

IMPORT TEST/QUIZ QUESTIONS FROM WORD INTO MOODLE QUESTION BANK



If you have a quiz that you have used in the past, and you want to import it into Moodle without creating one question at a time, then you can import your entire quiz into Moodle.

PART 1

(Create a text file from your document file)

1. Open Word document file
2. Save as a **Plain Text** (.txt) file
3. Open the new document and make sure every question is **exactly** in this format.

Question Format

What is the purpose of first aid? (Note: Question must be all on one line)
A. To save life, prevent further injury, preserve health (Note: Answer choices must be in Caps)
B. To provide medical treatment to any injured or wounded person
C. To prevent further injury
D. To aid victims who may be seeking help
ANSWER: A (Note: All caps followed by : and answer)

4. Save your plain text file.

PART 2

(Import plain text file into Moodle)

1. On Moodle, create a question category for your questions.
2. On the Course menu, Go to Questions, click Import.
3. Choose the Aiken format and UPLOAD your file into your new question category.
4. Click on General, Import Category select the category you created in step 1, uncheck Get category from file
5. Under Import questions Click on Choose file and select the plain text file containing your questions
6. Click import
7. Any errors will display at this point.
If there are no errors, scroll to the bottom of the page and click continue
To correct format errors, edit text file and fix format errors, save the text file and return to moodle to re import. (step 2)