Excel to GIFT Converter

Version 1.0

In some cases, sensitive data needs to be transfered in the execution of a process or task. In those cases, as much information is provided as needed and links are provided to protected documentation available to those with a business requirement for that information.

Contents

Introduction

The Excel to GIFT Converter is a tool offered by the McAfee Learning Operations to aid in the process of creating large quizes for learning content distributed using Adobe Captivate as a vehicle.

According to Moodle, the creators of the GIFT file format: GIFT format allows someone to use a text editor to write multiple-choice, true-false, short answer, matching missing word and numerical questions in a simple format that can be imported. The GIFT format is also an export file format available in Question bank. The format has been developed within the Moodle Community but other software may support it to a greater or lesser degree.

What is GIFT?

GIFT format allows someone to use a text editor to write multiple-choice, true-false, short answer, matching missing word and numerical questions in a simple format that can be imported. The GIFT format is also an export file format available in Question bank. The format has been developed within the Moodle Community but other software may support it to a greater or lesser degree.
-Moodle Docs

Adobe Captivate is one of the other softwares that support the use of GIFT to quickly import large numbers of Questions and Question Pools.

Intended Audience

This document is intended for use by Instructional Designers of McAfee's Connected Learning Platform and McAfee University. To protect sensitive data, this guide is simply an overview of the processes and responsibilities required to maintin the CLP. Links are provided to protected documentation where required. These documents are maintained in locked, private groups to ensure compliance with the principle of least privilege.

Required Skills and Software

Minimal soft-skills are required to build out question pools and run the file through the converter. These include basic data entry into Excel, the navigation of your local file system, and the ability to use Adobe Captivate.

You will need the following software installed on your machine:
- Microsoft Excel
- Adobe Captivate
- Java Runtime Environment (JRE, should already be installed on business machines)

Getting Started

To get started, you will need to copy 2 files from the Excel to GIFT directory in the Team's Documents. DO NOT DIRECTLY MODIFY THE CONTENTS OF THE DOCUMENTS IN THE ONEDRIVE FOLDER!

Blank - Quiz Questions and Answers.xlsx

This is a blank question sheet that you will add your questions and answers to. We will discuss the contents of this file later on. If you have previously coppied this over to your machine, make sure to check the Modified Date to ensure you have the latest version of the file before moving forward.

ExcelToGift.jar

This is the converter. If you have previously coppied this over to your machine, make sure to check the Modified Date to ensure you have the latest version of the converter before moving forward.

Example File

Example - Quiz Questions and Answers.xlsx

This is an example question sheet that already has been populated with questions of all different types. You can view this document as an example of how to make questions of each type, combine multiple question pools into one, and combine question pools across sheets.

Using the Excel File

Entering data into the Excel files is fairly straight forward and basic instructions are provided at the top of each WorkSheet. This section will discuss in detail the various funcationalites, capabilities and caveats of the provided Excel file.

Each of the four WorkSheets represents a different type of question. Each WorkSheet has 20 Question Pools with 30 Question Slots in each Pool. This allows for 600 Questions of each type and a total of 2,400 possible questions.

First, we will discuss the four different question types, how to naviage the Excel file, and how to populate questions and answers in the Excel file. Then we will discuss more advanced techniques such as combining Question Pools, both within a single WorkSheet as well as across WorkSheets (Multiple Question Types in a Single Pool).

Question Pools

To understand how the Application builds GIFT files from the Excel, we need to first understand the importance of Question Pools in the process. Output file names are based on the provided title of each Question Pool in the Excel file. When multiple Question Pools are given the same title, the Application will combine all of the Question Pools with the same name, regardless of where they are in the WorkSheets.

For example, if we wanted to have a Question Pool with “Single Answer Multiple Choice” and “True-False” questions, we could give the Question Pool that contains those question in BOTH WorkSheets the same title, “Combined Question Pool.” When we run the file through the converter, all of the questions under any pool titled “Combined Question Pool” would be exported to a file called “Combined Question Pool.txt”

Navigating the Excel

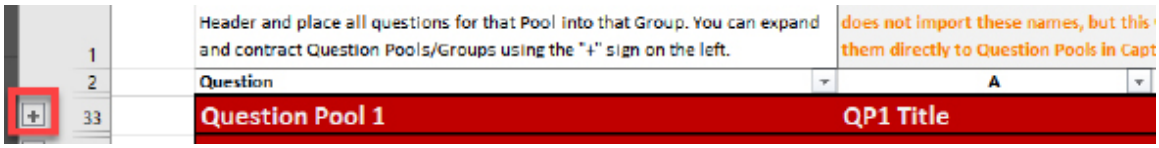
There are a few caveats to navigating the Excel in order to provide readability and usability.

Groups

Excel provides the ability to “Group” data. The way that Excel visually groups content can be a bit confusing at first. The Group Header is located at the BOTTOM of the group, not the top, as would normally be expected. Each Group is a Question Pool of 30 Questions.

All Groups (Question Pools) are defaulted to the “Collapsed” stated. To “Expand”

a Group, click the “+” symbol on the left hand side of the group.



Question Types

There are 4 allowed Question Types and corresponding WorkSheets. Basic instructions are provided at the top of each WorkSheet.

Single Answer Multiple Choice

This sheet allows you to create Multiple Choice Questions that have a single correct answer. You must provide at least 3 options for each question, and you can provide up to 6 options for each question.

Multi-Answer Multiple Choice

This sheet allows you to create Multiple Choice Questions that have more than one correct answer. You must provide at least 3 options for each question, and you can provide up to 6 options for each question.

True-False

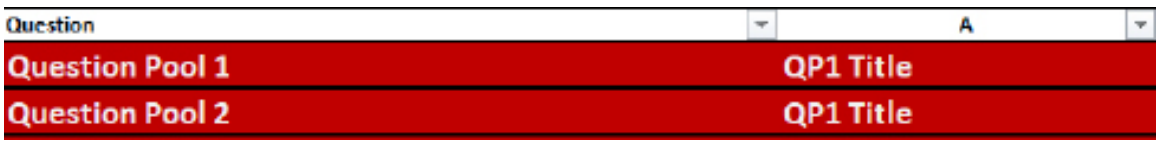
This sheet allows you to create Questions that require a True or False response.

Matching

This sheet allows you to create Matching questions, such as matching a vocabulary word to its definition. At least 3 Matching Sets must be provided for each question, and up to 12 Matching Sets can be defined for each question.

REFRAIN FROM ADDING NEW ROWS

Working in Excel, it can become a habit to add new rows at the end of a group or set of data. However, in the case of this file, please refrain from adding additional rows to the question pools. If you have a set of questions or a question pool that has more than 30 questions of the same time, simply move to the next Question Pool (Group) in the sheet and give it the same title as the previous Pool, and it will all be combined into the same file after processing.



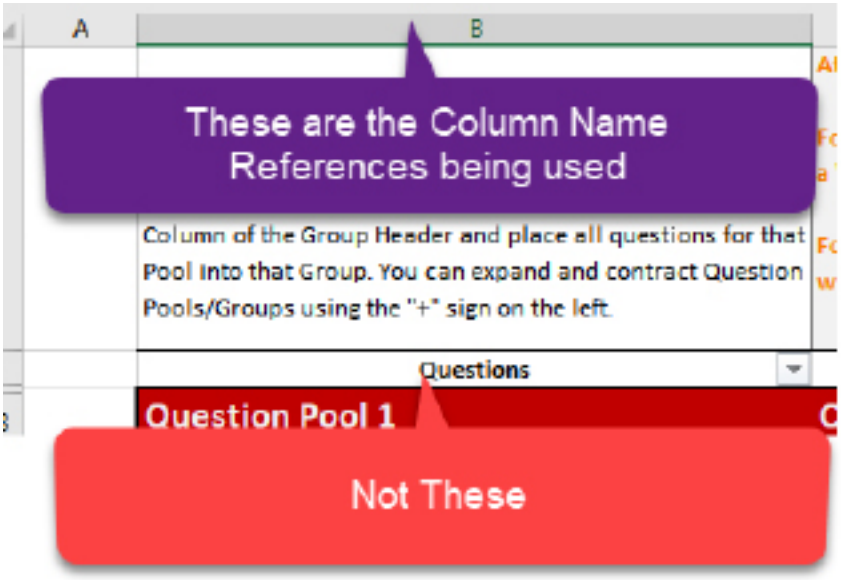
In the above example, Question Pool 1 and Question Pool 2 will be combined into a single file titled “QP1 Title.txt”.

If you still feel the need to add new rows into a question pool, please pay close attention to the instruction areas at the top of the WorkSheet highlighted in RED to ensure that Calculated Values are properly instated in the new rows.

WorkSheet Overviews

This section will go over the details of each WorkSheet.

When referencing Column Names, we will be refering to the Excel Provided Column Names, not the titles provided in the table.



Single Answer Multiple Choice

This sheet allows you to create Multiple Choice Questions that have a single correct answer. You must provide at least 3 options for each question, and you can provide up to 6 options for each question.

Column A - This column contains question numbering for your convenience. This column does not get used in the conversion process.

Column B - This column contains 2 things, depending on if the row is a Question or a Group Header. If it is a question row, the question will go in **Column B** (Table Header “Question”). If it is a Group Header row, this value should remain unchanged as it annotates that it is a Question Pool Header and provides a number. For Group Header Rows, the value is not output, but the string itself is used as a delimiter, so changing it’s value can result in a failure.

Column C - This column contains 2 things, depending on if the row is a Question or a Group Header. If it is a Question Row, the first Answer Option goes in this field. If it is a Group Header, the title of the Question Pool will be placed here. The value that is provided in this column for the group header will be the name of the final output file after conversion. To combine question pools, you can set this value to the same string across WorkSheets. (This title is automatically reflected in **Column J**, hence the request to refrain from adding rows into question pools).

Columns D through H - These columns apply only to Question rows. **D** and **E** are mandatory. **F** through **H** are optional. As you fill these in, **Column I** will automatically populate the dropdown from which you will chose the correct answer.

Column I - This is a calculated Drop-Down field. Any values that you put as options in **Columns C** through **H** will appear here. Select the correct answer for the question.

Column J - This is an automatically calculated field. It pulls from the groups title provided in the Group Header **Column C**. Adding new rows into a question pool can cause problems with this automation. If you add new rows, be sure to copy the calculated value from **Column J** in the SAME QUESTION POOL into the new row **Column J**. In the Group Header, it also contains the same logic to repeat the Question Pool Title provided in **Column C**.

Multi-Answer Multiple Choice

This sheet allows you to create Multiple Choice Questions that have more than one correct answer. You must provide at least 3 options for each question, and you can provide up to 6 options for each question.

Column A - This column contains question numbering for your convenience. This column does not get used in the conversion process.

Column B - This column contains 2 things, depending on if the row is a Question or a Group Header. If it is a question row, the question will go in **Column B** (Table Header “Question”). If it is a Group Header row, this value should remain unchanged as it annotates that it is a Question Pool Header and provides a number. For Group Header Rows, the value is not output, but the string itself is used as a delimiter, so changing it’s value can result in a failure.

Column C - This column contains 2 things, depending on if the row is a Question or a Group Header. If it is a Question Row, the first Answer Option (A Option in table title) goes in this field. If it is a Group Header, the title of the Question Pool will be placed here. The value that is provided in this column for the group header will be the name of the final output file after conversion. To combine question

pools, you can set this value to the same string across WorkSheets. (This title is automatically reflected in **Column Q**, hence the request to refrain from adding rows into question pools).

Column D - This column will contain a 1 or a 0 depending on if “A Option” is a correct (1) or incorrect (0) option.

Columns E and G - These columns are two more required options (B Option and C Option).

Columns F and H - These columns columns are like **Column D**, except for the Option in the column to the left of it. Enter 1 if the option is a correct option or 0 if it is an incorrect option.

Columns I through N - These are optional Options. Just like **Columns C** through **H**, the “x Answer” table headers reference 1 or 0 as to weather the option to the left of it is correct or incorrect.

Columns O and P - These are precalculated columns to provide required numbers to the converter. There is no need for you to do the math or check these. The only time these should be messed with is if you (against recommendation) add more rows to a question pool. In this case, copy the value of these columns from another question in the same question pool into the new row at these Columns.

Column Q - This is an automatically calculated field. It pulls from the groups title provided in the Group Header **Column C**. Adding new rows into a question pool can cause problems with this automation. If you add new rows, be sure to copy the calculated value from **Column Q** in the SAME QUESTION POOL into the new row **Column Q**. In the Group Header, it also contains the same logic to repeat the Question Pool Title provided in **Column C**.

True-False

This sheet allows you to create Questions that require a True or False response.

Column A - This column contains question numbering for your convenience. This column does not get used in the conversion process.

Column B - This column contains 2 things, depending on if the row is a Question or a Group Header. If it is a question row, the question will go in **Column B** (Table Header “Question”). If it is a Group Header row, this value should remain unchanged as it annotates that it is a Question Pool Header and provides a number. For Group Header Rows, the value is not output, but the string itself is used as a delimiter, so changing it’s value can result in a failure.

Column C - This column contains 2 things, depending on if the row is a Question or a Group Header. If it is a Question Row, simply enter “T” if the statement is true, or “F” if it is false. If it is a Group Header, the title of the Question Pool will be placed here. The value that is provided in this column for the group header will be the name of the final output file after conversion. To combine question pools, you can set this value to the same string across WorkSheets. (This title is automatically reflected in **Column D**, hence the request to refrain from adding rows into question pools).

Column D - This is an automatically calculated field. It pulls from the groups title provided in the Group Header **Column C**. Adding new rows into a question pool can cause problems with this automation. If you add new rows, be sure to copy the calculated value from **Column D** in the SAME QUESTION POOL into the new row **Column D**. In the Group Header, it also contains the same logic to repeat the Question Pool Title provided in **Column C**.

Matching

This sheet allows you to create Matching questions, such as matching a vocabulary word to its definition. At least 3 Matching Sets must be provided for each question, and up to 12 Matching Sets can be defined for each question.

Column A - This column contains question numbering for your convenience. This column does not get used in the conversion process.

Column B - This column contains 2 things, depending on if the row is a Question or a Group Header. If it is a question row, the question will go in **Column B** (Table Header “Question”). If it is a Group Header row, this value should remain unchanged as it annotates that it is a Question Pool Header and provides a number. For Group Header Rows, the value is not output, but the string itself is used as a delimiter, so changing it’s value can result in a failure.

Column C - This column contains 2 things, depending on if the row is a Question or a Group Header. If it is a Question Row, the first Term (Left 1 in table title) goes in this field. If it is a Group Header, the title of the Question Pool will be placed here. The value that is provided in this column for the group header will be the name of the final output file after conversion. To combine question pools, you can set this value to the same string across WorkSheets. (This title is automatically reflected in **Column AA**, hence the request to refrain from adding rows into question pools).

Column D - This will be the definition that matches with the Term in **Column C** of the current Row.

Columns E and G - These are two additional mandatory Terms that must be

added in order to meet the 3 option minimum.

Columns F and H - These columns are mandatory Definitions that relate to the Term in the column to the left in the current row.

Columns I through Z - These are additional Term-Definition sets for matching. If a term is provided in a “Term” table column, then a definition must be provided in the corresponding field to the right of it.

Column AA - This is an automatically calculated field. It pulls from the groups title provided in the Group Header **Column C**. Adding new rows into a question pool can cause problems with this automation. If you add new rows, be sure to copy the calculated value from **Column AA** in the SAME QUESTION POOL into the new row **Column AA**. In the Group Header, it also contains the same logic to repeat the Question Pool Title provided in **Column C**.

Tricks for Combining Question Pools

Sometimes, we have more than 30 Questions, but still don’t have a need for multiple question pools or output files. Or maybe, we want to have all of our Single Answer Multiple Choice and True-False in the same output file.

This is accomplished simply by making the Question Pool Title value the same for each question pool (group) you want to combine in the Group Header, **Column C**.

As long as the title is exactly the same, no matter where it is in the WorkBook, the groups will be combined at the end of processing.

Question	A
Question Pool 1	QP1 Title
Question Pool 2	QP1 Title

For example, you may notice that, by default, the first question pool across all WorkSheets have the same title, “QP1 Title.” Running the file through the converter with these default titles will combine the Single Answer Multiple Choice, Multi-Answer Multiple Choice, True-False and Matching questions with the group title of “QP1 Title” into an output file titled “QP1 Title.txt”.

The Conversion

Now that we have our questions and question pools properly set up in the Excel, it's time to run the Excel file through the converter and get your GIFT formated text files.

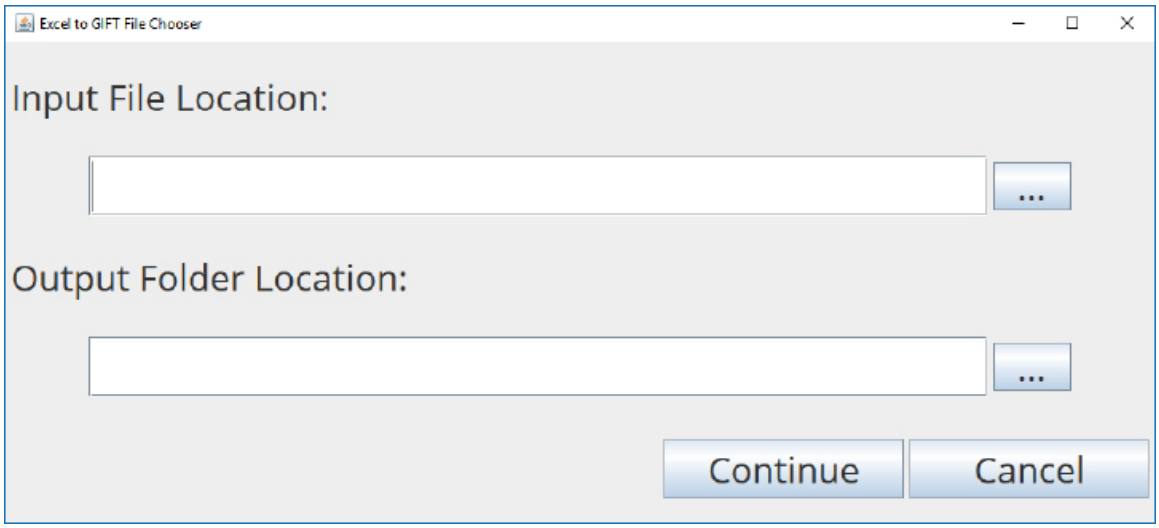
First, check the modified date to make sure that you have the latest version of the converter on your local system. Do not run the .jar from the cloud.

Next, make sure that the Excel file you are using is closed. If you forget and leave it open, the application will kindly remind you to close it when you click "Continue" to begin the conversion process.

Once the ".jar" file has been coppied to your local machine, simply double click it to run it. There is no installation required.

Selecting Input and Output

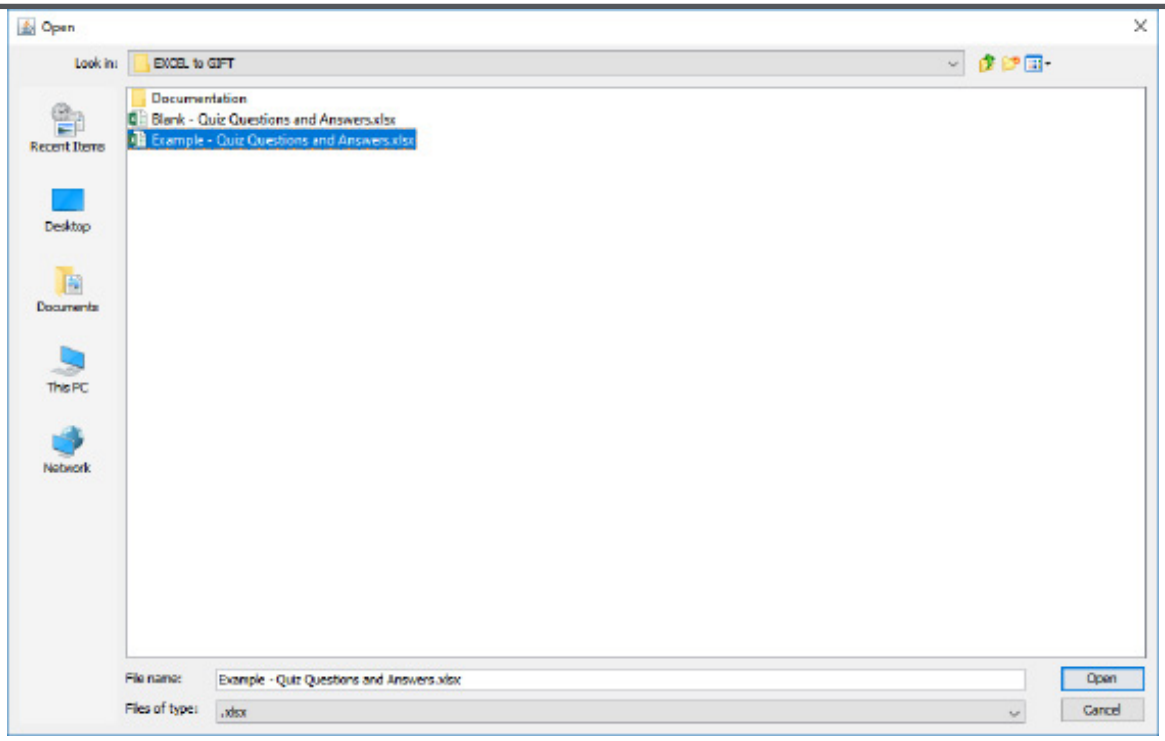
When you run the application, the first thing you will see is a window with 2 input fields. One is for input (the Excel you just modified) and the other is for output (where you want your GIFT formatted files to be placed).



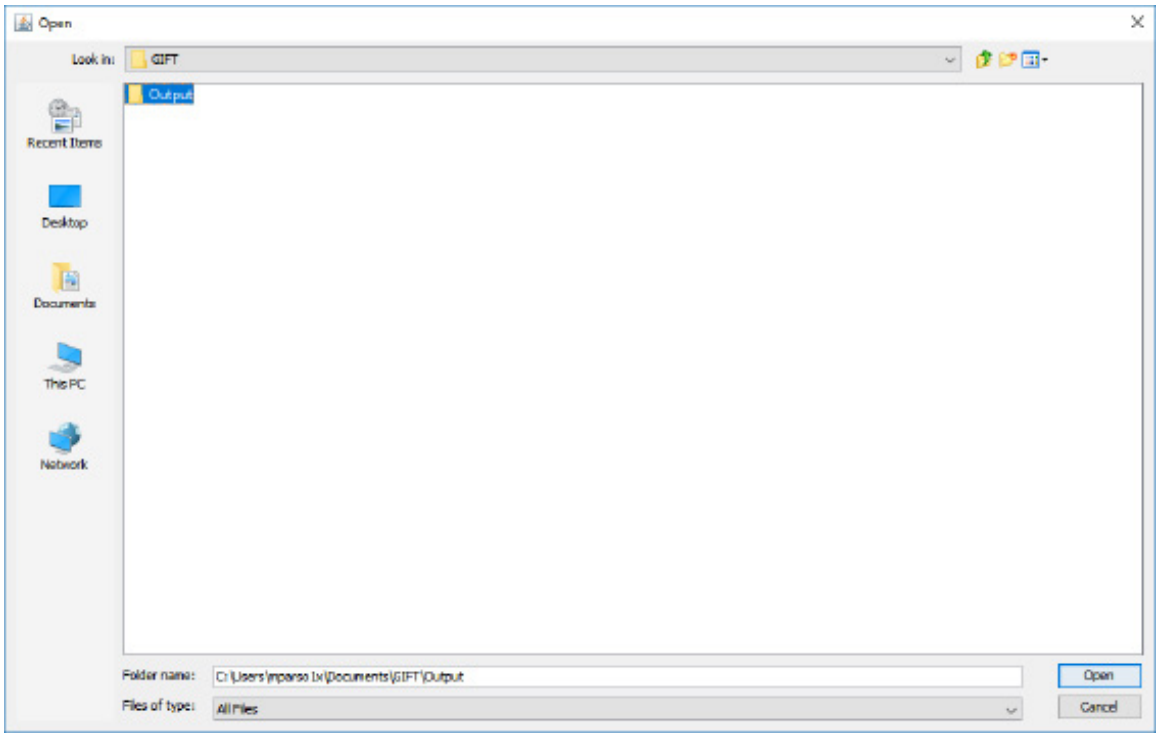
Click the ellipsis button (...) after the "Input File Location" field and navigate to and select the Excel file you just modified. (See Screenshot on Next Page)

Next, click the ellipsis button (...) after the "Output Folder Location" field and navigate to the location where you want the application to output the GIFT formatted text files. (See Screenshot on Next Page)

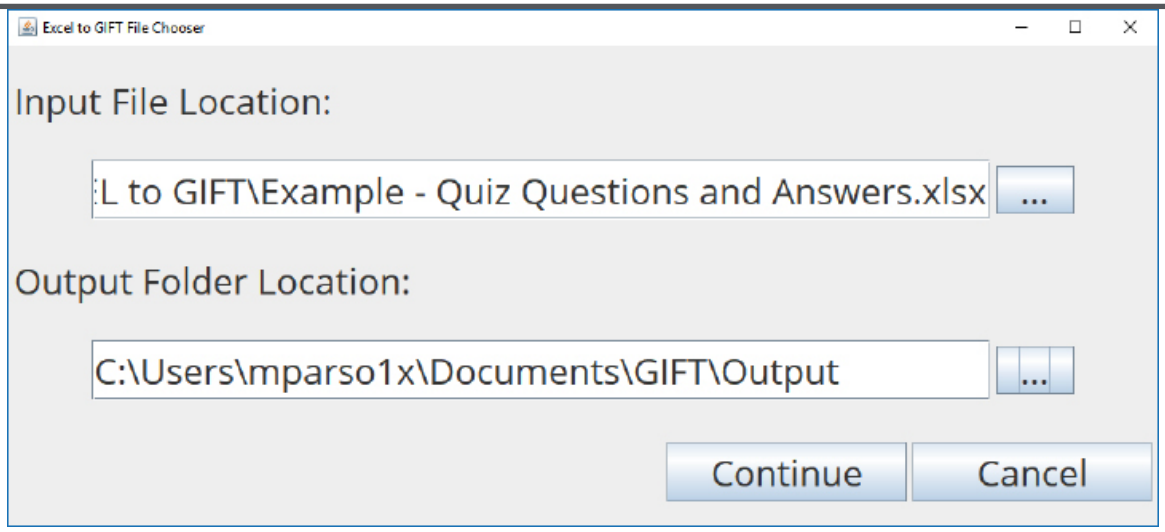
Click "Continue" to begin the conversion process.



Selecting the Input File



Selecting the Output Destination



Ready for Conversion

The Process

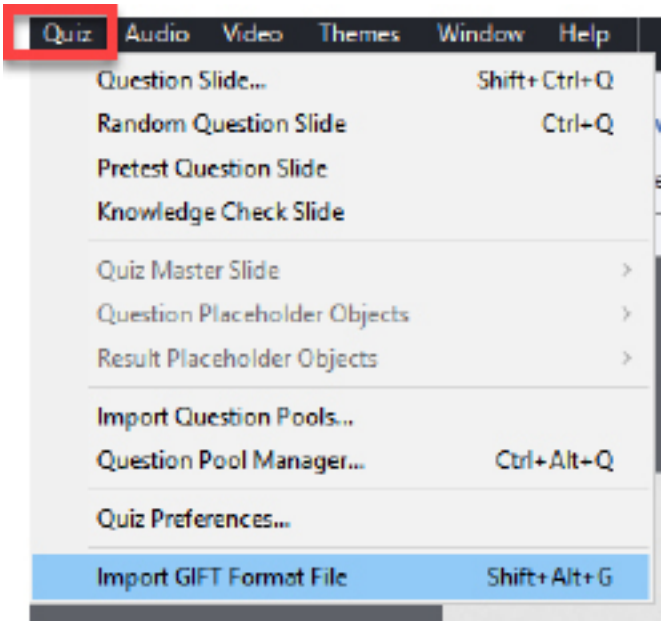
Everything from this point forward is automated. The application will go through and combine all question pools with the same title. Initially, the application will create a Question Pool File for each question pool in the Excel, but will remove any empty files before ending.

If you look at the Excel Sheet, you can see that in all 4 sheets, the first question pool is titled “QP1 Title.” In the Output destination, a “QP1 Title.txt” file will be created. By examining that file, we can see that all of the question types have been combined into the single file under that title. (screenshot truncated for space).

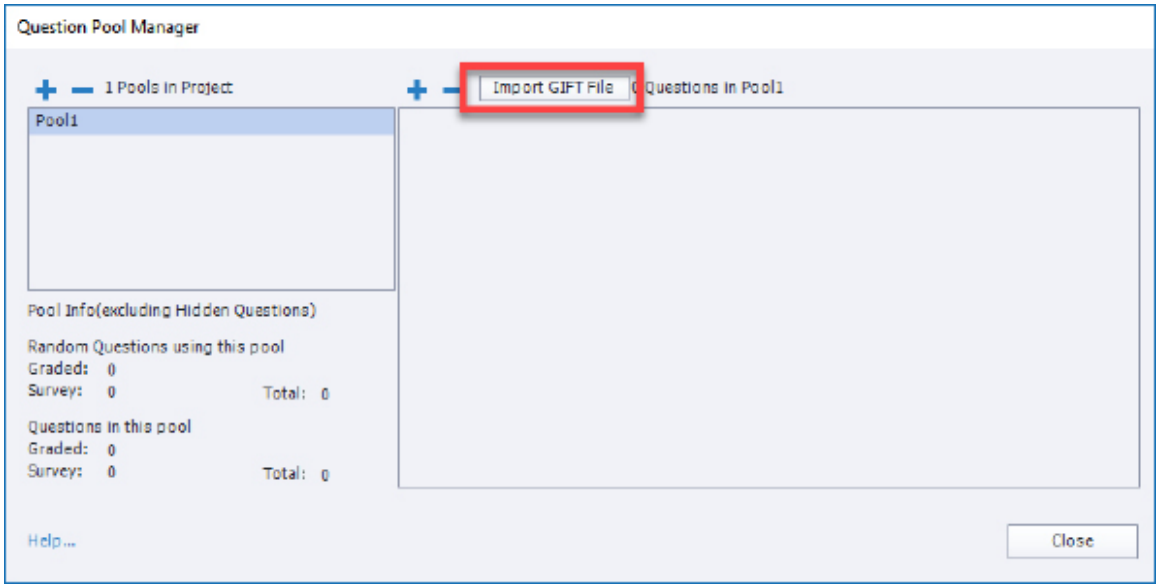
```
::Multiple Choice::Which of the following is a default permission set in ePO? {
-Executive Reviewer -Executive Admin -Site Reviewer -Site Admin }

::Multiple Choice::Which of the following ePO Services is responsible for
Automatic Responses? { -Event Parser Service -Framework Service -Application
Server Service -Server Service }

::Select All That Apply::Which of these are considered "Warm" colors? {
-%-50%Blue -%33.3%Orange -%-50%Black -%33.3%Red -%33.3%Yellow }

::Select All That Apply::Which of these are considered "Cool" colors? {
-%50%Blue -%-33.3%Orange -%-33.3%Black -%-33.3%Red -%50%Green }

::True-False::The Sky is Blue {T}

::Matching::Match these terms { -Sky -> Blue -Clouds -> White -Grass -> Green
-Orange -> Orange }

::Matching::Match these terms { -Dirt -> Ground -Rock -> Mountains -Water ->
Ocean -Tree -> Forest -Grass -> Plains -Sand -> Desert }
```

Importing to Captivate

Now that you have converted all of your 2,400 questions into GIFT formatted text files, we are now ready to import those files into Captivate. Depending on how you are setting up your Quizes in Captivate, you can either import each file individually directly into the Slides by clicking on Quiz in the menu and selecting “Import GIFT Format File” or you can create Question Pools and import the files



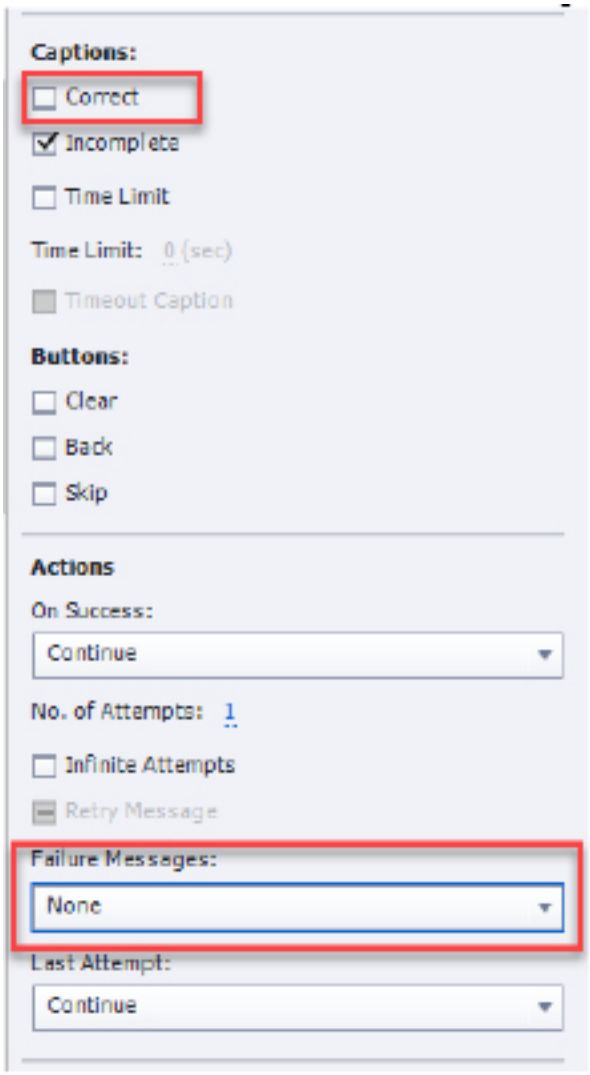
into their respective Question Pools by selecting “Question Pool Manager,” create your Pools, and then import the GIFT files using the Import GIFT File button in the Question Pool Manager.



Captivate Template Caveats

If you are using one of Andrea's Templates for captivate, one of the small things that we discovered was that the "Captions" and "Failure Messages" that are set in the Master Quiz Slide are NOT applied to imported questions. There are two changes that will have to be made on all imported questions.

1. In the left panel, select the first Question (top question), scroll to the final question, press and hold the "shift" key and click the last question.
    a. This will select ALL questions you imported.
2. Open the "Properties" window by clicking the "Properties" button in the upper right hand corner of Captivate.
3. Under "Captions," UNCHECK "Correct"
4. Under "Actions," select NONE from the "Failure Messages:" dropdown selection



5. This change is applied to ALL SELECTED question slides

References

For Help or Issues, contact tlweb@mcafee.com or contact Marvin Parsons (marvin_lynn_parsons@mcafee.com).