



## Moodle Test/Question Import Addendum

If you are importing essay questions, do not use the VLETools link. *(There are some problems with their essay code).* Follow this process instead:

1. Update and save your .txt file so it reads like the following example

```
// essay
```

```
::Q1:: What is the purpose of the OBRA 1987? Act How does this effect you? {}
```

```
::Q2:: What is delegation? What are the five rights of delegation? {}
```

```
::Q3:: What questions should you ask yourself before accepting a delegated task? {}
```

2. In Moodle Administration, **click "Question Bank"**
3. **Give the page a moment to open**, then in Administration>Question Bank, **click "Import"**
4. Under File Format, **select "GIFT Format"**
5. **Open "General"** and **select the Import Category from the drop down menu** *(Where do you want the questions to go)*
6. **Uncheck the "get category from file"**
7. **Skip the other settings in the General area**
8. In "Import Questions from file", **click the blue "Choose a file" button**
9. In the File Picker box, **click the gray "Choose File" button**
10. **Locate and select the .txt file.**
11. **Click "Open"**
12. **Click the blue "upload this file" button**
13. **Click the blue "Import" button**
14. A green bar with the total number of questions and the questions listed underneath will appear.  
*(Tip: If the bar is red or the total number does not match what should be there, then there is a formatting or operator problem with the file that needs to be looked into, edited and processes 15 – 40 may need to be re-done.)* If the questions are all correct, then **click the blue "Continue" button** at the bottom of the page.