

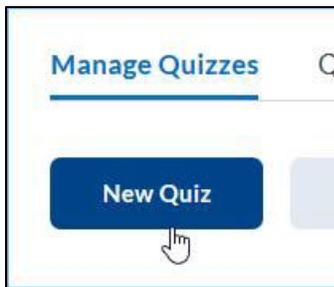


Importing a Word document or a CVS file into a Quiz

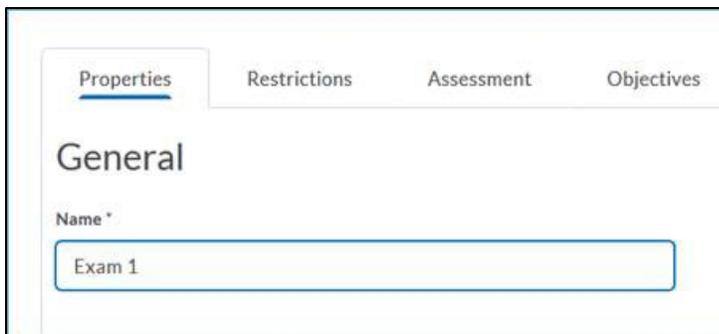
Before doing below import process, you must format text properly following guidelines for either importing a **Word document** ([Formatting for Word Doc Template](#)) or a **CVS file** ([Formatting for CVS Template](#)). **NOTE:** It is easier to properly format a Word document than a CVS file.

Once a file is formatted correctly you can either import questions into a Quiz or the Questions Database (the process is similar). The following is for importing into a Quiz.

1. Go to Assessments in the course menu, **click** on Quizzes.
2. **Click** on New Quiz.



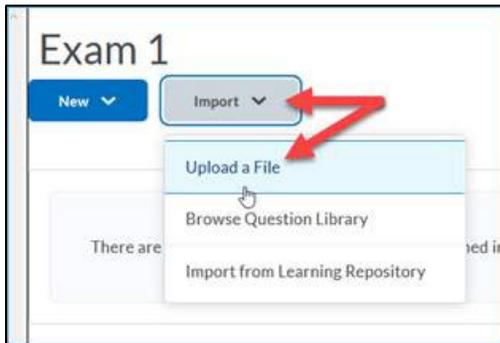
3. **Enter** a Name for Quiz.



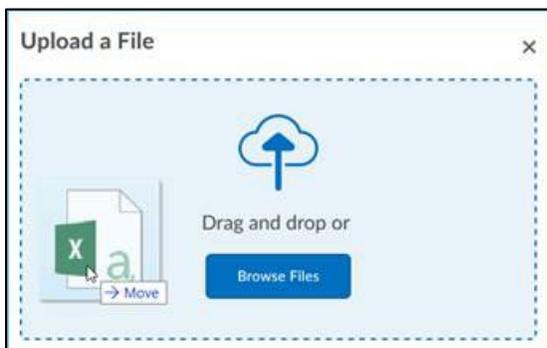
4. Click on Add/Edit Questions.



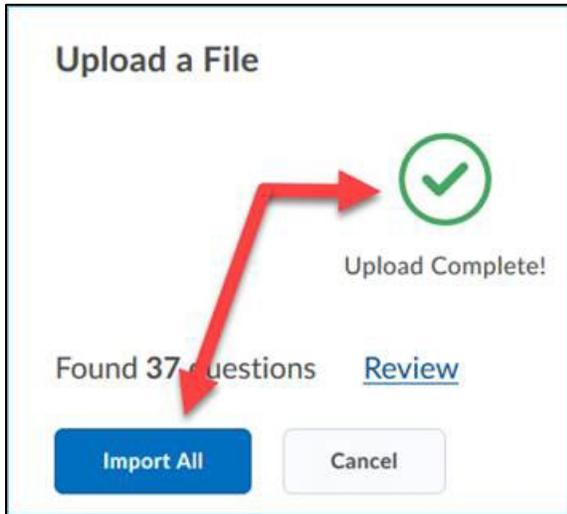
5. Click Import and select Upload a File.



6. Drag and drop or browse for either the CVS or Word document file that has been properly formatted.



7. Wait for file to load and an Upload Complete check, then **click** Import All.



8. Questions should be loaded (if not, there is something wrong about the formatting), **click** Done Editing Questions and proceed to finish setting up quiz.

