



# Moodle Quizzes

Formatting questions using Word

Marla Rigsby

OUACHITA BAPTIST UNIVERSITY

## Contents

Formatting quiz questions for Moodle .....	2
Aiken Format (multiple choice only).....	2
GIFT format (all question types) .....	2
Multiple choice .....	3
Multiple choice with multiple right answers .....	3
True-false .....	3
Short answer .....	3
Matching .....	3
Missing word.....	4
Numerical questions .....	4
Essay.....	4
Saving quiz question files .....	4
Importing questions in Moodle .....	6

## 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 ALL 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 human-readable 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).
- The answer letters (A,B,C etc.) and the word "ANSWER" must be capitalized as shown below, otherwise the import will fail.

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
- 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 (~) 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 {~lots of money =nothing ~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}

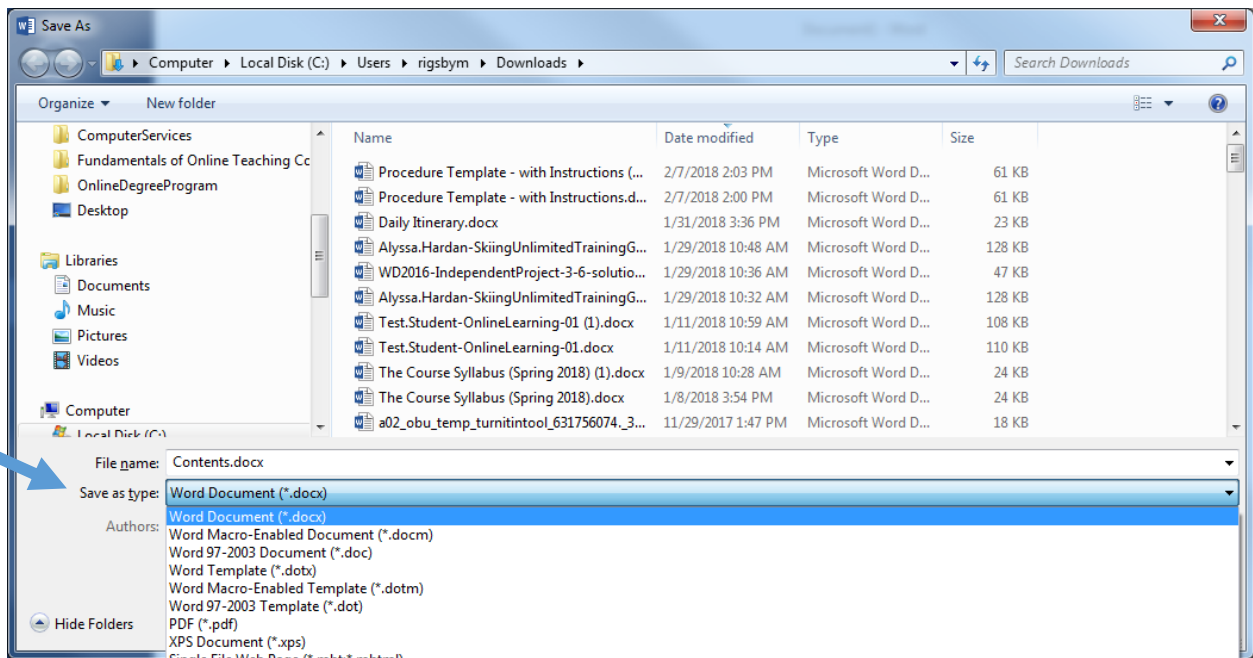
## Essay

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

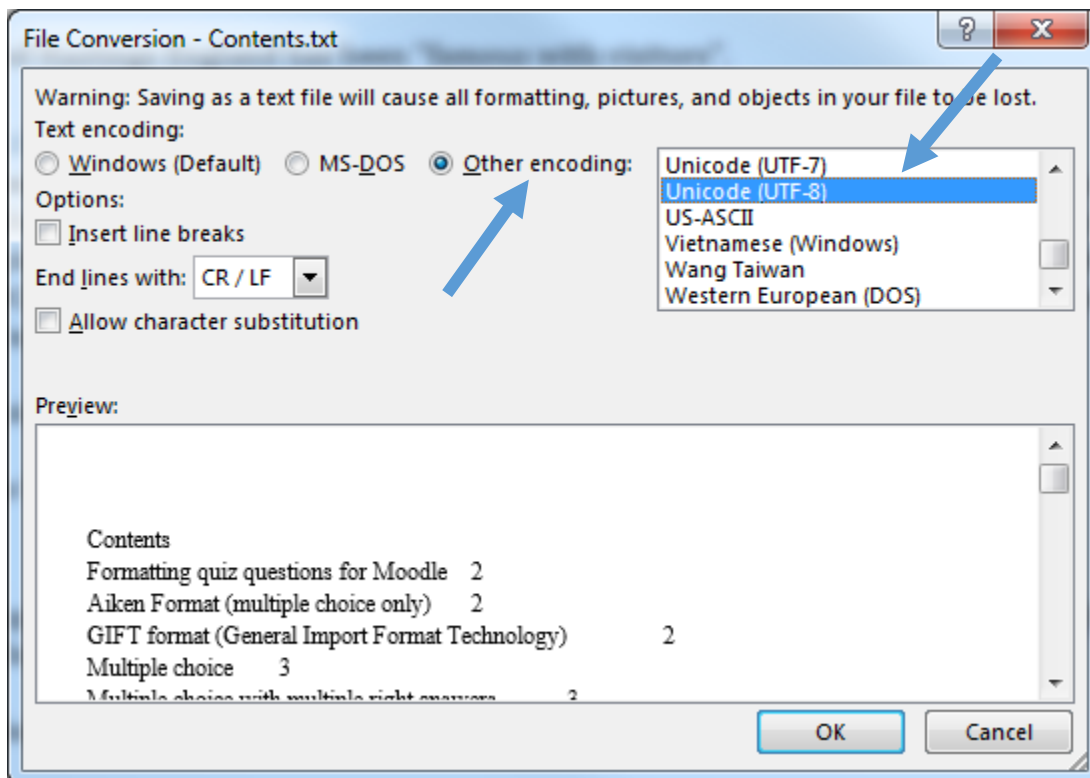
Write a short biography of Dag Hammarskjöld. {}

## 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.



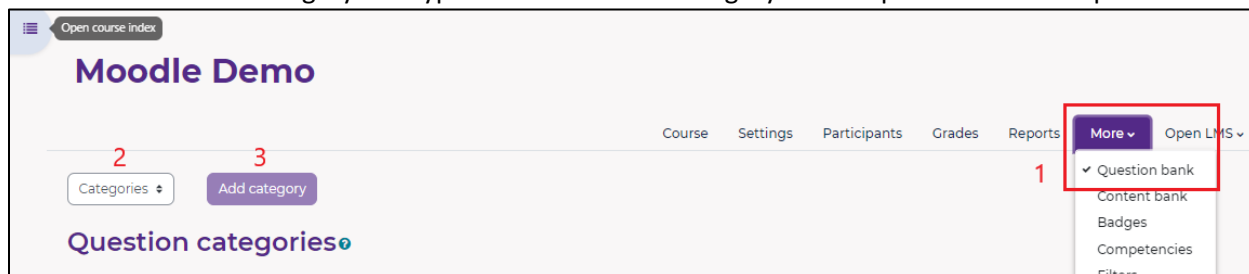
Click Save, then in the following dialog box choose the option for “other encoding” and select Unicode (UTF-8) in the list to the right then click OK.



Question samples and instruction adapted from [https://docs.moodle.org/en/Aiken\\_format](https://docs.moodle.org/en/Aiken_format) and [https://docs.moodle.org/en/GIFT\\_format](https://docs.moodle.org/en/GIFT_format)

## 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



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

