

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 expediting the process to import new questions into a course.

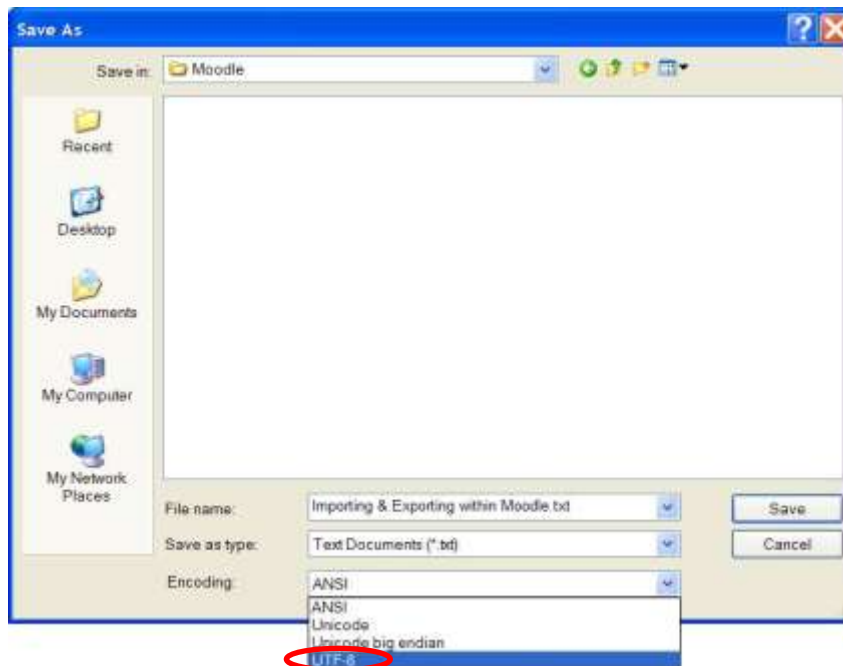
Note: If you are only creating multiple choice or true/false questions, we recommend the use of the Aiken format, a more simple system.

Importing GIFT Format Questions

What You Need to Know Before Importing Questions in GIFT Format

- GIFT supports a variety of question-types, including multiple choice, true/false, essay, short answer, matching and missing word.
- Multiple question types can be mixed in a single text file.
- There cannot be any blank lines within the text of a question. If you need a blank line to show within the question, use the entity (\n.)
- You can include comments wherever you deem necessary but they must begin with two forward slashes (//) at the start of the line.
- 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.
- There must be a blank line between EACH question.
- These symbols ~ = # { } : control the operation of the filter and cannot be used as normal text. Since these symbols have a special role in determining the operation of this filter, they are called "control characters." Should you desire to use one of these characters, the way to get around this problem is to "escape" the control character by inserting a backslash (\) before a control character. This tells the filter to provide a literal character instead of as control character.
- Type your questions in a notepad and save them in plain text format (extension *.txt). The text encoding of your text file must be UTF-8 unless you use only ANSI characters.

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



Question Types in GIFT Format

- **Multiple Choice (incl. True/False):** For multiple choice questions, wrong answers are prefixed with a tilde (~) and the correct answer is prefixed with an equal sign (=). True/False questions are followed by brackets. Within the brackets, insert T or F, depending on the correct answer to the question.
- **Essay:** After the question to be answered in essay format, the brackets should be empty ({ }).
- **Matching:** Matching pairs should begin with an equal sign and be separated by a dash and carrot (->). There must be at least three matching pairs.
- **Missing Word:** This function does not allow the missing word to be the last word in the sentence. To use this format, place the answers where you want the line to appear in the sentence. The fill-in-the-blank line will appear automatically in the question.
- **Number:** The answer section for numerical questions must begin with the pound symbol (#). This question type can include an error margin, which must be written following the correct answer, separated by a colon (for example, if you have an answer that could range

from 1.5 to 2.5, your answer should be written as {#2:0.5}). If no error margin is specified, it is assumed to be zero. Answers can also be written in a span (this should appear as {#1.5...2.5}).

- **Short Answer:** Answers in the short-answer question type are all prefixed by an equal sign. This means that the student **MUST** use one of the specified answers in order to get credit for the question. If you choose to accept an answer that you did not originally include in the question, you will have to manually re-grade that student’s quiz.

The following chart provides an example of how each question should be written within the GIFT Format.

Question Type	Example Format
Multiple choice or True/False	Who's buried in Grant's tomb?{~Grant ~Jefferson ~George =no one} Washington was our first president {T}
Essay	Discuss the problems encountered when troubleshooting within Moodle. { }
Matching	Match each country with its capital city: { =Canada -> Ottawa =Italy -> Rome =Japan -> Tokyo =India -> New Delhi }
Missing Word	The ISU mascot, a {~snake ~llama =bengal}, is named Benny and appears at all athletic events.
Number	Ray Tomlinson was the first man to send an email. This occurred in what year? {#1971}
Short Answer	Who currently uses the Oval Office? {=President Bush =President of the United States}

GIFT Format Importing Instructions

- 1) Click on the link “Questions” under the heading Administration. The Question Bank appears. *Note: In order to keep your questions organized, you can choose to create categories in which to keep your questions.*
- 2) At the top of the page, click the link that says “Import.”
- 3) From the File format section, select the GIFT 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: Get category from file Get context from file

Match grades:

Stop on error:

Import from file upload...

Upload (Max size: 20MB)

Import from file already in course files...

Choose a file

- 4) 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 .
- 5) 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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