

### Introduction

Importing questions into the Moodle question bank allows instructors to create questions outside of Moodle and quickly upload them into the Moodle environment. Because the same questions may be used in multiple Moodle courses and or tests, 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. A handout for using the GIFT format can be found at <http://www.isu.edu/itrc/handouts.shtml>*

### Creating Questions using the Aiken Format

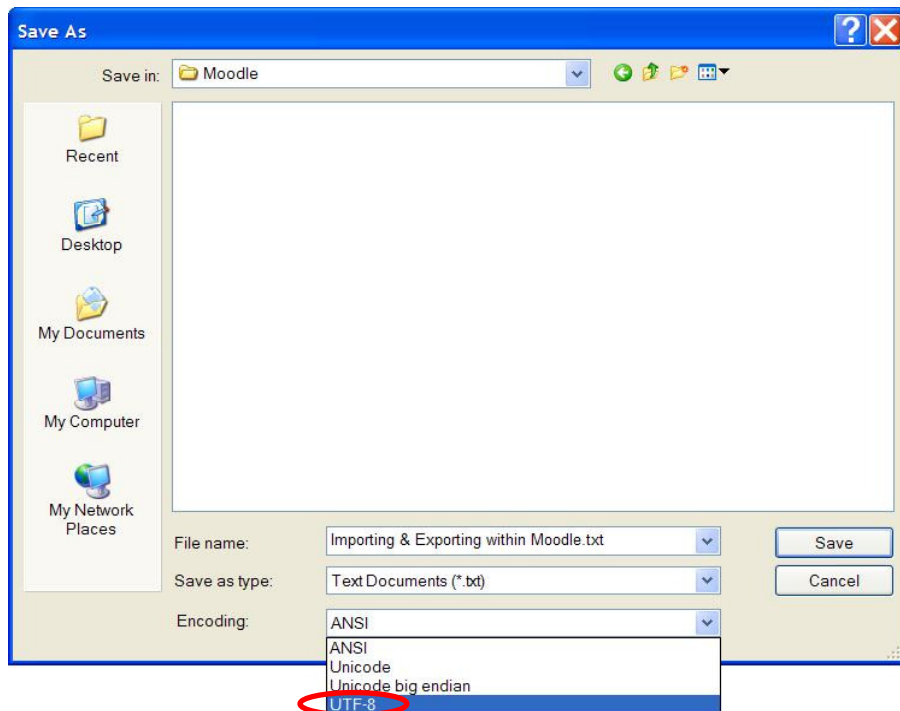
- To avoid any errors only text editor should be used (e.g. Notepad on Windows, TextEdit with plain text on Macintosh).
- The questions must be typed in a \*.txt file. It is a good idea to create a new file using Notepad or TextEdit and save it as a \*.txt file before you start making questions.
- If you have questions already made in Microsoft Word, you can copy and paste the contents of that file into Notepad and save it as a \*.txt file.
- Each question along with the answers must be followed by a carriage return. A carriage return is inserted by hitting the **Enter** key on the keyboard. You cannot have carriage returns within a question.
- 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 all capital letters), a colon, a space and then the letter corresponding to the correct answer (See image below).

```
Which learning management system (LMS) has the most quiz import formats?  
A) Moodle  
B) ATutor  
C) Claroline  
D) Blackboard/WebCT  
E) Ilias  
ANSWER: A
```

- 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.

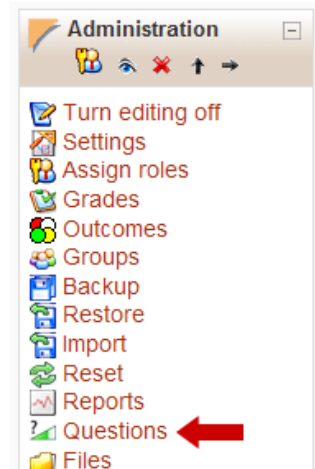
## Saving a \*.txt File in Aiken Format

- When saving the file using Notepad, click **File > Save As** and select **UTF-8** in the 'Encoding' dropdown menu in the 'Save As' window. Then save the file to your hard drive.

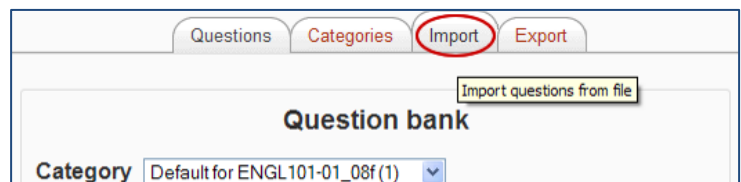


## Importing Questions using the Aiken Format

1. Click on the link “Questions” under the Administration block.  
*Note: In order to keep your questions organized, you can choose to create categories in which to keep your questions.*



2. The Question Bank appears. At the top of the page, click the link that says “Import.”



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

1. In the block that says “Import from file upload...” Click **Browse...**
  - a. 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.
2. Click on filename to select, and then click “Open.”
3. When the filename appears in the box, click **Upload this file**.
4. The next screen will show that the questions and answers have been imported into Moodle.
  - a. If the process encounters any errors, you will see an error notice or you will see only a portion of your questions imported. If you have an error, contact the ITRC.
5. Click **Continue**. Your questions are now in the Moodle question database!

For more information please see the teacher documentation at <http://docs.moodle.org>



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