

# 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

You can drag and drop files here to add them.

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](#)

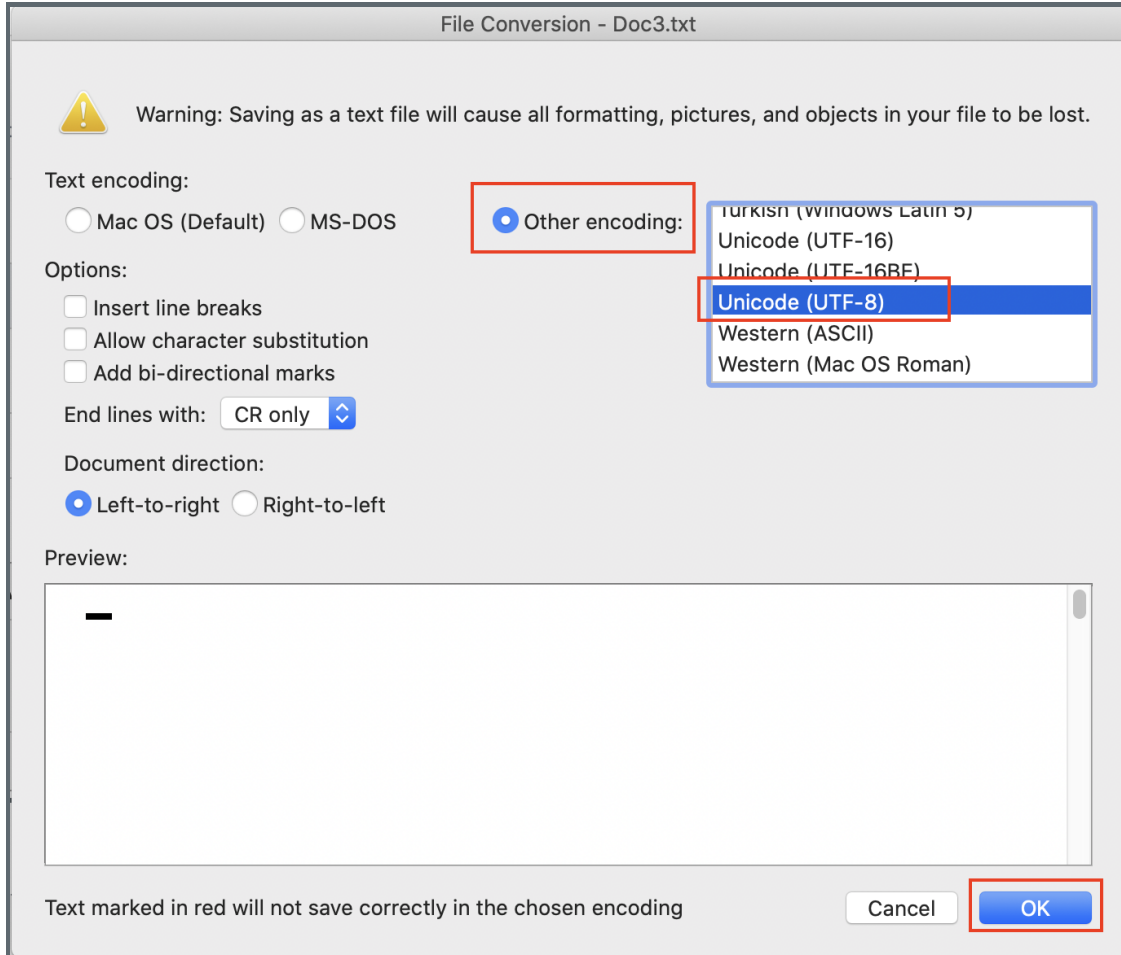
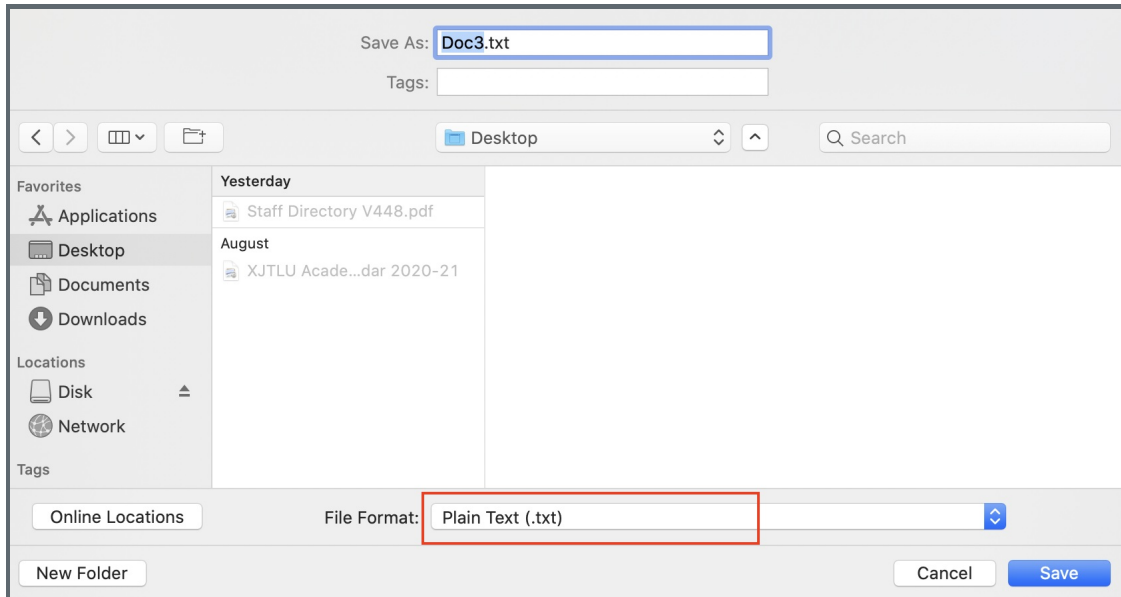
[Step 7: Upload the importing file](#)

### Step 1: Write questions in a Word file

Write questions in a Word file.

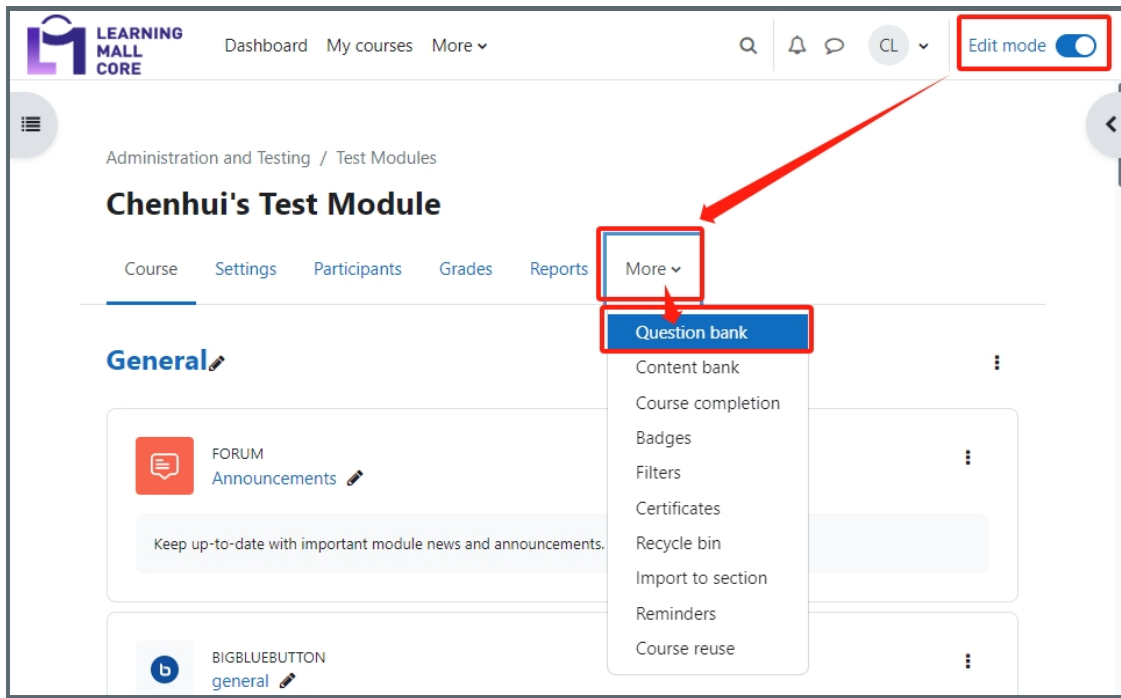
## Step 2: Save the file

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 .



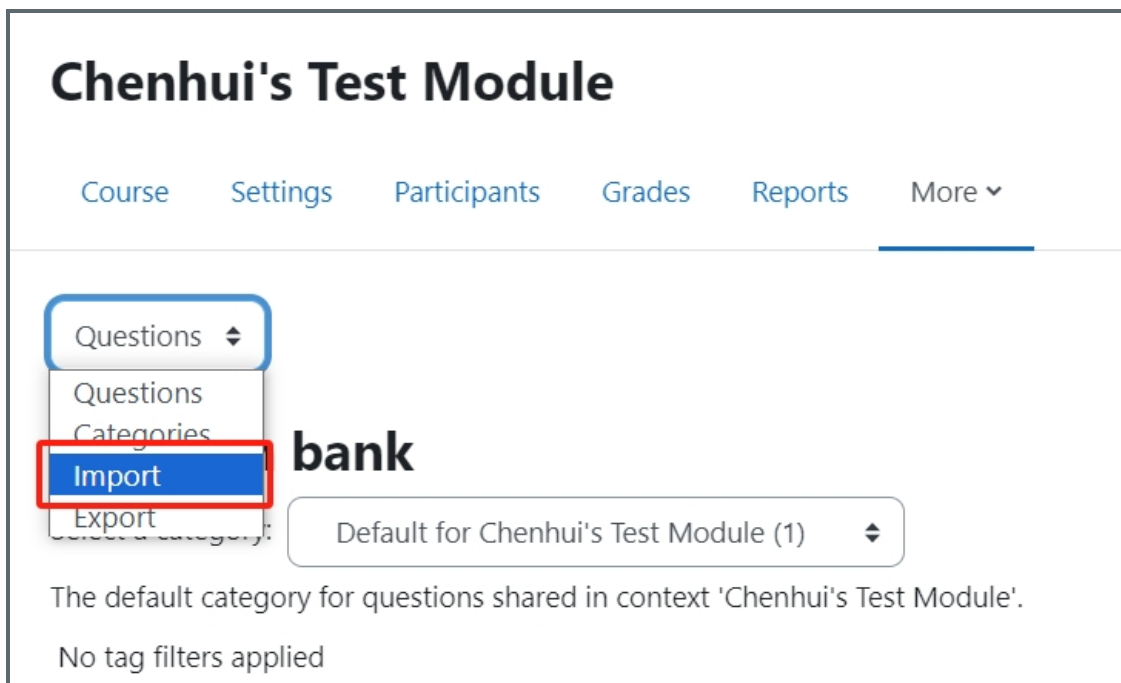
## Step 3: Click the 'Editing' icon

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.

## Import questions from file



▼ **File format**

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



### 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.xjtlu.edu.cn/article/import-questions-from-an-existing-file-23.html>