

Go to <http://192.168.1.20>

Log in

### **STAGE ONE: UPLOADING QUESTIONS TO QUESTION BANK**

Go to your course

Scroll down to question bank and click it

Scroll down and click IMPORT (under question bank)

Select Gift Format

Drag and drop your file (ask for assistance)

Import

(ask for assistance If it display error) Continue

**END OF STAGE ONE**

### **STAGE TWO: CREATING AN ASSESSMENT (Otherwise called QUIZ)**

Go to

Log in

Go to your course

**TURN EDITING ON**

+ Add an activity or resource

Select Quiz (Read the details)

Click Add

Name the Quiz

Set the timing (click the ? symbol for explanation)

Click Grade and change the unlimited to 1 for exam or test

Click Review options under immediately after the attempt unclick the attempt under Later while the quiz is still open unclick the attempt

Scroll down and click save and return to course

### **STAGE THREE: ADDING QUESTIONS TO QUIZ**

Go to <http://192.168.1.20>

Log in

Go to your course

Click on the quiz

Click edit quiz

Click shuffle

Click add

#### **Route1 Adding from question Bank**

Select + from question Bank

Select the category you want to add questions from

Select the questions you want to add or simply select all the question by clicking the space beside T

Click add selected questions to the quiz

**Route2 Adding from question Bank**

Select + a Random Question

Select the category you want to add questions from

Select the Number of random questions you want to add

Click add random questions

Click repaginate and click go

Click preview your quiz

## Gift format

Open notepad

Always ensure an empty line between each question text

Example:

```
// true/false
::Q1:: 1+1=2 {T}

// multiple choice with specified feedback for right and wrong answers
::Q2:: What's between orange and green in the spectrum?
{ =yellow # right; good! ~red # wrong, it's yellow ~blue # wrong, it's yellow }

// fill-in-the-blank
::Q3:: Two plus {=two =2} equals four.

// matching
::Q4:: Which animal eats which food? { =cat -> cat food =dog -> dog food }

// math range question
::Q5:: What is a number from 1 to 5? {#3:2}

// math range specified with interval end points
::Q6:: What is a number from 1 to 5? {#1..5}
// translated on import to the same as Q5, but unavailable from Moodle question in
terface

// multiple numeric answers with partial credit and feedback
::Q7:: When was Ulysses S. Grant born? {#
    =1822:0      # Correct! Full credit.
    =%50%1822:2 # He was born in 1822. Half credit for being close.
}

// essay
::Q8:: How are you? {}
```

## Format symbols explained

The multiple choice format below as a comment line // for the question, when Moodle exports it the question unique id number will appear here.

The first set of :: precedes the question title.

The second :: precedes the actual question. The first { indicates the start of the answers. The correct answer is preceded by an = sign and wrong answers by a ~. Teacher responses have a # in front of them. The question ends with a } and then a blank line. NOTE it is {} not () parenthesis! Usually these are obtained with help of the [AltGr] key.

```
//Comment line
::Question title
:: Question {
=A correct answer
~Wrong answer1
#A response to wrong answer1
~Wrong answer2
#A response to wrong answer2
~Wrong answer3
#A response to wrong answer3
~Wrong answer4
#A response to wrong answer4
```

```
}
```

The shortest format for a multiple-choice question is:

```
Question{= A Correct Answer ~Wrong answer1 ~Wrong answer2 ~Wrong answer3 ~Wrong answer4 }
```

*Tip:* If you don't specify a question title the WHOLE question will be used as the title at the time of import into Moodle. There are pros and cons to allowing this to happen.

- - Cons: This can add a lot of unnecessary words.
  - Pros: On the other hand, if the start of each question is different, it can make finding a single question easier in a category list of questions. It will save you typing. Having the same title for every question is a very bad idea.

## Specifying Categories

It is possible to change the category into which the questions are added within the GIFT file. You can change the category as many times as you wish within the file. All questions after the modifier up to the next modifier or the end of the file will be added to the specified category. Up to the first category modifier the category specified on the import screen will be used. Note that for this to work the from file: box must be ticked on the import screen. To include a category modifier include a line like this (with a blank line before and after):

```
$CATEGORY: tom/dick/harry
```

or simply

```
$CATEGORY: mycategory
```

...the first example specifies a path of nested categories. In this case the questions will go into harry. The categories are created if they do not exist.

To find out how your categories are organized, you might try exporting some questions including category data first and check the exported GIFT formatted file. The lowest level of system context might give you something like \$CATEGORY: \$system\$/....

**Save the notepad in utf8 format**

**And you are ready to upload**