YouTestMe

National Geospatial-Intelligence Agency Bulk Import of Questions





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1 Introduction

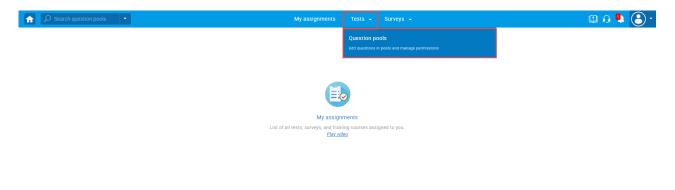
This document describes the process of importing questions with custom fields and External IDs through an Excel file.

2 Question import

- 1. Access the trial environment at https://demo3.youtestme.com/.
- 2. Use the credentials in the table below to log in as the subject matter expert.

Username	Password
subject_matter_expert	GeospatialAgency12##

3. Navigate to the **Tests** tab in the main menu and select **Question pools**.





4. Create a new pool and specify its name and optional description.

☆ Ø Search users	My assignments Users + Tests + Surveys + Training courses Reporting + System	\cdots 🛛 🕮 🕼 🖷 👰 •
New Import from JSON		?
My pools All pools		
Q	Diganize and store questions in pools. Question pools can be hierarchically organized. You can use question pools to circate randomly generated test versions. <u>Play sideo</u>	
 Pools (62, 411) 	question pools to create randomly generated test versions. <u>Play video</u> On this page you can do the following.	
All Question Types (16, 17)		
Astronomy - Advanced Level (0, 4)		
Astronomy - Basic Knowledge (4, 11)		
Cyber Security (0, 32)	"Read only" role allows users to use questions in tests. The "Modify" role allows users to manage	
Digital Marketing (2, 12)	New pool X	
 Economics (1, 26) 		
Essay Questions (0, 20)	Name:* NGA Sample Question Pool	
Example Pool (0, 0)	Name:* NGA Sample Question Pool	
Finance (1, 11)	Description:	
General Knowledge (0, 16)		
Informatics (0, 4)		
Insurance (2, 20)	External ID:	
D Investment (0, 8)		
• 🗀 IT (12, 160)		
Management (4, 47)	Save Cancel	
Post-Test Survey (0, 11)		
Single choice question pool (0, 5)		
 Tax (2, 7) 		

5. In the **Questions** tab, click the **Load questions** button and select the **With images (.zip archive)** option.

formation Questions Users Statisti	cs					
	Iter by tags: 🗇					
ID * Without images (.xlsx format)	Question text \diamond	Source pool 0	Difficulty 0	Туре	٥	Actions
With images (.zip archive)	٩	Q	Select one 🐱	Select one	Ŷ	
There are no questions in this pool. To add qu	estions, click "Add question" button to add them manually, or "Load que	estions" to load them fro	m an Excel templ	ate.		

6. <u>Download the .zip file</u> YouTestMe prepared that contains your sample questions. When you download it, the file should look like in the image below.

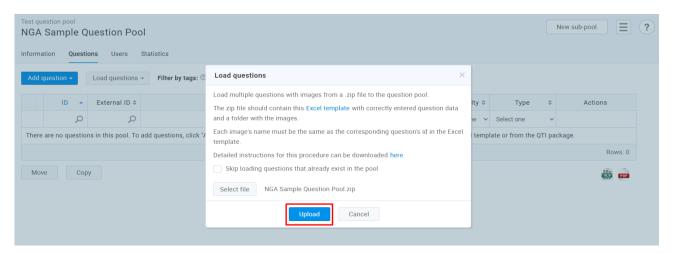
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 Pictures PiQNGA Sample Question Pool.xlsx	20,318	17,145	File folder File folder Microsoft Excel W	11/16/2021 12: 11/17/2021 1:3	F7F508A0		



7. Choose the **Select file** option and find the .zip file you downloaded.

Test question pool NGA Sample Question Pool Information Questions Users Statistics					New sub-pool	?
Add question - Load questions - Filter by tags: @	Load questions \times					
ID External ID 0 D D There are no questions in this pool. To add questions, click 7 Move Copy	Load multiple questions with images from a .zip file to the question pool. The zip file should contain this Excel template with correctly entered question data and a folder with the images. Each image's name must be the same as the corresponding question's id in the Excel template. Detailed instructions for this procedure can be downloaded here. Skip loading questions that already exist in the pool Select file NGA Sample Question Pool zip Upload Cancel	lty ≎ ne ~ temp	Type Select one late or from the (≎ ~ QTI pao	Actions ckage. Rows: 0	

8. Upload the desired .zip file, and all questions will appear in the pool.



9. List of questions is presented with External IDs and custom question properties.

	stion pool Sample	Quest	ion Pool						Nev	sub-pool
ormat	ion Que	stions	Users Statisti	ics						
ate ne	w questions o	r bulk load t	them from an Excel fi	le or from the QTI pack	rage. View, modify or delete the existing questions. Copy or move them to another que	ition pool.				
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	R /	Q Ó	154798	235695	What is the name of the four-sided quadrilateral with only two paralle	NGA Sample Question	Easy	Single choice	Remembering	Checking basic ge
	2 /	Q Ó	154799	456652	The United States Senate is comprised of more members than the Ho	NGA Sample Question	Easy	True/False	Remembering	Checking the basic
	21	B 1	154800	514615	Identify the Description on the right that best matches the Term on t	NGA Sample Question	Easy	Matching	Remembering	Checking the basic
	2	B 🖞	154801	849155	Identify the Images with Terms on the left.	NGA Sample Question	Easy	Matching	Applying	Checking the adva
	R /	Q ()	154802	848961	Which Formula 1 Grid is this?	NGA Sample Question	Easy	Single choice	Understanding	Checking the adva
					14 TO 1 10					Rows: 5



Click the preview icon and confirm that the questions, custom property values and External IDs are imported properly.

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NOTE: Fill in the blanks question from the sample file was not included in this Excel file since the template does not support this question type with predefined offered answers. For instructions on how to create this question type manually, please take a look at <u>this video</u>.

For detailed instructions and a preview of this process, you may also take a look at:

- Article How to bulk import questions to the question pool using an Excel file
- <u>Article How to bulk import custom question properties through Excel file</u>
- Video Importing Questions with Excel Template