

HOW TO UPLOAD QUESTIONS

Moodle

Oscar Andrade updated 2022

STEPS

- Prepare questions in Aiken Format
- Prepare Categories in Moodle
- Prepare image files if question has pictures
- Upload files with Text
- Upload image files
- Add images to questions

AIKEN FORMAT

A 43-year-old woman undergoes surgery for a malignant tumor of the thyroid gland. During the procedure, the surgeon ligates the inferior thyroid artery and by accident damages a nerve that lies close to this artery. Which of the following nerves was most likely damaged?

- A. Superior laryngeal nerve
- B. Recurrent laryngeal nerve
- C. Ansa cervicalis
- D. Hypoglossal nerve
- E. Accessory nerve

ANSWER: B

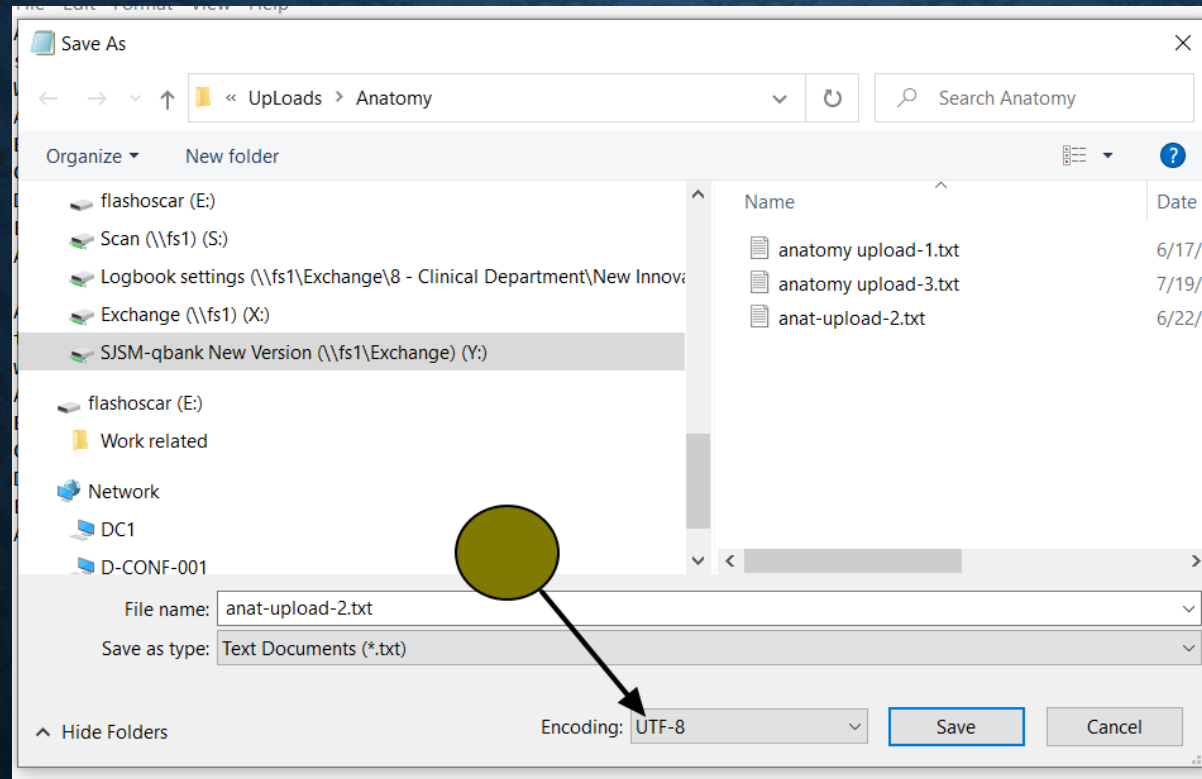
THINGS TO WATCH OUT FOR.

- The question must be all on one line. The line can wrap around on the screen but there can only be 1 <enter> at the end of the question.
 - Each answer must start with a single uppercase letter, followed by a period "." or a right parenthesis ")", then a space.
 - The answer line must immediately follow, starting with "ANSWER: " (with a space after the colon) and then give the letter for the correct answer.
- Note:** The word "ANSWER" and the answer letters (A,B,C etc.) must be capitalized as shown, otherwise the import will fail.

MORE NOTES

- If using MS WORD copy the questions to Notepad.
- The questions cannot be numbered, a space must separate each question.
- If your questions have pictures, they must be uploaded separately using jpg format.
- Each picture must be inserted manually, this cannot be automated.

SAVE THE FILE IN UTF-8 FORMAT



IMPORT QUESTIONS INTO THE MOODLE QUESTION BANK

- Log into Moodle and open the course where you would like to add questions.
- Under course administration, find “question bank”, you should make categories before importing the questions.

QUESTION CATEGORIES

Edit categories

Question categories for 'Course: Using the online Library '

- **Default for Online Library** (0)

The default category for questions shared in context 'Online Library'.



Question categories for 'Category: St. Vincent MD1 (Fall)'

- **Default for St. Vincent MD1 (Fall)** (0)

The default category for questions shared in context 'St. Vincent MD1 (Fall)'.




Question categories for 'System'

- **Default for System** (0)

The default category for questions shared in context 'System'.



- **SJSM QBANK** (0)    

Anatomy (400)    

CATEGORY

- Usually you will place questions at the category of your own course so these questions can only be used within this course.
- Scroll down to add category

TYPE THE NAME AND THEN ADD IT

▼ Add category

Parent category ?

Default for Online Library ▼

Name*

Abdominal Aortic Aneurism

Category info

A ▼

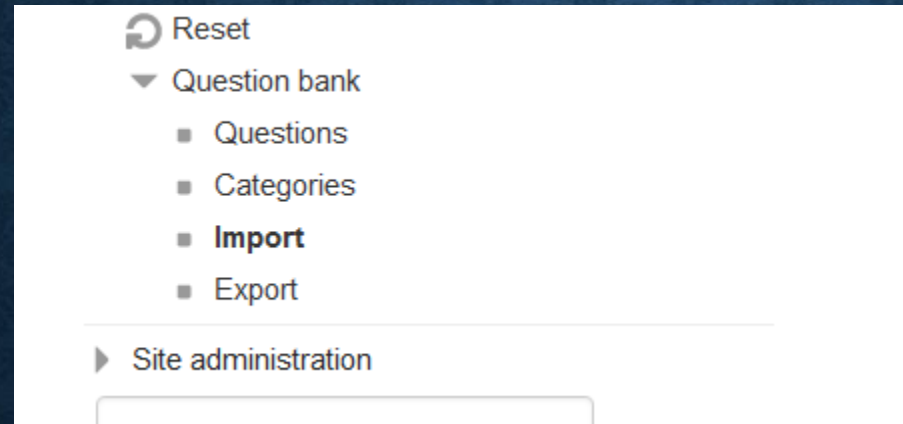
B

I

Add category

Continue with all categories

SELECT “IMPORT” UNDER QUESTION BANK



NEXT STEPS

- Select Aiken Format
- Select import category
- Drag & drop question file

Import questions from file ?

▼ File format

- * ☒ Aiken format ?
- ☐ Blackboard ?
- ☐ Embedded answers (Cloze) ?
- ☐ Examview ?
- ☐ Gift format ?
- ☐ Missing word format ?
- ☐ Moodle XML format ?
- ☐ WebCT format ?

▼ General

Import category ?

Abdominal Aortic Aneurism ▼

☒ Get category from file ☒ Get context from file

Match grades ?

Error if grade not listed ▼

Stop on error ?

Yes ▼

▼ Import questions from file

Import*

Choose a file...

AAA questions-upload.txt

IF YOU SEE AN ERROR HERE, CHECK YOUR FILE

Parsing questions from import file.

Importing 4 questions from file

1. In which of the following conditions is conservative management indicated in the patient described at the beginning of the case?
2. Which of the following is a complication associated with abdominal aortic aneurysms?
3. Which of the following statements is most accurate regarding EVAR?
4. For which of the following patients is nonoperative management most appropriate?

Continue

IN THIS CASE, THERE ARE 4 QUESTIONS

Question bank

Select a category:

Abdominal Aortic Aneurism (4) ▼

☒ Show question text in the question list

Search options ▼

☐ Also show questions from subcategories

☐ Also show old questions

Create a new question ...

<input type="checkbox"/> T ▲	Question			Created by	Last modified by
				First name / Surname / Date	First name / Surname /
<input type="checkbox"/> ☰ Q1		⚙️ 📄 🔍 ✕		Oscar Andrade 23 May 2022, 3:31 PM	Oscar Andrade 23 May 2022, 3:31 PM
In which of the following conditions is conservative management indicated in the patient described at the beginning of the case?					
<input type="checkbox"/> ☰ Q2		⚙️ 📄 🔍 ✕		Oscar Andrade 23 May 2022, 3:31 PM	Oscar Andrade 23 May 2022, 3:31 PM
Which of the following is a complication associated with abdominal aortic aneurysms?					
<input type="checkbox"/> ☰ Q3		⚙️ 📄 🔍 ✕		Oscar Andrade 23 May 2022, 3:31 PM	Oscar Andrade 23 May 2022, 3:31 PM
Which of the following statements is most accurate regarding EVAR?					
<input type="checkbox"/> ☰ Q4		⚙️ 📄 🔍 ✕		Oscar Andrade 23 May 2022, 3:31 PM	Oscar Andrade 23 May 2022, 3:31 PM
For which of the following patients is nonoperative management most appropriate?					

With selected:

Delete

Move to >>

Abdominal Aortic Aneurism (4) ▼

ANY QUESTIONS

- Call or email
- oscar@mail.sjsm.org
- 312-607-8041