

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 **.CVS** 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 A1 always indicates the question type.	Question type: multiplechoice
Column A 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
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 <i>Randomize answer options.</i> No <i>Not randomize answer options.</i>
E	Correct feedback	Question feedback text	Shown when answered correctly.
F	Incorrect feedback	Question feedback text	Shown when answered incorrectly.
G	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
H	Question	The capital of Australia is?	Your question text
I	Correct	C	Indicates answer C is the Correct Answer.
J	Answer A	Sydney	Answer A text
K	Answer B	Melbourne	Answer B text
L	Answer C	Canberra	Answer C text
...	Options D to H
S	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:

Language:

From row:

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 l'm OR
 - l◆m, Instead of l'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 CVS file to ClassMarker.com

See instructions on how to upload your CSV question import files here:

<https://www.classmarker.com/online-testing/manual/#importquestions>