

<b>File name</b>	How to import multiple question pools from an Excel file
<b>Author</b>	YouTestMe
<b>Confidentiality</b>	Public
<b>Last save date</b>	Tuesday, October-19-2021 at 8:08:00 PM

## Table of Contents

1	Introduction.....	1
2	Question pools import .....	2
2.1	Creating Auswendig field in the question pool .....	4
2.2	Excel file layout .....	6
3	Questions preview .....	7

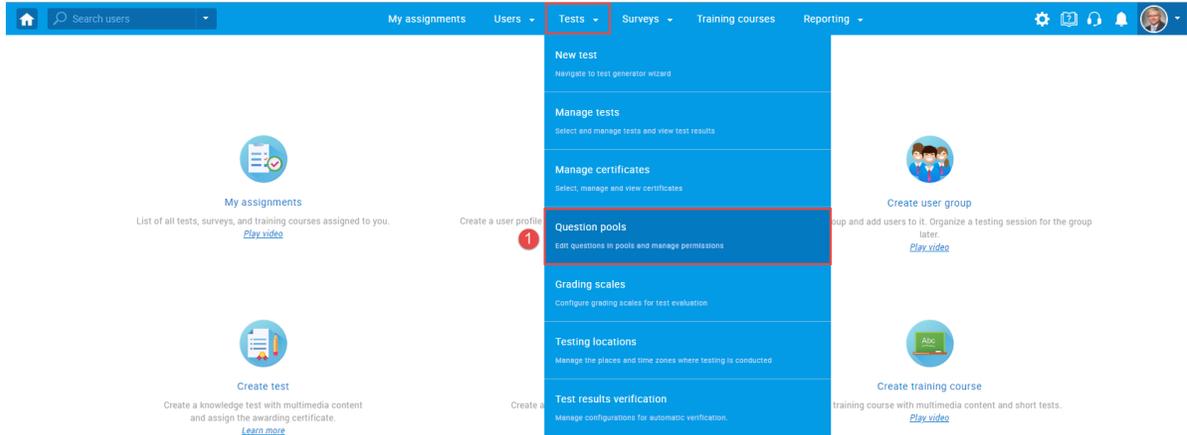
## 1 Introduction

This article explains how to import multiple question pools from an Excel file into the YouTestMe GetCertified.

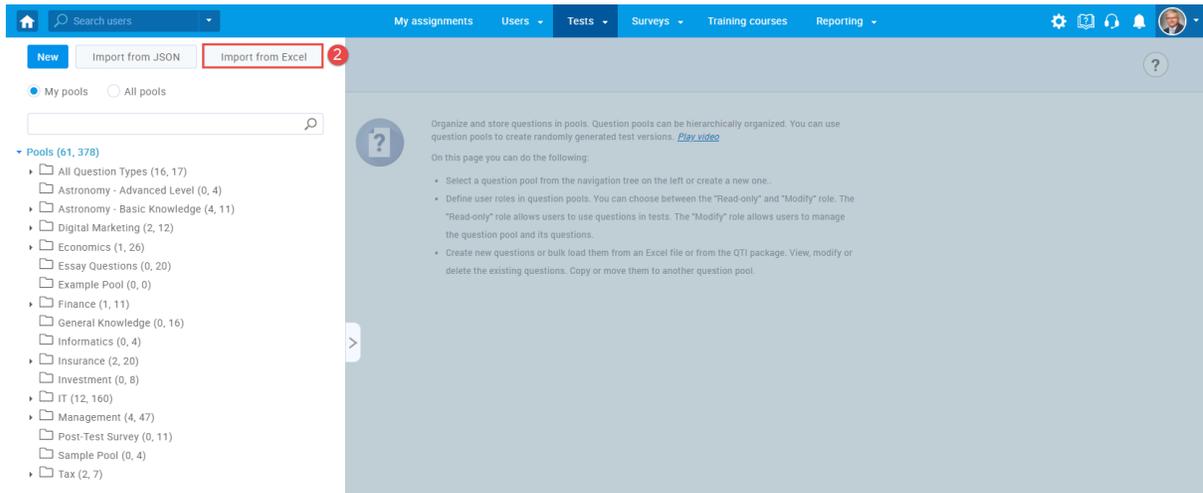
## 2 Question pools import

To import question pools:

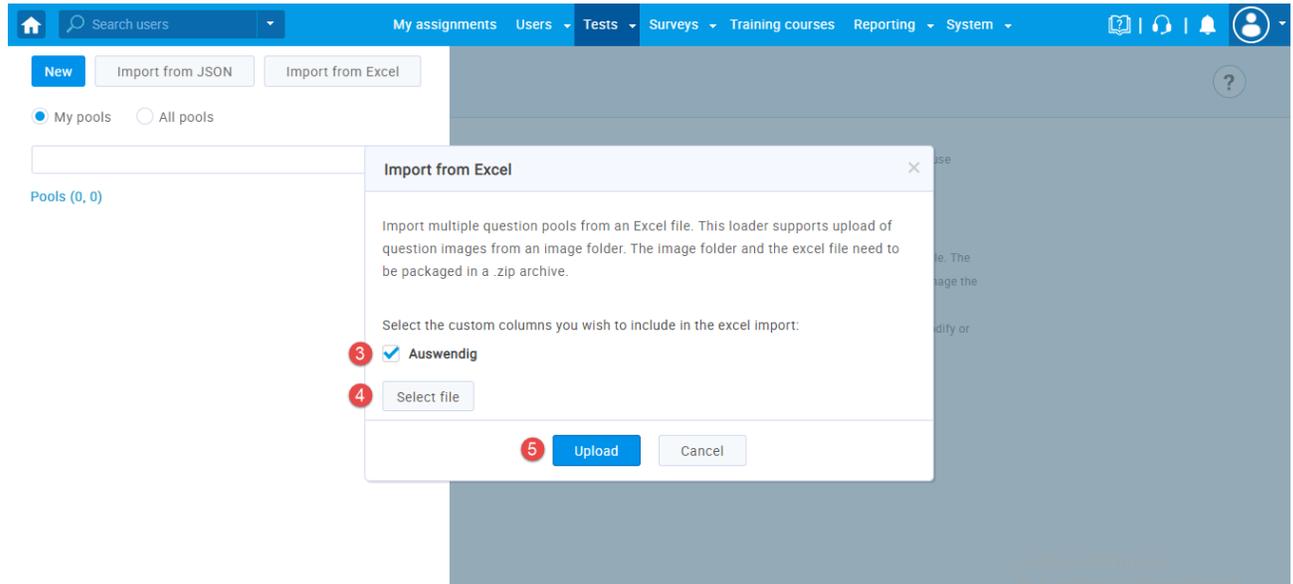
1. Hover over the “Tests” tab in the main menu, then select “Question pools”.



2. Click the “Import from Excel” button that will appear in the menu on the left side.



3. To import previously inserted values in the Auswendig column in the Excel file, tick the checkbox next to the Auswendig option. For more information on how to allow uploading this custom property (Auswendig), please check [chapter 2.1](#).
4. Click the **“Select file”** button, then choose the .zip archive that will be uploaded.
5. Click the **“Upload”** button.



.Zip archive should contain an Excel file with question pools, their questions and answers, and a folder with images.

Name	Size	Packed	Type	Modified	CRC32
..			File folder		
Bilder			File folder	8/30/2021 5:32 ...	
eQST B777.xls	467,456	99,707	Microsoft Excel 97...	8/28/2021 6:38 ...	DB311FBA

**Note:** It is possible to upload only single-choice questions.

## 2.1 Creating Auswendig field in the question pool

It is possible to create the Auwendig field in three ways:

1. **Yes/No type of question property** – for more information on creating a Yes/No type of question property, please check this [link](#).

The screenshot shows an Excel spreadsheet with a table of question data. The 'Auswendig' column is highlighted with a red box and contains the values 'Yes', 'Yes', and 'No' for the three rows.

UID	Question	Image	Answer 1	Answer 2	Answer 3	Answer 4	Reference	Solution Text	Link URL	Auswendig	Redefine Hard Flags	Tag	Topic
1	How many workdays are there usually in one week?	days.png	5 days	6 days	4 days	7 days	Work	Working days are usually Monday, Tuesday, Wednesday, Thursday, Friday.		Yes			Jobs
2	How many milligrams are there in one gram?		1000	10	100	10000	Measurement units			Yes			Measurement units
3	The word "ketchup" comes from which language?		Italian	German	Chinese	French	Language			No			Language

2. **Text type of question property** – for more information on how to create text type custom property, please check this [link](#).

The screenshot shows an Excel spreadsheet with a table of question data. The 'Auswendig' column is highlighted with a red box and contains the values 'Ja', 'Ja', and 'Nein' for the three rows.

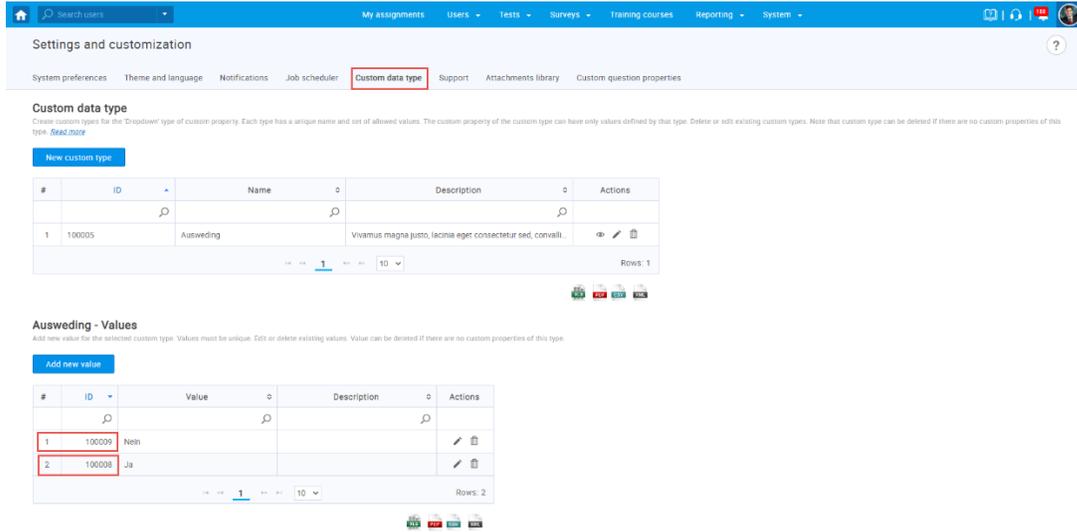
UID	Question	Image	Answer 1	Answer 2	Answer 3	Answer 4	Reference	Solution Text	Link URL	Auswendig	Redefine Hard Flags	Tag	Topic
1	How many workdays are there usually in one week?	days.png	5 days	6 days	4 days	7 days	Work	Working days are usually Monday, Tuesday, Wednesday, Thursday, Friday.		Ja			Jobs
2	How many milligrams are there in one gram?		1000	10	100	10000	Measurement units			Ja			Measurement units
3	The word "ketchup" comes from which language?		Italian	German	Chinese	French	Language			Nein			Language

3. **Dropdown type of question property** – for more information on creating a dropdown type of question property, please check this [link](#).

The screenshot shows an Excel spreadsheet with a table of question data. The 'Auswendig' column is highlighted with a red box and contains the values '100000', '100000', and '100000' for the three rows.

UID	Question	Image	Answer 1	Answer 2	Answer 3	Answer 4	Reference	Solution Text	Link URL	Auswendig	Redefine Hard Flags	Tag	Topic
1	How many workdays are there usually in one week?	days.png	5 days	6 days	4 days	7 days	Work	Working days are usually Monday, Tuesday, Wednesday, Thursday, Friday.		100000			Jobs
2	How many milligrams are there in one gram?		1000	10	100	10000	Measurement units			100000			Measurement units
3	The word "ketchup" comes from which language?		Italian	German	Chinese	French	Language			100000			Language

**Note:** In the Excel file in the Auswendig column, it is necessary to insert ID's of previously created custom data types.



Settings and customization

System preferences Theme and language Notifications Job scheduler **Custom data type** Support Attachments library Custom question properties

**Custom data type**  
Create custom types for the "Dropdown" type of custom property. Each type has a unique name and set of allowed values. The custom property of the custom type can have only values defined by that type. Delete or edit existing custom types. Note that custom type can be deleted if there are no custom properties of this type. [Read more](#)

New custom type

#	ID	Name	Description	Actions
1	100005	Ausweding	Vivamus magna justo, lacinia eget consectetur sed, convall...	 

Rows: 1

**Ausweding - Values**  
Add new value for the selected custom type. Values must be unique. Edit or delete existing values. Value can be deleted if there are no custom properties of this type.

Add new value

#	ID	Value	Description	Actions
1	100009	Nein		 
2	100008	Ja		 

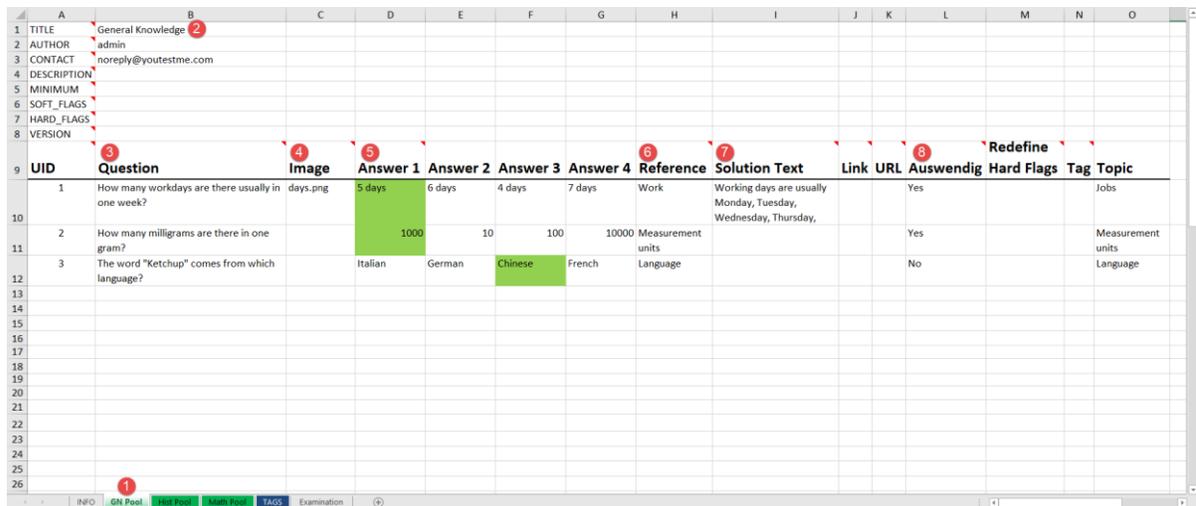
Rows: 2

## 2.2 Excel file layout

The Excel file should be filled out in the following way:

1. Create one sheet for each question pool you want to add to the system.
2. Enter a pool title.
3. Enter a question text.
4. Enter a picture name that you want to add in the question text (optionally).
5. Enter the question answers. The correct answer should be painted in a different color.
6. In the Reference field, enter tags you want to assign to the question (optionally).
7. In the Solution text field, enter the text that will be shown to the candidate as question feedback (optionally).
8. In the Auswendig field, enter Yes or No, depending you want candidates to know the question by heart.

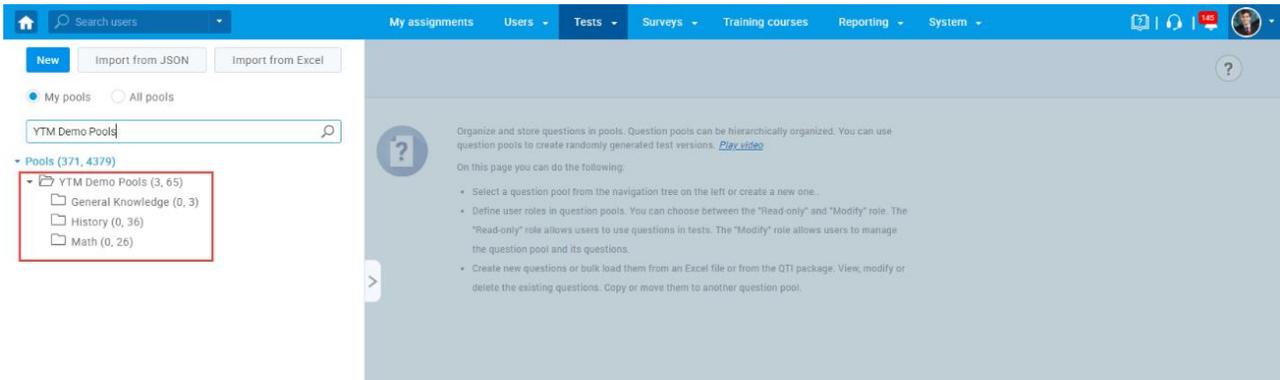
**Note:** Created custom column (Auswendig) must be named the same as the column you inserted in the Excel file.



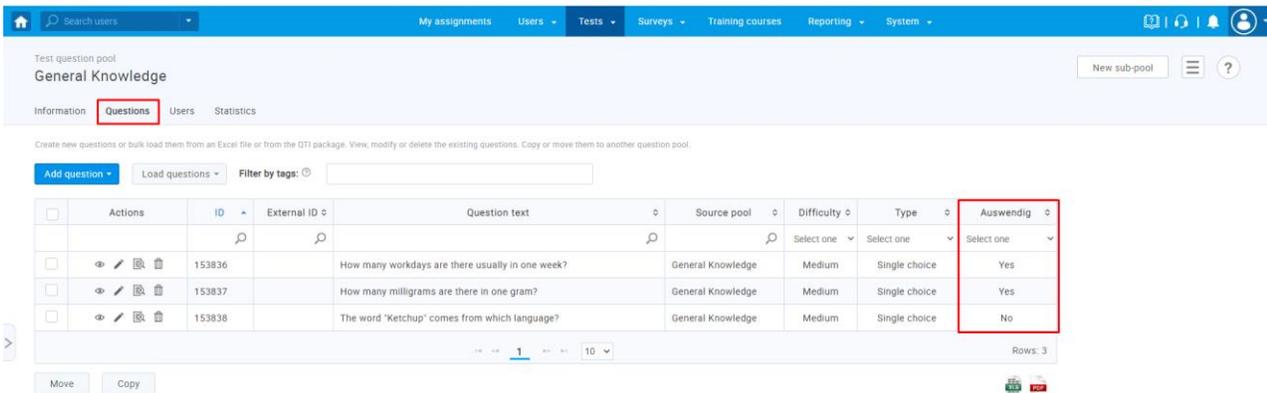
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TITLE	General Knowledge													
2	AUTHOR	admin													
3	CONTACT	noreply@youtestme.com													
4	DESCRIPTION														
5	MINIMUM														
6	SOFT_FLAGS														
7	HARD_FLAGS														
8	VERSION														
9	UID	Question	Image	Answer 1	Answer 2	Answer 3	Answer 4	Reference	Solution Text	Link URL	Auswendig	Hard Flags	Tag	Topic	
10	1	How many workdays are there usually in one week?	days.png	5 days	6 days	4 days	7 days	Work	Working days are usually Monday, Tuesday, Wednesday, Thursday,		Yes			Jobs	
11	2	How many milligrams are there in one gram?		1000	10	100	10000	Measurement units			Yes			Measurement units	
12	3	The word "Ketchup" comes from which language?		Italian	German	Chinese	French	Language			No			Language	

### 3 Questions preview

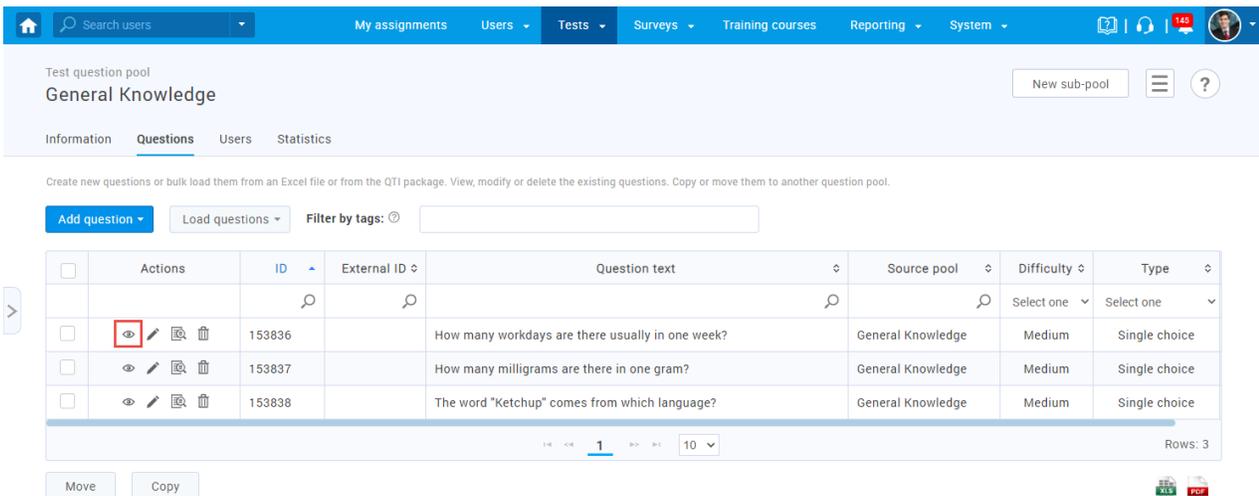
Once you import question pools, you will be able to see them in the left-side menu.



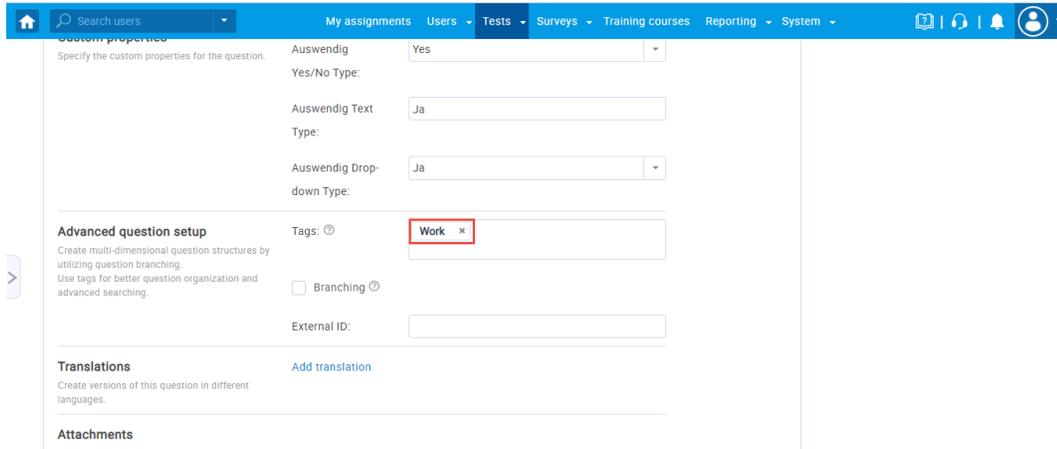
To see the list of questions for the desired question pool, open the pool and navigate the “Questions” tab. Also, in the table, you can see imported Auswendig values for each question and filter them.



For more details about each question, click the marked icon.



When you open the desired question, in the “**Tags**” field, you can see the text previously inserted in the “**Reference**” column in the Excel file.

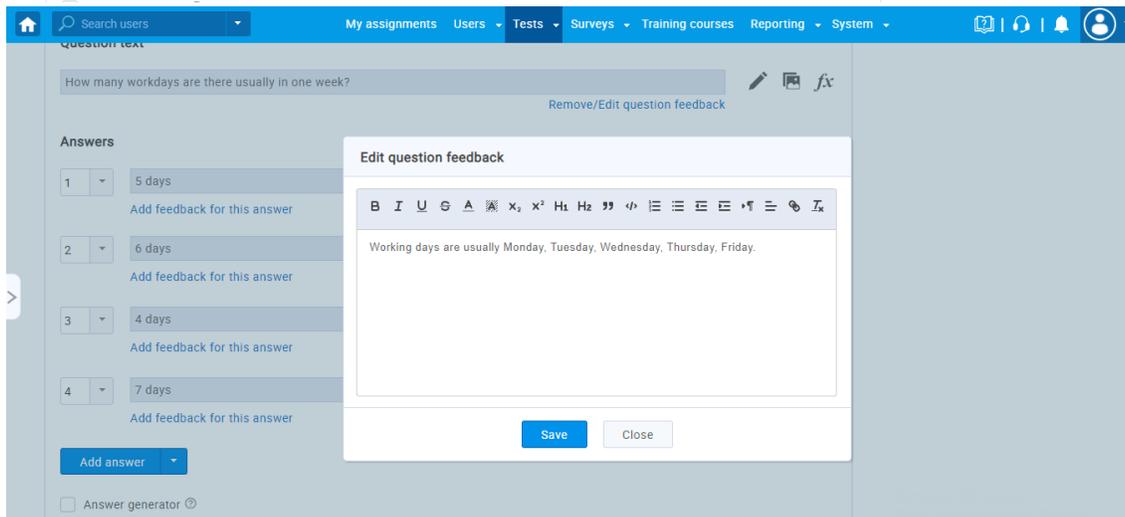
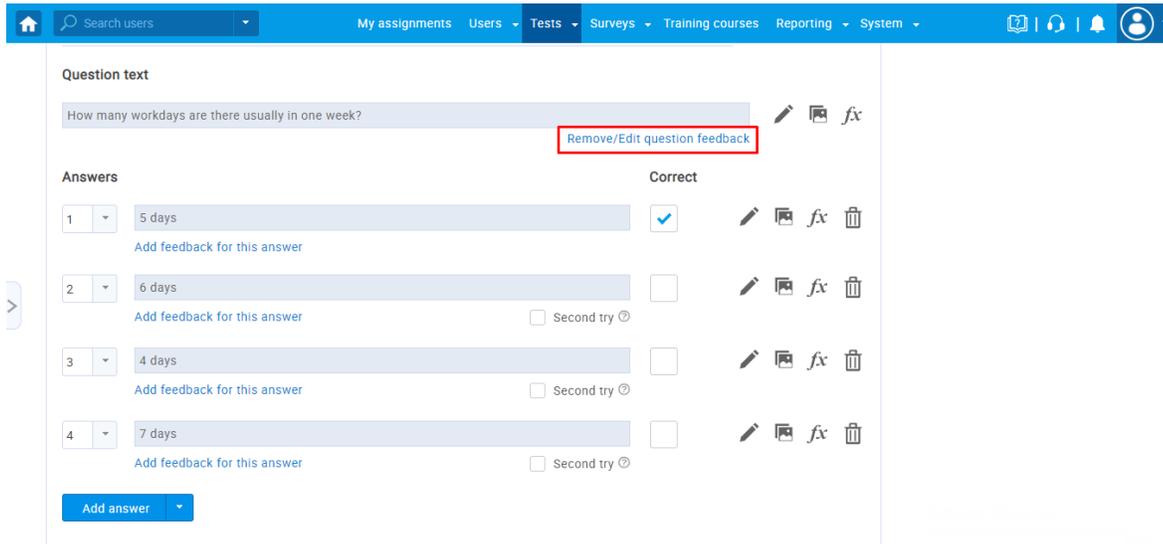


*In the application*

UID	Question	Image	Answer 1	Answer 2	Answer 3	Answer 4	Reference	Solution Text	Link URL	Auswendig Text Type	Auswendig Drop-down Type	Auswendig Yes/No Type	Redefine Hard
1	How many workdays are there usually in one week?	days.png	8 days	6 days	4 days	7 days	Work	Working days are usually Monday, Tuesday, Wednesday, Thursday, Friday.		Ja	100008	Yes	
2	How many milligrams are there in one gram?		1000	10	100	10000	Measurement units			Ja	100008	Yes	
3	The word "ketchup" comes from which language?		Italian	German	Chinese	French	Language			Nein	100009	No	

*In the Excel file*

When you click on the **“Edit question feedback”** button, you can see inserted question feedback that is written in the **“Solution text”** column in the Excel file.



*In the application*

The screenshot shows an Excel spreadsheet with the following columns: UID, Question, Image, Answer 1, Answer 2, Answer 3, Answer 4, Reference, Solution Text, Link URL, Dropdown type, Auswendig, Redefine Hard Flags, Tag, and Topic. The 'Solution Text' column contains the feedback text: "Working days are usually Monday, Tuesday, Wednesday, Thursday, Friday." A red box highlights this text.

UID	Question	Image	Answer 1	Answer 2	Answer 3	Answer 4	Reference	Solution Text	Link URL	Dropdown type	Auswendig	Redefine Hard Flags	Tag	Topic
1	How many workdays are there usually in one week?	days.png	5 days	6 days	4 days	7 days	Work	Working days are usually Monday, Tuesday, Wednesday, Thursday, Friday.			100008			Jobs
2	How many milligrams are there in one gram?		1000	10	100	10000	Measurement units				100008			Measurement
3	The word "Ketchup" comes from which language?	Italian	German	Chinese	French		Language				100009			Language

*In the Excel file*