# ClassMarker ☑

# Import Multiple Response Questions with CSV

User Guide

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

## Import multiple response 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-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.*

# Sample question

**The correct ways to lift a heavy object is to:**

- ☐ Bend your back
- ☑ Bend your knees
- ☑ Keep you back straight
- ☐ 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 q**uestion 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 | multipleresponse |

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, please refer to... |
| **3** | multipleresponse | Safety | Alarms | Yes | Partial with deduction | Well done | That is incorrect, please 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 <br><br> No | Yes <br> *Randomize answer options.* <br><br> No <br> *Not randomize answer options.* |
| **E** | Grade style | Off <br><br><br> Partial with deduction <br><br><br> Partial points without deduction | Off <br> *Full points for full all correct answers, zero points if an error is made.* <br><br> Partial with deduction <br> *Remove partial points for incorrect answers.* <br><br> Partial points without deduction <br> *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 | O |
|---|---|---|---|---|---|---|---|---|
| 1 | Points | Question | Correct | Answer A | Answer B | Answer C | Answer D | Answer E |
| 2 | 3 | The correct ways to lift a heavy object is | B,C | Bend your back | Bend your knees | Keep you back strai | Lean to the side | Keep the object as far away from you |
| 3 | 4 | What should you do when the fire alarm | E,J | Call for help | Use the elevator | Post it on social media for help | Wait at your desk | Ask the fire warden what to do |

| Column | Column title | Question rows values | Description |
|---|---|---|---|
| **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 | (,) comma separated. Indicated answer B & C are correct answers. |
| **K** | Answer A | Bend your back | Answer A text |
| **L** | Answer B | Bend your knees | Answer B text |
| **M** | Answer C | Lean to the side | Answer C text |
| **…** | … | … | Optons E to 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 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:

      • Iõm, 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 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