

How to Create a Quiz from MS Word

Formatting

Tip: For a detailed explanation of all options when formatting markup text, [please visit the How do I create a new assessment using markup text or cut and paste? directions from the Sakai 19 User Guide.](#)

In order to create a multiple choice quiz using markup text, you will need to format the questions exactly this way, with an * in front of the correct answer:

1. (1 point)

Who was the first president of the United States?

- *a. Washington
- b. Jefferson
- c. Lincoln
- d. Clinton

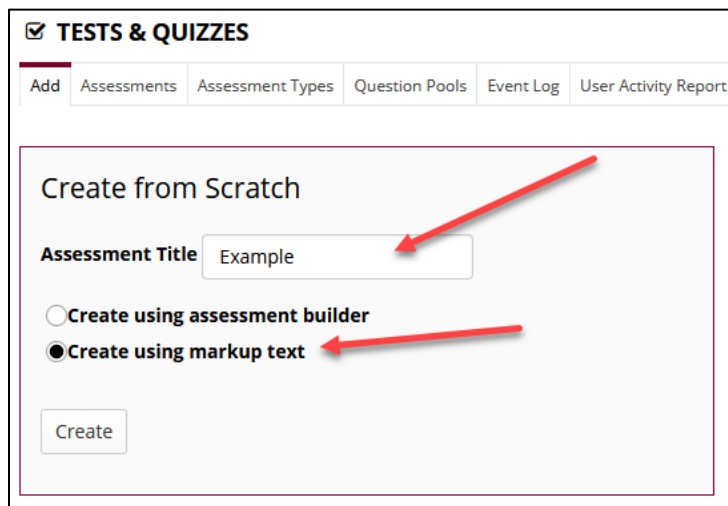
2. (1 point)

Who was the first president of the United States?

- *a. Washington
- b. Jefferson
- c. Lincoln
- d. Clinton

Once you have created your formatted MSWord doc, you can follow these steps in the course:

1. Click on the Tests & Quizzes tool.
2. Select the "Add" tab.
3. Enter a title for the Quiz in the "Assessment Title" field and select the "Create using markup text" button.



The screenshot shows the 'TESTS & QUIZZES' interface. At the top, there is a navigation bar with tabs: 'Add', 'Assessments', 'Assessment Types', 'Question Pools', 'Event Log', and 'User Activity Report'. Below this is a 'Create from Scratch' section. It contains an 'Assessment Title' field with the text 'Example' inside. Below the field are two radio buttons: 'Create using assessment builder' (unselected) and 'Create using markup text' (selected). A 'Create' button is located at the bottom left of the form. Two red arrows point to the 'Assessment Title' field and the 'Create using markup text' radio button.

- Copy and paste the questions/answers from your reformatted word document into the box and click next.

Create Assessment/Question Pool

Step 1 of 2

Use the text boxes below to modify the name and (optionally) to provide a description for this assessment or question pool. Enter questions with their answers into the text box below using the specified format for that question type. To view the format for a question type, click on the appropriate link to the right of the text box.

Assessment/Question Pool Information

Name

Description

Enter questions with their answers into the text box below using the specified format for that question type. To view the format for a question type, click on the appropriate link to the right of the text box.

Instructions & Examples

- [General Instructions](#)
- [Multiple Choice, single correct](#)
- [Multiple Choice, multiple correct](#)
- [Fill in the Blank](#)
- [Short Essay](#)
- [True/False](#)
- [Fill in Numeric](#)

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- You will then see a screen where you can verify what you copied/pasted. Click the “Create Assessment” button.

Validate Assessment/Question Pool

Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group using the appropriate button below to complete the process.

#	Question	Type	Points	Discount	Answers
1	I have a dog named?	Multiple Choice	2		<input checked="" type="checkbox"/> A. Brutus <input type="checkbox"/> B. Blue <input type="checkbox"/> C. Dexter <input type="checkbox"/> D. Pete
2	For exercise, he likes to _____.	Multiple Choice	2		<input type="checkbox"/> A. Run <input type="checkbox"/> B. Swim <input checked="" type="checkbox"/> C. Walk <input type="checkbox"/> D. He doesn't like to exercise.

< Back **Create Assessment** Create Question Pool

- If it does not look correct, click the <Back button and fix the formatting, copy and paste again.