

Importing a test/test questions into Moodle is a multi-step process that is needed when you wish to place a pre-existing test from a personal computer file or from another software program, into your Moodle course.

Before the Import

Before you put your hard earned hours of work into this process, confirm the following:

- ✓ If not using ExamView, are the Question Bank Categories created in Moodle yet? *(this can be added to Moodle later)*
- ✓ Do you want your multiple choice questions to read with 1,2,3 or a,b,c or A,B,C ? *(this can be changed in Moodle later)*
- ✓ Do you want Question numbers to be imported? If yes, then the Question bank will have Question names (or titles), each of which will read, "Question 1, Question 2, etc."? *(this can be changed in Moodle later)*
- ✓ Have questions and answers been double checked for accuracy? *(this can be edited in Moodle later)*
- ✓ Is feedback (rationale) part of the upload? If so, where specifically do you want it to be set-up?

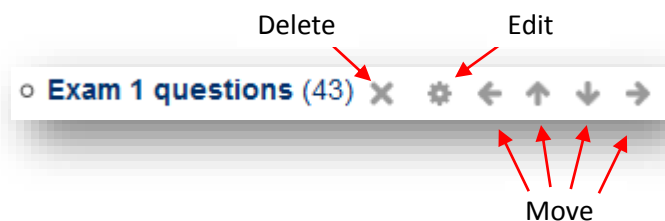
After the Import

Although technology can make faster work out of an import, **double check each question**. Be sure the import was a clean transition by checking the details of each question, their settings, choices, feedback, credit, etc. It's better to get the question bank correct in the beginning, then finding out mistakes from students later!

Creating Question Bank Categories

In this procedure, you will create Categories and/or subcategories in Moodle to prepare a "home" for your question banks.

1. **Decide how you want to organize the question banks** (e.g. Test Name, Subject area, Question type...)
2. **Login to Moodle**
3. **Locate and Select your course.**
4. In Administration, **click "Question Bank"**
5. **Give the page a moment to open**, then in Administration>Question Bank, **Click "Categories"**
6. Scroll to the bottom of the new page, under "Add Category", select Parent category>"Default Course name"
7. **Type in the name of your new category**
8. **Skip category info**
9. **Click the blue "Add category" button**
10. **You can delete, edit or move the category after it's been created**



Importing a Test from ExamView

In this procedure, you will export the ExamView test, save it in a Blackboard zip file, and import it into Moodle.

1. **Launch ExamView Test Generator**
2. **Click "Open an Existing test"**
3. **Select the test file and click "Open"**
4. **Click "File"**, in the upper left corner of the page
5. In the drop down menu, **locate and select Export**
6. **Select version Blackboard 6.0-7.0**
7. **Enter a file name** (*name of test is fine*)
8. **Click "Save"**
9. **Login to Moodle**
10. **Locate and Select your course.**
11. In Administration, **click "Question Bank"**
12. **Give the page a moment to open**, then in Administration>Question Bank, **click "Import"**
13. Under File Format, **select "Blackboard"**
14. **Skip "General"** (*The defaults set up in "General" will allow the file to load with its own category name*)
15. In "Import Questions from file", **click the blue "Choose a file" button**
16. In the File Picker box, **click the gray "Choose File" button**
17. **Locate and select your Blackboard Zip file**
18. **Click "Open"**
19. **Click the blue "upload this file" button**
20. **Click the blue "Import" button**
21. A green bar with the total number of questions and the questions listed underneath will appear. **Click the blue "Continue" button** at the bottom of the page.



Your test is now uploaded with its own category name in the list of question banks. If it needs to be moved, refer to the "Categories" part of this lesson.

Importing a Test from a PDF or .doc or .docx File

In this procedure, you will edit a test that started as a PDF, save it as a **Plain Text .txt** file and import it into Moodle. (*Tip: Make sure you have both the Test and Answer Sheet Handy*)

1. If you are starting with a PDF, **locate and select the PDF file.** (If you are starting with a .doc or .docx file, skip down to #8.)
2. On the top left side of the PDF, **locate and click "Edit"**
3. In the drop down menu, **click "Select all"**
4. Return to the top left side of the PDF **and click "Edit" again**
5. In the drop down menu, **click "Copy"**
6. In your start menu, **locate and select Microsoft "Word" and open a new, blank document**
7. **Place your cursor anywhere on the new page and click "ctrl+V" or Paste**



8. **Edit the document so it only contains questions and answers.** Delete any page numbers and titles from the document. Don't delete question numbers if you wish to see them in the question bank titles.
9. Under the last choice in each question, **add the correct letter response with the word "Answer:" in front. Use the following examples to guide you:**

1. Which of the following blood pressure measurements indicates shock?

- a. Systolic pressure lower than 60 mmHg
- b. Systolic pressure higher than 140 mmHg
- c. Diastolic pressure higher than 140 mmHg

Answer: A

2. Sterile technique is required when contrast agents are administered:

- a. rectally
- b. orally
- c. intrathecally

Answer: C

If the questions are something other than multiple choice, you will need to add an "operator" before the question. See the following examples:

shortanswer 4. Calculate: 2 + 2 Answer: 4, four	essay 4. The new role of the social blogging in e-learning. Write something about twitter and Facebook from the aspect of teaching and collaboration	truefalse 4. I and eye are synonyms. Answer: False
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You can also add a Feedback Operator after the answer. See the following examples:

4. Calculate: 2 + 2 (Choose all that apply) a. 2 b. 4 c. two d. four Answer: 4, four Feedback: The answer can be 4 or four.	matching Match cities and countries 1. St. Petersburg Match: Russia 2. Prague Match: Czech Republic 3. Philadelphia Match: USA Feedback: You are correct!	truefalse 4. I and eye are synonyms. Answer: False gFeed: I and eye are homonyms
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Operator options can include the following:

Reserved Words	Meaning
Answer:	Correct Answer
gfeed.	General Feedback
feed.1.	Feedback for answer variants
feedback:	Feedback for only correct answer

Question Type	Keyword for Converter
Multiple choice	multichoice. Can be omitted. It is a default type of question
Short Answer	shortanswer
Essay	essay
Description	description
Embed Answers	cloze
True/False	truefalse
Numerical	numerical
Match	matching
Order	order. Requires additional module installed. See in Modules and Plugins page at Moodle.org

10. Along with the Answers and/or Operators, **edit the format so that there is an entered space between each question and answer set. Clean up any awkward spacing.**
11. **Go to File> Save As.** (*I recommend you save it to your desktop or start a file to contain these documents*)
12. **Save the document as a Plain text .txt file.**
13. In the File Conversion box, **select “Other encoding”**
14. To the right of “Other Encoding”, **slide the box options to locate and select “Unicode(UTF-8)”**
15. **Click the “ok” button**
16. **Close the document.**
17. **Locate and open the newly created .txt file**
18. **Click Edit> Select All**
19. **Click Edit> Copy**

Stand and S T R E T C H

20. **Go to VLEtools.com (This will convert the .txt file into a Moodle XML file)**
21. In the upper right side of page, **click “Sign in”**
22. Sign in using a Facebook account: **Click the “F” icon on the page.** This process will automatically connect you with VLEtools.
23. **Type in Email: Dunk.Don123@gmail.com, pw: munchkin123.** If you never log out of the Facebook account, VLEtools will automatically remember this login.
24. On the upper bar of the VLEtools page, **click “Quiz XML”**
25. In the XML options, **change the Answer numbering** to match the preferred 1,2,3 or a,b,c numbering for question choices. (*Click the Shuffle Answers box if this is one of your setting choices*)
26. In the “or paste here” box, **right click your mouse and select “paste”** (this process pastes the text file content into the converter tool)
27. **Click the “Download” button** found under the “or paste here” box

28. Login to [Moodle](#)
29. Locate and Select your course.
30. In Administration, click "Question Bank"
31. Give the page a moment to open, then in Administration>Question Bank, click "Import"
32. Under File Format, select "Moodle XML Format"
33. Open "General" and select the Import Category from the drop down menu (*Where do you want the questions to go*)
34. Uncheck the "get category from file"
35. Skip the other settings in the General area
36. In "Import Questions from file", click the blue "Choose a file" button
37. In the File Picker box, click the gray "Choose File" button
38. Locate and select the XML file from your Downloads folder.
39. Click "Open"
40. Click the blue "upload this file" button
41. Click the blue "Import" button
42. 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

Your test is now uploaded under the appropriate category name in the list of question banks. If it needs to be moved, refer to the "Categories" part of this lesson.

Importing a test from LXR

In this procedure, you will generate the LXR test or question bank, export it, save it as a Plain Text .txt file, and import it into Moodle.



1. Launch LXR Test Generator
2. Use an existing test or create a new test with just the questions you want to download.
3. Print LXR test or question bank set to keep as a reference.
4. Click File> Export
5. Select "No Template"
6. Click the next button
7. Select File Type: Tests
8. Select Format: Text, then Click the Next button
9. Click Next again
10. Select Destination> Browse Destination
11. Click the Next button and then the Next button again
12. Select Fields: All>Move to output fields
13. Click the Next button. Click the Finish button. Click the OK button
14. Refer to the procedure for "Importing a test from my PDF or Word doc" and begin at #18

Note: Pictures do not export from LXR in this format. Using your printed reference, go back into LXR test questions, locate and save the pictures one at a time into a new doc. for reference. Manually import the images in their appropriate questions after the test import is complete.