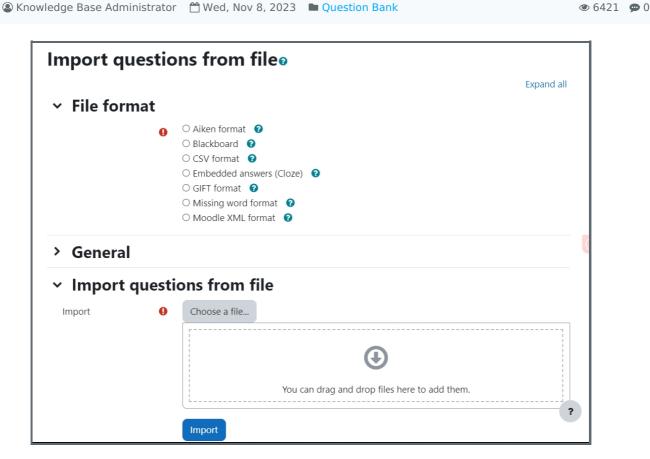
Import questions from an existing file



An example of importing question page

Overview:

This guide will show you how to import questions from existing files into the Question Bank.

What to know:

Importing questions function allows users to import questions from existing files, instead of creating questions in the system one by one.

Table of Contents

Step 1: Write questions in a Word file

Step 2: Save the file

Step 3: Click the 'Editing' icon

Step 4: The 'Question bank' area

Step 5: Choose a file format of the importing file

Step 6: Choose the category you want the questions to be imported into

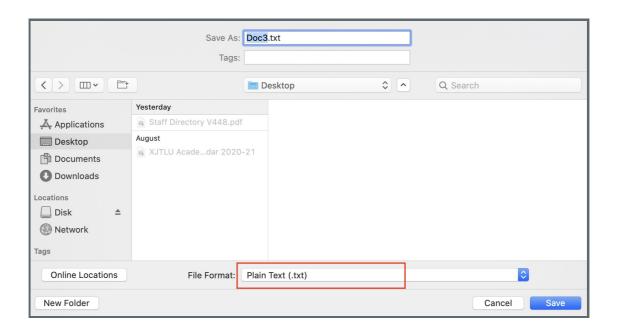
Step 7: Upload the importing file

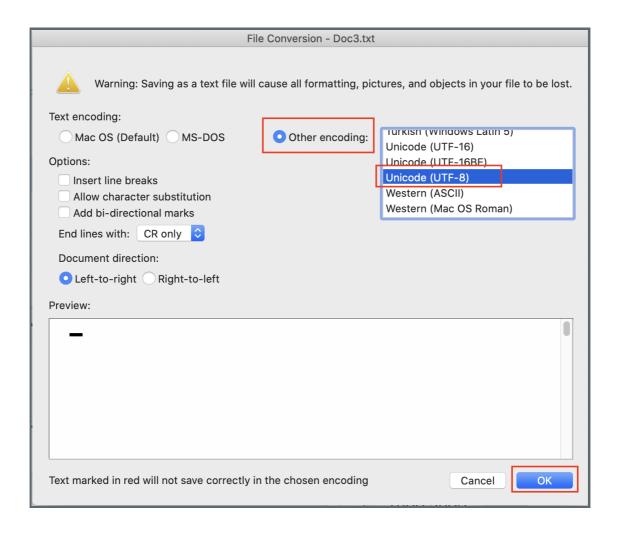
Step 1: Write questions in a Word file

Write questions in a Word file.

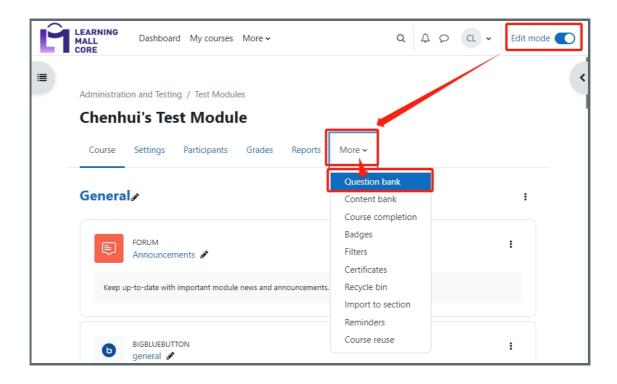
Step 2: Save the file

- 1. Click 'Save as' to save your file
- 2. Choose to save the file as a '.txt' (plain text) file
- 3. Choose the encoding format to be UTF-8 format.



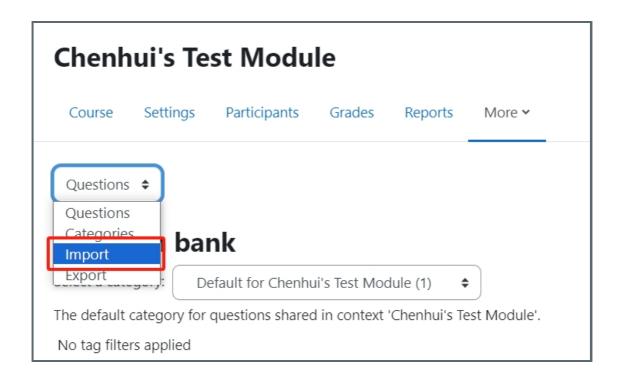


Enable the 'Edit mode' icon on the top right of the module page. Then choose 'more' > 'Question bank'.



Step 4: The 'Question bank' area

1. Click the 'Import' link.



Step 5: Choose a file format of the importing file

Under the 'File format' section, choose the file format below that your existing file belongs to:

Aiken format: to import multiple choice questions with one option as the correct answer.

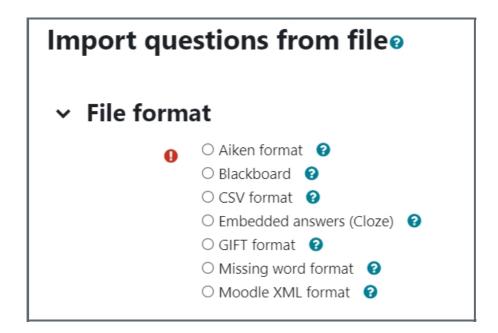
Blackboard: to import from a Learning Management System called Blackboard.

Embedded answers (Cloze): to import questions in 'Embedded answers (Cloze)' question type.

GIFT format: to import multiple choice, true/false, short answer, matching, missing word, numerical and essay questions.

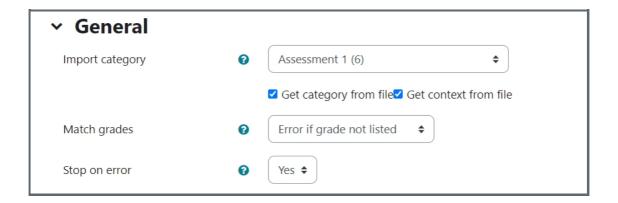
Missing word format: to import questions in 'Missing word' question type.

Moodle XML format: to import questions through XML programming language.



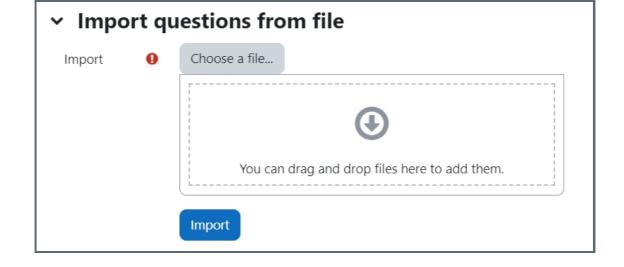
Step 6: Choose the category you want the questions to be imported into

Under the 'General' section, choose the category you want the questions to be imported into, by clicking the drop-down menu in 'import category' setting.



Step 7: Upload the importing file

- 1. Under the 'Import questions from file' section, drag and drop the importing file into the file box.
- 2. Click the 'Import' button to upload the importing file.



 $On line\ URL:\ https://knowledgebase.xjtlu.edu.cn/article/import-questions-from-an-existing-file-23.html$