A Short Guide to the MS Word Moodle Quizmaker

(Version 21)

Download and Setting Up

Download the file from:

http://dl.dropbox.com/u/17797520/moodle/moodle_quiz_v21.zip

The setup package comes as a zip file called **moode_quiz_v21.zip**

After unpacking the zip file you should see:

xml-question folder

XMLToolbarDev folder

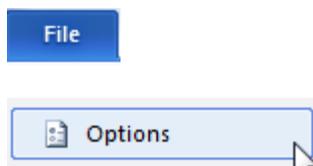**CopyPasteEditThisoneforWord2010.docx**

moodle_quiz_v21_en.dot

Keep all these, and your own creations, in the same folder. Otherwise it will not work.
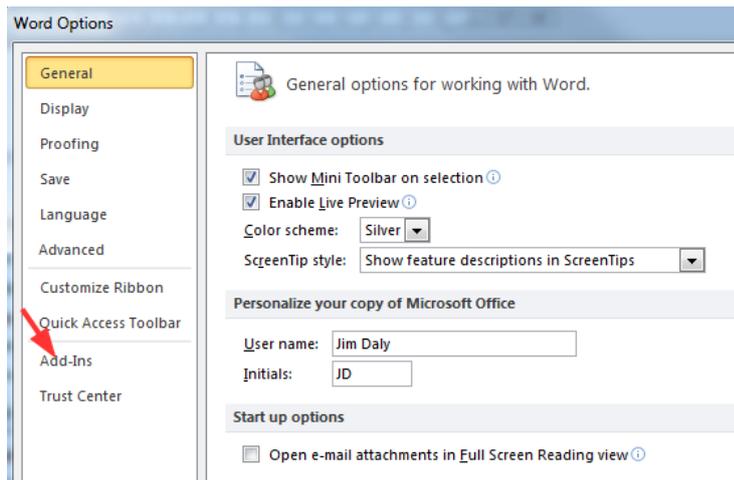
Enable the Template

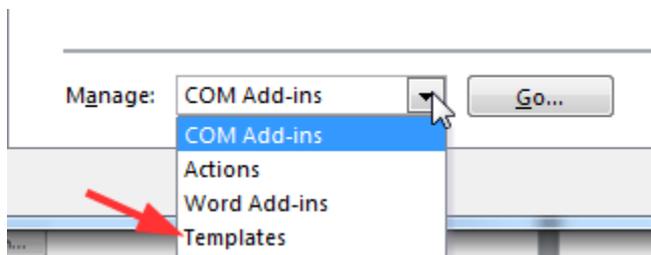Open **CopyPasteEditThisOneforWord2010.docx**

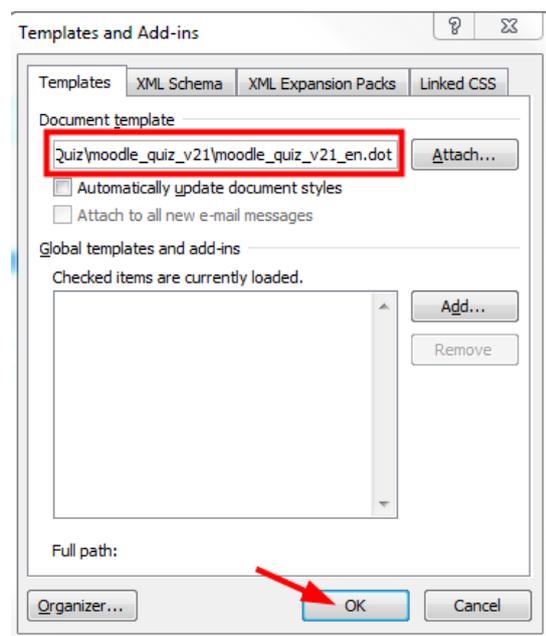Then perform the following steps:

Click on 'Add-Ins'

Select 'Templates'

If you do not see the Moodle Quiz template, then click on 'Attach'.

Browse for and select the **moodle_quiz_v21_en.dot** template…then click on 'OK'.

Making the Quiz

Open the document **CopyPasteEditThisoneforWord2010.docx** Note: the Quizmaker will also work fine with Word 2007.

If you see a warning bar about the use of macros at the top of the screen, click on 'Enable'.

You should now see a 'Moodle Quiz' Ribbon at the top of the screen which looks like this.

Before you go any further, save the document with a new name of your choice.

Starting a New Quiz

Suppose you are creating a new quiz from scratch, and want to start with a multiple choice question. Click on the question type 'Multiple Choice' in the 'Moodle Quiz' ribbon at the top of the screen. Enter your question text and then hit 'Enter' to go onto a new line.

Now start typing your answer text. You will see that it is automatically formatted to be the 'Correct' answer. Press 'Enter' to go down to the next line and this will automatically be your first incorrect answer, and so on. Your question will start to look like this.

1. Which one of the following is NOT an important 'greenhouse' gas?
   ☑ Ammonia (NH3)
   ☒ Carbon dioxide
   ☒ Chlorofluorocarbons (CFCs)
   ☒ Nitrogen oxides

If you have more than one correct answer, simply click on the line, and change it by clicking on
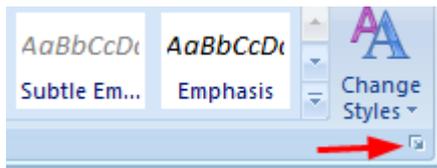

Look at **Example.docx** to get an idea of how all of the question types are formatted.

If You Have Already Created Your Quiz Content

If you already have your quiz typed up, paste it into the document you have just created from **CopyPasteEditThisoneforWord2010.docx**.

Open up the styles floating toolbar, by clicking on the arrow on the bottom right of the 'Styles' section of the 'Home' ribbon.
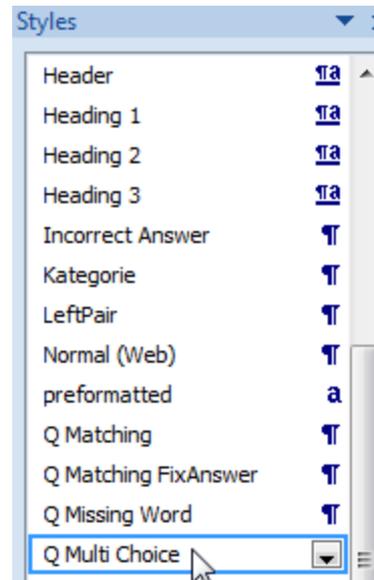
Click on a question line, and then click on the correct question style in the toolbar, as shown in the example below, where we have selected a Multiple Choice question type.

Why not use the 'Moodle Quiz' ribbon?

Because it creates a new question each time, pushing whatever question text is already there down to the next line. The style toolbar will just change the text to the format you require.

Note: You can highlight all questions of the same type (by holding down the Ctrl key as you highlight) and then format all of them to that question type with a single click! You can do the same with answers of the same type, for example, all correct answers for multiple choice questions, and all the incorrect answers.

Use this feature to greatly reduce the time needed to create the quiz!

A Word about Pictures

If you want to add a picture to your question, it has to be pasted / inserted at the end of the question text, not on a new line (even if the process of adding it puts it onto a new line you must have your cursor positioned at the end of the question text!)
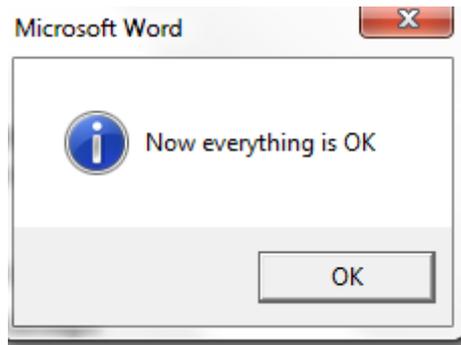

The picture will show original size in Moodle, so properly resize it in something like MS Office Picture manager (found under Microsoft Office Tools) or another picture editing tool. Dragging the handles around the picture in the document itself will not have any effect when uploaded to Moodle.

XML Export and Upload to Moodle

Once you have formatted the text for all questions, click on the 'Check Layout' button on the 'Moodle Quiz' ribbon. When the document is formatted correctly you will get the message:

Click on the 'Convert to XML' button in the 'Moodle Quiz' ribbon, and you will be prompted to save an xml file, for example, **moodle_questions_20140703.xml**

You could change the name of the file to one of your choice, but remember to make sure the extension remains **.xml**

Now with your xml file saved, you can go to Moodle and create a quiz activity in your Moodle course in the usual way.

Once you have created the quiz, click on the Quiz Administration block, and click on **Question Bank > Import**

Choose 'Moodle xml format' from the import options and then upload your xml file. Click on 'Import'.

The questions will be imported into the question bank.

By default they will go into a category which is the same name as your course. If you put a name in the header of your Word document, Moodle will create a category of the same name, and load the questions into it, when you import them.

Click on the Quiz Administration block, and click on 'Edit Quiz'.

Select your question bank category, select all your questions, and click on 'Add to Quiz'.

The quiz is now ready to be taken by students. However….

You may want to check it all works as expected before telling them!

Click on the Quiz Administration block and click on 'Preview' to test your quiz.

Correct any question glitches by clicking on 'Edit Question'.