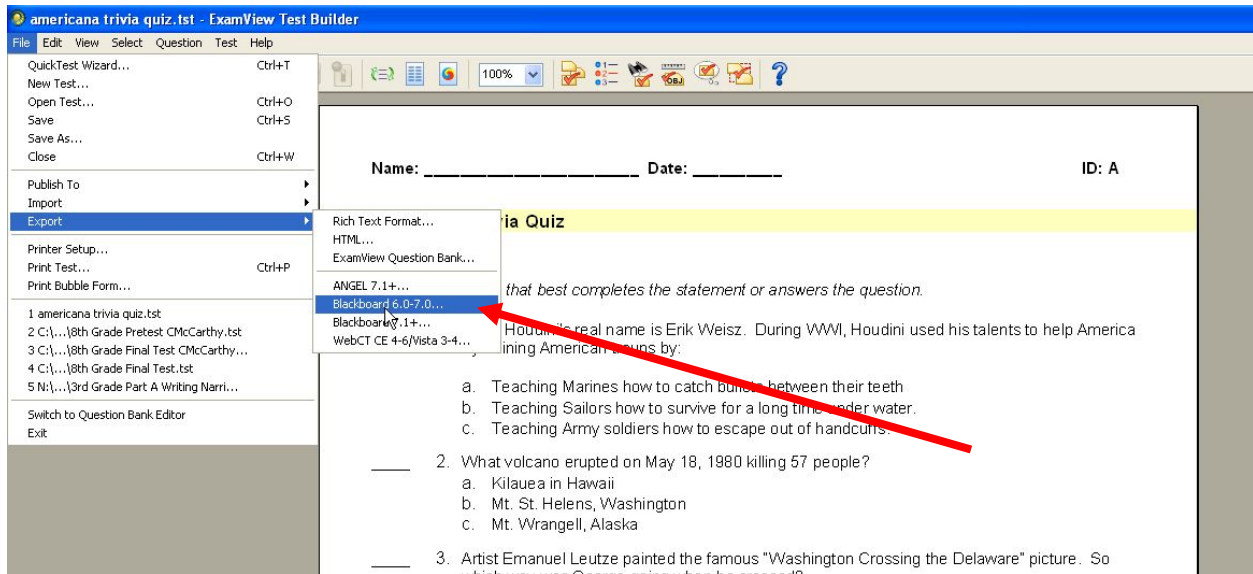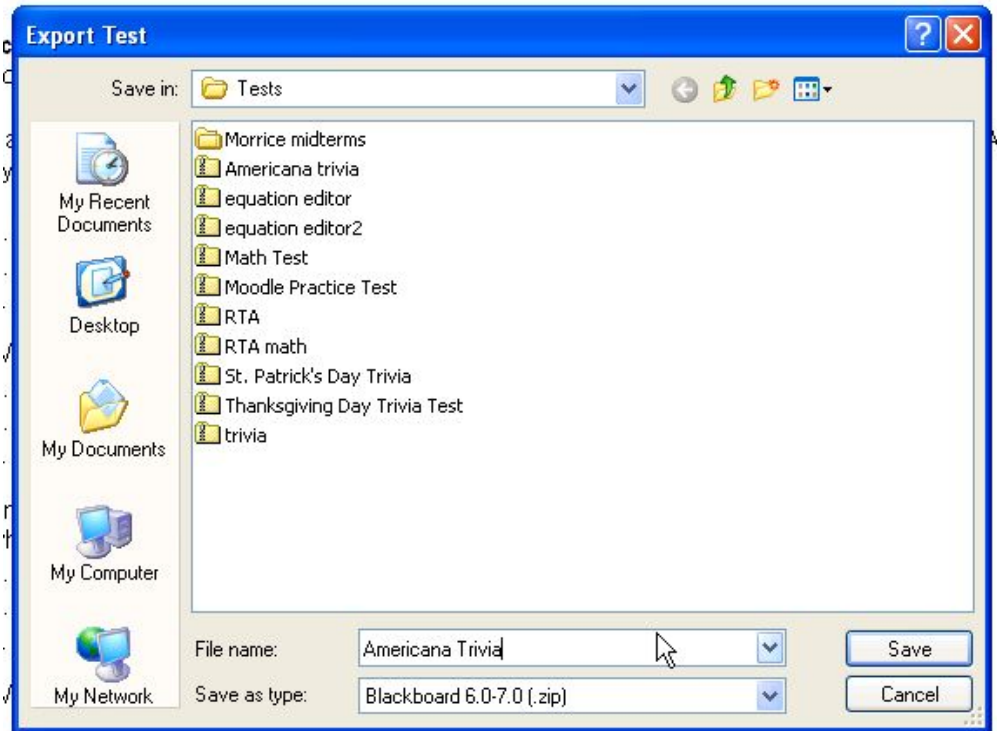# Importing ExamView Tests into Moodle

1. After you create your test in ExamView, go to **File** → click on **Export**→**Blackboard (6.0-7.0)**


2. When the dialog box appears, name the test file (this creates a .zip file).
3. Click **OK**.

4. When the Pool Information dialog box appears, give a name in the Name field and in the Image Directory name field.   (Note: Just name them both the same as the .zip file or test name.)
5. Click **OK** (You are now done with ExamView and can close the program).
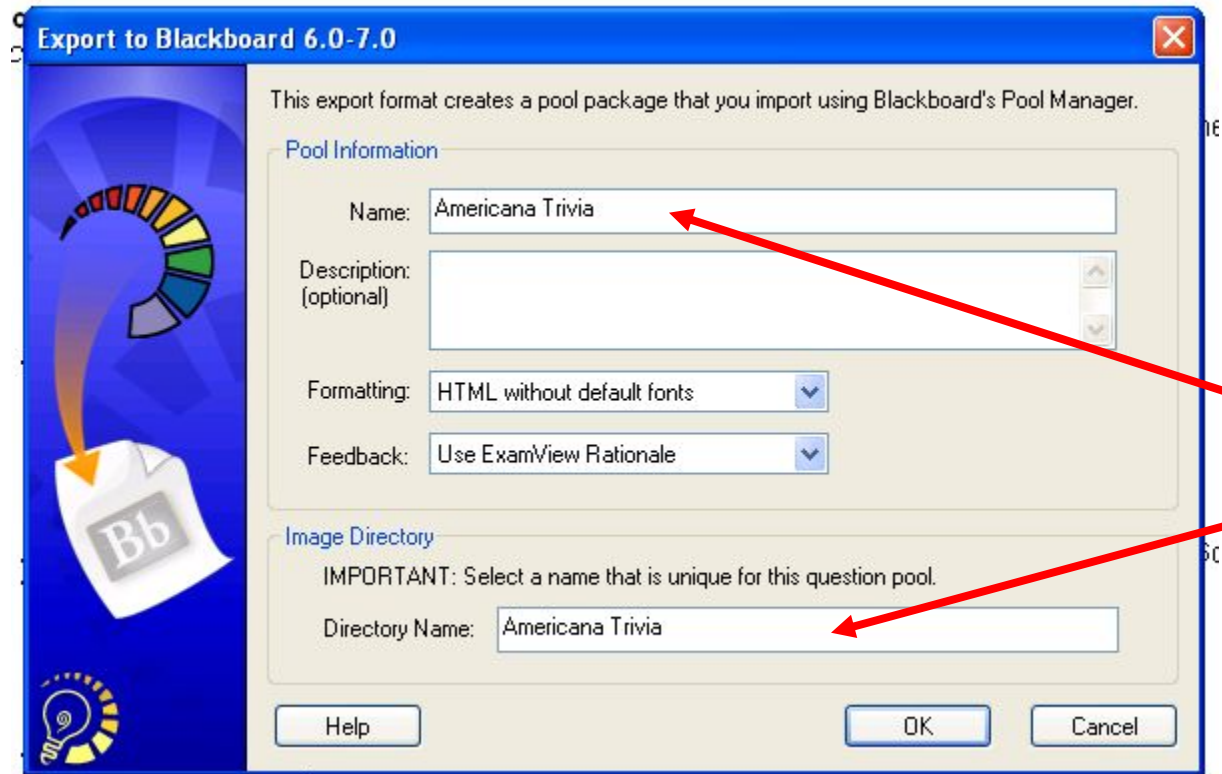
6. Open your Moodle account.--> Choose the topic area where you want the test to appear. → Choose **Quiz** from the **Add an Activity** listing.
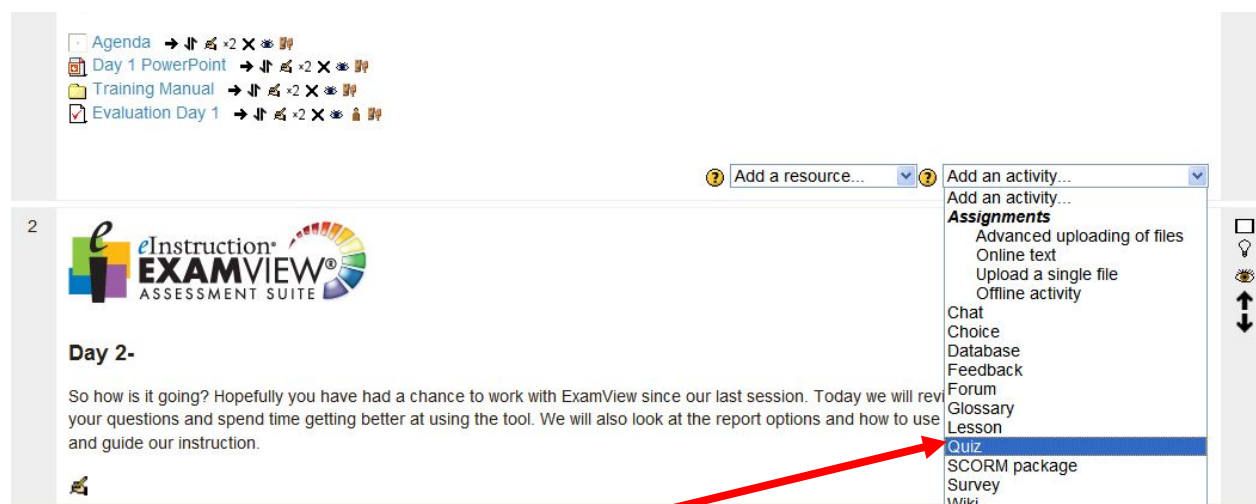
7. Name the Quiz and choose the information necessary for the quiz.

☑ **Adding a new Quiz to Topic 1** ②

General

Name*	Americana Trivia
Introduction	

Font family | Font size | Paragraph

B *I* U ABC x₂ x²

Please do your best!

Path: p

HTML format ▾

Open the quiz ②	14 ▾ September ▾ 2011 ▾ 09 ▾ 43 ▾ ☐ Enable	
Close the quiz	14 ▾ September ▾ 2011 ▾ 09 ▾ 43 ▾ ☐ Enable	
Time limit ②	0 minutes ▾ ☐ Enable	
Attempts allowed	Unlimited ▾	
Grading method ②	Highest grade ▾	

Layout

Question order	As shown on the edit screen ▾
New page ②	Every question ▾

> Determines the number of questions students will see on each page.

Question behaviour

Show advanced

Shuffle within questions ②	Yes ▾
How questions behave ②	Deferred feedback ▾

Review options ②

During the attempt
- ☑ The attempt
- ☑ Whether correct
- ☑ Marks
- ☑ Specific feedback
- ☑ General feedback
- ☑ Right answer
- ☐ Overall feedback

Immediately after the attempt
- ☑ The attempt
- ☑ Whether correct
- ☑ Marks
- ☑ Specific feedback
- ☑ General feedback
- ☑ Right answer
- ☑ Overall feedback

Later, while the quiz is still open
- ☑ The attempt
- ☑ Whether correct
- ☑ Marks
- ☑ Specific feedback
- ☑ General feedback
- ☑ Right answer
- ☑ Overall feedback

After the quiz is closed
- ☑ The attempt
- ☑ Whether correct
- ☑ Marks
- ☑ Specific feedback
- ☑ General feedback
- ☑ Right answer
- ☑ Overall feedback

Display

Show advanced

Show the user's picture ②	No ▾
Decimal places in grades ②	2 ▾
Decimal places in question grades ②	Same as for overall grades ▾

Extra restrictions on attempts

Show advanced

Require password ? [_____] ☐ Unmask

Require network address [_____]
?

Enforced delay between [0] [minutes ▾] ☐ Enable
1st and 2nd attempts ?

Enforced delay between [0] [minutes ▾] ☐ Enable
later attempts ?

Overall feedback ?

Grade boundary 100%

Feedback

| Font family ▾ | Font size ▾ | Format ▾ |

B *I* U ABC x₂ x²

Path:
HTML format ▾

Grade boundary [_____]

Feedback

| Font family ▾ | Font size ▾ | Format ▾ |

B *I* U ABC x₂ x²

Path:
HTML format ▾

Grade boundary [_____]

Feedback

| Font family ▾ | Font size ▾ | Format ▾ |

B *I* U ABC x₂ x²

Path:
HTML format ▾

Grade boundary [_____]

Grade boundary 0%

[Add 3 more feedback fields]

Common module settings

Show advanced

Group mode ? [No groups ▾]

Visible [Show ▾]

ID number ? [_____]

8. When finished, click **Save and Display**.

9. Go to **Settings** on the sidebar.
10. Click on Quiz Administration→Question Bank→Click **Import**

Note: At this point you may want to click on Categories (Settings→Quiz Administration→Question Banks→Categories) to predefine a category where you want the questions you are about to import to go. This will save you time when you are selecting questions and keep your Question Bank organized. It is recommended that you name the category the same as the ExamView questions you are importing.

11. Choose **ExamView exported as Blackboard 6.0-7.0**

12. If you predefined a Category, select it from the dropdown menu under General.
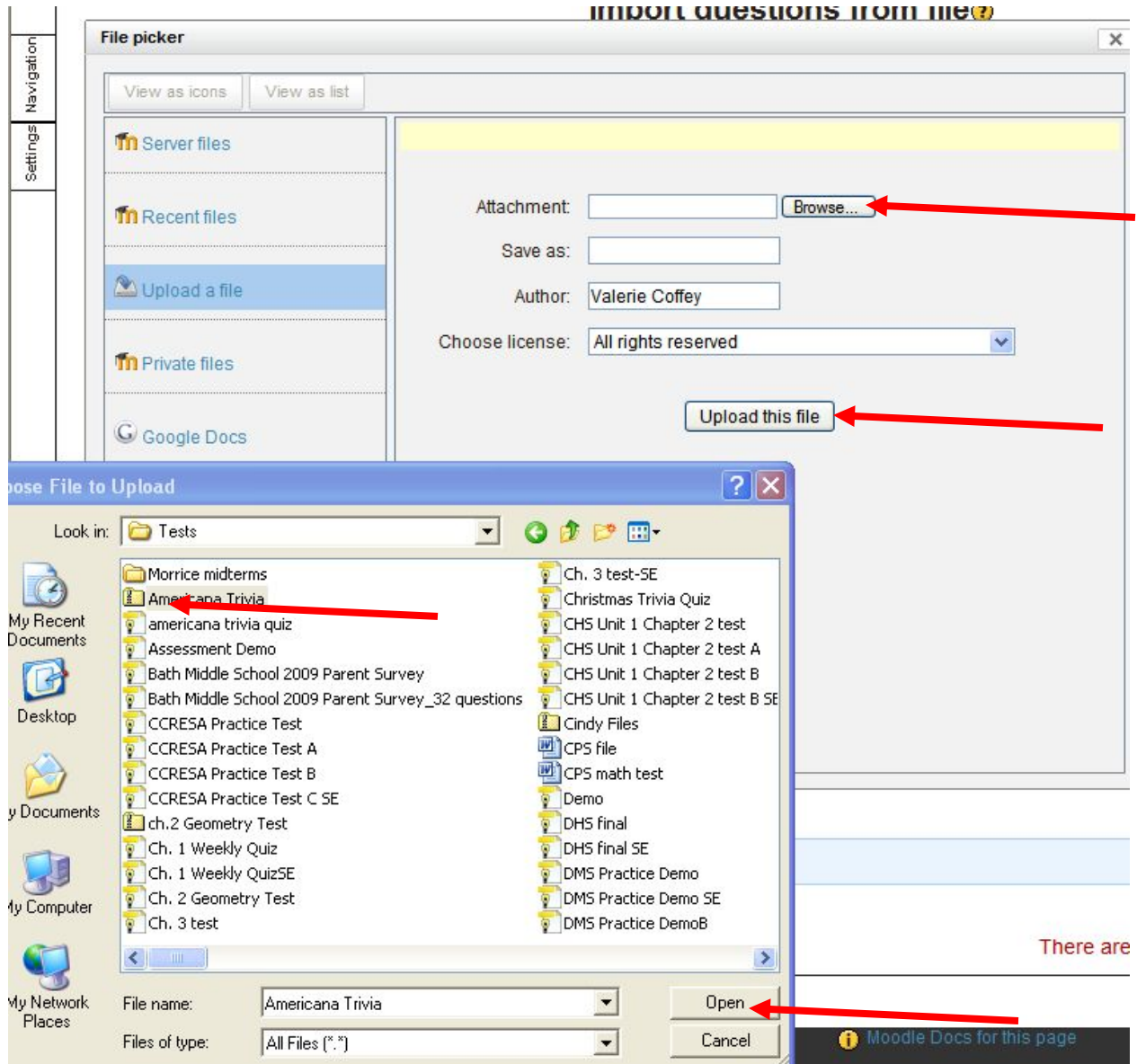
13. Click **Choose a file.**

14. Click **Upload a file** to find the file you want to import.

15. Click **Browse** to locate the .zip file you exported from ExamView way back in step three.

16. Click **Open** and then **Upload this file**.

17. Click the **IMPORT** button to import the questions into your Question Bank.

18. Moodle will list the questions you are uploading from ExamView. Press **Continue** to go on.

19. The questions are now in a "Question Bank" which can be re-used as needed. Now they need to be added to your quiz. **Go to Settings→Quiz Administration→Edit Quiz**
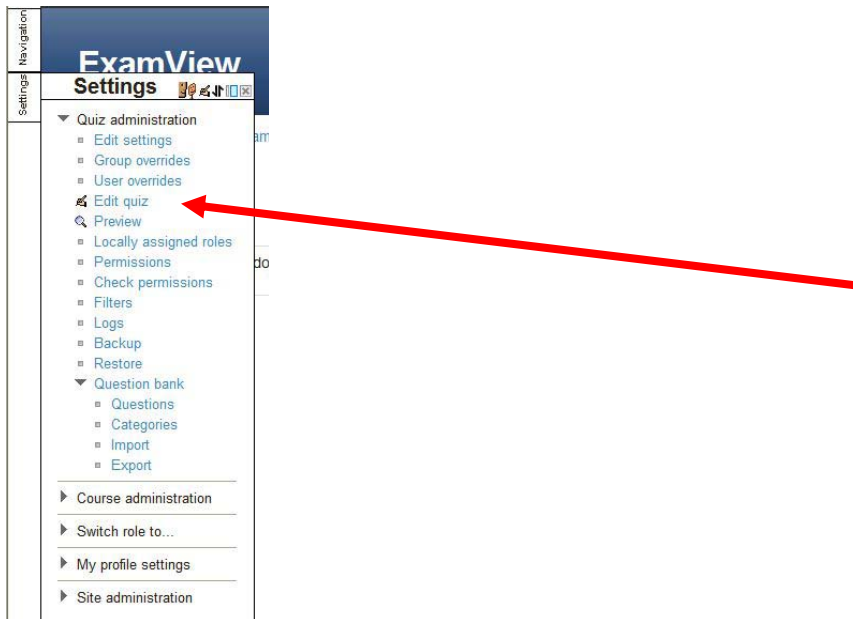
20. Make sure you are on the **Editing Quiz** Tab, select the category your quiz questions are under.

21. Click the ☐ next to each question or to **Select All,** click on the ☐ above the first question. Then click **Add to Quiz** at the bottom of the screen.
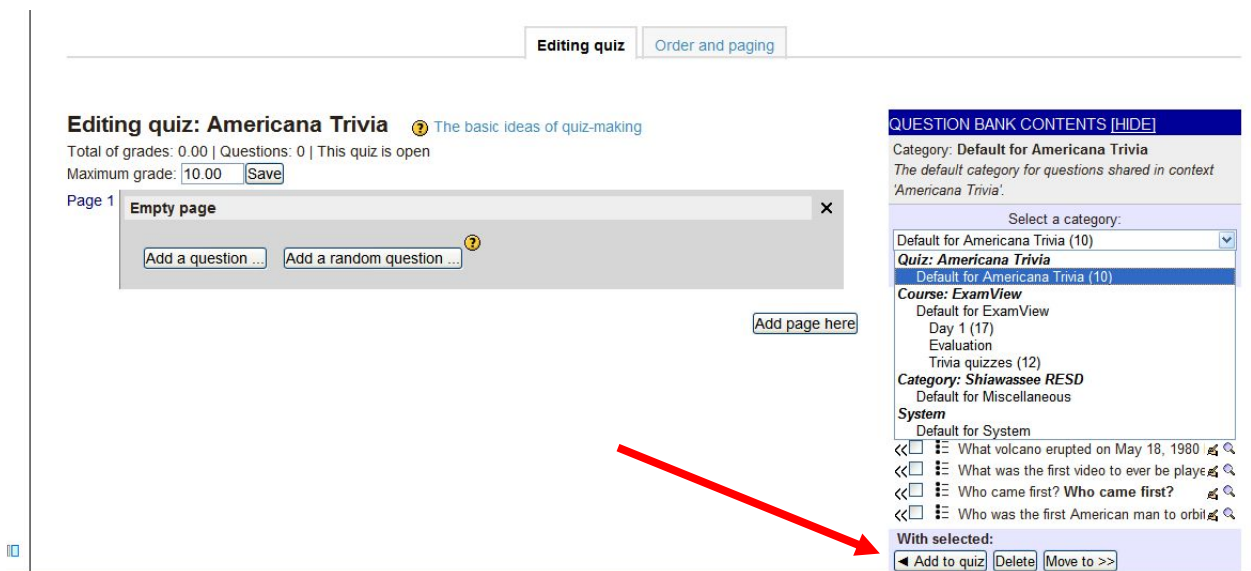
22. The questions will appear on the left side of the screen. You can rearrange the questions if needed. (Note: The Order and Paging is another option for this). Also, if you want to change the number of questions per page, this can be done under the **Settings→Quiz Administration→Edit Settings.**

23. Click on the Settings→Quiz Administration→**Preview** to see the test. You can take the test as a practice test if you wish.