

How to Build a Quiz in Moodle and Import Pools of Questions

Overall Process

1. Create your pool of questions in the correct format
2. Create a Category
3. Import your pool of questions to the correct category
4. Create a Quiz in Moodle.
5. Edit your quiz and save

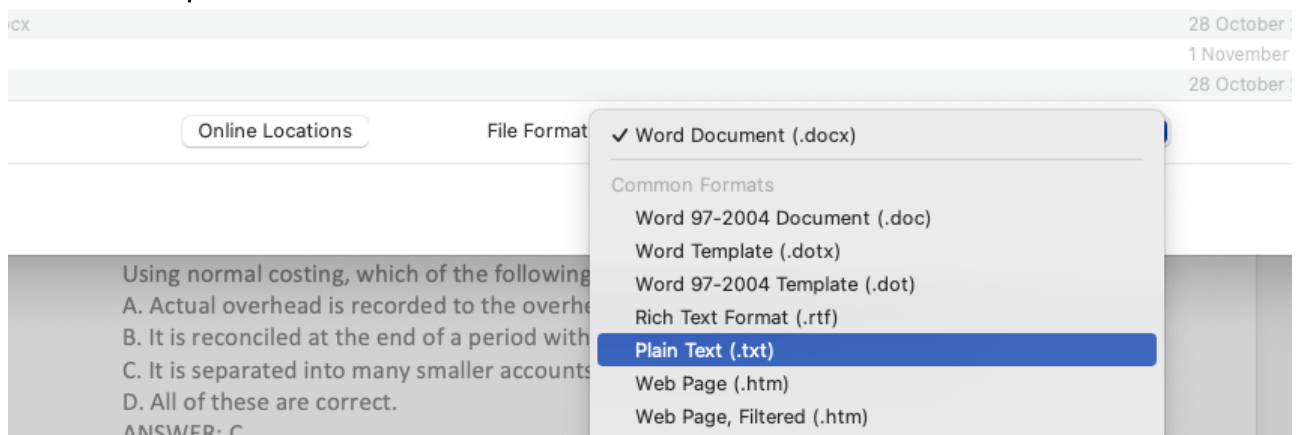
1. Create a Pool of Multiple Choice Questions

Here is an example of the format:

```
What is the correct answer to this question?  
A. Is it this one?  
B. Maybe this answer?  
C. Possibly this one?  
D. Must be this one!  
ANSWER: D
```

Characters like 'quotes' can cause import errors in Moodle. To avoid this, always save your text file in UTF-8 format (most text editors will ask you).

Save word doc file as "Plain Text" and name it as per the naming convention: **Subject Code, Assessment No, Assessment Name, Pool No**
Example: ACC101A Assessment 1 Online Quiz Pool 1



File Conversion - The primary objective of managerial accounting is.txt

Warning: Saving as a text file will cause all formatting, pictures and objects in your file to be lost.

Text encoding:

☐ Mac OS (Default)
 ☐ MS-DOS
 ☒ Other encoding:

Options:

☐ Insert line breaks
☐ Allow character substitution
☐ Add bi-directional marks

End lines with:

Document direction:

☒ Left-to-right
 ☐ Right-to-left

Preview:

The primary objective of managerial accounting is:

☐ A. To provide shareholders and potential investors with useful information for decision making
☐ B. To provide banks and other creditors with information useful in making credit decisions
☐ C. To provide management with information useful for planning and control of operations
☐ D. To provide the Australian Tax Office with information about taxable income
☐ ANSWER: C

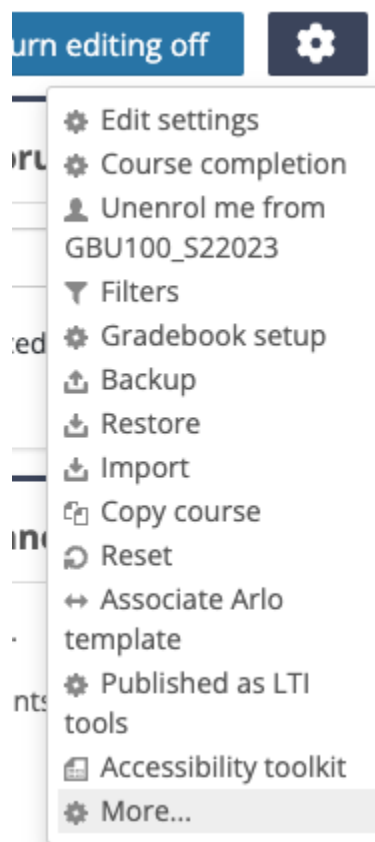
☐ Managerial accounting reports are prepared:
☐ A. According to GAAP guidelines
☐ B. To meet the needs of decision makers within the firm
☐ C. For external users
☐ D. All of these are correct
☐ ANSWER: B

☐ The standards of ethical conduct for managerial accountants include:
☐ A. Competence and performance
☐ B. Integrity and respect for others

Text marked in red will not be saved correctly in the chosen encoding

2. Create a Category

- Go to the cog in the top right hand corner and select "More"



Question bank

Questions

Categories

Import

Export

- Scroll down to the bottom
- Ensure to change where the category will be created to your course.

▼ Add category

Parent category 

Name 

Course: GBU100_S22023

Top for GBU100 Business Communications S2 2023

Assessment 1 - Quiz 4 - Sunaina

Case study questions (3)

✓ Default for ICT100 (13)

GBU100 Assessment 1 - Quiz 2 - short Essay Questions (3)

GBU100 Assessment 1 - Quiz 2 - W4 ques (3)

GBU100 Assessment 1 - Quiz 2 - W5 questions (3)

Name your category in line with the correct naming convention. See example below:

▼ Add category

Parent category?

Top for GBU100 Business Communications S2 2023

Name!

GBU100 Assessment 1 Online Quiz- Pool 1 or Application

Category info

Paragraph **B** *I*     

Path: p

ID number?

Add category

Your category will then appear in the list on the “Categories” tab

- **GBU100 Assessment 1 Online Quiz- Pool 1 or Application (0)**     
- **Questions saved from context Quiz: Academic Integrity Quiz. (10)**
These questions (some of which may be hidden) were saved when context Quiz: Academic Integrity Quiz or other activities.
    
- **Questions saved from context Quiz: Academic Integrity Week 10. (10)**
These questions (some of which may be hidden) were saved when context Quiz: Academic Integrity Week 10 quizzes or other activities.
    
- **Questions saved from context Quiz: Academic Integrity Week 11. (10)**
These questions (some of which may be hidden) were saved when context Quiz: Academic Integrity Week 11 quizzes or other activities.
    

3. Import your Pool of Questions to the Correct Category

Click on your newly created category

Select the "Import" tab

Questions

Categories

Import

Export

Import questions from file?

▼ File format



Aiken format



Blackboard



Embedded answers (Cloze)



Examview



GIFT format



Missing word format



Moodle XML format



WebCT format



Drop your text file into the box and click on "Import"

▼ Import questions from file

Import

Choose a file...



You can drag and drop files here to add them.

Import

You should then see your questions appear in that category. See an example below:

Importing 16 questions from file

1. The primary objective of managerial accounting is:

2. Managerial accounting reports are prepared:

3. The standards of ethical conduct for managerial accountants include:

4. Which of the following is an example of the management activity referred to as planning?

5. The standards of ethical conduct for managerial accountants include:

6. Investigating production variances and adjusting the production process is an example of:

7. A variable cost in total:

8. Assigning costs:

9. Product costs consist of:

10. Which of the following would probably be a fixed cost in a fast-food restaurant?

If you receive the message below- there are some errors in your formatting and the import may fail. You'll need to review your questions and ensure they follow the Aiken format requirements.

Error importing question Short Questions Pool 1Question not completed before next question start on line 243

Error importing question Describe the differences between job-order costing and process costing and ...Question must have at least 2 answers on line 247

Error importing question Manufacturing and service firms that produce unique products or services that...Question not completed before next question start on line 251

Error importing question Firms that mass produce large quantities of similar or homogeneous products ...Question not completed before next question start on line 255

Error importing question Clean & Clean , a janitorial services firm, ask you about the simplest and ...Question must have at least 2 answers on line 259

Error importing question Direct method: The direct method allocates costs of each of the service ...Question not completed before next question start on line 265

Error importing question Hi-Fi Ltd decides to use high-low method to separate mixed costs into their ...Question not completed before next question start on line 269

Error importing question ANSWERQuestion not completed before next question start on line 271

Error importing question In the high-low method, only two data points are used – the high point and ...Question not completed before next question start on line 273

Error importing question The high-low method is objective and easy, but a non-representative high or ...Question not completed before next question start on line 277

Error importing question Short Questions Pool 2Question not completed before next question start on line 281

Error importing question Morrow Company applies overhead based on direct labour hours. At the ...Question not completed before next question start on line 285

Error importing question What is the predetermined overhead rate?Question must have at least 2 answers on line 289

Error importing question The mixing department incurred \$46 000 of manufacturing costs during the ...Question must have at least 2 answers on line 299

Error importing question (\$46 000/(2000 + 40% × 500) × 200)= \$3680Question not completed before next question start on line 305

Error importing question For August, Toyo Manufacturing has costs in BWIP equal to \$112 500. During ...Question must have at least 2 answers on line 309

Importing 16 questions from file

Error(s) found parsing the import file. No questions have been imported. To import any good questions try again setting 'Stop on error' to 'No'

4. Creating a Quiz in Moodle

Turn Editing On



Select “Add an activity or resource” and then choose the Quiz tool

[+ Add an activity or resource](#)



Quiz



Name your quiz and add some narrative for scaffolding activities.



Example Quiz



Remember to tick the “Display description box”

☒ Display description on course page

and Save.

5. Edit and Save your Quiz

Go back into your Quiz and click on “Edit quiz”

Edit quiz

Go to Add and select a “random question”

☐ Shuffle ?

Add ▾

- + a new question
- + from question bank
- + a random question

From the drop down menu, select the category you created earlier.

Quiz: Example Quiz

- Top for Example Quiz
- Default for Example Quiz

Course: ACC103A UPGRADE V2

- Top for ACC103 Financial Accounting 1 / ACC103A Financial Accounting 1 UPGRADE V2
- ✓ ACC103A Assessment 1 Online Quiz Pool 1 (32)

Then select how many random questions you'd like to add from that category or pool of questions to your quiz. The example below shows we've selected 5 random questions from this pool.

Add a random question at the end ✕

Existing category New category

Category ACC103A Assessment 1 Online Quiz Pool 1 (32) ▾

☐ Include questions from subcategories too

Tags ? Any tags

Search ▾

Number of random questions

Questions matching this filter

1 2 3 4 5 6 7 >

1 The primary objective of managerial accounting is:

2 Managerial accounting reports are prepared:

3

4

5

6

7

8

9

10

Then, click on “Add random question”

Add random question

Cancel

You can repeat this step to add questions from different question categories or pools.

Finally save your quiz.

Save