The **Moodle2Word** format lets you create Multiple Choice, Multiple Answer, True/False, Matching, Short Answer, All-or-Nothing Multiple Choice, Essay and Select Missing Word questions types using a simple, human-readable format that you can save word document (.docx) file and import into a Moodle.

**STEP 1: Download the template**

Download ***moodle2WordInstaller\_v3\_4wd.docm*** and ***moodleQuestion.dotx*** files from LASU CBT COURSES EXAMINATION TEMPLATE <https://lasu.edu.ng/cbt_format/>

**STEP 2: Install the template**

* Double-Click on ***moodle2WordInstaller\_v3\_4wd.docm*** file to open and install the template.
* The page loads and you get a **security warning** as shown in the image below



* Click on the ***Enable Content*** button to allow the macro embedded in the template to run.
* Once the macro is enabled, a dialog requesting the user to install the template is displayed as shown in the image below



* Click on the ***yes*** button to allow the installation
* Follow any further instruction(s)
* Restart your Microsoft Word application

**STEP 3: Start setting your questions**

* Launch Microsoft word
* If the template is properly installed, a **Moodle** tab menu added to the menu bar will be displayed



* Click on the ***Moodle*** menu tab at the top
* Under the ***File/Category Management*** sub-menu, click on the ***New Question File*** menu
* A ***Save As*** File Dialog is displayed



* Change the default name to reflect the name of the file (course)



* Click on the ***Save*** button to save the file
* A file with the same name as typed in the dialog box is displayed and ready for use



* To design a question, type your question in the ***[Question Text]*** row provided in the table; and type ***100*** in the ***Grade Column*** as the value corresponding to the right choice in the intersection box between the ***Answer Column*** and the ***Grade Column***



* To start a new question
	1. Click on the ***Moodle*** Menu tab
	2. Under the ***Add Question*** sub-menu, click on the question type choice



* 1. For Multiple Choice question type, click on the ***Multiple Choice*** question button



* 1. The question template corresponding to the question type i.e. multiple choice is displayed



* 1. Type in your question in the box provided (1)
	2. Type in your choices in the boxes provided under the ***Answers Column (2)***
	3. Type in the corresponding grades (either 100 or 0) in the ***Grade Column (3)***
	4. Repeat Step ***I – VII*** for subsequent questions

**Download and View tutorial videos on LASU site for further instructions.**