

ClassMarker

Import "Multiple Response" Questions with CSV

This guide will take you through the correct format to use for importing Multiple Response 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-multiple-response-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

Select the correct ways to lift a heavy object is to:

-
- Bend your back
 - Bend your knees
 - Keep your straight back
 - Lean to the side
 - Keep the object as far away from you as possible

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: multipleresponse
Column A will then repeat the Question Type for each Question row	<i>multipleresponse</i>

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

	A	B	C	D	E	F	G
1	Question Type: multipleresponse	Parent Category	Category	Random Answers	Grade Style	Correct Feedback	Incorrect Feedback
2	multipleresponse	Safety	Lifting Objects	No	Off	Well done	That is Incorrect, refer to
3	multipleresponse	Safety	Alarms	Yes	Partial with deduction	Well done	That is Incorrect, refer to

Column	Column Title	Question Rows Values	Description
A	Question Type: multiplechoice	multiplechoice	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 Answers	Yes No	- Yes Randomize Answer options. - No No not Randomize Answer options.
E	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 points without deduction Do not remove points for incorrect answers.
F	Correct Feedback	Question feedback text	Shown when Answered Correctly.
G	Incorrect Feedback	Question feedback text	Shown when Answered Incorrectly.

	H	I	J	K	L	M	N
1	Points	Question	Correct	Answer A	Answer B	Answer C	Answer D
2		3 What is the correct way	*B	Use the Old Instruction	*Use the New Instruction	*We don't use this option	*None of the Above
3		4 If the Fire Alarm sounds	*E,J	Call for Help	Use the Elevator	Ask a Supervisor what to	Wait at your desk

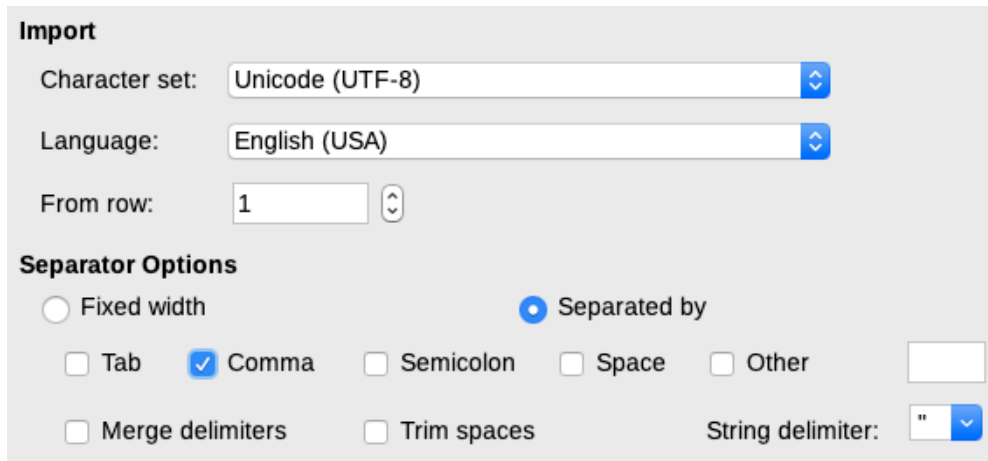
H	Points	3	Numeric point value. Can be to 1 decimal place.
I	Question	The Correct way to lift a box..	Your Question Text
J	Correct	B,C	(,) <i>Comma Separated</i> . Indicates Answer B & C are the Correct Answers.
K	Answer A	Bend your Back	Answer A Text
L	Answer B	Bend your Knees	Answer B Text
M	Answer C	Stay Close to the Box	Answer C Text
...	<i>Options E to I</i>
T	Answer J	Use Rope	Maximum 10 Answer Options allowed.

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



Saving Instructions below!

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 I'm OR
 2. l◊m, Instead of I'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>