

How to Import a Multiple-Choice Quiz from Word Into Moodle

If you have a quiz that you have used in the past and you don't want to recreate it one question at a time in Moodle, it is possible to import that same quiz into Moodle.

Steps on how to do it:

1. Go to your Moodle course.
2. Create a quiz (see the [How to Create a Quiz job aid](#) if needed).
3. Open the Word document that has your questions. All questions must be multiple-choice questions.
4. Format the questions. The answer choices enumeration should all be in caps with a full stop after. (In case your answer choices are in lower case letters, use **CRTL+F** to find then replace the letters.)
5. Include the answer for each question. The word **ANSWER** must be all in caps with a colon after it followed by the right answer choice.

NB: You don't need to number the questions, and don't leave spaces between the last multiple choice and the **ANSWER**.

Make sure your formatting is as below:

```
What is the purpose of first aid?  
A. To save life, prevent further injury, preserve good health  
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
```

```
"Case-fatality" for a given disease refers to  
A. The crude death rate per 100,000 population  
B. Cause-specific death rate due to the disease  
C. A fatal outcome of any disease  
D. The percentage of death among cases of the disease  
E. The proportion of deaths due to the disease among all deaths from  
all causes  
ANSWER: D
```

NB: If you want to create a true/false question, make sure your choices are A and B.

NB: In case you want to add discussion or short answer questions to the quiz, you will need to create them individually in Moodle; they cannot be part of the imported file.

6. After formatting the questions, click on File at the top left-hand corner of your screen.
7. Click **Save As**. In the Save as Window, change the type of file to **Plain Text - (.txt)** then **Click Save**
8. Make sure you save the file in a place you can remember.

9. Go back to Moodle, go to your course, and Click on the Quiz you created in 2 above.
10. Click on the gear Icon in the right hand corner, scroll down and click on Import
11. Under file format choose the **Aiken** format
12. Scroll down and **Upload** the text file you created in 6 above
13. Click import
14. In case you get an error, correct it in the text file and upload the file again. Otherwise,
15. Click continue
16. Under last Modified click on date to sort your questions so that the ones you just uploaded come on the top.
17. Now **check the boxes** next to the questions you want to add. Click **Add to add the questions to the Quiz.**
18. Click **Save Changes**, and you're ready to go!

This video from FacultyWorkshop shows how to import a quiz from Word to Moodle:

<https://www.youtube.com/watch?v=iLPVsqJYjzk>