

**ClassMarker** 

# **Import Free Text Questions with CSV**

User Guide

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

## Import free text 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-free-text-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 website you are on is: www.\_\_\_\_\_.com

classmarker

## 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: freetext
<b>Column A</b> will then repeat the question type for each Question row	freetext

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

	A	B	C	D	E	F
1	Question type: freetext	Parent category	Category	Correct feedback	Incorrect feedback	Points
2	freetext	Websites	Education	Well done	This is not correct, the correct answer is	1
3	freetext	Safety	Lifting heavy objects	Well done	This is not correct, the correct answer is	2

Column	Column title	Question rows values	Description
<b>A</b>	Question Type: freetext	freetext	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>	Correct feedback	Question feedback text	Shown when answered correctly.
<b>E</b>	Incorrect feedback	Question feedback text	Shown when answered incorrectly.
<b>F</b>	Points	2	Numeric point value. Can be 1 decimal place.

	G	H	I	J	K
1	Question	Answer A	Answer B	Answer C	Answer D
2	The website you are on is:	ClassMarker	class maker	www.classmarker.com	classmarker.com
3	What should you bend when lifting heavy objects	Knees	Knee	Legs	Leg

Column	Column title	Question rows values	Description
<b>G</b>	Question	The website you are on is:	Your question text
<b>H</b>	Answer A	classmarker	Accepted answer text
<b>I</b>	Answer B	www.classmarker.com	Accepted answer text
<b>J</b>	Answer C	classmarker.com	Accepted answer text
...	...	...	Option D to S
<b>AA</b>	Answer T		Maximum 20 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>