

Word2Quiz

Word-2-Quiz Formatting Guide

How to format your Word document so it converts cleanly
into a D2L Brightspace import file.

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1. What is Word2Quiz?

Word2Quiz is a one-click tool that turns a properly-formatted Microsoft Word quiz or exam into a CSV file that imports directly into D2L Brightspace's Question Library. No copy-paste. No retyping. No risk of dropping a question when you're 20 minutes from the start of class.

To use Word2Quiz, you do three things:

- **Open the template.** Pick TEMPLATE_Quiz.docx or TEMPLATE_Exam.docx from the Word2Quiz skill folder.
- **Fill it in.** Type your questions and answer key directly into the template, following the format shown in this guide.
- **Convert it.** Drag the .docx into a Claude chat and say "convert this to a D2L CSV." Done.

This guide shows you exactly what "properly-formatted" means. Read it once before you create your first quiz. After that, the template itself will remind you what to do.

2. Anatomy of a quiz document

Every Word2Quiz-compatible quiz or exam has the same five parts, in this order:

#	Section	What it contains
1	Header	Course / quiz title, point value, time limit. Not parsed — for student readability only.
2	Instructions	How students should mark answers. Not parsed.
3	Part I — True/False	Numbered TF statements, each prefixed by four underscores.
4	Part II — Multiple Choice	Numbered question stems with exactly four options labeled A, B, C, D.
5	Part III — Matching	One or more two-column tables. Items in column A, descriptions in column B.
6	Answer Key	Five-column tables at the end. One entry per question (e.g., "1. T", "16. B").

Word2Quiz only reads sections 3, 4, 5, and 6. The header and instructions are for your students — feel free to customize them however you like.

3. Part I — True / False

Each True/False item is ONE paragraph. The format is strict:

_____ **N. Your statement here.**

Breaking that down:

- Four (or more) underscores at the very start.
- Three spaces.
- The question number, followed by a period and two spaces.
- The statement itself, ending with a period.

Example — what students see in Word:

? Part I · True or False	
_____	1. A project is a temporary endeavor undertaken to create a unique product.
_____	2. Operations and projects are the same thing because both involve work.
_____	3. Project management is the application of knowledge, skills, and tools.

Common mistakes:

✓ CORRECT	✗ INCORRECT
_____ 1. Statement.	1. Missing underscores.
_____ 2. Another statement.	____1. No spaces around the number.

4. Part II — Multiple Choice

Each Multiple Choice item is FIVE paragraphs:

- One paragraph for the question stem.
- Four paragraphs for the options, labeled A, B, C, D — in that order.

Every MC question must have exactly four options. Three won't work. Five won't work.

Example:

<p>Part II · Multiple Choice</p>
<p>16. Which of the following is the BEST definition of a project?</p> <p>A. Ongoing work that sustains the business</p> <p>B. A temporary endeavor that creates a unique product, service, or result</p> <p>C. Any task assigned by a manager</p> <p>D. A repeating cycle of business operations</p>

Numbering continues from the True/False section. If your TF section ended at 15, MC starts at 16.

Common mistakes:

<p>✓ CORRECT</p> <p>16. Which is correct?</p> <p>A. Option one</p> <p>B. Option two</p> <p>C. Option three</p> <p>D. Option four</p>	<p>✗ INCORRECT</p> <p>16. Which is correct?</p> <p>(A) Option one</p> <p>- Option two</p> <p>C Option three</p> <p>(only 3 options)</p>
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5. Part III — Matching

Matching is the trickiest section because it uses Word TABLES, not paragraphs. Each matching SET is a separate two-column table. You can have one, two, three, or more sets per quiz.

In each matching table:

- Column A holds the numbered ITEMS — same "____ N." format as True/False.
- Column B holds the lettered DESCRIPTIONS — start with "A.", "B.", etc.
- Row 1's item must pair with row 1's description (i.e., the table is in answer-key order). D2L will randomize it for students.

Example — a 3-pair matching set:

Column A — Items	Column B — Descriptions
____ 36. Project	A. A temporary endeavor creating a unique product.
____ 37. Operations	B. Work done to sustain the business.
____ 38. Project Management	C. Applying knowledge to project activities.

Optional but recommended: put a heading paragraph above each table:

SET A — Core Definitions (Chapter 1)

Word2Quiz uses that title as the question text shown to students in D2L.

Common mistakes:

✓ CORRECT (2-column table) ____ 36. Project A. ... ____ 37. Ops B. ...	✗ INCORRECT (written as paragraphs, no table) 36. Project – A temporary endeavor 37. Ops – Work to sustain business
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6. Answer Key

The answer key lives at the end of your document, in five-column Word TABLES. Each cell holds one entry: "N. X" where N is the question number and X is the answer.

Use one table per section (one for T/F, one for MC, one per matching set), or combine them — Word2Quiz reads all answer-key tables in the document.

Example — answer key table for T/F questions 1–15:

1. T	2. F	3. T	4. T	5. F
6. T	7. T	8. T	9. T	10. T
11. T	12. T	13. T	14. T	15. F

Rules for answer-key cells:

- Cell format is exactly: number, period, TWO spaces, letter.
- True/False uses T or F. Multiple Choice uses A, B, C, or D. Matching uses A through J.
- Every question number in your quiz must have an answer-key entry. Missing entries cause an error.
- It's fine to have multiple answer-key tables — Word2Quiz merges them.

Common mistakes:

<p>✓ CORRECT</p> <p>1. T</p> <p>16. B</p> <p>36. C</p>	<p>✗ INCORRECT</p> <p>1.T (no spaces)</p> <p>16 - B (dash instead of period)</p> <p>Question 36: C (full sentence)</p>
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7. Troubleshooting

When Word2Quiz can't convert your file, it tells you exactly what's wrong. Here are the most common messages and what each one means:

Error you'll see	What to fix
TF Q5: no answer key entry found	Add an entry for Q5 in your answer-key table — e.g., "5. T".
MC Q22: expected 4 options, got 3	Q22 has only 3 lettered options. Add the missing one (A/B/C/D).
MC Q22: no answer key entry found	Same as above but for MC. Add the correct letter to your answer key.
Matching set Q71-80: table has 9 rows but expected 10 pairs based on numbering	Your items are numbered 71–80 (10 items) but the table only has 9 rows. Add the missing row.
Matching table malformed: ...	A matching table's first or last row doesn't start with "____ N.". Check the row formatting.

If you see an error not listed here:

Re-read the relevant section of this guide and compare your document to the example. 99% of errors are tiny formatting drift — a missing underscore, an extra space, a numbered question without an answer-key match. The error message will tell you exactly which question number to look at.

Still stuck?

Send your .docx and the error message back to Claude and say "please diagnose this Word2Quiz error." Claude will inspect the file and tell you what to fix.

— end of guide —