

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

<u>Word Doc Template</u>) 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.

Properties	Restrictions	Assessment	Objective
General			
Name*			
D10 0000			

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.

Exa	am 1						Settings O Help
New	Import 🛩				-	-	one Editing Questions
E Mc	vve 🛢 Delete 📬 Order 🎤 Edit	Values	Publish	to LOR			
0	Name (click question name to edit)	Туре	Points	Difficulty	Bonus	Mandatory	Last Modified
	P BT3_ch_1_TF_1: Prints and specifications are referred to in the competitive bidding process.	T/F	1	1			Apr 28, 2020 6:38 AM
	PBT3_ch_1_TF_2: General contractors submit bids based on costs from subcontractors.	T/F	1	1			Apr 28, 2020 6:38 A№