**Kahoot to Moodle Tutorial**

1. In the quiz in Kahoot, click the 3 vertical dots.
2. Choose **Print**.
3. When the printer window comes up, use the drop-down next to **Destination** and choose **Save as PDF**.
4. Open the PDF in Adobe Acrobat.
5. In the top bar, choose **Tools** (it should be next to Home in Acrobat).
6. Click **Export PDF**.
7. Select Microsoft Word.
8. Save the file to your computer.
9. Open the Word doc.
10. Open Notepad.
11. Select all the text in the Word doc and copy it to Notepad. This strips any code in the background.
12. Format the file in Notepad. (Aiken is an unnumbered question/statement, next line a capital letter followed by a period, followed by a space and then the choice text. After all choices are listed, next line is all capital letters ANSWER followed by a colon, then a space then the letter of the correct answer.)
Question
A. Choice
B. Choice
ANSWER: A
13. Save the file.
14. Click the quiz title in Moodle and then click the cog icon on the right.
15. Scroll down and choose **Import**.
16. Select Aiken, adjust settings as desired and drop in the .txt file formatted in Notepad.
17. After the import, go back to the quiz and add the questions.
18. Adjust point value, max score, edit questions as needed.
19. Then go back to the quiz settings and set your max score.