can then add questions from this question bank into any Moodle quiz or exam. The example given here is specifically for multiple choice questions.

1. Write your questions in Word, following the format shown below:

What molecule is the original source of oxygen produced by a plant?

- A. NADPH
- B. NADP+
- C. H₂O
- D. Chlorophyll
- E. ATP

ANSWER: C

What is the original source of the electrons used in the reduction phase of the Calvin Cycle?

- A. O₂
- B. H₂O
- C. NADP+
- D. ATP
- E. ADP

ANSWER: B

Note that the letters before the answer choices (A-E) are capitalized; there is no space between the questions and answers. 'ANSWER: ...' is also capitalized.

2. Save the file in Plain Text format (*.txt).

In the File tab, choose Save as

Select the destination folder

In the Save As pop up window, go to the Save as type box and select Plain Text and click Save

There will be another pop up window named File Conversion; simply click OK

Your file is now saved as a .txt file

3. Import the .txt file in a Moodle question bank

On the main course page in Moodle, scroll down to the ADMINISTRATION box on the left.

Select Question Bank / Import

Under the File format header, select Aiken format

Scroll down and expand the General tab

In the Import category box, select where you want your questions to be imported*

Scroll down to Import questions from file

You can either choose the file or take the *.txt file from its folder and drag and drop it into the window

Click Import at the bottom and voila!! You have now imported your question bank.

* To create a new category in your question bank:

On the main course page in Moodle, scroll down to the ADMINISTRATION box on the left.

Select Question Bank / Categories

Scroll down to the Add category header

Type a name for the new category (e.g., Final Exam)

Scroll down and click on Add category.

4. Populate your quiz with questions from the question bank

On the main course page, click on the *Turn editing on* button (top right corner)

Scroll down to any of the *Topic* sections

To change the name of a Topic, click on *Edit* (to the right of the Topic name) and choose *Edit topic*

You can give it a different name (e.g., Exams)

Scroll down and click on *Save changes*

This will bring you back to the main course page

In the section you just created (in our example it is called Exams), select *+ Add an activity or resource*

In the pop up window, scroll down in the *ACTIVITIES* window and select *Quiz*. Click *Add* at the bottom of the window.

This brings you to a new window (*Adding a new Quiz to Exams*). Type in the name of the quiz (e.g., Final Exam). You can enter a description (optional).

You will eventually have to adjust the other options (Timing, Grade, Layout, etc.) but you can leave them unchanged for now. Your exam will not automatically be made available to the students.

Scroll to the bottom of the page and click on *Save and Display*

This brings you to a new page. The message **No questions have been added yet** is shown.

To add questions, click *Edit quiz*

In the new window, select *Add*

You can either choose:

+ from a question bank (see A. below)

or

+ a random question (see B. below)

- A. You can select *+ from a question bank* if you wish to add some or all the questions from your question bank. Selecting this option, you will get a new pop up window named *Add from the question bank at the end*. Under *Select a category:*, choose the question bank category that you created earlier (e.g., Final Exam)

You can then select the questions you want to add and click on *Add selected questions to the quiz* at the bottom. Voila! Your exam now contains the questions that you selected from your question bank.

- B. You can select *+ a random question* if you wish to add random questions from a question bank. Selecting this option, you will get to a new pop up window named *Add a random question at the end*. In the *Category* box, choose the category that you created earlier. Choose the *Number of random questions* that you want to add and then click on *Add random question* at the bottom. Voila! You now added random questions to your exam. To create a test with random questions, you can write (slightly) different questions in multiple categories (e.g., writing 3 or 4 versions of the same question in 10 categories and then adding 2 randomly-picked questions from each category will give you many different tests that each contain 20 questions).