

# Integrating Moodle and Microsoft Word

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## Microsoft Word File Import/Export Plugin Set



(Book) Import/Export



(Atto) Import



(Question Format) Import/Export

# Demonstration

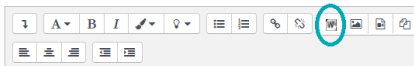
1. Import a short Word file into a Moodle Page resource using Drag-and-Drop
2. Import a 200-page textbook into a Moodle Book resource, splitting the file into chapters based on Heading styles
3. Import 100 quiz questions in structured Word tables into a Question bank

# Benefits

- **Lecturers: Convenience**
  - Editing in Word is much more convenient than in Moodle
  - Master copy maintained in Word
  - Existing content can be easily re-purposed for web, shared with others, etc.
- **Students: Accessibility**
  - Native HTML is directly readable. device-independent, compatible with screen-readers, etc.
  - PDF and Word files don't display well on mobile devices

# Are the Plugins Installed?

## Atto text editor



## Course question bank

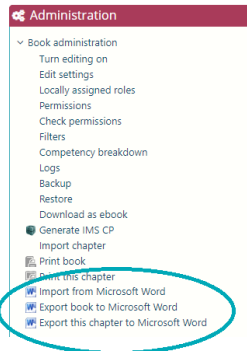
Questions Categories Import Export

### Import questions from file

#### File format

- Aiken format
- Blackboard
- Embedded answers (Cloze)
- Examview
- GIFT format
- Microsoft Word 2010 table format (wordtable)
- Missing word format
- Moodle XML format

## Book resource



## For Moodle Administrators

- Mature and reliable
  - Question bank plugin available since 2010
  - Book and Atto plugins since 2015
  - Supported on Moodle 2.7 – 3.9
- Widely used
  - In the Top 50 most installed contributed plugins
  - Over 3,000 Moodle sites worldwide
- Pre-approved by Moodle hosting vendors
  - Enovation, Catalyst(?)

# Common Plugin Features

- Converts narrative text from Word into HTML
  - Imports tables, images and equations
  - Retains inline formatting: bold, colour, underline, etc.
  - Headings converted for formatting **and** structure
- Book and Question import require **structured** content using named styles
  - Heading 1, Heading 2, Heading 3
  - List Bullet, List Number

## Book Structure Heading Styles

The screenshot shows the Microsoft Word interface. The 'View' tab is selected in the ribbon, and the 'Navigation Pane' is visible on the left. The 'Draft' button is circled in blue. In the Navigation pane, the 'Types of Data' item is highlighted, and the 'View' tab is also circled in blue. The Navigation pane shows a tree structure of content with various heading styles (Heading 1, Heading 2, Heading 3, Body Text, List Bullet) applied to different sections. The main document area shows the text 'not success random, when kee' and a heading '1. Exploring Data' followed by '1B. Sampling' and 'Types of Data'. Below this, there is a paragraph 'Information comes in two fo' and a list of two items: 'QUESTION How mar' and 'QUESTION What did'. The text 'The second question can be' is also visible.

# Question Categories and Names

The screenshot shows a Word document with a navigation pane on the left and a question template on the right. The navigation pane lists categories and questions. The question template includes a heading, a question, a table for answers, and a page number.

**Heading 1** 04: Managing in a Global Environment

**Heading 2** 008) Parochialism

A(n) \_\_\_\_\_ attitude is characterized by parochialism.

Pe

#	Answers	
A.	geocentric	
B.	acculturated	
C.	multilinguistic	
D.	ethnocentric	

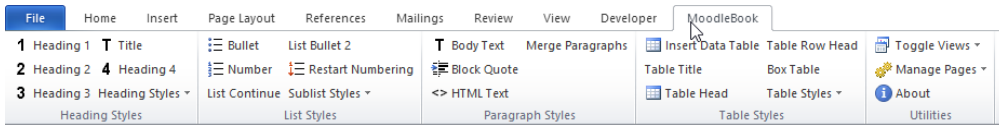
- Heading 1 = Category
- Heading 2 = Question name

# Companion Word Templates

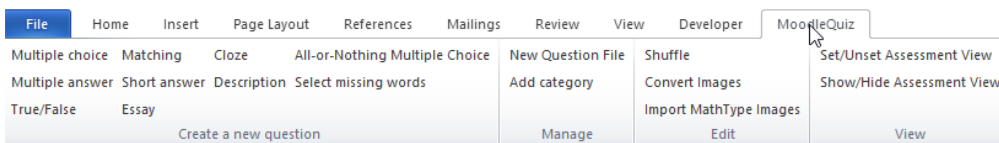
- Question pluain **requires** custom Word template for commands to insert structured tables
- Book pluain doesn't *require* template, but it's useful
- Templates must be installed on your PC
  - Web version of Word 365 won't work
  - Contain VBA macros – digitally signed by TU Dublin for security

# Word Template Ribbons

## Book template Ribbon



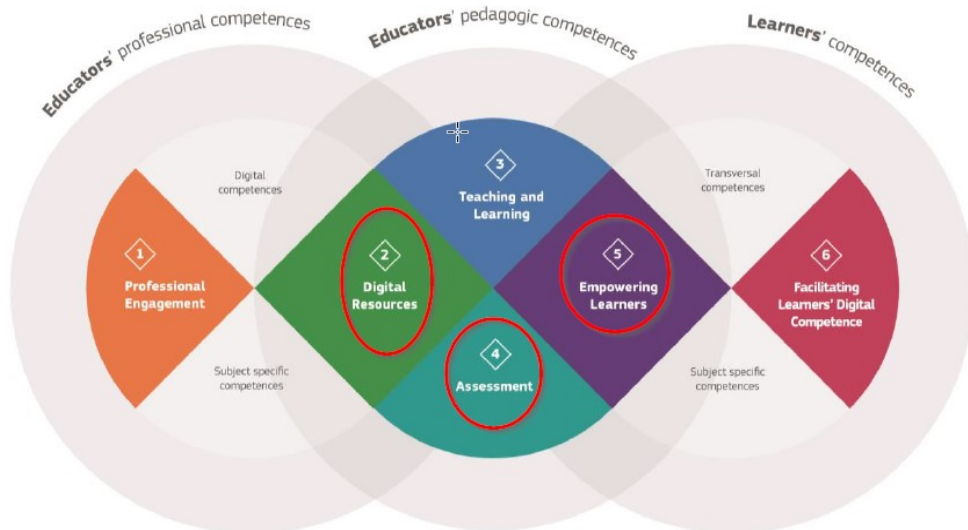
## Question template Ribbon



## Word Template Demonstration

- Using the Question Word template
  1. Open a new Question file
  2. Insert an Essay question
  3. Import into Moodle

# Digital Competence Framework



## Digital Competence of Educators

- **2.2 Creating and modifying Digital Resources**
  - Efficiently create and maintain Question banks and narrative text materials
- **2.3 Managing, protecting and sharing Digital Resources**
  - Use and share the master Microsoft Word files
- **4.1 Assessment strategies**
  - Easy sharing and maintenance of question banks facilitates more frequent online assessment, especially self-assessment
- **5.1 Accessibility and inclusion (Empowering Learners)**
  - Native web pages are universally accessible and readable on any device

# Plan B: www.Moodle2Word.net

English (en) Eoin Campbell

Moodle2Word

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ANNOUNCEMENTS undefined

Microsot Word File Import/Export (Question Format) plugin

Word templates for Windows

**Moodle2Word Word Startup Template v3.6, moodleQuizStartup.dotm**  
Uploaded 29/10/20, 21:48

A Word template containing commands and VBA macros, to be installed in your Word templates Startup folder on Windows. See how to install it in this YouTube video. This is usually set to something like c:\Users\{accountname}\AppData\Roaming\Microsoft\Word\STARTUP\, Installation instructions and screencast.

**moodleQuestion.dotx**  
Modified 13/04/20, 15:33

Moodle2Word Word style template, to be installed in your Word User templates folder, somewhere like c:\Users\{accountname}\AppData\Roaming\Microsoft\Templates\.

**How to Install the Moodle2Word Word Templates on Microsoft Windows**

**Moodle Question Word 2010 Template installer (v3.4wd) 250 KB Zip file (Updated: 2016-08-23)**  
Zip file containing style and command templates suitable for auto-installation on Windows, but without the Image conversion facility for exported questions.

This Moodle 3.7 server hosts Word templates and documentation associated with the Microsoft Word File Import/Export (Question Format) plugin for importing and exporting question banks. Just download the templates directly, or access the WordTable Question conversion course to convert questions, view demonstration screencasts and other documentation.

Calendar

November 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Navigation

Administration



## Questions/Further Information

- **Plugins**
  - **Book:**  
[https://moodle.org/plugins/booktool\\_wordimport](https://moodle.org/plugins/booktool_wordimport)
  - **Atto:**  
[https://moodle.org/plugins/booktool\\_wordimport](https://moodle.org/plugins/booktool_wordimport)
  - **Questions:**  
[https://moodle.org/plugins/qformat\\_wordtable](https://moodle.org/plugins/qformat_wordtable)
- **Moodle2Word**
  - <https://www.moodle2word.net/>
  - Download companion Word templates
  - Watch tutorial videos
  - Test and convert questions and books

