

Import Free Text Questions with CSV

User Guide

This guide will take you through the correct format to use for importing free text questions on ClassMarker.com

Import free text questions with CSV - Key considerations

- · Maximum 50 Questions per import file.
- When uploading your import file, questions are displayed for accuracy checking before saving to your account.
- Import files must be saved as .CVS comma separate format, with UTF-8 character encoding (See below).

Let's get started

- Download a sample CSV file from: https://www.classmarker.com/docs/importquestions/classmarker-free-text-question-type-template.csv
- 2. Fill in your **Questions** and **Settings** into the correct columns using the below format.

TIP: If you have Questions and Answers in a separate excel file, you can copy columns of Questions and Answers directly into your ClassMarker Import file.

Sample question

classmarker	

Columns titles and row values

The first **row** in your CSV file will always indicate the **type of question** you are importing, followed by **column titles**. To allow ClassMarker to understand which question type is being uploaded:-

Cell A1 always indicates the question type.	Question type: freetext
Column A will then repeat the question type for each Question row	freetext

Key: Required Columns, Optional Columns

\	4 A	В	С	D	E	F
1	Question type: freetext	Parent category	Category	Correct feedback	Incorrect feedback	Points
2	freetext	Websites	Education	Well done	This is not correct, the correct answer is	1
3	freetext	Safety	Lifting heavy objects	Well done	This is not correct, the correct answer is	2

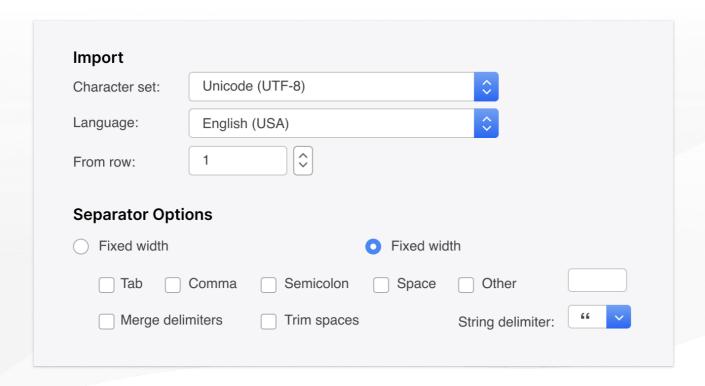
Column	Column title	Question rows values	Description
A	Question Type: freetext	freetext	Always indicates the question type.
В	Parent category	Name of your parent category	Create these in ClassMarker before uploading.
С	Category	Name of your category	Create these in ClassMarker before uploading.
D	Correct feedback	Question feedback text	Shown when answered correctly.
E	Incorrect feedback	Question feedback text	Shown when answered incorrectly.
F	Points	2	Numeric point value. Can be 1 decimal place.

	G	Н	I .	J	K
1	Question	Answer A	Answer B	Answer C	Answer D
2	The website you are on is:	ClassMarker	class maker	www.classmarker.com	classmarker.com
3	What should you bend when lifting heavy objects	Knees	Knee	Legs	Leg

Column	Column title	Question rows values	Description
G	Question	The website you are on is:	Your question text
Н	Answer A	classmarker	Accepted answer text
1	Answer B	www.classmarker.com	Accepted answer text
J	Answer C	classmarker.com	Accepted answer text
			Option D to S
AA	Answer T		Maximum 20 Answer Options allowed.

NB: Leave All Column titles in place, even when no Answer options exist under them.

Saving import files as CSV / UFT-8 format



- 1. Save your file as a .csv file
 - a. **IMPORTANT: You must insure the Character set encoding is UTF-8** (See image above)
 - b. Otherwise, single quotes, double quotes, dashes and other characters that are created in Microsoft documents may not display correctly due to incorrect character set encoding. For example you may see:
 - · Iõm, Instead of I'm OR
 - I♠m, Instead of I'm
 - c. If you see these invalid characters in your CSV file re save your files in UFT-8 Format, or upload your question and edit questions in ClassMarker to replace the correct characters.
- 2. Save with comma separated format
- 3. Save with double quote string delimiters

Import your CVS file to ClassMarker.com

See instructions on how to upload your CSV question import files here: https://www.classmarker.com/online-testing/manual/#importquestions