

ITRC Guide

Importing Questions Using the Aiken Format

Introduction

Importing questions into the Moodle question database allows instructors to create questions outside of Moodle and quickly upload them into the Moodle environment. Because the same questions can be used in multiple Moodle courses, the import function maximizes the instructor's time by eliminating the need to recreate quiz questions from course to course and year to year.

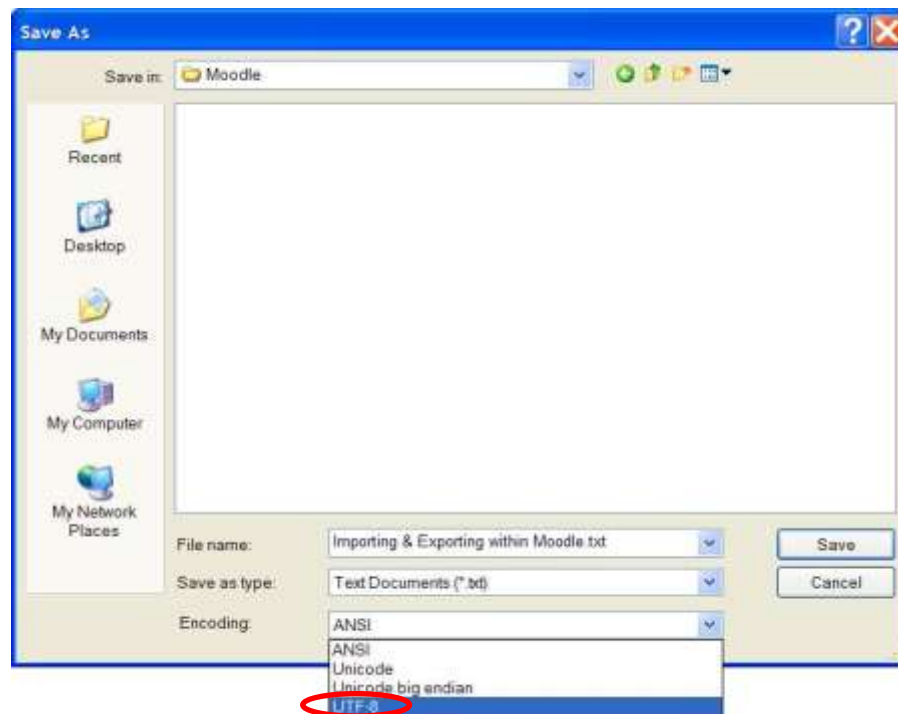
Note: For multiple choice or true/false questions, use the Aiken format. For all other question types, use the GIFT format.

Importing Aiken Format Questions

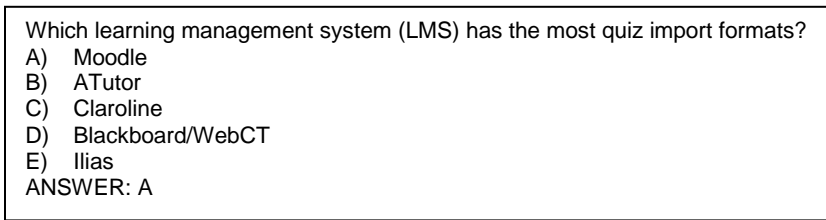
What You Need to Know Before Beginning to Import Questions in Aiken Format

- The Aiken format is a simple formatting option for **multiple choice** (MC) and **true/false** (T/F) questions in Moodle.

*When using Notepad (a word processor included with the Windows operating system), the encoding option will appear within the **Save As** window:*



- Each question must be followed by a carriage return. You cannot have carriage returns within the question.
- Replace any single quotes (‘) used for possessives with other options. Otherwise, your questions will get cut off, as the single quote is interpreted as an end-of-line character.
- Any questions or answers that use “(n)” for a(n) option, need to be replaced with a/an. In HTML, (n) or (N) is interpreted as the 👎 “thumbs down” emoticon.



- Each answer must start with a single capitalized letter character followed by either a period ‘.’ or a bracket ‘)’ and a space. The answer line must follow immediately starting with ‘ANSWER’ (in capital letters), a colon, a space and then the letter corresponding to the correct answer (See image below).
- Any question numbers and other formatting has to be removed.
- One document can contain multiple questions. To do this, leave an open line between the previous question ‘ANSWER.’ line and the question line of the next question. The same format applies for the True/False questions.

Aiken Format Importing Instructions

1. Click on the link “Questions” under the Administration block.
2. *Note: In order to keep your questions organized, you can choose to create categories in which to keep your questions.*
3. The Question Bank appears. At the top of the page, click the link that says “Import.”



Questions Categories **Import** Export

Import questions from file

Question bank

Category Default for ENGL101-01_08f (1) ▾

Display questions from sub-categories too

Also show old questions

Show question text in the question list

The default category for questions shared in context 'ENGL101-01_08f'.

Create new question Choose... ▾ ?

Sort by type, name ▾

Action	Question name	Type
<input type="checkbox"/>	An Essay	<input type="checkbox"/>

Select all / Deselect all

With selected:

Delete Move to >> Default for ENGL101-01_08f (1) ▾

4. Next, you will see the import questions screen. From the File Format drop-down box, select the Aiken file format.

Questions Categories Import **Export**

Import questions from file ?

File format

- * ? Aiken format
- Blackboard
- Blackboard V6+
- Course Test Manager format
- Embedded Answers (Cloze)
- Examview
- GIFT format
- Hot Potatoes format
- Learnwise format
- Missing word format
- Moodle XML format
- Respondus QTI format
- WebCT format

General

Category ? Default for ENGL101-01_08f (1) ▾

Get category from file Get context from file

Match grades ? Error if grade not listed ▾

Stop on error ? Yes ▾

Import from file upload...

Upload (Max size: 20MB) Browse...

Upload this file

Import from file already in course files...

Choose a file Choose or upload a file ...

Import from this file

5. In the block that says “Import from file upload...” click . The “Browse” option will take you to the computer local file system where you can navigate to the folder where your question file has been saved. Click on filename to select, and then click “Open.” When the filename appears in the box, click .
6. The next screen will show that the questions and answers have been imported into Moodle. Click . Your questions are now in the Moodle question database!



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