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## Microsoft word moodle quiz template

Follow the latest daily buzz with the BuzzFeed Daily newsletter! Learn how to use certificate templates and produce professional-looking award certificates in almost no time. Microsoft Word comes with a selection of certificate templates to make the process easier. The instructions in this article apply to Word for Microsoft 365, Word 2019, Word 2016, and Word 2013. The easiest way to make certificates in Word is to use a Word template. There are templates for many occasions, and the text can be modified for your specific award or event. Here's how to create a certificate in Word. Open Word and select New. In the Search text box, type Certificate to filter for certificate templates. Choose a template and select Create. The certificate opens as a new document. To add a custom border, select the Design tab, and in the Background group of pages, choose Page Borders. In the Borders and Shading dialog box, select the Page Edge tab. In the Setup section, select Custom and choose a border. Choose OK to apply the edge of the template you selected. To change the colors of the certificate, select a different theme. Go to the Design tab, and in the Document Formatting group, select Colors. Hover over a theme to view it in the document and select the color theme you want to use. Save the changes. The certificate text is fully editable. Edit the text to say what you want, and change the font, color, and spacing of the text. In the Word document, double-click the sample text to select it. Select the Home tab. In the Font group, choose a font and font size. Select Bold, Italic, or Underscore if desired. Select the font color output arrow and choose a color to apply to the text. Enter the custom text you want to use. Repeat the process with each section of text in the certificate and save the file. You do not need to use a template to create a certificate. Microsoft opens to a vertically oriented 8.5 x 11 sheet by default, but most certificates are made in landscape orientation, so you'll make that change to get started. To make a certificate from scratch: Open a new Word document. Select the Layout tab. In the Page Setup group, select Orientation and choose Landscape. Select the Design tab. Choose page borders. On the Page Border tab, select a style or art, assign a size and color, and select the Box icon. Choose OK to see the result. To adjust margins, select Options and type new values. Add text boxes to the document and customize the appearance of font styles, sizes, and colors as desired. Save the changes to the custom template. Skip Navigation Skip Administration Forum Administration Page 2 General Help Forum Anything on your Moodle site that doesn't fit into another forum. Documentation: List of moderators Faq forum: Mary Cooch and Howard Miller Before starting a new discussion topic, please check the list of FREQUENTLY ASKED QUESTIONS and try a search on the forum. Remember to include in your post which version of Moodle (e.g. 3.2.1) you are You can find your Moodle version in the Administration & Site Administration & Notifications. If you're not sure where to post, use this forum! Teaching with Moodle Forum Moodle Research Forum Usability Forum Comparisons and Advocacy Forum Hardware and Performance Forum Security and Privacy Forum Moodle Cloud Forum MoodleNet Forum Lounge Forum An open forum for social chat with other Moodlers. Moderator of the forum: Mary Cooch An open forum for social chat with other Moodlers. For questions about Moodle, please post in general help. For social chat with other Glossary Moodlers of common terms SO Attribution Forum Including plugins such as assignment submissions and attribution feedback Documentation: Attribution activity and attribution directory of plugins faq. Category: Attribution Before starting a new discussion topic, see the attribution FAQ and try a search in the forum. Remember to include in your post which version of Moodle (e.g. 3.2.1) you're using! (You can find your Moodle version in Settings & Site Administration & Notifications.) (including attribution plugins) Presence (plugin) Forum Book Forum Custom certified (plugin) Forum Chat Forum Choice Forum Dataform (plugin) Forum Feedback Forum Face-to-face (plugin) Forum Forum Game (plugin) Forum Glossary Forum HSP Forum Hotpot (plugin) Forum Journal (plugin) Forum Forum Forum Forum (Forum plugin) Forum Questionnaire (plugin) Forum Resource Types Forum Scheduler (plugin) Forum SCORM Forum Survey Forum Wiki Forum Wiki Forum Wiki Forums Ignore Search forums Skip Browsing Users Online Skip recent activities Skip Activity Global Jump Search Skip Search Page 2 Skip Browsing Follow the latest daily buzz with buzzfeed daily newsletter! Quizzes are an effective learning tool to increase student engagement and assess student participation. Especially for the online or hybrid student, frequent, low-participation tests provide students with a self-assessment tool and an external motivator to continue to engage with the course. Many instructors have multiple choice tests in the Word document format that they used in 12f classes. You can convert these surveys into Moodle question banks and quizzes so that they can be managed (and sorted automatically) online. The process is multi-step, and may seem complex at first glance, but it is a relatively easy procedure. This article provides step-by-step instructions for: A. Converting a word quiz to a moodle-compatible text format B. Importing the text questionnaire into a Moodle Question Bank C. Creating a Moodle Quiz from Question Bank A. Converting a Word Quiz into moodle-compatible text format questions, potential answers, and the correct answer should be reformed according to the following template in your Word document (unnumbered of questions, spaced, followed by periods, the word ANSWER (on all caps) followed by a colon and the correct answer letter, and an extra space between questions). Once you have correctly formatted all your quiz questions and answers in Word, you will convert it into an unformatted text document with UTF-8 encoding. To do this, in the Save as in Save as Type box, select the Text (.txt) document Click the Save button and a new File Conversion window opens. Click the other encoding radio button and the drop-down menu on the right, select Unicode (UTF-8) and OK. This file is now in a format that can be imported into a Moodle question bank. B. Import the Text Quiz into a Moodle Question Bank Before importing your quiz into Moodle, create a new category for the quiz. In the Administration tile, click the drop-down menu next to Question Bank and select Category. On the page that opens, scroll to Add category. Leave the default parent category (this is your course category) and then create a new category for your quiz (it will probably be identical to the survey name). Then click Add category. You can now import your Notepad text document into the new category in your Moodle question bank course. In the Administration block of the drop-down menu next to the Question Bank, select Import. In the window that opens, under File format, select Aiken, click the arrow to the left of General to open this section and select the category you just created for your quiz from the drop-down menu in Import Category. Then drag and drop (or choose) your file and click Import. In the window that opens, click Continue. Your questions are now on a Moodle question bank, and you can create a quiz using them. C. Create a Moodle Quiz in the Question Bank To create the quiz, return to the course home page, turn on the edit, select Add an activity or feature in the session block where you want the quiz to reside. Then select Quiz and Add. In the window that opens, name the quiz and provide instructions. You can also set the length of time that the survey will be available to students and the deadline for taking the test. If you've already created a category for tests in your gradebook, you can select this here and determine the number of attempts allowed. There are additional options you might want to consider when creating a quiz (see next step). One way to safeguard academic integrity when using online tests is to shuffle the order of questions for each student (in Layout). Moodle can also shuffle the order of the list of potential answers within each question (under Question Behavior). When you've chosen all your settings, click Save and view. Now you have a quiz, but to add the questions from the bank you created earlier (note that No questions have been added), click Edit quiz. In the window that opens, select the category you just created for the quiz, and then check all the boxes next to the questions and select Add to quiz. In the window that opens, select the that you just create with the questions for this quiz. Then select all questions and click Add questions to the quiz. Your test is is ready to use! (keywords: moodle, word, doc, document, quiz) Last Modified: 09/10/2019 09/10

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