

# A4i Information

A4i is brief guidance provided to support teaching, learning and digital environment needs at King's

## Creating and importing Keats MCQ questions

iTEL can help you create a Keats multiple choice quiz (MCQ), or help you do it yourself. It's usually easier to write the questions in Word, then import them. However, the document has to be formatted in a specific way, otherwise it won't import correctly.

### What's the i? Why can't I just type the questions directly into an MCQ in Keats?

You can, of course, but before you do that you'll probably spend some time developing the questions and if you do that in Word (or any other text editor), using the correct format, or editing the document so it conforms to the format, will save you having to type it in all over again. Also, if you plan on supplying the questions to iTEL to create your quiz, it saves us having to do it!

### How can i? The format isn't complicated and it doesn't require specialist knowledge

Here is an example:

What is the correct answer to this question?

- A. Is it this one?
- B. Maybe this answer?
- C. Possibly this one?
- D. Must be this one!

ANSWER: D

The important thing to remember is that the answer letters (A. B. C. etc) and the word ANSWER must always be capitals.

### What do i? Here are a few more tips for using the correct format for importing a Quiz:

1. If you're planning to import the quiz yourself, it needs to be saved as a plain text file in UTF-8 format. You can do this from Word or using a text editor (e.g Notepad on Windows or TextEdit on a Mac).
2. If you're providing the file to iTEL, a Word .docx is fine – we can do the conversion.
3. Try to avoid using special characters like quote marks and ellipses.
4. Type the question all on one line, don't use separate paragraphs - you can add paragraphs and other formatting e.g. bold and italics once it's imported.
5. Insert one return between the ANSWER and the following question
6. Don't number questions, or include phrases like 'select one', these are added automatically.

### What if i? You can import more than just single answer multiple choice questions

You can use Moodle XML format to format other question types for importing. You can find more information on the Moodle website here [Moodle XML format](#).

Have other questions about importing quiz questions to Keats?  
Contact iTEL Hub [itel@kcl.ac.uk](mailto:itel@kcl.ac.uk)