

# ClassMarker

## Import "Essay" Questions with CSV

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

- 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-essay-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.

### See CSV Instructions Below

Explain how you would respond to a customer complaint over the phone?

## 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:-

<b>Cell A1</b> always indicates the Question Type.	Question Type: essay
<b>Column A</b> will then repeat the Question Type for each Question row	essay

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

	A	B	C	D	E
1	Question Type: essay	Parent Category	Category	Correct Feedback	Incorrect Feedback
2	essay	Customer Service	Phone Support	Well done	Please review the Phone

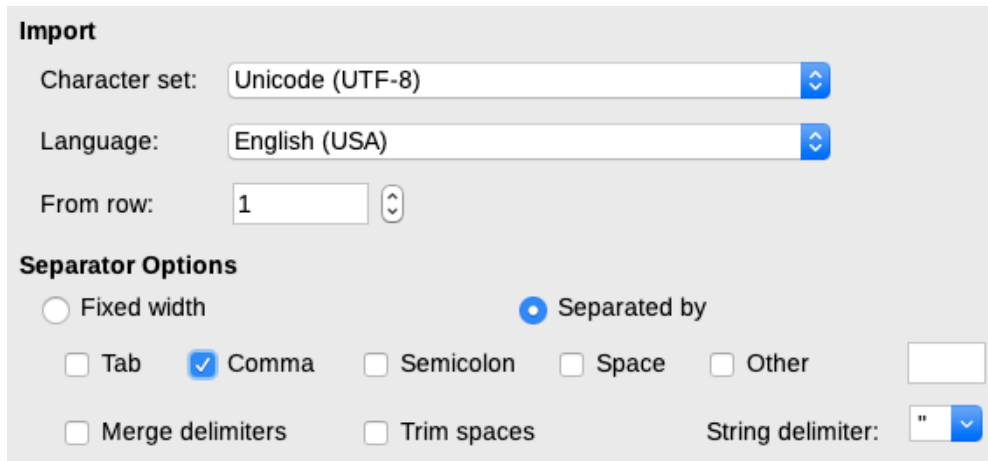
Column	Column Title	Question Rows Values	Description
A	Question Type: essay	essay	Always indicates the Question Type.
B	Parent Category	Name of your Parent category	Create these in ClassMarker before uploading.
C	Category	Name of your Category	Create these in ClassMarker before uploading.
D	Correct Feedback	Question feedback text	Shown when Answered Correctly.
E	Incorrect Feedback	Question feedback text	Shown when Answered Incorrectly.

	F	G
1	Points	Question
2	10	Explain how you would respond to a customer complaint over the phone?

F	Points	10	Numeric point value. Can be to 1 decimal place.
G	Question	Explain how you would respond to a customer complaint over the phone?	Your Question Text.

*NB: Leave All Column titles in place.*

## Saving Import files as CSV / UFT-8 Format



**Import**

Character set: Unicode (UTF-8)

Language: English (USA)

From row: 1

**Separator Options**

Fixed width  Separated by

Tab  Comma  Semicolon  Space  Other

Merge delimiters  Trim spaces String delimiter: "

1. Save your file as a .csv file
  1. **Important:** You must insure the **Character Set** Encoding is **UTF-8** (See image above)
  2. 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:
    1. lōm, Instead of l'm OR
    2. l◊m, Instead of l'm
  3. 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

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