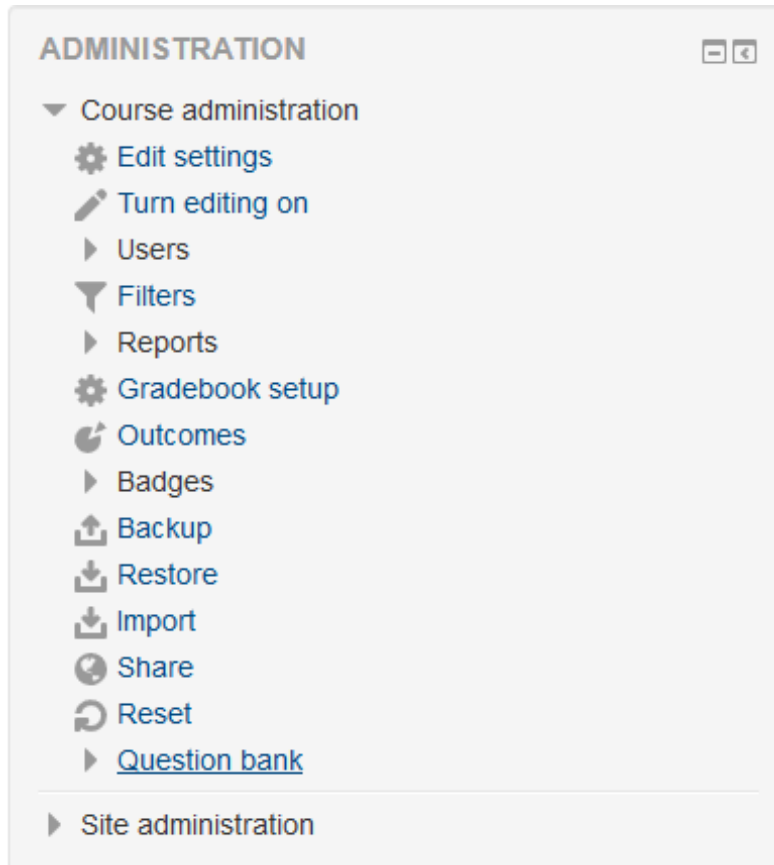


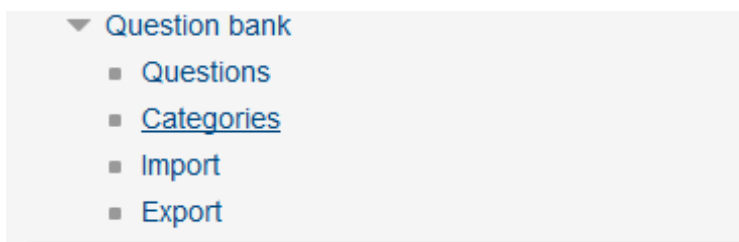
# Importing questions in Moodle

Last Modified on 11/27/2018 1:39 pm EST

1. In the administration block of your course, locate the “question bank” dropdown option.



2. Select that menu, and then select “categories”



3. The following should appear:

#### ▼ Add category

**Parent category** ⓘ Default for TECHNOLOGY EXPERIMENTATION DUMMY COURSE (6) ▼

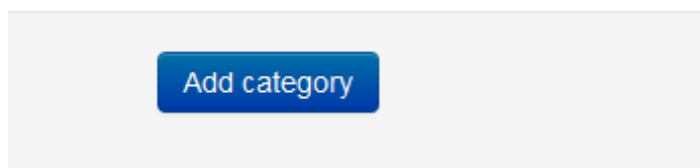
**Name \***

**Category info**

Paragraph B I [List Icons] [Link Icon] [Image Icon] [Media Icon]

Path: p

4. Give your new category a name and select “Add Category”



5. Return to the “Categories” page

6. Select the drop box and now your new category should appear

#### ▼ Add category

**Parent category** ⓘ Default for TECHNOLOGY EXPERIMENTATION DUMMY COURSE (6) ▼

**Name \***

**Category info**

**Course: TECHNOLOGY EXPERIMENTATION DUMMY COURSE**  
Top for TECHNOLOGY EXPERIMENTATION DUMMY COURSE  
Default for TECHNOLOGY EXPERIMENTATION DUMMY COURSE (6)  
**R&B**

**Category: Academic & Student Affairs**  
Top for Academic & Student Affairs  
top  
Default for Academic & Student Affairs

**System**  
Top for System  
top  
Default for System

7. You may drag a file or choose a file to place

NOTE: This file must be saved as a “text file”, preferably “Plain Text”

8. Once you have the file of your choice, you will import the file by selecting “Import”

## ▼ Import questions from file

Import \*  Maximum size for new files: 250MB

ABAWH is a K.txt

9. If all is well with the file, the following will appear.

Parsing questions from import file.

Importing 1 questions from file

1. ABAWH is a K.Michelle Album

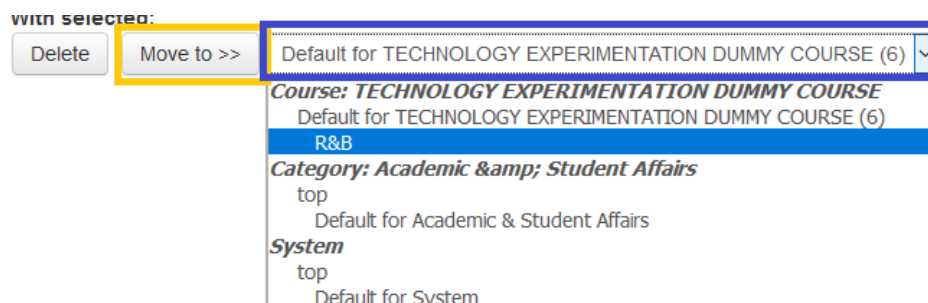
10. Select “Continue”

11. The imported question now appears in your Question Bank

<input type="checkbox"/>		1) Musical punctuation, which is similar to a comma or period in a sentence, is called					Joel Staves	Joel Staves
		1) Musical punctuation, which is similar to a comma or period in a sentence, is called					8 October 2018, 1:59 PM	8 October 2018, 1:59 PM
		*a) Candence						
		b. Syncopation						
		c. chord						
		d. scale						
<input type="checkbox"/>		2) Music that rejects the framework of key is					Joel Staves	Joel Staves
		2) Music that rejects the framework of key is described as					8 October 2018, 1:59 PM	8 October 2018, 1:59 PM
		*a) atonal						
		b. polytonal						
		c. hypertonal						
		d. anti-tonal						
<input type="checkbox"/>		ABAWH is a K.Michelle Album					Joel Staves	Joel Staves
		ABAWH is a K.Michelle Album					8 October 2018, 3:27 PM	8 October 2018, 3:27 PM
<input type="checkbox"/>		Green					Joel Staves	Wendi Prater
		Green is a combination of blue and yellow.					1 October 2018, 2:27 PM	1 October 2018, 4:25 PM
		To access the Kindle Cloud Reader click <a href="#">here</a> .						
<input type="checkbox"/>		social workers					Joel Staves	Joel Staves
		Social workers strive for the improvement of humanity as a whole					1 October 2018, 2:33 PM	1 October 2018, 4:02 PM
		<a href="http://www.amazon.com/ap/signin">www.amazon.com/ap/signin</a>						
<input type="checkbox"/>		SWLA					Joel Staves	Joel Staves
		SWLA consist of Calcasieu, Cameron, Jeff David, Allen, and Beauregard parishes					1 October 2018, 2:31 PM	1 October 2018, 4:01 PM
		<a href="http://www.amazon.com/ap/signin">www.amazon.com/ap/signin</a>						
With selected:								
<input type="button" value="Delete"/>	<input type="button" value="Move to &gt;&gt;"/>	Default for TECHNOLOGY EXPERIMENTATION DUMMY COURSE (6) <input type="button" value="v"/>						

12. You may move this question to the category of your choice by selecting the box to the left of the question then selecting the dropdown menu next to the “Move To >>” button at the bottom of the screen.

13. Select the “Move to >>” button.



14. Return to the “Questions” section and select the new category.

15. The question is now in the new category!

## Question bank

Select a category:

No tag filters applied

- ☒ Show question text in the question list
- [Search options](#) ▼
- ☒ Also show questions from subcategories
- ☒ Also show old questions

Create a new question ...

☐ Question

Created by  
First name / Surname / Date  
Joel Staves  
8 October 2018, 3:27 PM

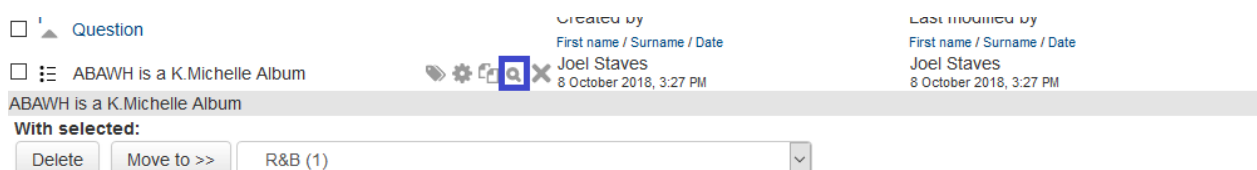
Last modified by  
First name / Surname / Date  
Joel Staves  
8 October 2018, 3:27 PM

ABAWH is a K.Michelle Album

With selected:




16. To preview the question select the magnifying glass option (blue square has been placed around magnifying class for better identification in this example



17. Your question is now available.

# Preview question: ABAWH is a K.Michelle Album

## Question 1

Not yet answered

Marked out of 1.00

ABAWH is a K.Michelle Album

Select one:

- ☐ a. False
- ☐ b. True

Start again

Save

Fill in correct responses

Submit and finish

Close preview

18. To Import a Short Answer question, you would follow the same procedure(s), except, you would select "Gift Format" rather than "Aiken format"

### File format


- \* ☐ Aiken format ?
- ☐ Blackboard ?
- ☐ Embedded answers (Cloze) ?
- ☐ Examview ?
- ☒ Gift format ?
- ☐ Hot Potatoes X
- ☐ Missing word f
- ☐ Moodle XML fo
- ☐ WebCT format

#### Gift format

Gift format enables multiple-choice, true-false, short answer, matching, missing word, numerical and essay questions to be imported or exported via text file.

[More help](#)

### General

 Briefly describe the Harlem Renaissance - Notepad

File Edit Format View Help

Briefly describe the Harlem Renaissance.

## Question bank

Select a category:

R&B (2) ▼

No tag filters applied

Filter by tags... ▼













☒ Show question text in the question list

[Search options](#) ▼

☒ Also show questions from subcategories

☒ Also show old questions

Create a new question ...

<input type="checkbox"/>  Question	Created by <a href="#">First name / Surname / Date</a>	Last modified by <a href="#">First name / Surname / Date</a>
<input type="checkbox"/>  Briefly describe the Harlem Renaissance.	     Joel Staves 8 October 2018, 4:06 PM	Joel Staves 8 October 2018, 4:06 PM
Briefly describe the Harlem Renaissance.		
<input type="checkbox"/>  ABAWH is a K.Michelle Album	     Joel Staves 8 October 2018, 3:27 PM	Joel Staves 8 October 2018, 3:27 PM
ABAWH is a K.Michelle Album		
<b>With selected:</b>		
<input type="button" value="Delete"/>	<input type="button" value="Move to &gt;&gt;"/>	R&B (2) ▼

19. To export a question from a file, you will select “Export” from the “Question Bank” menu

20. Select the “Gift Format”

### ▼ File format

- \* ☐ Gift format ?  
☐ Moodle XML format  
☐ XHTML format


### ▼ General

Export category ?

R&B (1)

Gift format

Gift format enables multiple-choice, true-false, short answer, matching, missing word, numerical and essay questions to be imported or exported via text file.

 More help

21. Select “Export questions to file”

## Export questions to file ?

▼ Collapse all

### ▼ File format

- \* ☒ Gift format ?  
☐ Moodle XML format ?  
☐ XHTML format ?

### ▼ General

Export category ? R&B (1) ▼

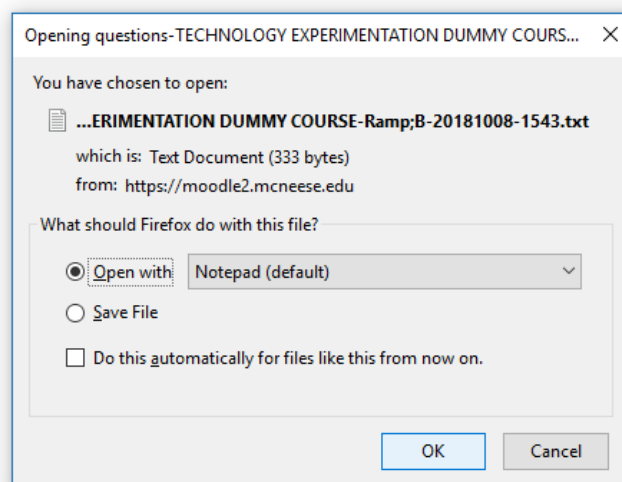
☒ Write category to file ☒ Write context to file

Export questions to file

22. The following should appear:

Your export file should start to download shortly. If not, please [click here](#).

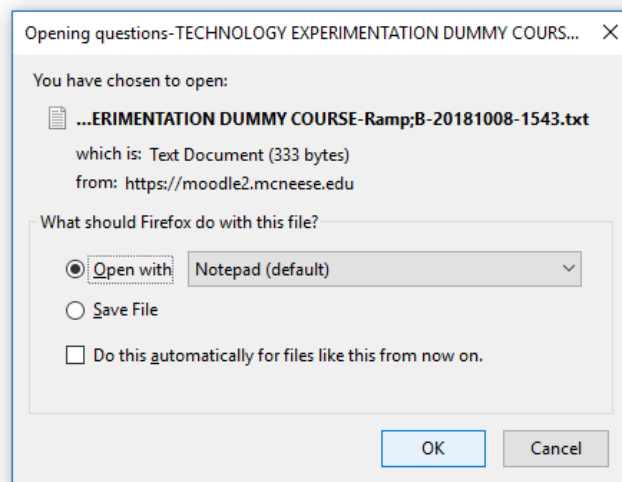
Continue



23. You may select how you want the file to save, in the example; we are going to select "Notepad" which is our default.

Your export file should start to download shortly. If not, please [click here](#).

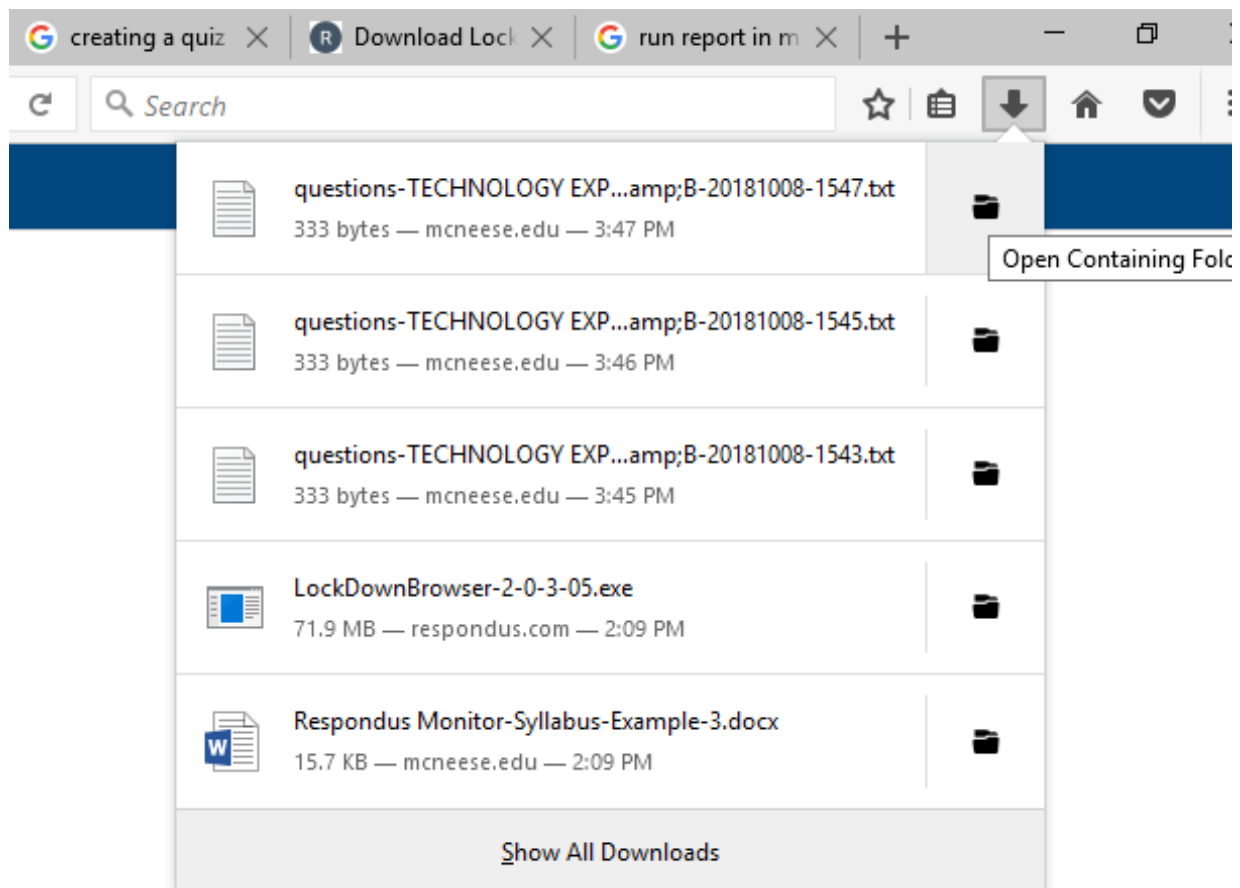
Continue



24. Click "OK"

25. In the top right portion of the screen, check the download status and select to view the folder that file is in (generally this will appear in your "downloads" folder).





26. File should now appear in "downloads" folder.

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