

**ClassMarker** 

# **Import Multiple Choice Questions with CSV**

User Guide

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

## Import multiple choice 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-multiple-choice-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

The capital of Australia is:

- ☐ A. Sydney
- ☐ B. Melbourne
- ☒ C. Canberra
- ☐ D. Perth

## 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 <b>A1</b> always indicates the question type.	Question type: multiplechoice
Column <b>A</b> will then repeat the question type for each Question row	multiplechoice

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

	A	B	C	D	E	F	G
1	Question type: multiplechoice	Parent category	Category	Random answers	Correct feedback	Incorrect feedback	Points
2	multiplechoice	Geography	Capital cities	No	Well done	Sorry, that is incorrect	2

Column	Column title	Question rows values	Description
<b>A</b>	Question Type: multiplechoice	multiplechoice	Always indicates the question type.
<b>B</b>	Parent category	Name of your parent category	Create these in ClassMarker before uploading.
<b>C</b>	Category	Name of your category	Create these in ClassMarker before uploading.
<b>D</b>	Random answers	Yes No	Yes <i>Randomize answer options.</i> No <i>Not randomize answer options.</i>
<b>E</b>	Correct feedback	Question feedback text	Shown when answered correctly.
<b>F</b>	Incorrect feedback	Question feedback text	Shown when answered incorrectly.
<b>G</b>	Points	2	Numeric point value. Can be to 1 decimal place.

	H	I	J	K	L	M
1	Question	Correct	Answer A	Answer B	Answer C	Answer D
2	The capital of Australia is:	C	Sydney	Melbourne	Canberra	Perth

Column	Column title	Question rows values	Description
<b>H</b>	Question	The capital of Australia is?	Your question text
<b>I</b>	Correct	C	Indicates answer C is the Correct Answer.
<b>J</b>	Answer A	Sydney	Answer A text
<b>K</b>	Answer B	Melbourne	Answer B text
<b>L</b>	Answer C	Canberra	Answer C text
...	...	...	Options D to H
<b>S</b>	Answer J		Maximum 10 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

**Import**

Character set: Unicode (UTF-8)

Language: English (USA)

From row: 1

**Separator Options**

☐ Fixed width ☒ Fixed width

☐ Tab ☒ Comma ☐ Semicolon ☐ Space ☐ Other

☐ Merge delimiters ☐ Trim spaces String delimiter: ""

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:
    - lōm, 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>