

Requirement	How to import questions pools with additional custom columns using an Excel file
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1 Introduction

This article explains how to import questions with additional custom columns using an Excel file. The Excel template used for bulk importing questions will contain an additional column for each question category created by the system users.

2 Creating question categories

In order to import question pools with assigned question category values, you need to create categories in YouTestMe GetCertified first.

3 Swiss package preview

Once you create question categories, you should prepare an appropriate SWISS package (which contains added categories) which will be imported to YouTestMe GetCertified.

The file should be in a .zip format and should contain an Excel file with question pools, their questions and answers, and a folder with images.



Name	Size	Packet	Type	Modified	Checksum
Bilder			File folder	0/30/2021 3:32	
SWISS GET BTTL.xls	407,436	99,707	Microsoft Excel 97...	0/28/2021 6:38	0B011FBA...

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

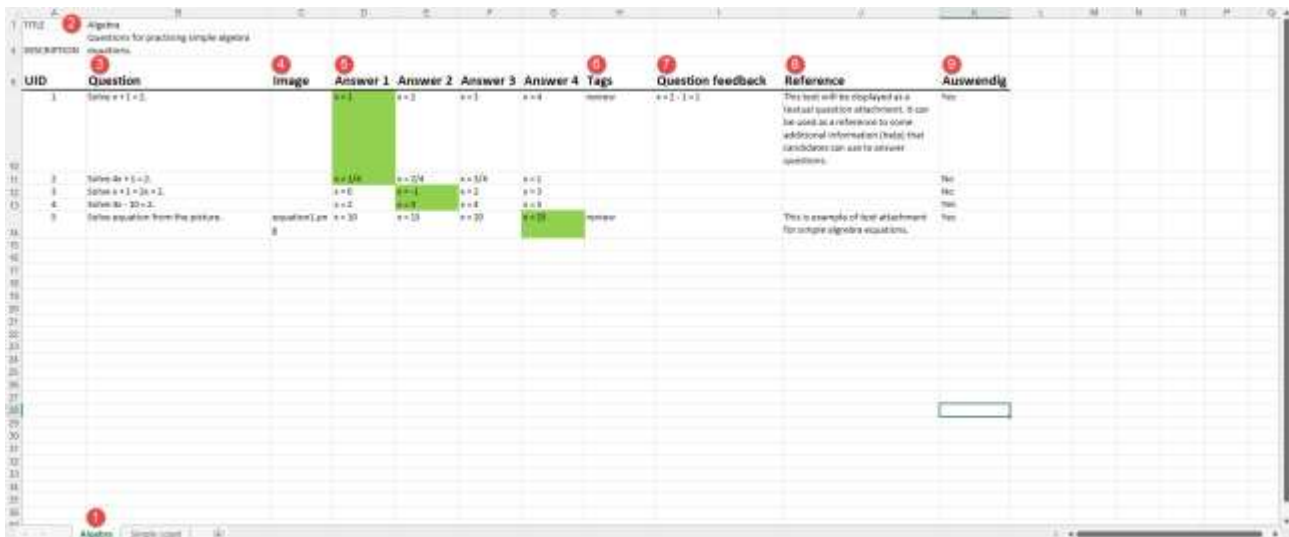
The Excel file should be filled out in the following way:

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).
Note: The picture must be saved in the folder contained in the .zip file and must have the same name as in the folder.
5. Enter the question answers. The correct answer should be painted in a different color.
6. In the Tags field, enter tags you want to assign to the question (optionally).
7. In the Question feedback field, enter the Solution text - text that will be shown to the candidate as question feedback (optionally).
8. Enter the desired textual question attachments in the Reference column. The data will be saved as one attachment and displayed during the test-taking process if the "Enable question attachments" option is checked for the test.
9. Additional columns (categories) that can be imported. After all the default fields (written above) you can add categories to any column.

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

Note: If some column is added to one sheet, it must also be added to all other sheets (but can be empty if you do not want to import value).

Note: If you need to import multiple category values for some questions, you need to use commas as a separator.

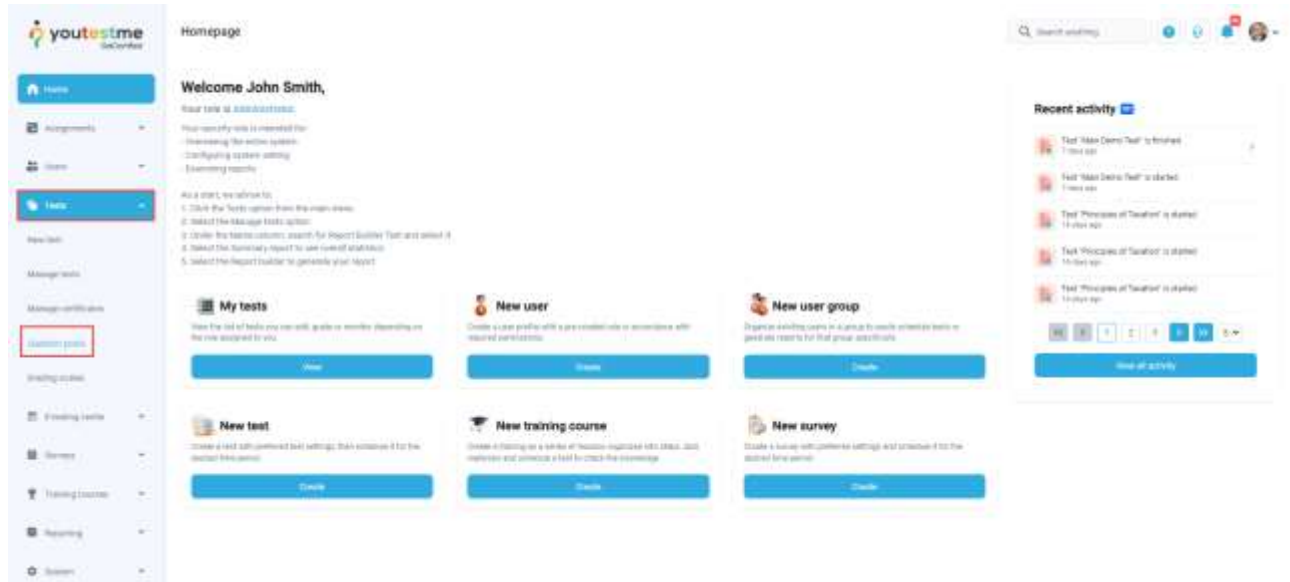


UID	Question	Image	Answer 1	Answer 2	Answer 3	Answer 4	Tags	Question feedback	Reference	Auswendig
1	Solve $x + 1 = 3$.		x = 2	x = 3	x = 4	none		$x = 2, 1 = 3$	This text will be displayed as a textual question attachment. It can be used as a reference to come additional information (hints) that candidates can use to answer questions.	Yes
2	Solve $4x + 6 = 2$.		$x = 1/4$	$x = 2/4$	$x = 3/4$	x = 0				Yes
3	Solve $x + 1 = 3x + 2$.		x = 0	x = 1	x = 2	x = 3				Yes
4	Solve $3x - 3x = 2$.		x = 2	x = 3	x = 4	x = 0				Yes
5	Solve equation from the picture.	equation1.png	x = 30	x = 33	x = 30	x = 33	none		This is example of text attachment for solving algebraic equations.	Yes

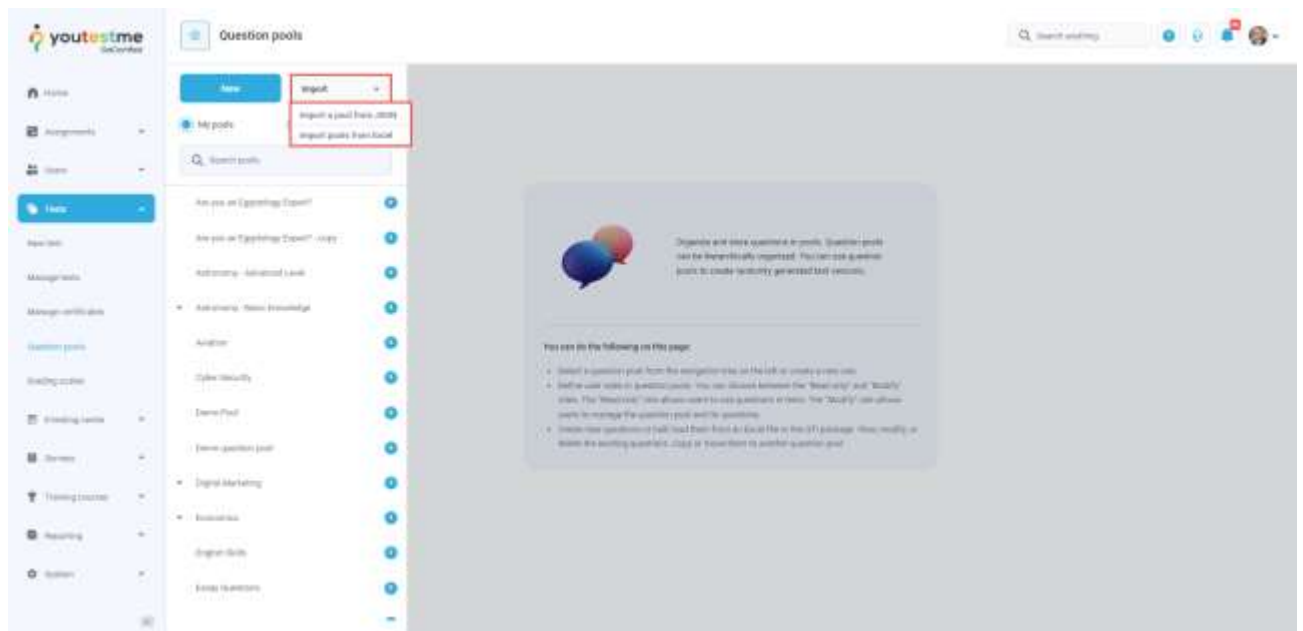
4 Question pool import

To import question pools:

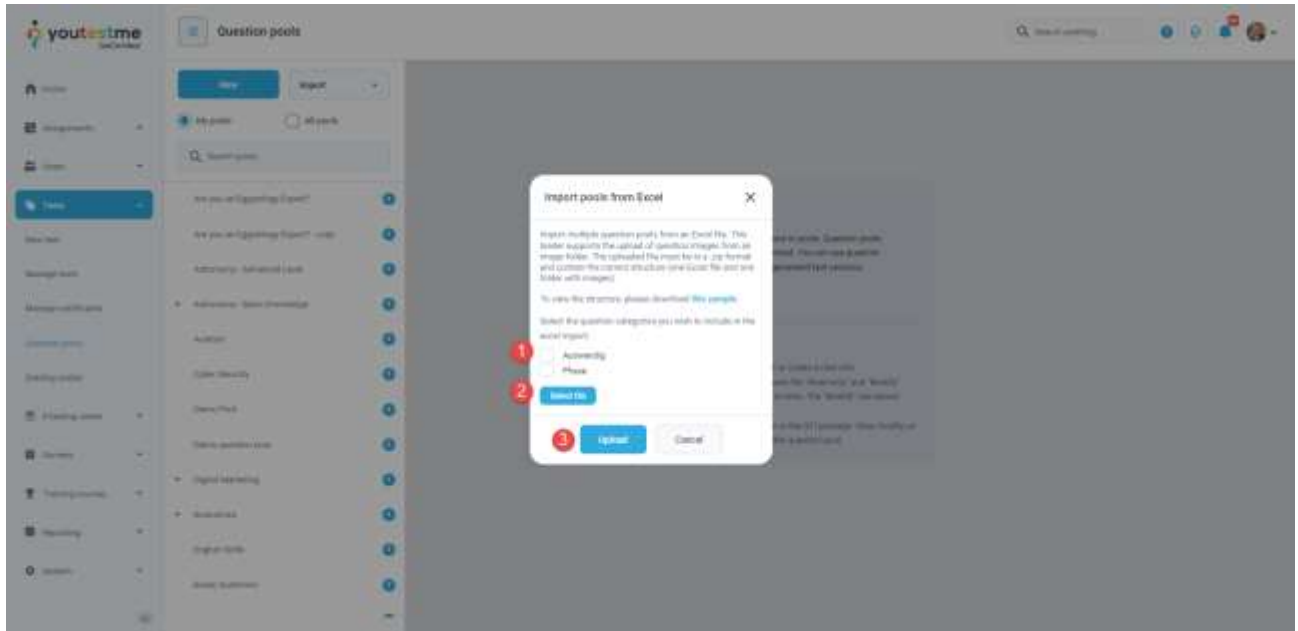
1. Navigate to the “Tests” tab in the main menu, then select “Question pools”.



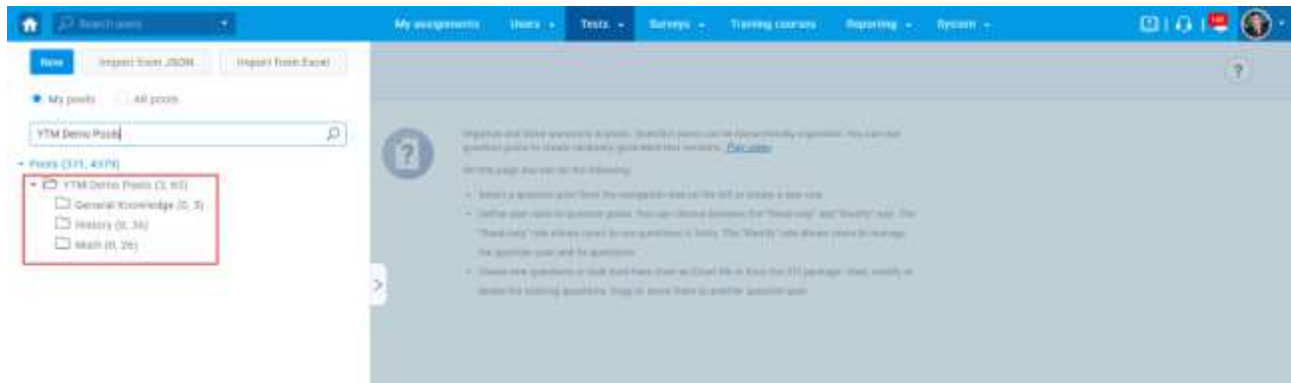
2. Click the “Import” button that will appear in the menu on the left side, then select “Import a pool from Excel”.



3. To import previously created category values, tick the checkbox next to the category name.
4. Click the **“Select file”** button, then choose the .zip archive that will be uploaded.
5. Click the **“Upload”** button.



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 to the **“Questions”** tab. For more details about each question, click the pencil icon, and confirm that the data has been imported in the corresponding field.

5 Creating a test

It is important to check the “Enable question attachments” option during the test creation wizard in order to allow candidates to see attachments during the test-taking.

