🗋 Quizzes: Importing Questions from MS Word

Certain question types can be created in Microsoft Word and imported into QMplus. These are 'multiple choice' and 'true/false'. To create other types of question please see *the Quizzes user guide*.

This document contains instruction on how to:

- Create questions in Microsoft Word
- Add a 'Quiz' to your course
- Import questions from Microsoft Word and add them to the 'Question bank'
- Add questions to the 'Quiz'

It assumes you know:

- Quizzes: Creating a Quiz.

> ✋ Tip: A benefit of creating questions using Microsoft Word and then importing them to QMplus is that the act of creating questions and the technical process of adding them to QMplus can be separated. These processes can be allocated to people with different skill sets.

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Step 1: Creating your questions using Microsoft Word.

By following simple guidelines, 'Questions' can be created in Microsoft Word and imported straight into the 'Question bank' of QMplus. Please note that this works only for multiple choice and true/false question types. The example below demonstrates the structure for a multiple choice question:

```
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:
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- Each option (A, B, C, D) has to be a CAPITAL LETTER followed by a full stop (.).
- The word, ANSWER must be in ALL CAPS followed by a colon (:).
- The spacing does not matter.

> ✋ Tip: To create a true/false question simple reduce the possible answer choices to A. and B.

Once you have created your questions in Microsoft Word, save a copy of your document in the plain text format. From within Microsoft Word:

- Go to **File** > **Save As**
- From the dropdown menu select **Plain Text**.
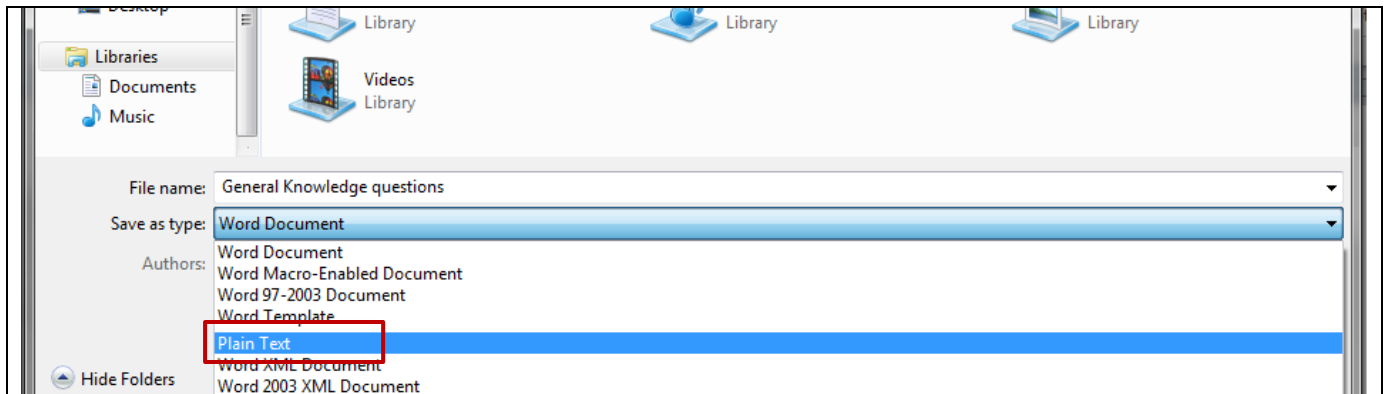
☝ Tip**:** This information only applies if your text includes non-English characters such as the é in café. Open your file in a plain text editor such as Notepad and change the default settings of your document from **ASCI** to **UTF8**. Once you have done this click **Save**.

Step 2: Configuring your 'Quiz'

1. Click the **Turn editing on** button (top right of your module homepage).
2. If not already open, click on the topic where you would like to put the 'Quiz'.
3. Click on the **Add an activity** dropdown menu.
4. Select **Quiz.** This will open the 'Quiz' option screen.
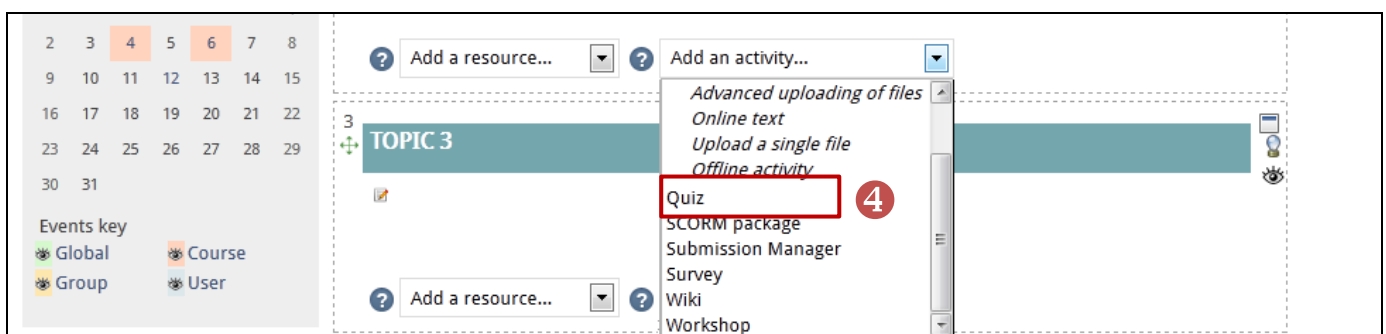
The Quiz options screen displays various settings. In this example I will give the 'Quiz' a name and description and then scroll down and click on **SAVE AND DISPLAY**. Additional information about these options can be found in the 'Quizzes' user guide.

Step 2: Importing your questions into the Question Bank

1. From the 'Settings' menu click on **Question bank.**
2. Click on **Import.**

Home ► My modules ► ELUTIM ► Section 2 ► General knowledge quiz ► Info

SETTINGS	▬ ▣

🔖 📝 ✂

∨ Quiz administration

  ▫ Edit settings

  📝 Edit quiz

  ▫ Restore

  ∨ Question bank   ❶

    ▫ Questions

    ▫ Categories

    ▫ Import   ❷

GENERAL KNOWLEDGE QUIZ

Test your knowledge with this multiple choice general knowledge quiz.

Grading method: Highest grade

No questions have been added yet

EDIT QUIZ

BACK TO THE COURSE

3. Select **Aiken format.**
4. Select **CHOOSE A FILE.**
5. Locate your plain text Word document.
6. Click **IMPORT.**

∨ Quiz administration

  ▫ Edit settings

  ▫ Group overrides

  ▫ User overrides

  📝 Edit quiz

  🔍 Preview

  ▫ Locally assigned roles

  ▫ Permissions

  ▫ Check permissions

  ▫ Filters

  ▫ Logs

  ▫ Backup

  ▫ Restore

  ∨ Question bank

    ▫ Questions

FILE FORMAT

* ❓   ⦿ Aiken format   ❸

❓   ◯ Blackboard

❓   ◯ Blackboard V6+

❓   ◯ Embedded answers (Cloze)

❓   ◯ WebCT format

GENERAL

Import category ❓   Default for ELUTIM (4) ▾

Match grades ❓   Error if grade not listed ▾

Stop on error ❓   Yes ▾

IMPORT QUESTIONS FROM FILE

Import*   CHOOSE A FILE...   ❹

No files attached

IMPORT   ❻

If your questions have been imported successfully then your screen will appear similar to the one below. However, if there is an error message then check the syntax of your Word document and that you are importing the plain text (.txt) version.

- Click **CONTINUE** to add your questions to the question bank.

Your imported questions now appear in the Question Bank. Click on your short course code to return to your course page. In this example it is ELUTIM but most course are a mixture of letters and numbers such as POL204.

Step 3: Adding your Questions to your Quiz

On your course page:

1. Click on the **Quiz** that you created earlier.
2. Click on **EDIT QUIZ**.

From within the Question Bank:

3. Click the **Tick boxes** for the 'Questions' you would like to add to your quiz.
4. Click on the **ADD TO QUIZ** button.
5. Your questions are added to your Quiz

Step 4: Previewing your Quiz

Your Quiz is now ready to be used by your students. If you would like to preview your Quiz:

1. From your course page click on the newly created 'Quiz'.
2. Click on **ATTEMPT QUIZ NOW.**

🖑 Tip**:** Once a quiz has been attempted by a student registered to your course then the Quiz can no longer be edited. Previewing your course will not add marks to the **Grades** area.

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Next steps

You may want to consider:

- Quizzes: Exporting and importing Questions.
- Quizzes: Sharing Questions via Categories

Further information at: qmplus.qmul.ac.uk. To view additonal help files visit http://tinyurl.com/cz5toas

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