

# Quiz: Prepare a Word Quiz for Import into the Moodle Question Bank

Moodle has an excellent quiz tool with plenty of options that make it very efficient for you and your students. But the first step to using the tool is to format your questions in EXACTLY the manner described below. You can attempt to skip these rules but you can expect missing parts or an error message and then you will have to redo it all again.

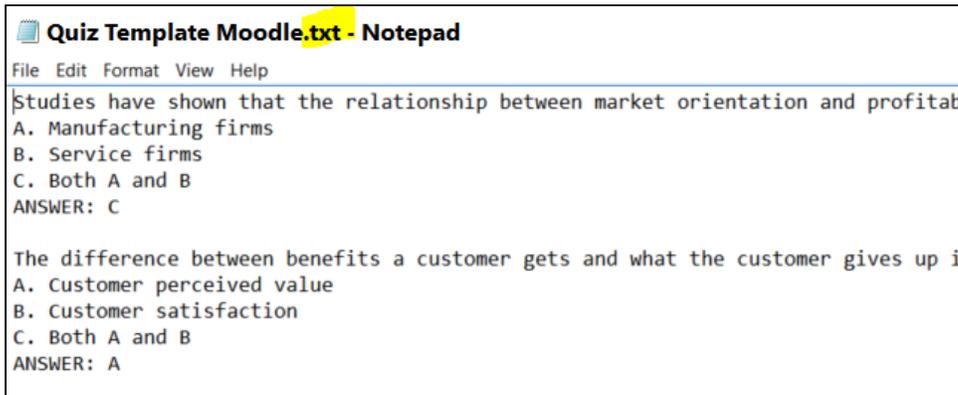
## Correct Formatting

Below is a screenshot of exactly what your quiz file will look like when it is ready for importing into the Moodle Question Bank (QB). Below the screen shot is a tutorial of how to format your quiz. If you have a quiz that is already created as a Word document, you will need to remove formatting and save your file as a text file instead of a Word file.

Here is a [Quiz Template](#) you may use-replace the questions with your questions or revise your current Word quiz exactly as shown. The template was developed following the rules below:

### 1. Rules

- a. NO numbered questions - Moodle numbers your questions upon import
- b. Questions have no formatting (you can add bold, etc. after you have imported the quiz into the Moodle QB)
- c. No images-save your images as separate files and insert/copy and paste into the question after the quiz has been imported to the Moodle QB.



### 2. Example Question 1

<p>The advantage of the dividend discount model is that:</p> <p>A) It is simple</p> <p>B) Dividends are easily observable</p> <p>C) Capital gains can be earned instead of dividends</p> <p>D) Firms publish their dividend policies</p> <p>E) All of the above</p> <p>ANSWER: E</p>	<p>Questions: No numbering, no tabs, no formatting, single spaced</p> <p>Tip: remove numbering in Word all at once</p>
<p>ANSWER: All questions must have an answer or the question won't import</p>	

### 3. Example Question 2

Assume that Bank of America Corp. reported a net loss of \$584 million for the fiscal quarter. That day, Bank of America's stock price climbed from \$16.23 per share to \$16.37. This demonstrates that:

- A) Equity valuation models are not related to company earnings
- B) Dividends are unrelated to earnings
- C) Equity valuation models can be irrational
- D) The net loss was smaller than investors expected
- E) All of the above

**ANSWER: E**

**Answer choices:** All answers must be A. B. C. D. E. NOT A) B) C) D) E)

**Correct answer must be shown** directly below the last answer choice in all caps with a colon and one space preceding the correct answer letter (ANSWER: E)

**Tip:** Use Find & Replace in Word to change the) to a period all at once and then to change Answer: to ANSWER: all at once

#### 4. Example Question 3

Following is information from Sketchers USA, Inc. for fiscal 2013 (in thousands).

Total 2013 revenue	\$1,846,361
Total revenue growth rate	15.0%
Terminal revenue growth rate	7.5%
Net operating profit margin (NOPM)	3.5%
Net operating asset turnover (NOAT)	2.59

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Projected 2014 total revenue would be:

- A) \$1,984,838 thousand
- B) \$1,910,984 thousand
- C) \$2,324,568 thousand
- D) \$2,123,315 thousand
- E) None of the above

**ANSWER: E**

**Charts, graphs, tables, images:** They do not import correctly so you have to either take screenshots and save each image individually to insert by editing the question in the Moodle QB, or you can copy and paste from Word AFTER the quiz questions have been imported into the Moodle QB

**Tip:** Give the image a name that represents the question such as **Following –Sketchers** because your questions will be alphabetized once they are imported into Moodle.

**Answer choices:** If the answer options include "All of the above", "None of the above", "Both A & B are correct" (or similar), then you must edit the questions individually in the Moodle QB to remove the default checkmark from in front of "Shuffle the choices" or the answer choices won't make sense to students and they

## Save Quiz as Text File for Importing into Moodle

When you have removed most of the formatting as shown above, save and open the file in **Notepad** and save the quiz as a text file:

File-Save As-Save as Text-Other-Unicode 8-Save

## Import a Quiz into Moodle

Prepare your quiz properly as above and then -go to Moodle-Administrative Block-Question Bank-Categories-Create Category (ex. Chapter 1)

Go to Question Bank- Import – Aiken format- General- Choose Import category –ex. Chapter 1-drag and drop the quiz file-Import

Review for errors-click Continue (Or start over-review your text file to make corrections and save changes-try again)

Once imported, edit questions as needed in the Question Bank (bold, italics, etc.) and add back the images before adding to quiz shell

## Create Quiz Shell in Moodle

Go to the Topic area where you want to place the quiz-Click on Add an activity or resource and scroll down in the drop down menu to quiz- add- choose quiz options-save the quiz

Click the link to the new quiz-Edit Quiz-Add-Add questions from question bank (or random)-done!

 See related-coming soon!

## Related articles

Save Quiz as Text File for Importing into Moodle

Import a Quiz into Moodle

Create Quiz Shell in Moodle

- [Quiz: Creating A Quiz Shell](#)
- [Quiz: Grading by Question](#)
- [Poll Everywhere - Start Up For Instructors](#)
- [Poll Everywhere - Creating Polls](#)
- [Poll Everywhere - Presenting Poll in Class](#)