

## Create a Test Bank from Word

If you want to create a number of multiple choice or true/false questions, an easy way to post them in Moodle is to import them from a Word document using the Aiken format. If you need to add just a few questions, it's easier to enter them directly into Moodle without using an intermediate format.

### Creating an Aiken Document

Follow these steps **exactly** as described. Otherwise, the import will not work.

1. Create a Word document and type each question as a single paragraph. Do *not* include a question number<sup>1</sup>. Let the text wrap—press the [Enter] key only when you reach the end of the question.
2. Introduce each answer choice with a single **capitalized** letter followed by a period or closing parenthesis and a space [A., B., C. or A), B), C), etc.]. Press the [Enter] key just once after each answer choice.
3. Introduce the correct answer with the word **ANSWER** in **all capitals** followed by a colon, one space and the capitalized letter corresponding to the correct answer (e.g., ANSWER: A).
4. Insert one return (↵) between an ANSWER line and the following question.
5. Save the document in UTF-8 format as described below.

The following example of Aiken format demonstrates that you can use periods or parentheses for each answer choice. **Note: True/False questions are treated as multiple choice**, introduced with "A." and "B." (The ¶ symbols below are shown to indicate where hard returns should be placed. They will not actually be visible in your document unless you have Word set to display paragraph marks.)

```
I want my students to perform a specific task. What element of Moodle should I use?  
A) Discussion Forum  
B) News Forum  
C) Assignment  
ANSWER: C  
  
Moodle is a product of Microsoft.  
A. True  
B. False  
ANSWER: B
```

**TIP:** The first few times you create an Aiken document, we recommend creating a sample document with just two or three questions and importing them into Moodle to make sure your formatting is correct before drafting the entire document. The most common error in producing an Aiken formatted document is not using capitals letters for each answer choice or in the word "ANSWER."

### Saving in UTF-8 Format

After drafting your questions, you need to save your document in Plain Text UTF-8 format. This will ensure that your text will be read correctly when it is imported into Moodle.

<sup>1</sup> If you are converting an existing document that has numbered items, save the file as plain text first (ctrl S), then






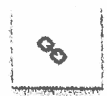



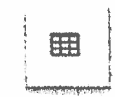


	Insert or edit image	This option allows users to upload images to activities, resources, or to a description. These files can be uploaded from your <b>local storage</b> or by using a <b>URL</b> . Users can also search <b>Wikimedia</b> for additional images.
	Insert or edit and audio/video file	This option allows users to upload media (audio and video) to activities, resources, or to descriptions. These files can be uploaded from your <b>personal storage</b> or by using a <b>URL</b> .
	Record audio	Allows users to record live audio and upload it to activities, resources or to a description.
	Record video	Allows users to record live video sessions and upload it to activities, resources or to a description.
	Insert H5P	Users can insert H5P (HTML 5 package) media. H5P can be either uploaded or a URL can be used to access the HTML 5 package.
	Link	Allows users to create embedded hyperlinks that can be opened in new browser windows.
	Unlink	Removes hyperlinks from text or images that has hyperlinks embedded in them.
	HTML	This button changes the display shown in the window to raw HTML code.
	Equation editor	Users can input math notation directly into your Moodle page or activities, or resources.
	Table	Allows users to use a tabular layout on text.
	Insert character	Gives users access to a list of special characters that can be added to content.
	Ordered and Unordered List	Users can create lists with or without sequence when one of the options are selected.

Table 1: Moodle Standard Toolbar