How to Import Quizzes from Microsoft Word into Moodle?

If you have a quiz that it is a word file, and you want to import it into Moodle without creating one question at a time, then you can import your entire quiz into Moodle.

Just follow these steps:

Quick Reference:

1.   Open the word document and make sure every question is in this format:

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

2.   Choose Save as and save your Word (.doc or .docx) as **a Plain Text** (.txt) file format

3.   On Moodle, when editing a quiz you have already created, click Import

4.   Choose the **Aiken format** and UPLOAD your file

5.   Now you can check all your questions in the bank and add them to the quiz.

Step-by-Step:

1.   Open your old quiz in Word

2.   Make sure every question is Multiple Choice (*you can still add discussion or short answer questions to the quiz, but you have to create them individually

**if you want True/False, just make those your choices A and B)

3.   Make sure every question is in this format:

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

***Note that all the answer choices have CAPITAL LETTERS and a period (.). Also, ANSWER must be in ALL CAPS with a colon(:) after it. The spacing does not matter.

(*If your answer choices are in lower case letters, just tap [Ctrl] + [F], and do a find and replace.)