

## **Moodle 4**

**Step 1:** To begin, enter your Moodle course shell and "Turn editing on."

**Step 2:** Next, click "More" from the selection of options on the top of your course and then select "Question Bank" from the dropdown menu.

**Step 3:** Toggle the drop-down menu on the left and select "import."

**Step 4:** Select "Blackboard" as the file format.

**Step 5:** Then press "Choose a file..."

**Step 6:** Make sure "Upload a file" is selected on the left hand menu in the window that pops up, and then press "Choose file" just to the right.

This will pull up your computer's hard drive, where you can navigate to the Norton Testmaker file you previously exported. This file will have the same name that you titled the test in Norton Testmaker. It often goes into your downloads folder and will be a .zip file.

**Step 7:** Once your file is attached, select "Upload this file."

**Step 8:** Then, click "Import" at the bottom of the page.

**Step 9:** Confirm that the questions you intended to import are on this page, and then press "Continue."

**Step 10:** This import will create a new category in your Question Bank with the title of the test you created.

For the next step, navigate back to the home page of your Moodle course to create a quiz where you can place these questions.

**Step 11:** On the home screen, click "Add an activity or resource" underneath the area you would like to publish the quiz.

**Step 12:** Select "Quiz" from the menu that appears.

**Step 13:** Give your quiz a name, and be sure to select any settings that you want applied to the quiz such as a due dates, time limits, question behavior etc. Once satisfied, press "Save and display."

**Step 14:** You will notice that Moodle says "No questions have been added" to your quiz yet. Press "Edit Quiz" to add your questions.

**Step 15:** Press "Add" on the right side of your screen to open a drop down menu, and then select "from a questions bank."

**Step 16:** Choose the question bank category that you just imported, and then click "Apply Filters" using the blue button to the right.

**Step 17:** Then, select the questions you want to include on your quiz and press "Add selected questions to the quiz."

**Step 18:** Finally, make any remaining edits to your quiz or the questions within it and then press "Save." Congrats! Your quiz is complete.

Thank you for using our Norton Testmaker Moodle Import Demo. If you have any remaining questions, please contact your dedicated Norton Representative or use the button below to contact the Norton Help Desk

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