

How to Import a Word Document To Moodle

There is an easy way to take a Word document with quiz questions in it and import it into Moodle using the GIFT format. First, ensure that your questions are in a Word document, then follow these steps.

Creating Quiz Questions

- Don't title your file, we only need the questions and answers.
- The font is Courier New.

A Multiple Choice Question

Who is buried in Grant's tomb? {~Grant ~Jefferson =nobody}

- Notice how you don't need to put the "a, b, c" beside the choices, as Moodle will do this for you. Place a tilde (~) beside the wrong answers and place an equal sign (=) beside the correct answer.

A True/False Question

Grant is buried in Grant's tomb. {F}

- Put a "T" or an "F" inside the brackets { }.
- Put one blank line between questions. Hit "Return" twice and type your next question. Moodle has to see the two returns to know that it needs to start a new question. You can combine different types of questions into one document:

Who is buried in Grant's tomb? {~Grant ~Jefferson =nobody}

Grant is buried in Grant's tomb. {F}

More types of questions:

- The Missing Word format automatically inserts a fill-in-the-blank line (like this _____) in the middle of the sentence. To use the Missing Word format, place the answers where you want the line to appear in the sentence.

Grant is {~buried =entombed ~living} in Grant's tomb.

- Answers in Short Answer question-type are all prefixed by an equal sign (=), indicating that they are all correct answers. The answers must not contain a tilde.

Who's buried in Grant's tomb?{=no one =nobody}

- Matching pairs begin with an equal sign (=) and are separated by this symbol "->". There

must be at least three matching pairs.

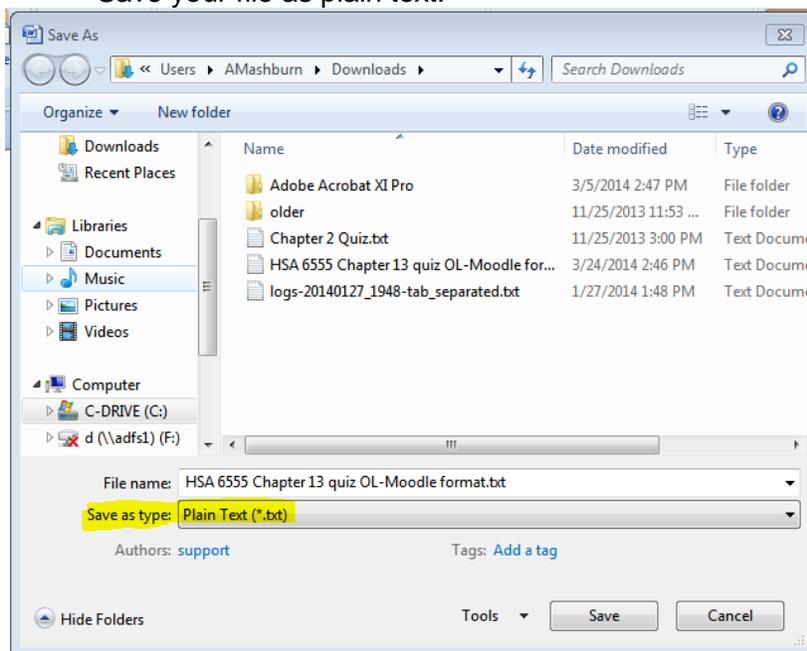
```
Matching Question. {  
  
=subquestion1 -> subanswer1  
  
=subquestion2 -> subanswer2  
  
=subquestion3 -> subanswer3  
  
}
```

Match the following countries with their corresponding capitals. {

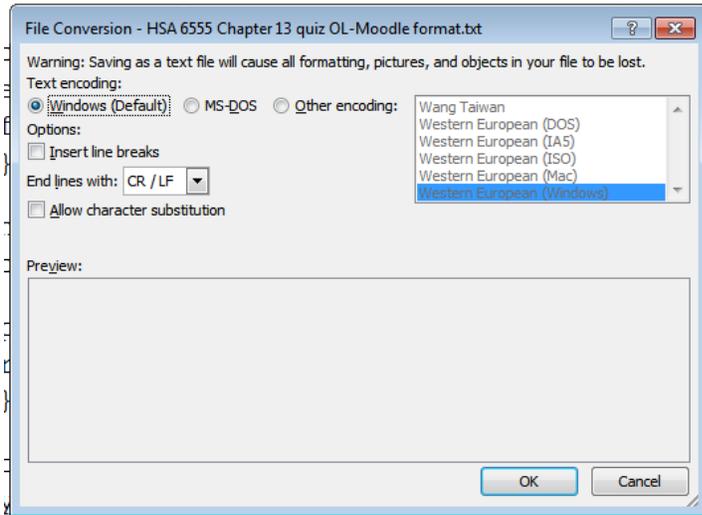
```
=Canada -> Ottawa  
  
=Italy    -> Rome  
  
=Japan    -> Tokyo  
  
=India    -> New Delhi  
  
}
```

Save Your File As A Text File

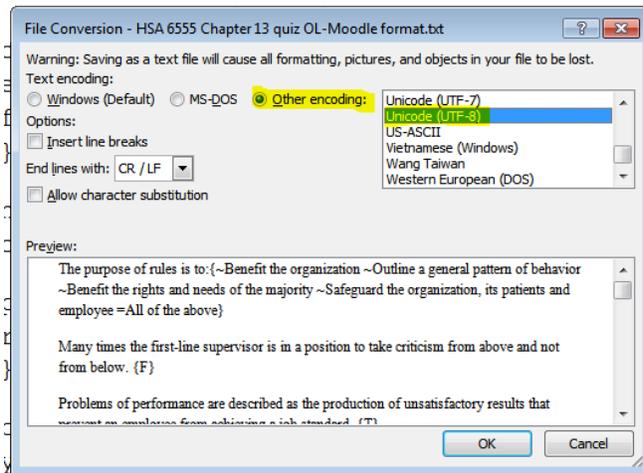
- Save your file as plain text.



- When you click **“Save”**, this screen will appear:



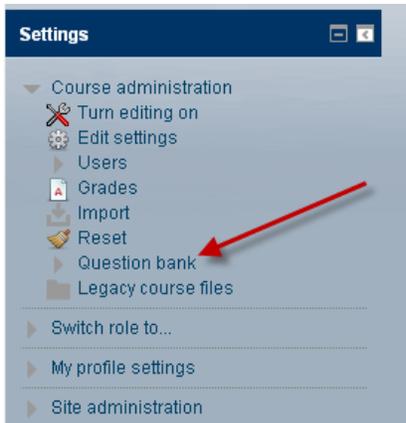
- A few changes will have to be made. Change it to **“Other encoding”** and choose **“Unicode (UTF-8)”**.



- Click **“OK”**.

Create a Category

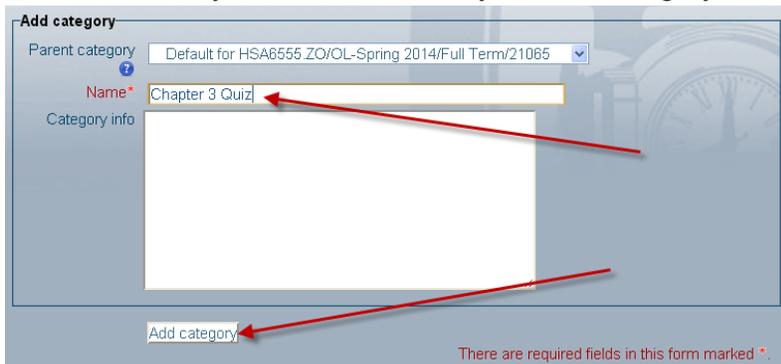
- Now return to your Moodle course for this next step where you will create a category for your quiz questions. In the “**Settings Block**”, click on “**Question bank**”.



- After clicking on “**Question bank**”, click on “**Categories**”.



- You will need to create a new category to place your new quiz questions in so that you can easily find them. “**Name**” your new category and click “**Add category**”.

A screenshot of the Moodle 'Add category' form. The 'Parent category' dropdown is set to 'Default for HSA6555 ZO/OL-Spring 2014/Full Term/21065'. The 'Name*' field contains 'Chapter 3 Quiz' and is highlighted with a red arrow. Below the name field is a large empty text area for 'Category info'. At the bottom of the form is an 'Add category' button, also highlighted with a red arrow. A red arrow points from the 'Name' field to the 'Add category' button. A red note at the bottom right of the form states: 'There are required fields in this form marked *.'

Import the Questions Into Moodle

- Click on “**Import**” under “**Question bank**” in the “**Settings**” block.



- Select the “GIFT” format.

Import questions from file?

File format

- Aiken format
- Blackboard
- Blackboard V6+
- Embedded answers (Cloze)
- Examview
- GIFT format
- Learnwise format
- Missing word format
- Moodle XML format
- WebCT format

- In the “General” area, choose your category you created earlier.
- Drag your *.txt file to the box in the Import questions from file area. (If you cannot drag & drop your file, then click on “Choose a file”.)
- Click “Import”.

Learnwise format

Missing word format

Moodle XML format

WebCT format

General

Import category: Chapter 3 Quiz

Get category from file Get context from file

Match grades: Error if grade not listed

Stop on error: Yes

Import questions from file

Import* Choose a file... | Maximum size for new files: 64MB

Chapter 3 Quiz.txt

Import

There are required fields in this form marked *.

- Next, it will show your questions and if there are any errors, it will tell you. Click “Continue”.

Parsing questions from import file.
Importing 7 questions from file

Verify Your Questions

- Your questions are now in your Question bank category. Click on the wrench beside

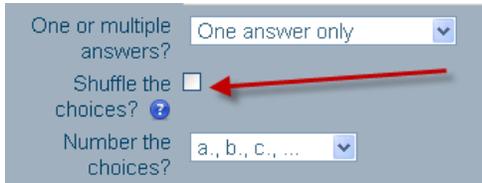
them to proofread them to see if they imported correctly.

Multiple Answers

- If you have a choice that includes multiple answers like this:

D. b and c as above

To keep the integrity of the choices, uncheck the box beside “**Shuffle the choices**”.



A screenshot of a quiz settings panel. It contains three rows of settings: 'One or multiple answers?' with a dropdown menu set to 'One answer only'; 'Shuffle the choices?' with an unchecked checkbox and a red arrow pointing to it; and 'Number the choices?' with a dropdown menu set to 'a., b., c., ...'.

- If you plan to give partial credit if the student chooses one of two correct answers and not both of them, you will need to work out the percentages for the partial correct answer.

This process is very flexible to allow you to repeat the import steps as many times as you need in case you need to add more questions.

Create Your Quiz

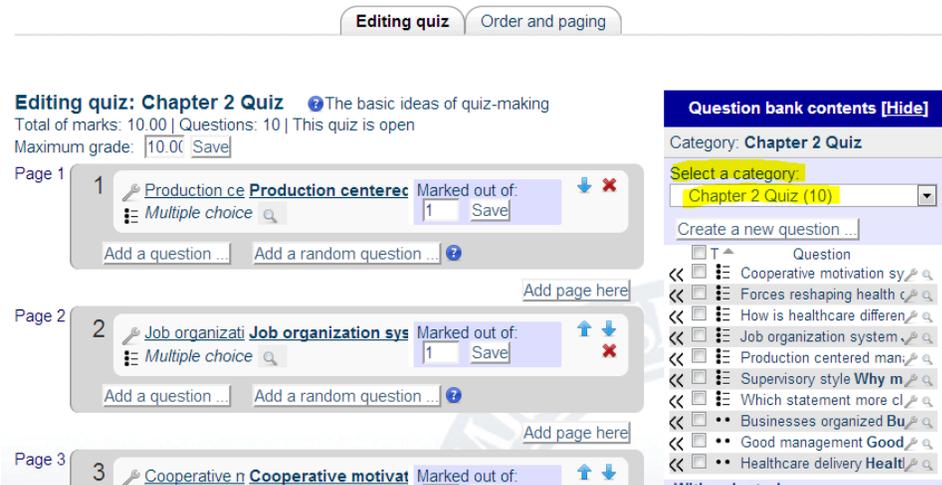
- Follow the “**Best Practices for Creating a Quiz**” instructions and create a quiz.

Add Your Questions

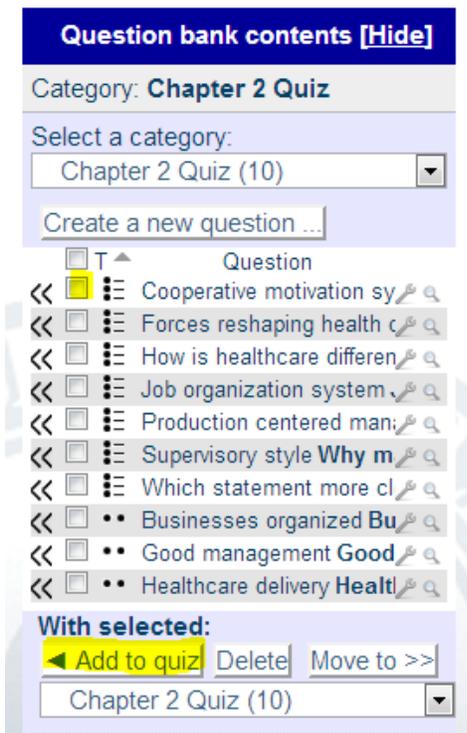
- Edit your quiz.



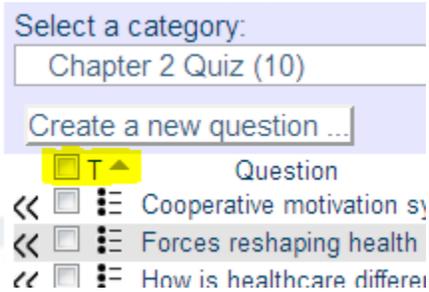
- On the right side of your screen, you will find the **Question bank contents**. Just under **Select a category** there is a drop down menu with a list of your categories. Click on the category that goes with this quiz.



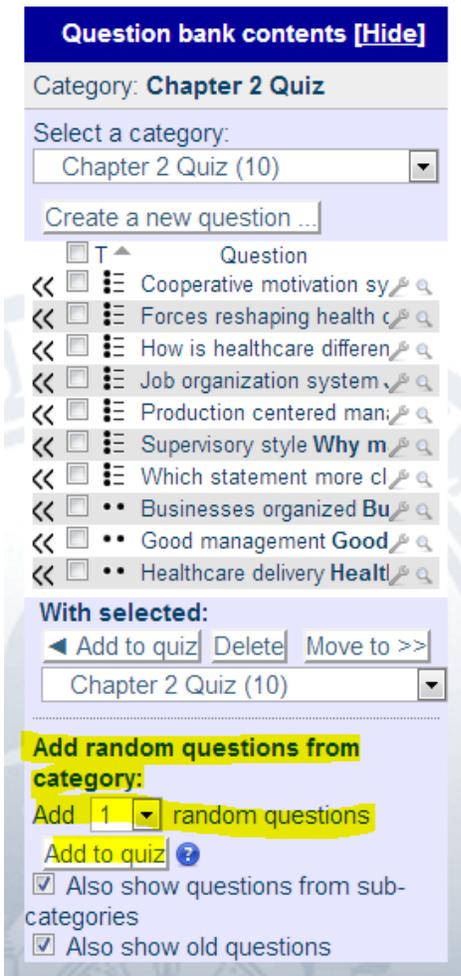
- The center of the screen is where the questions will show up as you add quiz questions.
- Click the box beside the question you would like to add and click **“Add to quiz”**.



- Repeat this step for each question. If the order of the questions from the Question bank is ok, you can save time by just clicking the top box which will select all of the questions in this category and click **“Add to quiz”**.



- Another way to add questions would be to add random questions:



- Ensure that you have the correct number of points per question (marks) and the correct maximum grade. To change the number of points per question, change the number beside the question and click save (on each one that you do this to). To change the maximum grade, change it in the box and click save.

Editing quiz: Chapter 2 Quiz [?](#) The basic ideas of quiz-making

Total of marks: 10.00 | Questions: 10 | This quiz is open

Maximum grade: 10.00 [Save](#)

Page 1

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[Multiple choice](#) [?](#)

[Add a question ...](#) [Add a random question ...](#) [?](#)

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