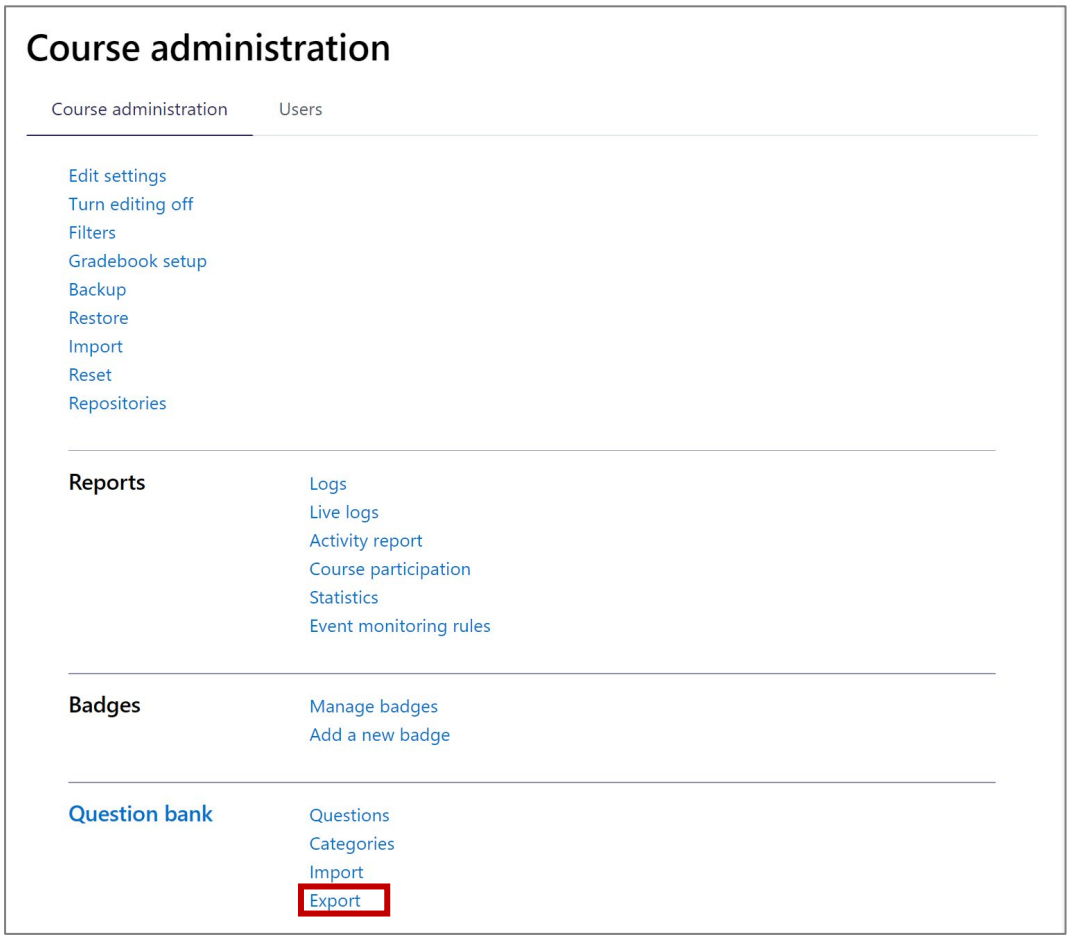
Questions export/import

Sometimes you may need to share quiz questions in between courses. If those questions are in **Question bank**, it is easy to do that.

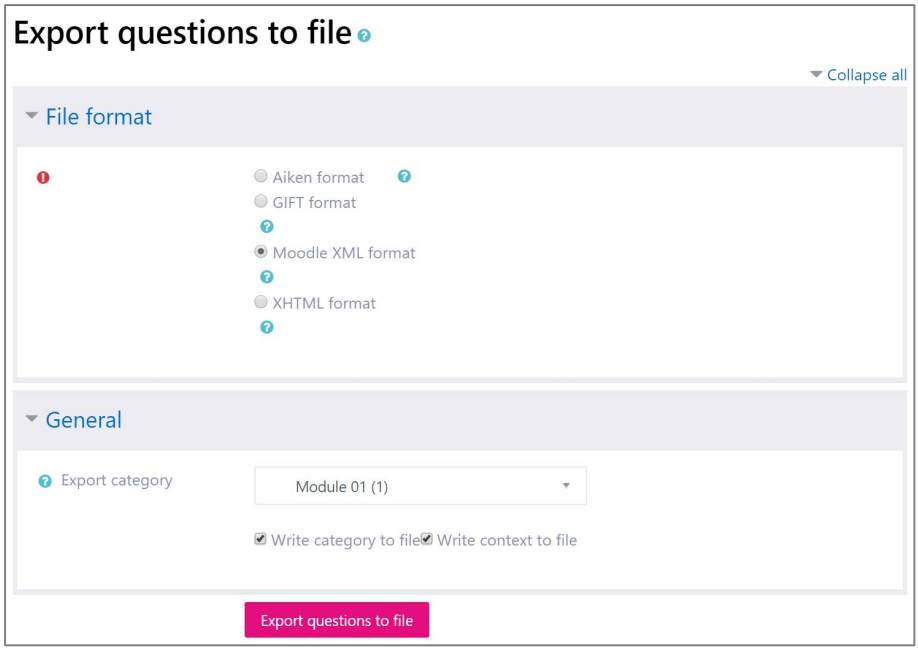
1. Navigate to **Question bank** section and select **Export**.



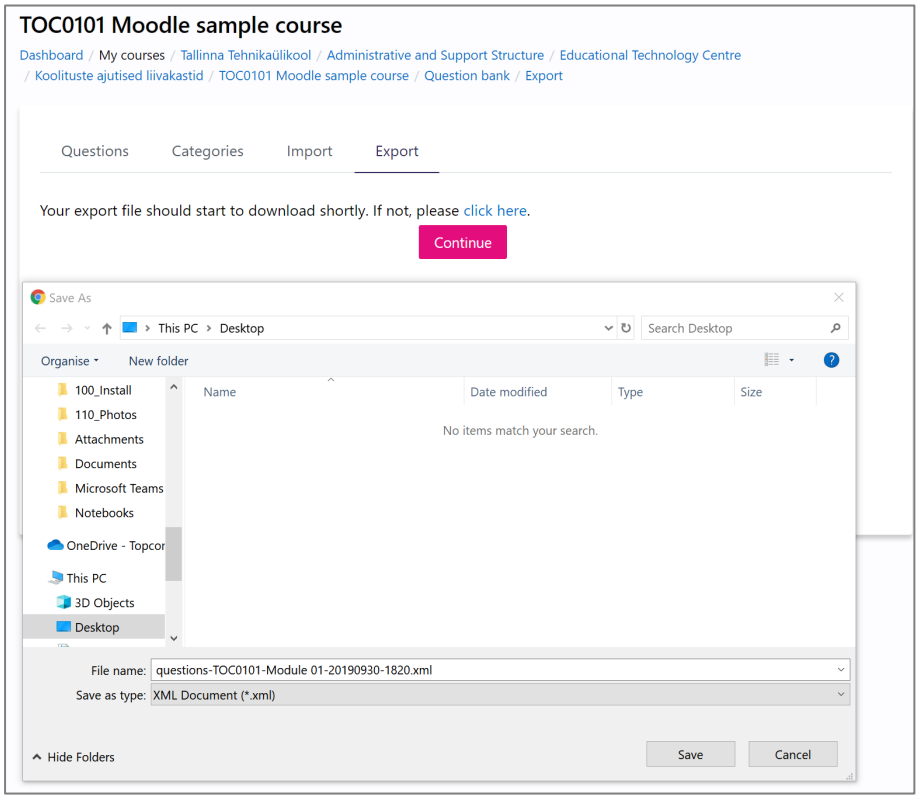
2. New page, called *Export questions to file* comes up.
    a. Select: **File format** > **Moodle XML format**
    b. Vali **Export category** > …
    c. Pay attention to that **Write category to file** and **Write context to file** are also selected.

Note: On the image below, you can see that a special category called **Module 01 (1)** is selected. If your questions are not divided into categories, you have less freedom to filter what you want to export. Therefore, it is suggested that if that is the case, please do that before the export.

3. Click on **Export questions to file**.

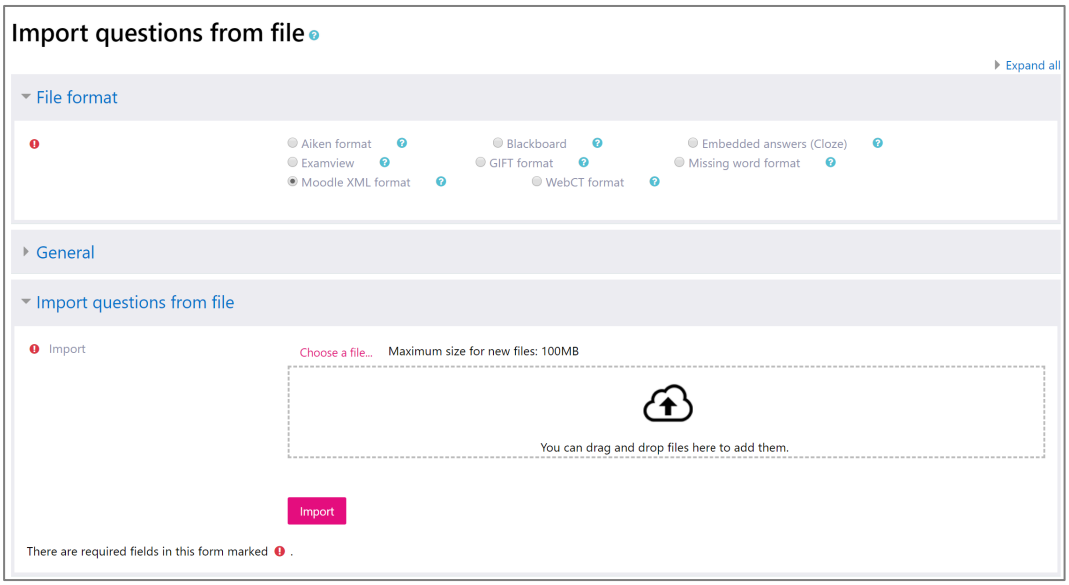


4. Dialog **Save As** comes up. Select the location into where you want to locally save the exported file. Currently the **Desktop** is selected. Click **Save**.

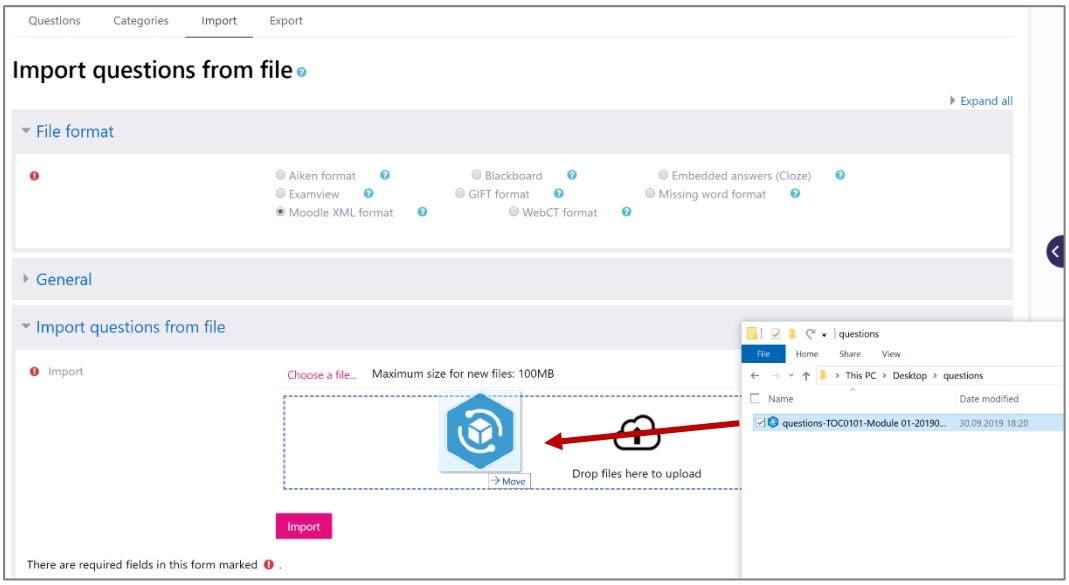


2. Select another course, into where you want to import those questions that you previously exported. Once again, from the section **Question bank** > select now **Import**. Dialog opens:
    a. **File format > Moodle XML format**.
    b. Open section **General** and check that you have selected the correct category into which you want to import those questions. On the other hand, please recall that we wrote the

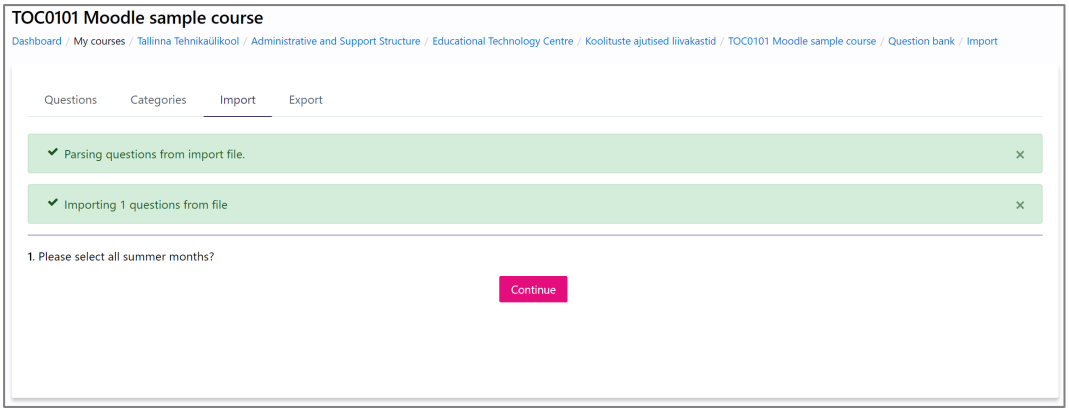
category into the export file and therefore this helps us to import those questions into the same category also. There is a special selection box **Get category from file** for that reason.



c. Navigate to the folder into where you export your questions (find that **.xml* file). Just drag and drop that file into the box (shown down below). Alternatively, you can click on **Choose a file…** and navigate and pick that same file from your PC.



d. Click on **Import**.



e. You get a preview of questions that will be imported. Confirm by clicking on **Continue**.

5. If you now investigate your **Questions bank**, you should see a category called **Module 01** (or any other name you used) with all the questions from the previous course. You have a possibility to relocate those questions into some other categories.

Summary

By that we have successfully completed the export/import workflows in terms of adding questions from one course to another. But please remember that if you now want to create a quiz based on those questions, you need to create **Quiz** activity first, choose the settings for your quiz and add questions from imported categories. Please do refer to the guidelines that explains the basic workflows for that.