

Moodle Quizzes

Formatting questions using Word

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Formatting quiz questions for Moodle

In order to import questions for quizzes into Moodle, questions must be formatted and saved in a specific way. Two of the more common question formats are **Aiken** and **GIFT** (General Import Format Technology).

The Aiken format works if you have <u>ALL</u> multiple choice questions in a single quiz. The GIFT format works for multiple choice as well as many other question types within a single quiz.

Following are explanations and highlighted examples of each of these methods.

Aiken Format (multiple choice only)

The Aiken format is a very simple way of creating multiple choice questions using a clear humanreadable format in a text file. (The GIFT format has many more options and perhaps is less prone to errors, but doesn't look as straight-forward as AIKEN.) The question must be all on one line. Each answer must start with a single uppercase letter, followed by a period '.' or a bracket ')', then a space. The answer line must immediately follow, starting with "ANSWER: " (NOTE the space after the colon) and then giving the appropriate letter.

IMPORTANT NOTES:

- You have to save the file in a text format.
- Non-ASCII characters like 'quotes' can cause import errors. To avoid this always save your text file in UTF-8 format (most text editors will ask you which format).
- <u>The answer letters (A,B,C etc.) and the word "ANSWER" must be capitalized as shown below,</u> <u>otherwise the import will fail.</u>

Here is an example of the format:

What is the correct answer to this question? A. Is it this one? B. Maybe this answer? C. Possibly this one? D. Must be this one! ANSWER: D Which LMS has the most quiz import formats? A) Moodle

A) Moodle B) ATutor C) Claroline D) Blackboard E) WebCT F) Ilias ANSWER: A

GIFT format (all question types)

GIFT format allows someone to write multiple-choice, true-false, short answer, matching, missing word and numerical questions in a simple format that can be imported.

General Instructions At least one blank line must be left between each question.

Multiple choice

For multiple choice questions, wrong answers are prefixed with a tilde (\sim) and the correct answer is prefixed with an equal sign (=).

Who's buried in Grant's tomb?{=Grant ~no one ~Napoleon ~Churchill ~Mother Teresa }

Multiple choice with multiple right answers That is, using checkboxes, not radio buttons:

What two people are entombed in Grant's tomb? { ~%-100%No one ~%50%Grant ~%50%Grant's wife ~%-100%Grant's father }

True-false

In this question-type the answer indicates whether the statement is true or false. The answer should be written as $\{TRUE\}$ or $\{FALSE\}$, or abbreviated to $\{T\}$ or $\{F\}$. Note the capitalization in each case.

The sun rises in the West.{FALSE}

Grant was buried in a tomb in New York City.{T}

Short answer

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.

Here are two examples using the simple method showing possible right answers for credit.

Who's buried in Grant's tomb?{=Grant =Ulysses S. Grant =Ulysses Grant}

Two plus two equals {=four =4}

Matching

Matching pairs begin with an equal sign (=) and are separated by this symbol "->". There must be at least three matching pairs.

Match the following countries with their corresponding capitals. {

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

Missing word

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.

Moodle costs $\{$ vlots of money = nothing \sim a small amount $\}$ to download from moodle.org.

If the answers come before the closing punctuation mark, a fill-in-the-blank line will be inserted for the "missing word" format. All question types can be written in the Missing Word format.

There must be a blank line separating questions. For clarity, the answers can be written on separate lines and even indented. Some examples:

Mahatma Gandhi's birthday is an Indian holiday on { ~15th ~3rd =2nd } of October. Since { ~495 AD =1066 AD ~1215 AD ~43 AD } the town of Hastings England has been "famous with visitors".

Numerical questions

The answer section for Numerical questions must start with a number sign (#). Numerical answers can include an error margin, which is written following the correct answer, separated by a colon. So for example, if the correct answer is anything between 1.5 and 2.5, then it would be written as follows {#2:0.5}. This indicates that 2 with an error margin of 0.5 is correct (i.e., the span from 1.5 to 2.5). If no error margin is specified, it will be assumed to be zero.

Here is a simple numerical format question. It will accept a range of 5 years.

When was Ulysses S. Grant born?{#1822:5}

Essay

An essay question is simply a question with an empty answer field. Nothing is permitted between the curly braces at all.

Write a short biography of Dag Hammarskjöld. {}

Saving quiz question files

Once you have completed formatting questions for your quiz in Word, save the file and choose to save as Plain Text (.txt file). You will find this option in the "save as type" drop down in Word.

Computer Local Disk (C) ► Users ► rigsbym ► Downloads ►			✓ ✓ Search Downloads			
Organize 🔻 New folder				8==	• 0		
ComputerServices 🔺	Name	Date modified	Туре	Size			
Fundamentals of Online Teaching Cc	Procedure Template - with Instructions (2/7/2018 2:03 PM	Microsoft Word D	61 KB			
OnlineDegreeProgram	Procedure Template - with Instructions.d	2/7/2018 2:00 PM	Microsoft Word D	61 KB			
Desktop	Daily Itinerary.docx	1/31/2018 3:36 PM	Microsoft Word D	23 KB			
En Liberrier E	Alyssa.Hardan-SkiingUnlimitedTrainingG	1/29/2018 10:48 AM	Microsoft Word D	128 KB			
	WD2016-IndependentProject-3-6-solutio	1/29/2018 10:36 AM	Microsoft Word D	47 KB			
Documents	Alyssa.Hardan-SkiingUnlimitedTrainingG	1/29/2018 10:32 AM	Microsoft Word D	128 KB			
J Music	Test.Student-OnlineLearning-01 (1).docx	1/11/2018 10:59 AM	Microsoft Word D	108 KB			
Pictures Videos	Test.Student-OnlineLearning-01.docx	1/11/2018 10:14 AM	Microsoft Word D	110 KB			
Videos	The Course Syllabus (Spring 2018) (1).docx	1/9/2018 10:28 AM	Microsoft Word D	24 KB			
Computer	📹 The Course Syllabus (Spring 2018).docx	1/8/2018 3:54 PM	Microsoft Word D	24 KB			
Local Disk (C)	a02_obu_temp_turnitintool_6317560743	11/29/2017 1:47 PM	Microsoft Word D	18 KB			
File name: Contents.docx							
Save as type: Word Document (".docx Word Document (".docx	Save as type: Word Document (*.docx)						
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Word Template (*.dotx) Word Macro-Enabled Te	mplate (* dotm)						
Word 97-2003 Template							
Hide Folders PDF (*.pdf)							

Click Save, then in the following dialog box choose the option for "other encoding" and select Unicode (UTF-8) in the list to the right then click OK.

File Conversion - Contents.txt	? ×
Warning: Saving as a text file will cause all formatting, picture Text encoding: <u>Windows (Default)</u> MS- <u>D</u> OS <u>Other encoding:</u> Options: <u>Insert line breaks</u> End <u>lines with:</u> CR / LF <u>Allow character substitution</u>	Unicode (UTF-7) Unicode (UTF-3) US-ASCII Vietnamese (Windows) Wang Taiwan Western European (DOS)
Pre <u>v</u> iew:	
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Question samples and instruction adapted from <u>https://docs.moodle.org/en/GIFT_format</u>

Importing questions in Moodle

- 1. From the More tab choose Question bank
- 2. From the drop down upper left choose Categories
- 3. Choose Add category and type in the name of a category for the questions to be imported

Copen course index	
Moodle Demo	
	Course Settings Participants Grades Reports More Open LMS -
2 3 Categories ¢ Add category	1 vQuestion bank Content bank
Question esteneriese	Badges
Question categories•	Competencies Filters

- 4. Go back to the drop down and choose Import
- 5. Select the file format of the questions to import
- 6. Expand the General tab and choose the category name just created
- 7. Drag and drop the txt file with the questions in the Import questions from file dialog box

Import questions from file®						
✓ File format						
	Select file format	0	 Aiken format Blackboard Canvas Embedded answers (Cloze) Examview exported as Blackboard 6.0-7.0 GIFT format Microsoft Word 2010 table format (wordtable) Missing word format Moodle XML format 			
✓ General						
Import category	Choose category to	0	Ch1quiz ¢			
	use for importing		☑ Get category from file☑ Get context from file			
Match grades	questions	0	Error if grade not listed 🔹			
Stop on error		0	Yes 🕈			
 Import questions from file 						
Import		0	Choose a file Maximum size for new files: 100 MB			
	Choose the txt file		CH 1 MC Quiz import.txt			
	with questions to					
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			Import			