

# Import questions from an existing file

## Import questions from file

Expand all

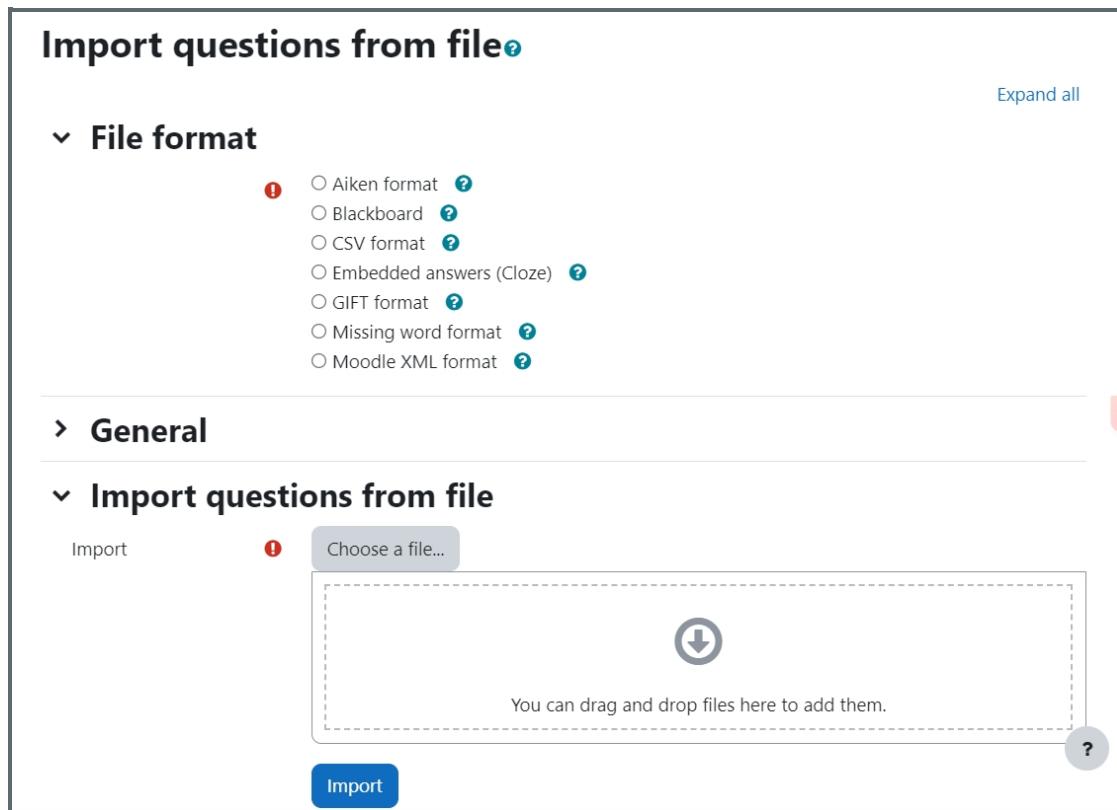
File format

- Aiken format
- Blackboard
- CSV format
- Embedded answers (Cloze)
- GIFT format
- Missing word format
- Moodle XML format

General

Import questions from file

Import Choose a file... You can drag and drop files here to add them. Import



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.

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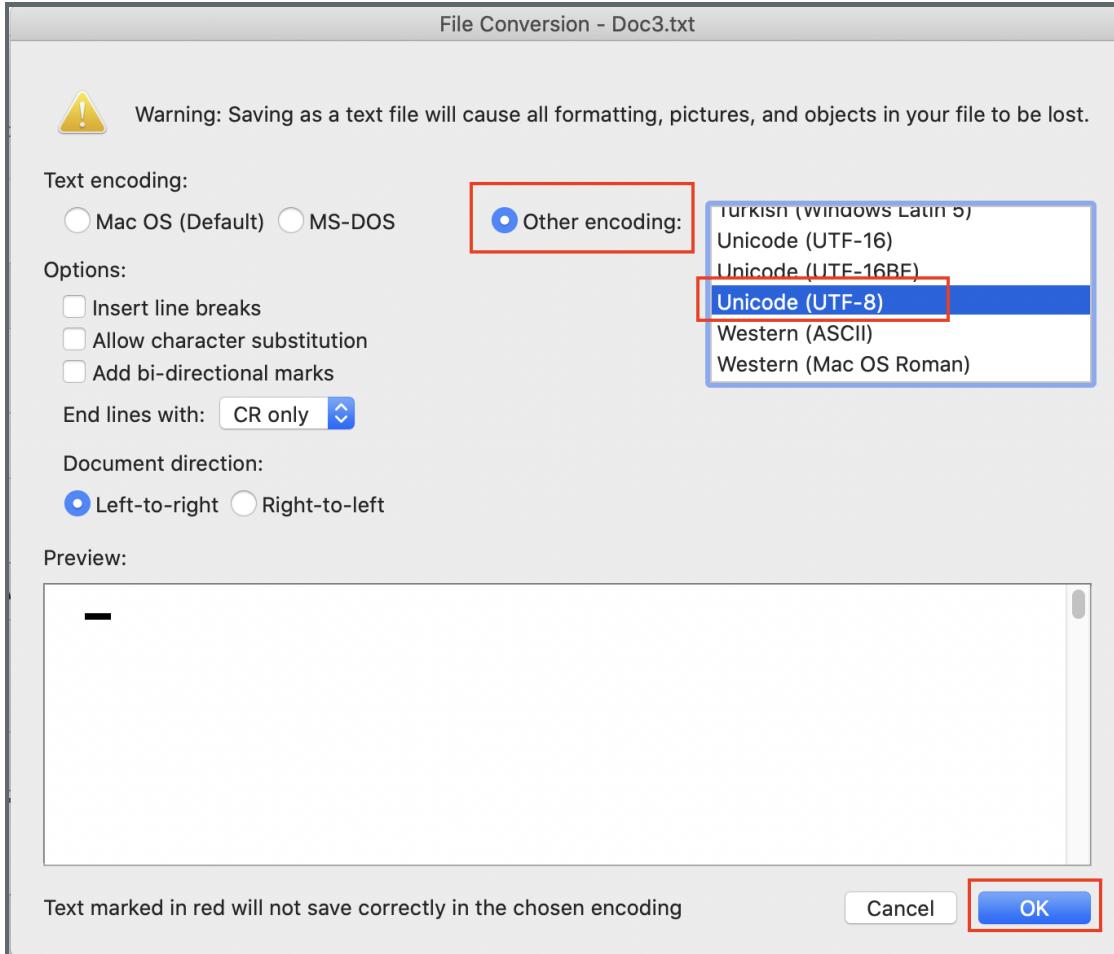
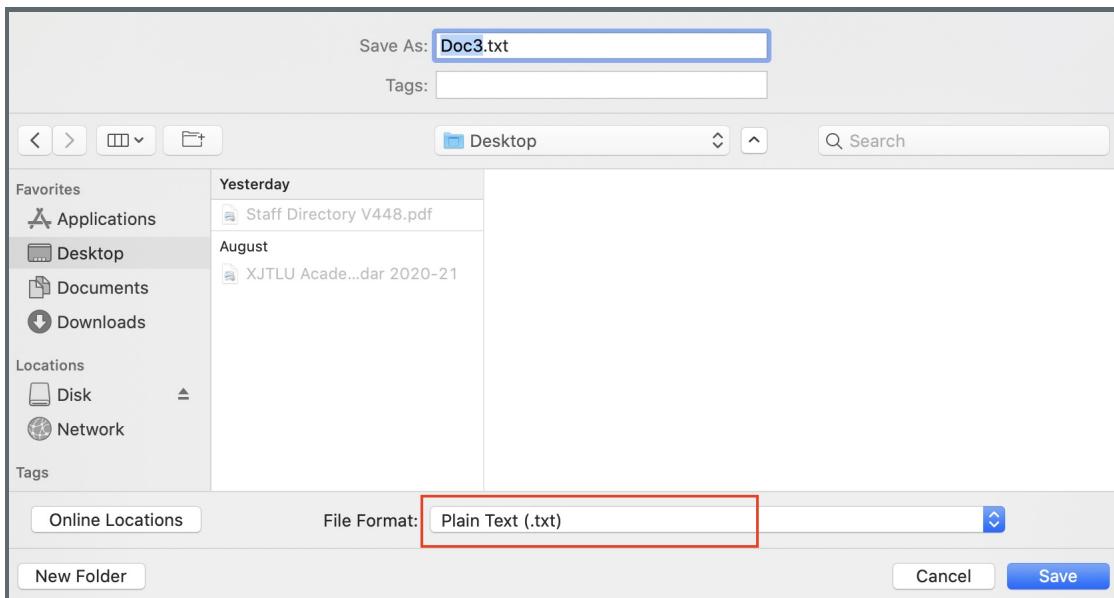
- Step 1: Write questions in a Word file
- Step 2: Save the file
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- Step 6: Choose the category you want the questions to be imported into
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### Step 1: Write questions in a Word file

Write questions in a Word file.

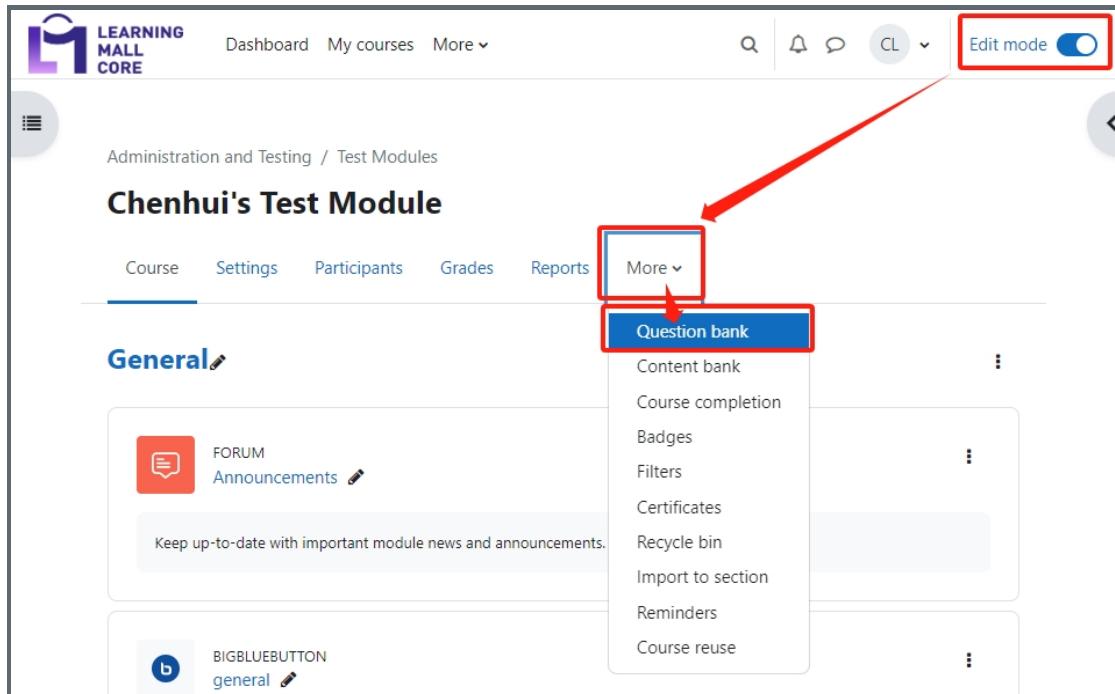
## Step 2: Save the file

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 .



## Step 3: Click the 'Editing' icon

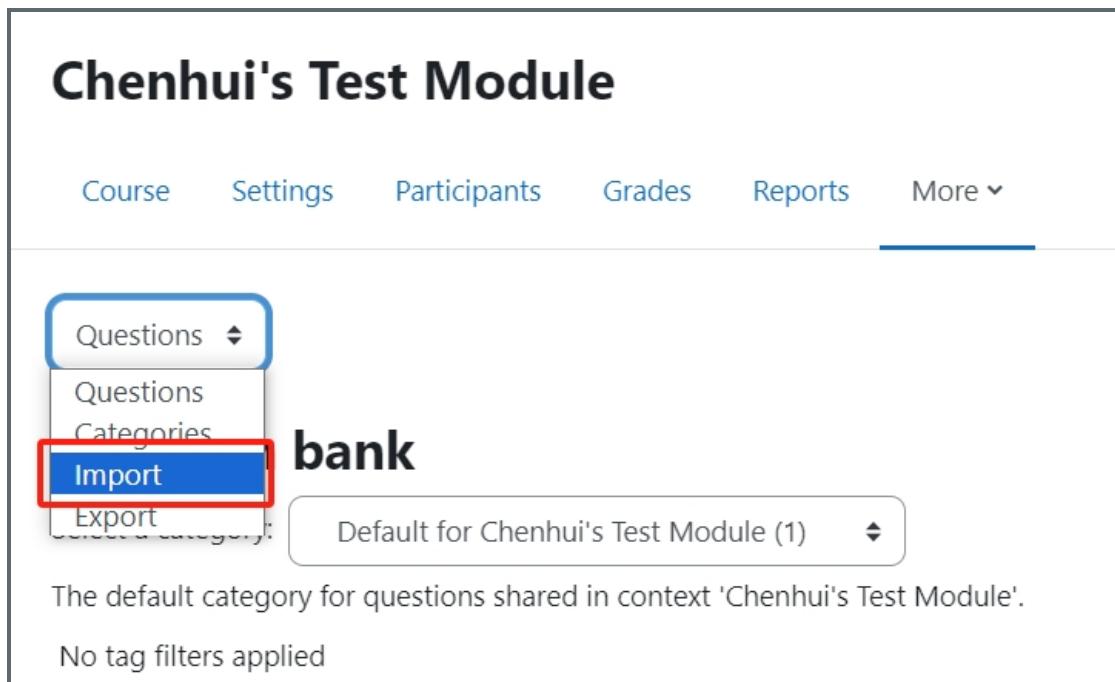
Enable the 'Edit mode' icon on the top right of the module page. Then choose 'more' > 'Question bank'.



The screenshot shows the 'Chenhui's Test Module' page. At the top right, there is an 'Edit mode' toggle switch with a red box and arrow pointing to it. Below the toggle is a 'More' dropdown menu with a red box and arrow pointing to it. The 'Question bank' option in the dropdown menu is highlighted with a blue box. The 'Question bank' option is also highlighted with a blue box in the main content area.

#### Step 4: The 'Question bank' area

1. Click the 'Import' link.



The screenshot shows the 'Question bank' area. On the left, there is a dropdown menu with 'Import' highlighted with a red box. The word 'bank' is written in large, bold, black letters. Below the dropdown menu, there is a text box with the text 'Default for Chenhui's Test Module (1)'. At the bottom, there is a message: 'The default category for questions shared in context 'Chenhui's Test Module''. Below that, it says 'No tag filters applied'.

#### 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.

## Import questions from file?

### ▼ File format

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### 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.

### ▼ General

Import category

?

Assessment 1 (6)

▼

Get category from file  Get context from file

Match grades

?

Error if grade not listed

▼

Stop on error

?

Yes

▼

### 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.

## ▼ Import questions from file

Import



Choose a file...



You can drag and drop files here to add them.

Import

Online URL: <https://knowledgebase.xjtu.edu.cn/article/import-questions-from-an-existing-file-23.html>