

## QUICK FORMAT REFERENCE

### True / False

One paragraph per item.

- \_\_\_\_ 1. Statement ends with period.  
\_\_\_\_ 2. Another statement.

#### Answer key cell:

1. T                      2. F

Use T or F only.

### Multiple Choice

Stem + EXACTLY 4 options.

16. Which is correct?  
A. Option one  
B. Option two  
C. Option three  
D. Option four

#### Answer key cell:

16. B (use A, B, C, or D)

### Matching

2-column Word TABLE. One table per SET. Row N item pairs with Row N description (D2L randomizes for students).

#### Column A (items)

#### Column B (descriptions)

- \_\_\_\_ 36. Project                                      A. A temporary endeavor...  
\_\_\_\_ 37. Operations                                      B. Work done to sustain...

Answer key: 36. A                      37. B (use A-J)

## TOP 5 ERRORS · WHAT TO FIX

1

**Error:** TF Q5: no answer key entry found  
**Fix:** Add "5. T" (or F) to the answer-key table.

2

**Error:** MC Q22: expected 4 options, got 3  
**Fix:** Question 22 has only 3 lettered options. Add the missing option (A/B/C/D).

3

**Error:** MC Q22: no answer key entry found  
**Fix:** Add "22. B" (or correct letter) to the answer-key table.

4

**Error:** Matching set Q71-80: table has 9 rows but expected 10  
**Fix:** Items numbered 71-80 = 10 items, but table only has 9 rows. Add the missing row.

5

**Error:** Matching table malformed  
**Fix:** First or last row doesn't start with "\_\_\_\_ N.". Re-add the prefix.

## WORKFLOW · 3 STEPS

### STEP 1

### FILL

Open TEMPLATE\_Quiz.docx or  
TEMPLATE\_Exam.docx. Replace the  
yellow placeholders with your content.

### STEP 2

### DRAW

Drag the saved .docx into a Claude  
chat. Type: "convert this to a D2L  
CSV." Claude returns a .csv link.

### STEP 3

### IMPORT

In D2L: Quizzes → Question  
Library → Import → Upload a  
File → choose the CSV.

## GOLDEN RULES

- Every question number must have a matching answer-key entry. Missing entries cause errors.
- Multiple Choice items need exactly 4 options (A / B / C / D). Three or five will not import.
- Matching = a 2-column Word TABLE, not paragraphs. Don't switch the format mid-document.
- Answer-key cells use the format "N. X" (number, period, TWO spaces, letter). Spacing matters.
- Do not edit the CSV by hand after conversion. If something is wrong, fix the docx and re-run.