

# Quiz Questions

Working with textbook publisher question banks in Moodle

## Import Questions

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1. Download and (if needed) unzip the question bank(s) from the publisher site
  2. Log in to Moodle and enter the designated course
  3. Locate the **Actions menu** (gear icon) from the top-right corner and select the **More** option
  4. Scroll down to the **Question bank** section, then click the **Import** link
  5. Select the appropriate **File format** (most commonly Aiken, Blackboard, or Examview)
  6. If you have Gradebook Categories already established:
    - a. Expand the **General** section
    - b. Select the **Import category** destination (i.e. generally the current course)
- NOTE:** If you do not have Gradebook Categories already established, see **Reusable Question Pools: Categories** next.
7. Drag and drop each question bank file into the box under the **Import questions from file** section one file at a time.
  8. Click the **Import** button and wait
  9. **NOTE:** Two green notices signify success. If you see a red alert or an error message or a blank line instead of imported question text, contact ISPD for help.
  10. Preview your results, then click **Continue** to review the individual questions (see **Edit an Existing Quiz Question**)

**NOTE:** Ask your textbook representative or CCC course lead to supply you with a question bank that can be imported into Moodle.

## Edit an Existing Quiz Question

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1. Login to Moodle
2. Locate the question in the quiz or question bank in the designated course
3. Click the **Edit** icon (represented by a gear symbol)
4. Make any desired changes, then **Preview** the changes
5. Close the **Preview** window and click **Save changes**

**NOTE:** You may want to edit an existing question to clarify the text or add feedback, etc.

# Reusable Question Pool: Categories

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1. Log in to Moodle and enter the designated course
2. Locate the **Actions menu** (gear icon) from the top-right corner and select the **More** option
3. Scroll down to the **Question bank** section, then click the **Categories** link
4. Scroll to the bottom of the page to the **Add category** form:
  - a. Parent category: use **Default for** (course name)
  - b. Name: use textbook title with edition/year and (subsequently) textbook topics/chapters
  - c. Category info: N/A
5. Repeat to add new categories

**NOTE:** You may want to place multiple chapter categories in a parent/book category with edition or version information to form a comprehensive question pool.

## Convert MC Questions from Document/PDF

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1. Open a plain text editor (e.g. Windows Notepad or Apple TextEdit)
2. Copy and paste your questions from the document/PDF into the text editor
3. Reformat as needed to comply with the instructions below:

**Question text.**

**A. First option**

**B. Second option**

**C. Third option**

**D. Fourth option**

**ANSWER: A**

(see example below)

Each question must be on its own line without any numbering

All options must:

- begin with a capital letter: A, B, C, etc.

- follow each capital letter with a period and a single space

- be continuous text, i.e. without a forced line break

ANSWER must be in all caps, followed by a colon, a single space, and a capitalized correct answer letter.

Separate each question with a single line break.

Which the following artist is known for painting the ceiling of the Sistine Chapel?

A. Botticelli

B. da Vinci

C. Michelangelo

D. Raphael

ANSWER: C

Idaho is widely known for its:

A. Apples

B. Corn ...

### EXAMPLE

Each multiple-choice (MC) question is composed of a stem followed by four options—one correct option and four distracters.

Special characters (such as é, ñ, “”) may cause the question bank import to fail or the question text to display incorrectly. So... either remove the special characters prior to the import or replace them once the questions appear in Moodle.

4. Click the **File > Save** or **Save As** option (.txt) in the text editor
5. Locate the **Plain Text Encoding** drop-down menu and select **Unicode (UTF-8)**
6. Click the **Save** button (see **Import Questions** for next steps)

# Tips for Writing Good MC Questions

These tips are adapted from the Item Developers Guide published by the Professional Testing Corporation.

- **A good question stem:**

- focuses on important learning objectives and avoids testing trivia.
- presents a problem situation clearly.
- is stated positively rather than negatively.
- avoids the use of the pronouns *it*, *he*, *she*, and *you*.

<p><b>POOR</b> He was an:</p>	<p><b>BETTER</b> Who was Albert Einstein?</p>
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- is presented as simply as possible, including only information that is necessary to understand the problem.
- includes all words that have to be repeated in each option.

<p><b>POOR</b> Ice forms on water when: A. the temperature falls below 32 degrees F at sea level. B. the temperature falls below 24 degrees F at sea level. C. the temperature falls below 12 degrees F at sea level. D. the temperature falls below 0 degrees F at sea level.</p>	<p><b>BETTER</b> At sea level, ice forms on water when the temperature falls below: A. 32 degrees F. B. 24 degrees F. C. 12 degrees F. D. 0 degrees F.</p>
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- specifies the authority or standard upon which the correct option is based if the question calls for a judgment (e.g. *According to the American Medical Association*).
- poses a problem to which the correct answer is not likely to change over time.
- **Correct options are unquestionably correct!** Distracters are unquestionably wrong!
- **All options are grammatically related to the stem.** If the stem asks a question, each of the four options provides a plausible answer to the question. If the stem is an incomplete statement, each option serves to complete the statement.
- **All options are homogeneous in terms structure and content.**
- **The correct option is similar in length to the distracters.**
- **Absolute terms are avoided** (e.g. *all*, *none*, *always*, *never*, *generally*, *often*, *likely*).
- **Options are mutually exclusive.**
- **The correct option includes no incorrect information.**
- **Avoid *None of the above* and *All of the above*.**