Moodle2Word Word Template: Startup Menu

This is the Moodle2Word Word template Startup Menu file. This file contains a macro to automatically install itself in the correct folder on opening. It should be saved as *moodleStartup.dot* in your Word template startup folder, usually *c:\Documents and Settings\{yourname}\Application Data\Microsoft\Word\Startup\*. This template is compatible with Word 2010 (32-bit and 64-bit) and higher.

# Supported question types

The following question types are supported.

* **True/False**: Choose whether a statement is true or false. Specific feedback can be added for each answer.
* **Matching**: Match 4 or more words or phrases. No feedback is included.
* **Multiple-Choice**: Choose 1 correct answer from 5 or more possible answers. Specific feedback can be added for each answer.
* **Multiple-Answer**: Choose 1 or more correct answers from 5 or more possible answers. Specific feedback can be added for each answer.
* **Short Answer**: Free text answer. Specific feedback can be added for each possible answer.
* **Cloze**: Fill-in-the-blanks or Embedded answers question. Use **bold** to enter Multichoice items, *italic* to enter Short Answer items, and underline to enter Numerical items.
* **Description**: Not a question, just a facility to add some text, usually instructions for a set of following questions.
* **Essay**: An essay question allows the entry of free text, which is not graded.
* **All-or-Nothing Multiple-Choice**: Choose 1 or more correct answers from 5 or more possible answers. All correct answers must be selected. Specific feedback can be added for each answer.
* **Select missing word**: Missing words in some text are filled in using dropdown menus.

## Multiple choice

| [Question text] | | | MC |
| --- | --- | --- | --- |
| Default mark: | | | 1 |
| Shuffle the choices? | | | Yes |
| Number the choices? | | | A |
| Penalty for each incorrect try: | | | 33.3 |
| 1. # | Answers | Feedback | Grade |
|  |  |  | 100 |
|  |  |  | 0 |
|  |  |  | 0 |
|  |  |  | 0 |
|  |  |  | 0 |
|  | General feedback: |  |  |
|  | For any correct response: | Your answer is correct. |  |
|  | For any incorrect response: | Your answer is incorrect. |  |
|  | Hint 1: |  |  |
|  | Show the number of correct responses (Hint 1): | No |  |
|  | Clear incorrect responses (Hint 1): | No |  |
|  | Tags: |  |  |
| *Allows the selection of a single or multiple responses from a pre-defined list. (MC/MA)* | | |  |

## Multiple choice (Multiple answers allowed)

| [Question text] | | | MA |
| --- | --- | --- | --- |
| Default mark: | | | 1 |
| Shuffle the choices? | | | Yes |
| Number the choices? | | | A |
| Show the number of correct responses once the question has finished: | | | No |
| Penalty for each incorrect try: | | | 33.3 |
| 1. # | Answers | Feedback | Grade |
|  |  |  | 0 |
|  |  |  | 50 |
|  |  |  | 50 |
|  |  |  | 0 |
|  |  |  | 0 |
|  | General feedback: |  |  |
|  | For any correct response: | Your answer is correct. |  |
|  | For any incorrect response: | Your answer is incorrect. |  |
|  | For any partially correct response: | Your answer is partially correct. |  |
|  | Hint 1: |  |  |
|  | Show the number of correct responses (Hint 1): | No |  |
|  | Clear incorrect responses (Hint 1): | No |  |
|  | Tags: |  |  |
| *Allows the selection of a single or multiple responses from a pre-defined list. (MC/MA)* | | |  |

## True/False

| [Question text] | | | TF |
| --- | --- | --- | --- |
| Default mark: | | | 1 |
|  | Answers | Feedback | Grade |
|  | True |  | 100 |
|  | False |  | 0 |
|  | General feedback: |  |  |
|  | Tags: |  |  |
| *Set grade '100' to the correct answer.* | | |  |

## Matching

| [Question text] | | | MAT |
| --- | --- | --- | --- |
| Default mark: | | | 1 |
| Shuffle: | | | Yes |
| Show the number of correct responses once the question has finished: | | | No |
| Penalty for each incorrect try: | | | 33.3 |
| 1. # | Question | Answer |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | General feedback: |  |  |
|  | For any correct response: | Your answer is correct. |  |
|  | For any incorrect response: | Your answer is incorrect. |  |
|  | For any partially correct response: | Your answer is partially correct. |  |
|  | Hint 1: |  |  |
|  | Show the number of correct responses (Hint 1): | No |  |
|  | Clear incorrect responses (Hint 1): | No |  |
|  | Tags: |  |  |
| *You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.* | | |  |

## Embedded answers (Cloze)

| [Question text] | | | CL |
| --- | --- | --- | --- |
| Default mark: | | | 1 |
| Case sensitivity: | | | No |
| Orientation (D = dropdown; V = vertical, H = horizontal radio buttons): | | | D |
| Penalty for each incorrect try: | | | 33.3 |
|  | Distractors | Distractor Feedback | Grade |
|  |  |  |  |
|  | General feedback: |  |  |
|  | Hint 1: |  |  |
|  | Show the number of correct responses (Hint 1): | No |  |
|  | Clear incorrect responses (Hint 1): | No |  |
|  | Tags: |  |  |
| *Use bold for dropdown menu items and italic for text field items.* | | |  |

## Short answer

| [Question text] | | | SA |
| --- | --- | --- | --- |
| Default mark: | | | 1 |
| Case sensitivity: | | | No |
| Penalty for each incorrect try: | | | 33.3 |
|  | Answers | Feedback | Grade |
|  |  |  | 100 |
|  | \* |  | 0 |
|  | General feedback: |  |  |
|  | Hint 1: |  |  |
|  | Tags: |  |  |
| *You must provide at least one possible answer. Answers left blank will not be used. '\*' can be used as a wildcard to match any characters. The first matching answer will be used to determine the score and feedback.* | | |  |

## Description

| [Question text] | | | DE |
| --- | --- | --- | --- |
|  |  |  |  |
|  | General feedback: |  |  |
|  | Tags: |  |  |
| *This is not actually a question. Instead it is a way to add some instructions, rubric or other content to the activity. This is similar to the way that labels can be used to add content to the course page.* | | |  |

## Essay

| [Question text] | | | ES |
| --- | --- | --- | --- |
| Default mark: | | | 1 |
| Response format: | | | HTML editor with file picker |
| Require text: | | | Yes |
| Input box size: | | | 15 |
| Allow attachments: | | | 0 |
| Require attachments: | | | 0 |
|  | Response template | Information for graders |  |
|  | Any text entered here will be displayed in the response input box when a new attempt at the question starts. |  |  |
|  | General feedback: |  |  |
|  | Tags: |  |  |
| *Allows a response of a few sentences or paragraphs. This must then be graded manually.* | | |  |

## All-or-Nothing Multiple choice

| [Question text] | | | MS |
| --- | --- | --- | --- |
| Default mark: | | | 1 |
| Shuffle the choices? | | | Yes |
| Number the choices? | | | A |
| Show the number of correct responses: | | | No |
| Penalty for each incorrect try: | | | 33.3 |
| 1. # | Answers | Feedback | Grade |
|  |  |  | 100 |
|  |  |  | 100 |
|  |  |  | 0 |
|  |  |  | 0 |
|  |  |  | 0 |
|  | General feedback: |  |  |
|  | For any correct response: | Your answer is correct. |  |
|  | For any incorrect response: | Your answer is incorrect. |  |
|  | Hint 1: |  |  |
|  | Show the number of correct responses (Hint 1): | No |  |
|  | Clear incorrect responses (Hint 1): | No |  |
|  | Show the feedback for the selected responses. (Hint 1): | No |  |
|  | Tags: |  |  |
| *Allows the selection of multiple responses from a pre-defined list and uses all-or-nothing grading (100% or 0%).* | | |  |

## Select missing word

| [Question text] | | | MW |
| --- | --- | --- | --- |
| Default mark: | | | 1 |
| Penalty for each incorrect try: | | | 33.3 |
| 1. # | Answers |  | Group |
|  |  |  | 1 |
|  |  |  | 1 |
|  |  |  | 1 |
|  |  |  | 1 |
|  |  |  | 1 |
|  |  |  | 1 |
|  | General feedback: |  |  |
|  | For any correct response: | Your answer is correct. |  |
|  | For any incorrect response: | Your answer is incorrect. |  |
|  | For any partially correct response: | Your answer is partially correct. |  |
|  | Hint 1: |  |  |
|  | Show the number of correct responses (Hint 1): | No |  |
|  | Clear incorrect responses (Hint 1): | No |  |
|  | Tags: |  |  |
| *Missing words in some text are filled in using dropdown menus.* | | |  |