SOUTHERN
ADVENTIST UNIVERSITY
Online Campus

Importing Quizzes using Aiken – eClass 4.2

1. Choose **More** from the options along the top of the course.

| Course | Settings | Participants | Grades | Reports | More ⌄ |

2. Choose **Question bank** from the dropdown menu.

More ⌄

- Question bank
- Content bank
- Course completion
- Badges

3. Choose **Import** from the dropdown menu on the upper left hand side.

Course   Settings

Import ⇕

4. Select **Aiken format.**

⌄ File format

- ◉ Aiken format ❓
- ◯ Blackboard ❓
- ◯ Embedded answers (Cloze) ❓
- ◯ GIFT format ❓
- ◯ Missing word format ❓
- ◯ Moodle XML format ❓

5. Under **General** choose the category you want the questions to be imported into.
6. Upload the file into the **Import questions from file** section.

Quiz Format

The quizzes or tests have to be formatted as followed in order to be uploaded into Moodle. Copy and paste the questions into Notepad and then save as below. The A, B, C's need to be in caps and the ANSWER: A also needs to be in caps. There needs to be one space between the number or letter (1. The or A. The) and the answers.

```
1. Strategic offensives should, as a general rule, be based on
A. exploiting a company's strongest strategic assets.
B. implementing and executing the chosen strategy efficiently and effectively.
C. sizing up an organization's internal and external situation.
D. molding an organization's character and identity.
E. the buyer's needs that the company seeks to satisfy.
ANSWER:   A

2. Which of the following rivals make the best targets for an offensive attack?
A. Firms that are weak in areas where challenger is strong.
B. Enterprises that are strong with no possibility of going under.
C. Large national firms with vast capabilities.
D. Strong secure market leaders.
E. Small local and regional firms with considerable resources.
ANSWER:   A

3. A blue ocean strategy
A. is an offensive attack used by a market leader to steal customers away from unsuspec
B. involves a preemptive strike to secure an advantageous position in a fast-growing ma
C. works best when a company is the industry's low-cost leader.
D. involves abandoning efforts to beat out competitors in existing markets and, instead
E. involves the use of highly creative, never-used-before strategic moves to attack the
ANSWER:   D
```

The file needs to be saved as a .TXT file with UTF-8 encoding
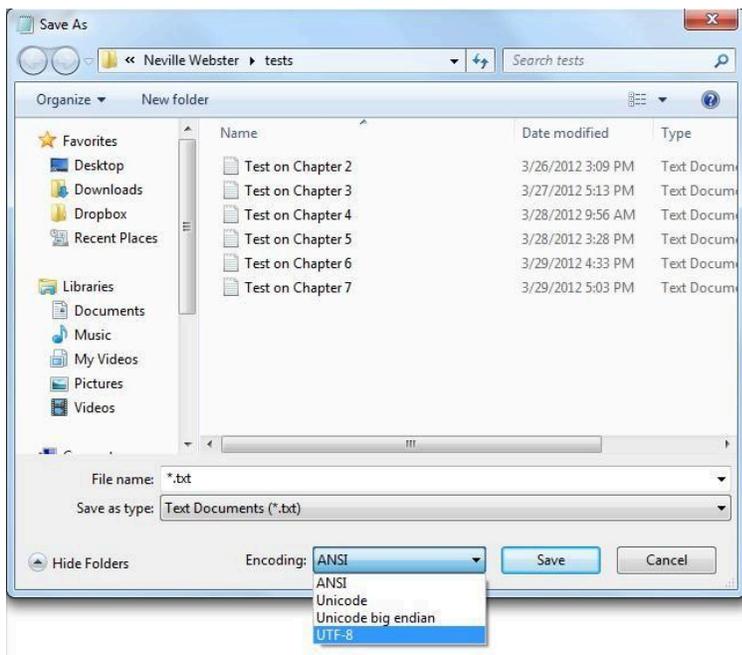
This format can be used also for True and False questions. If you have a .docx file, just copy and paste it in Notepad or TextEdit and do the saving.

NOTE:

If there is an error in the questions, it will show you what

questions have a problem. Fix the issue in your document and

repeat the upload process. The questions will all appear on the

screen. When they are all OK, click "**Continue**".