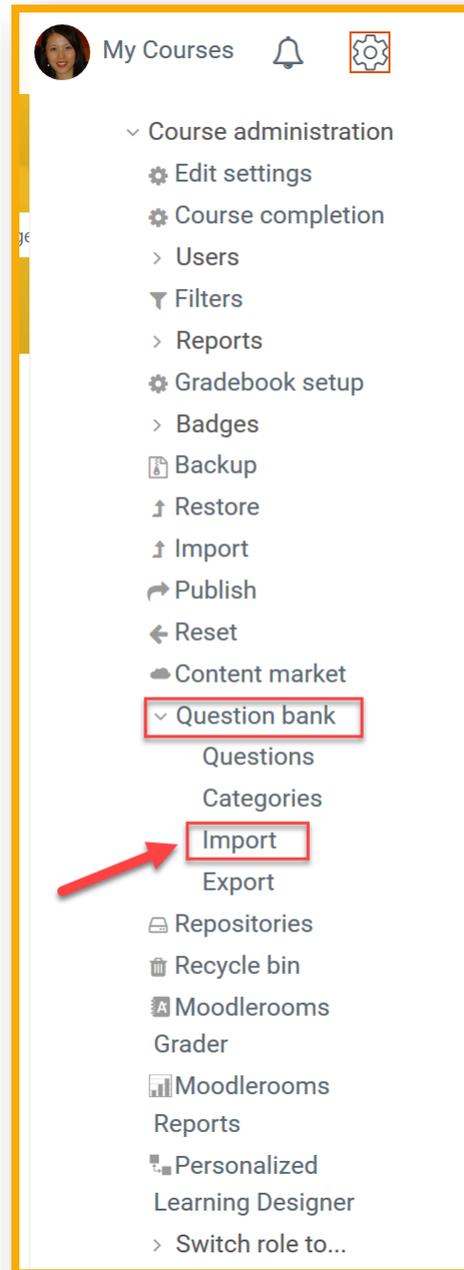


## Importing Questions from Publishers into Question Bank in Moodle

(1) Go to **Course Admin** (the “Gear” icon), then choose “**Import**” under “**Question Bank**”:



(2)

The screenshot shows the 'Import questions from file' page in Moodle. The 'Import' tab is selected and highlighted with a red box and a red circle containing the number 1. Below the title, the 'File format' section contains a list of radio buttons. 'Moodle XML format' is selected and highlighted with a red box and a red circle containing the number 2. Below this, the 'Import category' dropdown menu is set to 'Default for 201770-76138-M111T.O' and is highlighted with a red box and a red circle containing the number 3. Two checkboxes, 'Get category from file' and 'Get context from file', are both checked. The 'Match grades' dropdown menu is set to 'Nearest grade if not listed' and is highlighted with a red box and a red circle containing the number 4. The 'Stop on error' dropdown menu is set to 'No' and is highlighted with a red box and a red circle containing the number 5. Below this, the 'Import questions from file' section has a file upload button labeled 'Import' with 'Choose a file...' text, highlighted with a red box and a red circle containing the number 6. At the bottom, a red 'Required' label is above the 'Import' button, which is highlighted with a red box and a red circle containing the number 7.

1. Go to the “**Import**” tab.
2. Choose “**Moodle XML format**”.
3. Choose **category** – you will have to create a category first in your Question Bank.
4. Choose “**Nearest grade if not listed**”.
5. Choose “**No**” for Stop on Error.
6. **Upload a file** to import.
7. Click “**Import**”.