ClassMarker

Import Matching Questions with CSV

User Guide

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

Import matching 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 .**CSV** comma separate format, with **UTF-8** character encoding (See below).

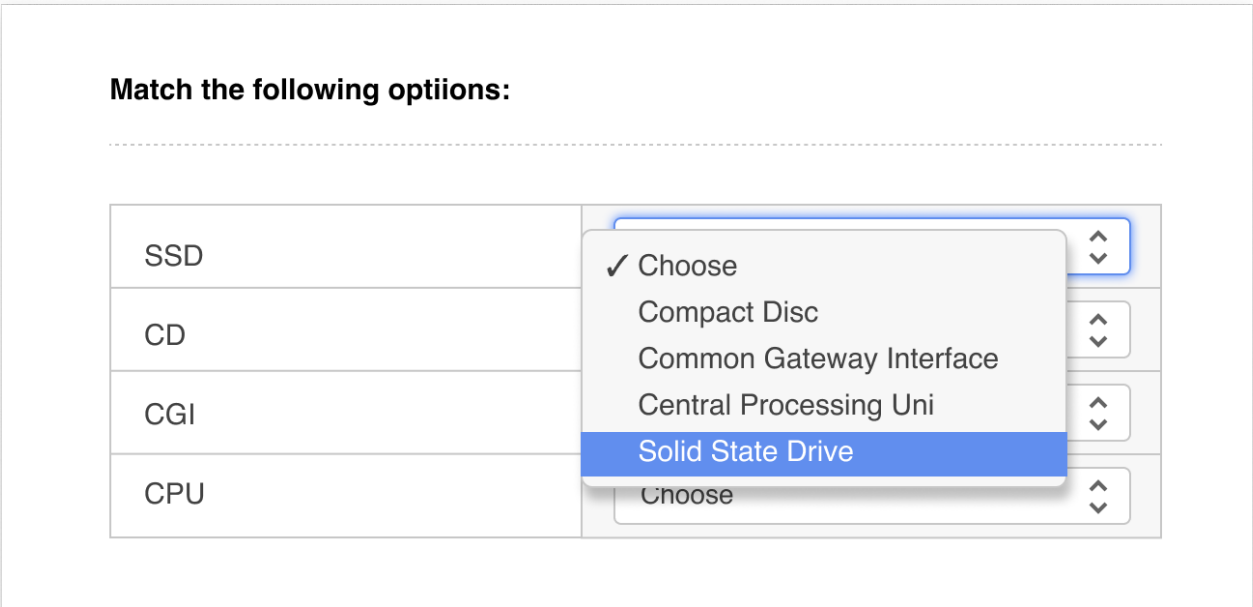
Let's get started

1. Download a sample CSV file from: https://www.classmarker.com/docs/importquestions/classmarker-matching-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



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: matching
Column A will then repeat the question type for each Question row	matching

Key: **Required Columns**, **Optional Columns**

	A	B	C	D	E	F	G	H	I
1	Question type: matching	Parent category	Category	Random matches	Matching style	Points style	Grade style	Correct feedback	Incorrect feedback
2	matching	Computer science	Technology	Shuffle matches only	drop down	single	Off	Well done	Some matches were incorrect
3	matching	Computer science	Technology	Shuffle clues and matches	multimedia	per match	Off	Well done	Some matches were incorrect

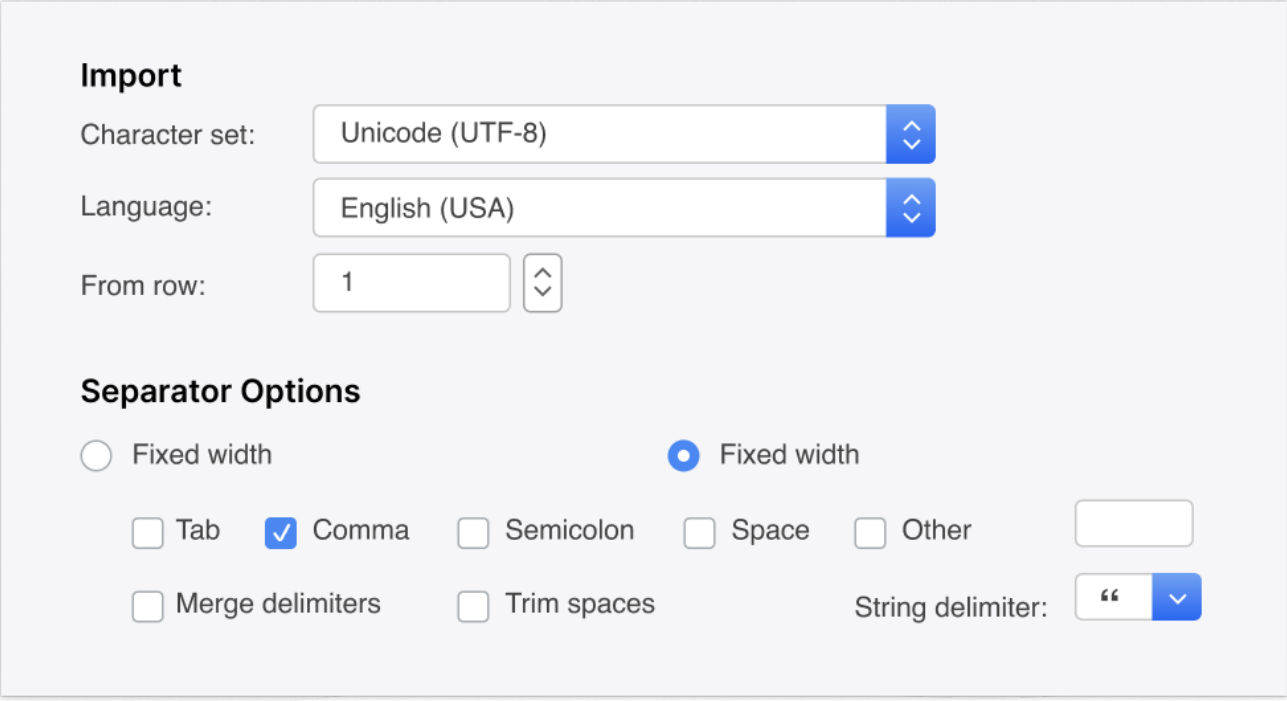
Column	Column title	Question rows values	Description
A	Question Type: matching	matching	Always indicates the question type.
B	Parent category	Name of your parent category	Create these in ClassMarker before uploading.
C	Category	Name of your category	Create these in ClassMarker before uploading.
D	Random matches	Shuffle clues only Shuffle matches only Shuffle clues and matches	Shuffle clues only *Shuffle left side options.* Shuffle matches only *Shuffle right side options.* Shuffle clues and matches *Shuffle left and right sides.*
E	Matching style	Drop down Multimedia	Drop down *Show a drop down list on right side.* Multimedia *Can show images / video / audio on right side.*
F	Points style	Single Per match	Single *Single point set for whole question.* Per match *Points per match.*
G	Grade style	Off Partial with deduction Partial without deduction	Off *Full points for full all correct answers, zero points if an error is made.* Partial with deduction *Remove partial points for incorrect answers.* Partial without deduction *Do not remove partial points for incorrect answers.*
H	Correct feedback	Question feedback text	Shown when answered correctly.
I	Incorrect feedback	Question feedback text	Shown when answered incorrectly.

	J	K	L	M	N	O	P	Q	R	S
1	Points	Question	A clue	A match	A positive score	A negative score	B clue	B match	B positive score	B negative score
2	10	Match the following options:	SSD	Solid state drive			CD	Compact Disk		
3	8	Match the following options:	ECC	Error correction code	1	0	FAQ	Frequently Asked Questions	1	-1

Column	Column title	Question rows values	Description
J	Points	3	Numeric point value. Can be to 1 decimal place.
K	Question	Match the following options:	Your question text
L	A Clue	SSD	Left side Match
M	A Match	Solid State Drive	Right Side Match
N	A Positive Score	1	Points awarded if Correct
O	A Negative Score	0	Points awarded if Incorrect
P	B Clue	CD	Left side Match
Q	B Match	Compact Disk	Right Side Match
R	B Positive Score	1	Points awarded if Correct
	B Negative Score	-1	Points awarded if Incorrect
...	…	…	Matches C to S
CJ	T Clue		Maximum 20 Matching Options allowed.
CK	T Match		
CL	T Positive Score		
CM	T Negative Score		
CN	A Incorrect	Solid Secret Drive	These 5 options are incorrect matches that can be added to increase question difficulty
CO	B Incorrect	Compact Drive	
CP	C Incorrect	Internet Relay Conversation	
CQ	D Incorrect	Instant Markup	
CR	E Incorrect	Plug and Place	

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 CSV file to ClassMarker.com

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