

## Import "Multiple Choice" Questions with CSV

This guide will take you through the correct format to use for importing Multiple Choice 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 **UFT-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.

### See CSV Instructions Below

The Capital of Australia is?

- .....
- Sydney
  - Melbourne
  - Canberra
  - 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:-

|  |                               |
|--|-------------------------------|
| <b>Cell A1</b> always indicates the Question Type.                       | Question Type: multiplechoice |
| <b>Column 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                | Safety          | Lifting Objects | No             | Well done!       | Sorry, that is incorre | 1      |
| 3 | multiplechoice                | Safety          | Fire Exit       | Yes            | Well done!       | Sorry, that is incorre | 2.5    |

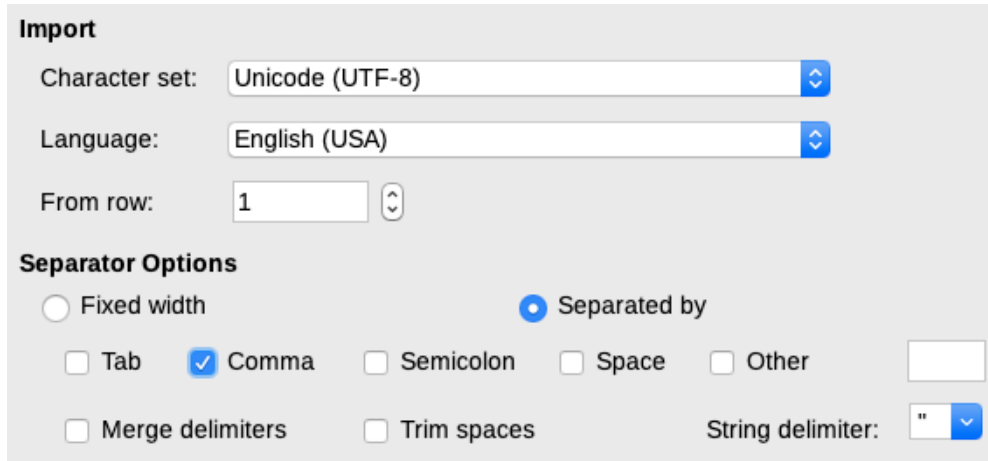
| Column   | Column Title                  | Question Rows Values         | Description   |
|----------|-------------------------------|------------------------------|---|
| <b>A</b> | Question Type: multiplechoice | multiplechoice               | Always indicates the Question Type.   |
| <b>B</b> | 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<br><br>No                | -Yes<br>Randomize Answer options.<br><br>- No<br>No not Randomize Answer options. |
| <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              |
|------------------------------|---------|---------------------|-------------------|------------------|----------------|
| Question                     | Correct | Answer A            | Answer B          | Answer C         | Answer D       |
| When lifting Heavy objects,  | A       | Bend your Knees and | Bend your back    | Use Gloves       | Use only one a |
| To exit the building when th | C       | Use the elevators   | Stay at your desk | Use the fire esc | Call for help  |

|          |          |                              |   |
|----------|----------|------------------------------|---|
| <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  Separated by

Tab  Comma  Semicolon  Space  Other

Merge delimiters  Trim spaces String delimiter: "

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