

4.1 Aiken Format Template - Word

How to Create Aiken Format Questions for a Multiple-Choice Quiz or Test

Questions cannot have quotation marks " or quotes '

Format choices as:
A. (capital letter + period + space) or,
A) (capital letter + right bracket + space)

Leave one space between questions

What is the correct answer to this question?
A. Is it this one?
B. Maybe this answer?
C. Possibly this one?
D. Must be this one!
ANSWER: D

The word ANSWER must be capitalized with colon + space + capital letter answer

Which LMS has the most quiz import formats?
A) Moodle
B) ATutor
C) Claroline
D) Blackboard
E) WebCT
F) Ilias
ANSWER: A

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Page 1 of 1 50 words English (United States)

Save As

This PC > Desktop

Organize New folder

2

When you are finished writing your questions, click File, Save As, Select "Plain Text"

File name: 4.1 Aiken Format Template

Save as type: Word Document

Word Document
Word Macro-Enabled Document
Word 97-2003 Document
Word Template
Word Macro-Enabled Template
Word 97-2003 Template
PDF
XPS Document
Single File Web Page
Web Page
Web Page, Filtered
Rich Text Format
Plain Text
Word XML Document
Word 2003 XML Document
Strict Open XML Document
OpenDocument Text

ADMINISTRATION

- Course administration
 - Edit settings
 - Turn editing off
 - Course completion
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Share
 - Reset
 - Question bank
 - Questions
 - Categories
 - Import
 - Export
 - Recycle bin
 - Create merged course shell
- Site administration

3

In Moodle, click Import under Question Bank

Import questions from file

File format

- Aiken format
- Blackboard
- Embedded answers (Cloze)
- Examview
- GIFT format
- Microsoft Word 2010 table format (wordtable)
- Missing word format
- Moodle XML format
- WebCT format

4

Select Aiken Format

General

Import questions from file

Import * Choose a file... Maximum size for new files: 1GB

4.1 Aiken Format Template.txt

5

Choose your .txt file

Import

6

Import and add questions to your Quiz

There are required fields in this form marked *