

# US

University of Sussex

Technology Enhanced Learning

Microsoft Word: Moodle Quiz Template

By Pete Sparkes

## About this guide

This document was created by Pete Sparkes (Learning Technologist at the University of Sussex) to provide guidance on using the Microsoft Word Moodle Quiz Template (version 21) as an efficient method for creating quizzes for use in Study Direct (Moodle 1.9) using Microsoft Word 2013 (on a Microsoft Windows 7 PC).

## Microsoft Word Moodle Quiz Template

The Microsoft Word Moodle Quiz template provides a simplified and efficient workflow for creating Study Direct quizzes by reducing the need to navigate through multiple pages, menus and boxes on forms in Study Direct to create each individual quiz question. Instead, the user type's questions and answers for a series of questions directly into a single Microsoft Word document and then uses the question import facility in Study Direct to bulk load the questions for use in the quiz activity tool. It also offers an offline solution as the majority of the work is completed using Microsoft Word.

The Microsoft Word Moodle Quiz Template was originally created by Mikko Rusama and has since been further developed by members of the Moodle community.

Please note that the terms Moodle and Study Direct maybe used interchangeably throughout this document.

### About Technology Enhanced Learning (TEL)

Technology Enhanced Learning support staff at the University of Sussex in effective and innovative approaches to using technology in teaching, learning and assessment.

Please contact us if you have any specific queries or visit our website for additional guides and resources:

- Website: [www.sussex.ac.uk/tel](http://www.sussex.ac.uk/tel)
- Email: [tel@sussex.ac.uk](mailto:tel@sussex.ac.uk)

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## Getting started

The following instructions will guide you step-by-step through the process of downloading and setting up the Microsoft Word Moodle Quiz template.

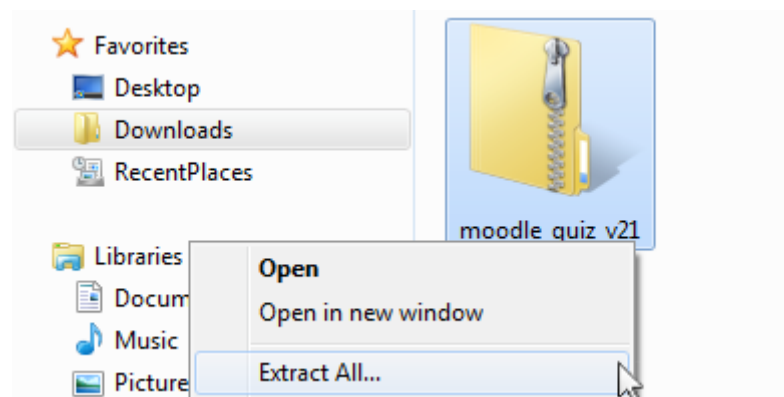
### 1. Download the Microsoft Word Moodle Template to your PC

Copy and paste the following web address into the address bar of your web browser to begin downloading the required files to your computer:

[http://dl.dropbox.com/u/17797520/moodle/moodle\\_quiz\\_v21.zip](http://dl.dropbox.com/u/17797520/moodle/moodle_quiz_v21.zip)

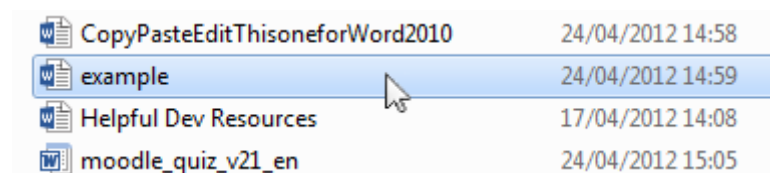
### 2. Unzip the downloaded files

Locate the file which you have just downloaded called 'moodle\_quiz\_v21.zip' - unless you have chosen to save the downloaded file elsewhere, then this will likely be in the 'Downloads' folder. Right-click on the file and select the 'Extract All' option from the drop-down menu to unzip the contents of the compressed file.



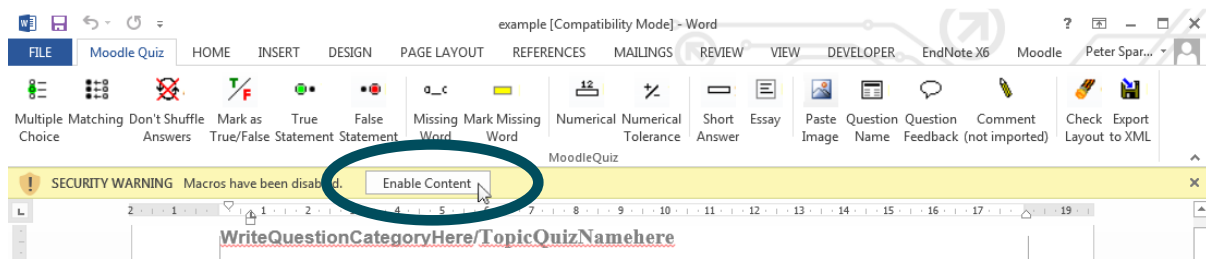
### 3. Open the example file and enable macros

Go the folder containing the files which you have just unzipped and open the 'example.doc' file.



This file contains examples of questions which have been created using the template and the macros which are required to create them. The macros are pre-loaded into the example document.

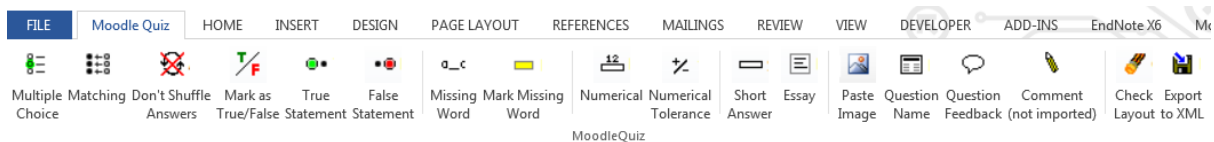
In order to use these macros yourself, you will need to click the 'Enable Content' button which appears as part of the security warning that 'Macros have been disabled'.



You are now ready to start creating your own Moodle quiz questions.

## Adding questions to your document

The Moodle Quiz tab on the Microsoft Word ribbon allows for quick access to the macros which are required to add quiz contents to your document. This displays a number of options for adding various question types, images, general feedback, question names and an export option.



We will start exploring the options on the ribbon by using them to add a question to our Microsoft Word document. Optional settings such as feedback, question names, quiz category names, adding images will be explored later on in this guide.

The ribbon includes options to add question types from all of the available options in Study Direct.

- Multiple choice
- True or false
- Matching
- Short answer
- Numerical
- Essay

Please note that 'Missing Word' is a type of short-answer question and the true (and false) statements are the options for creating 'True or false questions'.

## Multiple Choice Questions

In this example we will create a multiple choice question by asking 'What is the Capital of Italy?' and provide three response options; 'Rome', 'Milan', 'London'. We will set the question up so that 'Rome' is recognised as the correct answer.

Select the 'Multiple Choice' option from the Moodle Quiz tab to add a multiple choice question to your document. This will insert the 'question' text into your document which will display as the following:

### **1. Insert Multiple Choice Question**

Edit this text to display your question text. Question text for all of the question types will always display in bold with a question number assigned next to it.

Questions which require response options (multiple choice, matching, short answer, numerical) can be typed onto the lines directly below the question. Each of the response options must be typed on a separate line with the correct answer on the first line. Press the 'Enter' key on your keyboard after you have typed your question and begin to type out the response options. Please see the example below.

#### **1. What is the Capital of Italy?**

Rome

Milan

London

Once you have entered your question and responses, you may wish to add images, comments or question feedback – please see the information later on in this guide. You may want to add another question, in this case, press the 'Enter' key on your keyboard and then select another question type button from the ribbon to start writing a new question. This process is the same for any other question type which you add to the document.

## True or False Questions

In this example we ask 'True or false: Christmas day falls twice a year on the 1<sup>st</sup> January and 2<sup>nd</sup> April'. We will set the answer 'false' to be recognised as the correct response.

Begin by selecting the 'False Statement' option from the Moodle Quiz tab; alternatively, we could select 'True Statement' if we were to ask a true or false question where the correct answer would be 'true'.



Selecting the 'False Statement' option will insert the following question text into the document.

### 2. **True-false question: insert a FALSE statement here (not at the end of the document)**

Edit this text to display the question text as required.

### 2. **True or false: Christmas day falls twice a year on the 1<sup>st</sup> January and 2<sup>nd</sup> April.**

## Matching Questions

The 'Matching' question type will ask quiz participants to correctly pair together a series of words or statements as specified by the question creator.

In the following example we will ask participants to 'Match the following items' and provide the following pairs:

- 'Pencil' and 'Pencil case'
- 'Spoon' and 'Bowl'
- 'Chair' and 'Table'
- 'Book' and 'Shelf'

Begin by selecting the 'Matching' option to insert the editable line of question text into the document.

### 3. **Insert Matching Question**



The matching pairs are to be typed out in order on separate lines as demonstrated in the example below. The selectable options will be displayed in drop-down menus and the answer options will be randomised.

**3. Match the following items:**

Pencil	Pencil case
Spoon	Bowl
Chair	Table
Book	Shelf

## Short Answer Questions

There are two types of 'short answer' questions which can be used.

1. Standard 'Short Answer' question type: ask a question where participants have to type a response afterwards.
2. Fill-in the blank 'Missing Word' question type: ask a question where participants have to type a missing word into a sentence as a response.

Select the 'Short Answer' option from the 'Moodle Quiz' tab to insert a standard short answer question into your document. Type variations of possible correct responses onto separate lines following the question. For example:

**4. What is a family of Lions referred to as?**

- Pride
- A pride
- Lion pride
- Pride of lions

If you wanted to re-write this as a 'fill in the blank' style short answer question instead, then you could do this by selecting the 'Missing Word' option from the Moodle Quiz tab.

Begin by typing out the full statement, for example 'A pride is a family group of Lions'. Highlight the word 'pride' and then select 'Mark Missing Word' from the ribbon. This will indicate that 'pride' will appear as a blank in the question which must be filled in as a response by the participant.

## 5. A **pride** is a family group of Lions

### Numerical Questions

A simple mathematical question type, similar to a short answer question except answers must be a numerical value.

### Essay Questions

The 'essay' question is the only question type in the Moodle quiz activity which requires a human marker. You can use this question type to ask a question which must be responded by the participant typing a paragraph (or more) of text. Select the 'Essay' button from the Moodle Quiz tab to insert this type of question into your document and then edit the question text as appropriate.

## Adding a 'General feedback' response to a question

It's possible to add a general feedback statement which will display after a participant has completed a question. Please note that if used 'general feedback' will appear with the same message regardless of whether a participant has given a correct or wrong response. It's not possible to add custom feedback based response using the Microsoft Word Moodle Quiz template, however you include this by editing your questions in Study Direct after they have been imported.

To insert general feedback, place your mouse cursor at the end of the text for the last response option of a question and select 'Question Feedback' button from the ribbon.



Question  
Feedback

This will insert a line of blue text at the very end of your question (and responses) which you can edit to include general feedback. See the example below:

**1. What is the Capital of Italy?**

Rome

Milan

London

**General Feedback: this is a simple question to demonstrate how multiple choice quiz questions work!**

## Insert images into questions

You can insert one image per question contained within your document. The image must be inserted after the question text and not as part of a response.

You could also combine multiple images into a single image file using an image editor such as PIXLR [www.pixlr.com](http://www.pixlr.com)

To insert an image, copy it to your clipboard and then use the 'Paste Image' option on the Moodle Quiz tab to insert it into your document.



Paste  
Image

## Adding text comments to your quiz document

You can insert text comments into your document which will not appear when imported into Study Direct. This provides a useful way to annotate your quiz questions either as reminder notes for yourself or as instructions for colleagues when collaborating on writing quiz questions.

Comments are recognisable as they will always appear in a grey coloured font. To insert comment text, select the 'Comment (not imported)' button from the Moodle Quiz ribbon.



Comment  
(not imported)

## Export to Moodle XML

Moodle XML is a file format which can be used specifically to import and export quiz questions to and from the Quiz activity in Moodle. The Microsoft Word Moodle Quiz Template includes a macro which exports the contents of the document to a Moodle XML file so that it can be imported into your Moodle quiz.



Check Export  
Layout to XML

Before exporting your Microsoft Word document to Moodle XML, use the 'Check Layout' macro located on the far right-hand side of the Moodle Quiz tab on the Microsoft Word ribbon. This will check the formatting of your document for any obvious errors, it provide any instructions for any changes which you may need to make to the document formatting before exporting it.

Next, select the 'Export to XML' macro from the ribbon and then choose a location on your computer to create your Moodle XML file.

You are now ready to import your questions into Study Direct!

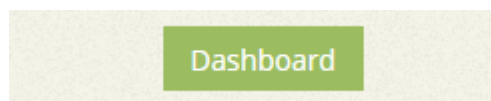
## Import to Study Direct

Once you have exported your quiz questions to a Moodle XML file from the Microsoft Word Moodle Quiz template; you will need to import this file into Study Direct to use your questions in a quiz activity. The following steps will walk you through each stage of this process.

1. Login to Study Direct <http://studydirect.sussex.ac.uk> and navigate to the module site where you wish to use your quiz questions.

*Note: you must have the permission levels of a tutor (or above) on the module site in order to import questions and create quizzes.*

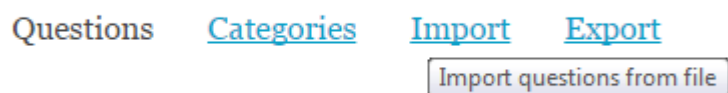
2. Go to the green 'Dashboard' button located in the top-right hand corner of your module site.



3. Select 'Questions' from the 'Contents' menu in the left-hand corner.



4. Next, select the 'Import' option from the menu which appears in the middle of your browser window.



- You are now on the page which includes the question import options. Make sure that you have selected 'Moodle XML format' from the list of file formats and also selected the Moodle XML file from your computer using the 'Import from file upload...' option further down the page.

## Import from file upload...

Upload (Max size: 60MB)

Moodle\_Que...150715.xml

- Select the 'Upload this file' button to import your questions into Study Direct. Your questions will now be available from the Question bank menu and ready to add to your existing or new quizzes in any sites where you have a tutor role (or above) in Study Direct.

The screenshot shows the Moodle 'Import' page in Study Direct. The page is titled 'PSTS1: Editing Quiz' and has a URL of 'https://studydirect.sussex.ac.uk/mod/quiz/edit.php?cn'. The page has tabs for 'Quiz', 'Questions', 'Categories', 'Import', and 'Export'. The 'Import' tab is active. The page is divided into two main sections: 'Questions in this quiz' and 'Question bank'. The 'Questions in this quiz' section shows a table with one question: '1 What does VLE stand for?'. The 'Question bank' section shows a category dropdown set to 'Default for Pete Sparkes test site (3)'. Below the category dropdown are checkboxes for 'Display questions from sub-categories too' (checked), 'Also show old questions' (unchecked), and 'Show question text in the question list' (unchecked). Below these checkboxes is a text box: 'The default category for questions shared in context 'Pete Sparkes test site!'. Below the text box is a 'Create new question' section with a 'Choose...' dropdown and a 'Sort by type, name' dropdown. Below the 'Create new question' section is a table with three questions: 'What does VLE stand for?', 'What is 3.14 multiplied by 24?', and 'What is the capital city of Germany?'. Below the table are buttons for 'Select all / Deselect all', 'With selected:', 'Add to quiz', 'Delete', and 'Move to >>'. Below these buttons is a category dropdown set to 'Default for Pete Sparkes test site (3)'. Below the category dropdown is an 'Add' button for 'random questions'.