Create a Test Bank from Word

If you want to create a number of multiple choice or true/false questions, an easy way to post them in Moodle is to import them from a Word document using the **Aiken** format. If you need to add just a few questions, it's easier to enter them directly into Moodle without using an intermediate format.

Creating an Aiken Document

Follow these steps **exactly** as described. Otherwise, the import will not work.

1. Create a Word document and type each question as a single paragraph. Do *not* include a question number[1]. Let the text wrap—press the **[Enter]** key only when you reach the end of the question.
2. Introduce each answer choice with a single **capitalized** letter followed by a period or closing parenthesis and a space [A., B., C. or A), B), C), etc.]. Press the **[Enter]** key just once after each answer choice.
3. Introduce the correct answer with the word **ANSWER** in **all capitals** followed by a colon, one space and the capitalized letter corresponding to the correct answer (e.g., ANSWER: A).
4. Insert one return (↵) between an ANSWER line and the following question.
5. Save the document in UTF-8 format as described below.

The following example of Aiken format demonstrates that you can use periods or parentheses for each answer choice. **Note**: **True/False questions are treated as multiple choice**, introduced with "A." and "B." (*The ¶ symbols below are shown to indicate where hard returns should be placed. They will not actually be visible in your document unless you have Word set to display paragraph marks*.)

```
I want my students to perform a specific task. What element of Moodle should I use?¶
A) Discussion Forum¶
B) News Forum¶
C) Assignment¶
ANSWER: C¶
¶
Moodle is a product of Microsoft.¶
A. True¶
B. False¶
ANSWER: B¶
```

TIP: The first few times you create an Aiken document, we recommend creating a sample document with just two or three questions and importing them into Moodle to make sure your formatting is correct before drafting the entire document. The most common error in producing an Aiken formatted document is not using capitals letters for each answer choice or in the word "ANSWER."

Saving in UTF-8 Format

After drafting your questions, you need to save your document in Plain Text UTF-8 format. This will ensure that your text will be read correctly when it is imported into Moodle.

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[1] If you are converting an existing document that has numbered items, save the file as plain text **first** (step 5), *then* remove the numbers. That will maintain the lettering of the answer choices.

Quiz Creation: Aiken Format

Saving in Plain Text UTF-8 using **Word**

1. Click on the **Office** button or **File** tab and select **Save As** > **Other Formats**.
2. Name your file to reflect its contents (e.g., chapter 1 pool).
3. Under "Save as type," click on the pull-down arrow and scroll down the list.
4. Select **Plain Text (*.txt)** and click on **Save**.
5. In the "Text encoding" dialogue box, select **Other encoding**.
6. Select **Unicode (UTF-8)**.
7. Click on **OK**.

Saving in Plain Text UTF-8 using **Word for Mac**

1. Choose **File**, **Save As**.
2. Name your file to reflect its contents (e.g., chapter 1 pool).
3. From the "Format" drop-down menu, choose **Plain Text (.txt)**.
4. Click on **Save**.
5. In the File Conversion screen, choose **Other encoding** (under Text encoding).
6. In the box at right, scroll down (if necessary) and select **Unicode 5.0 UTF-8**.
7. Click on **OK**.