ClassMarker ☑

Import Short Answer Survey Questions with CSV

User Guide

This guide will take you through the correct format to use for importing short answer survey questions on ClassMarker.com

Import short answer survey 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 .**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-short-answer-survey-question-type-template.csv

2. Fill in your **Questions** and **Settings** into the correct columns using the below format.

    TIP: *If you have Questions in a separate excel file, you can copy columns of Questions directly into your ClassMarker Import file.*

Sample question

What is one improvement you would like to see in our product?

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:-

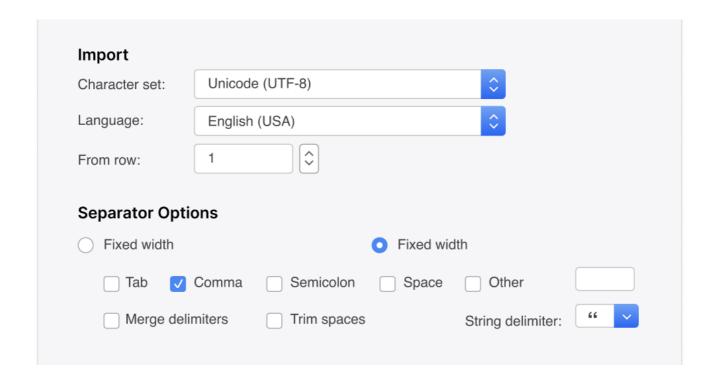|	
Cell A1 always indicates the question type.	Question type: freetext
Column A will then repeat the question type for each Question row	freetext

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

	A	B	C	D
1	Question type: shortanswer-survey	Parent category	Category	Question
2	shortanswer-survey ↙	Research	Product improvements	What is one improvement you would like to see in our product?

Column	Column title	Question rows values	Description
A	Question Type: shortanswer-survey	shortanswer-survey	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	Question	What is one improvement you would like to see in our product?	Your question text

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 CSV file to ClassMarker.com

See instructions on how to upload your CSV question import files here:
https://www.classmarker.com/online-testing/manual/#importquestions