



YouTestMe

National Geospatial-Intelligence Agency
Bulk Import of Questions

Table of Contents

1 Introduction..... 2

2 Question import..... 2

1 Introduction

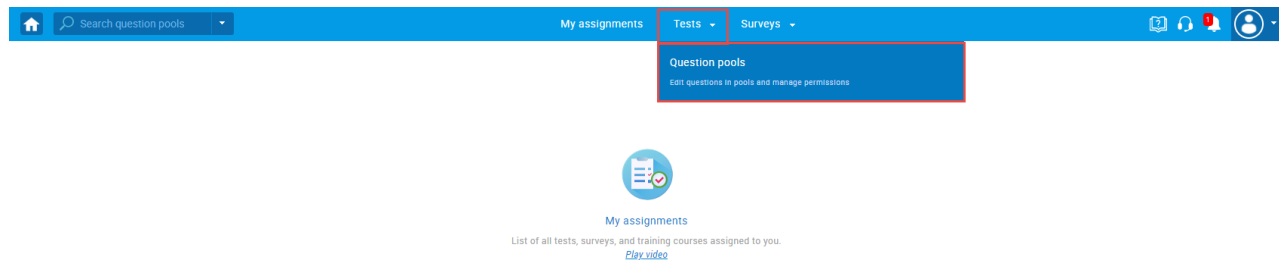
This document describes the process of importing questions with custom fields and External IDs through an Excel file.

2 Question import

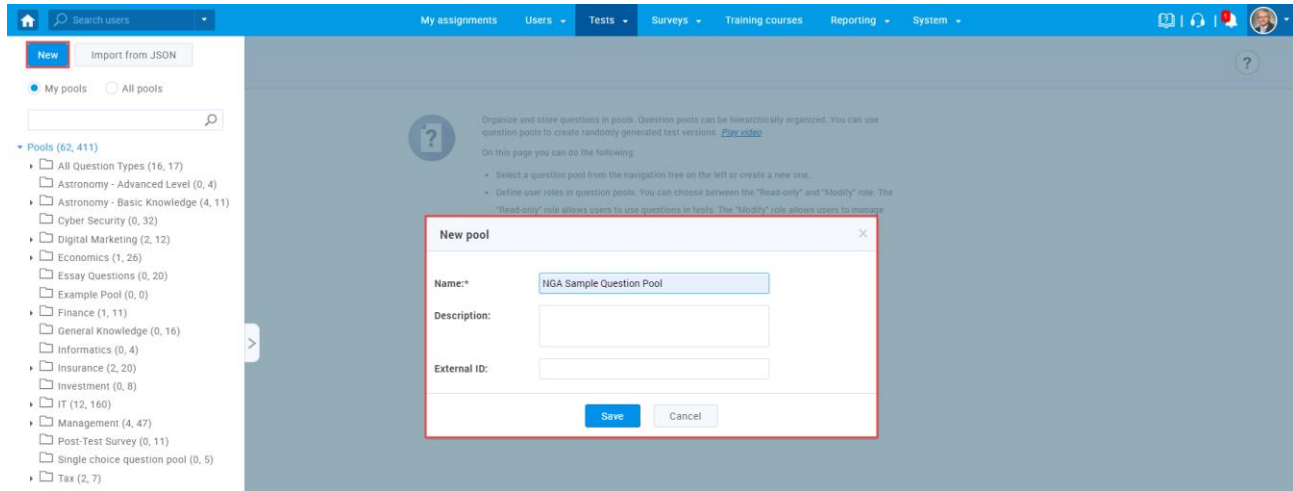
1. Access the trial environment at <https://demo3.youtestme.com/>.
2. Use the credentials in the table below to log in as the subject matter expert.

Username	Password
subject_matter_expert	GeospatialAgency12##

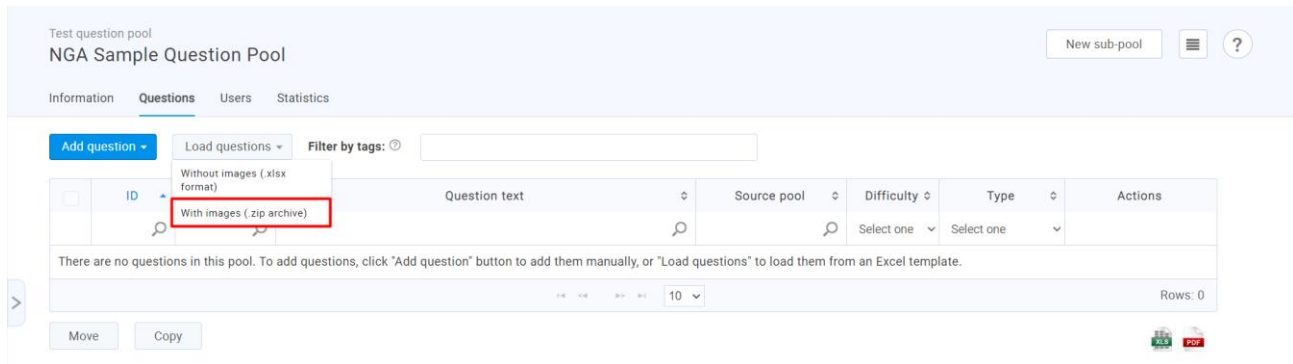
3. Navigate to the **Tests** tab in the main menu and select **Question pools**.



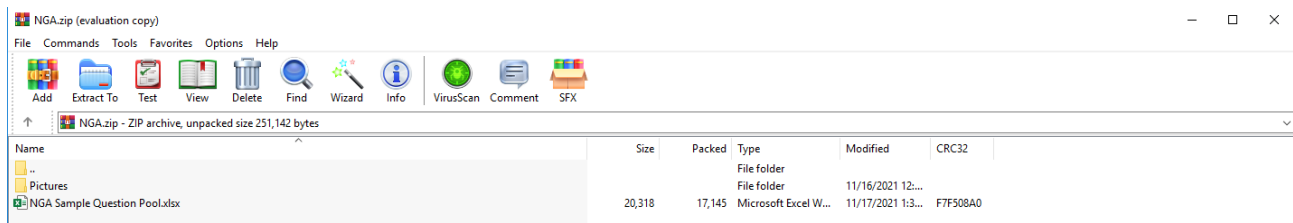
4. Create a new pool and specify its name and optional description.



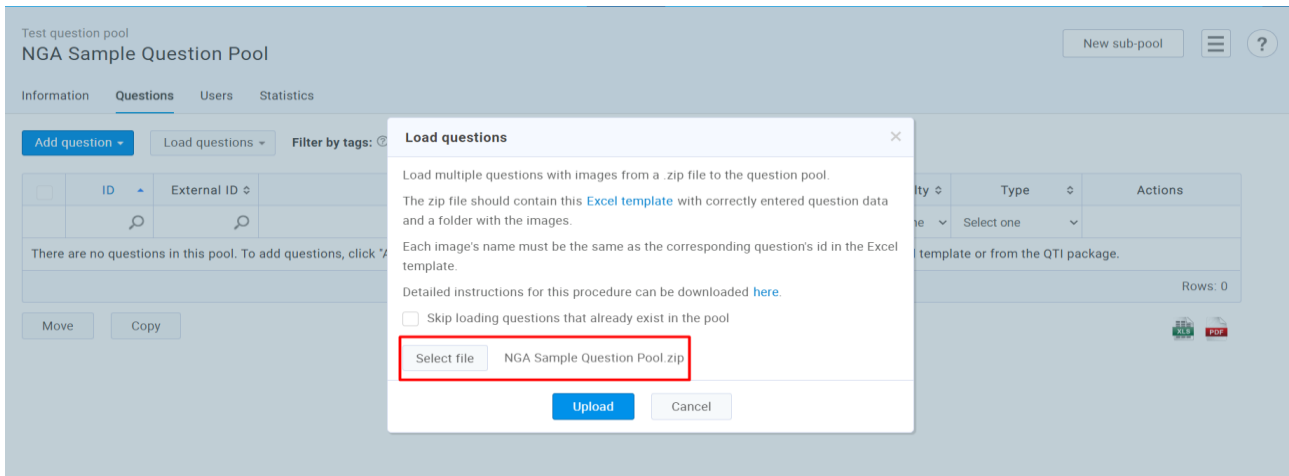
5. In the **Questions** tab, click the **Load questions** button and select the **With images (.zip archive)** option.



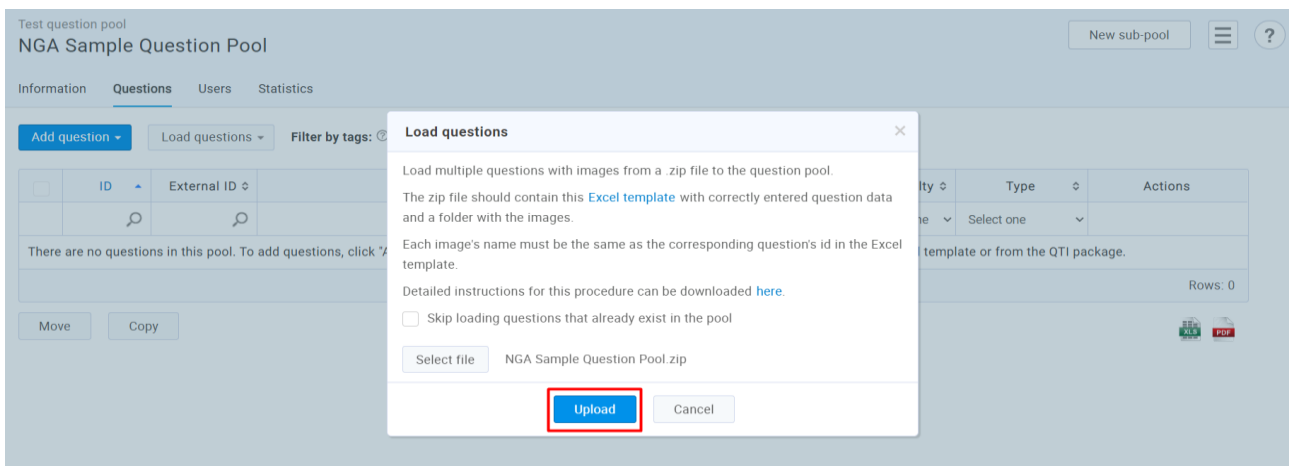
6. [Download the .zip file](#) YouTestMe prepared that contains your sample questions. When you download it, the file should look like in the image below.



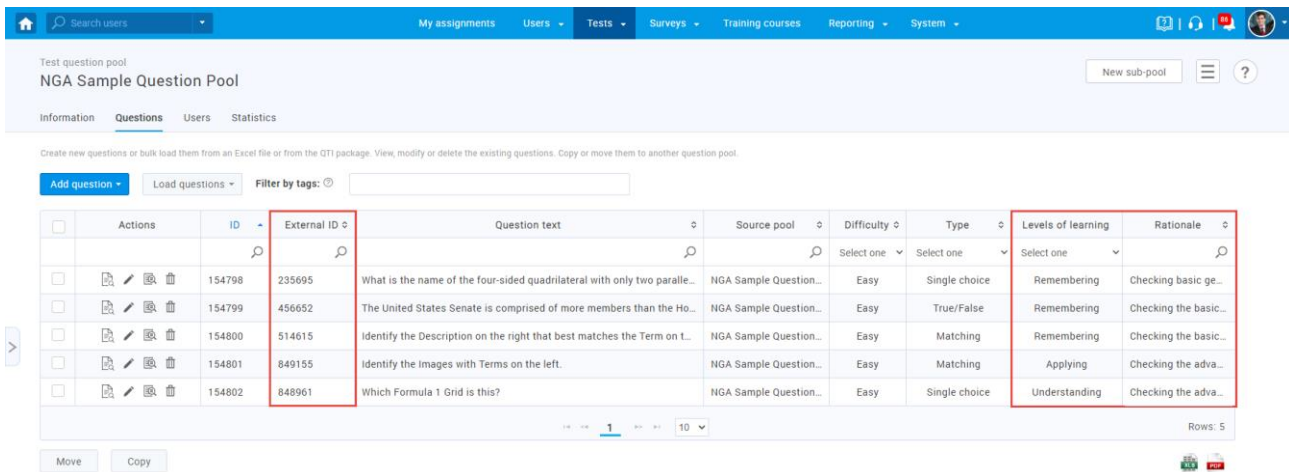
7. Choose the **Select file** option and find the .zip file you downloaded.



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.



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

Test question pool
NGA Sample Question Pool

Information Questions Users Statistics

Create new questions or bulk load them from an Excel file or from the QTI package. View, modify or delete the existing questions. Copy or move them to another question pool.

Add question Load questions Filter by tags

Actions	ID	External ID	Question text	Source pool	Difficulty	Type	Levels of learning	Rationale
	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...
	154799	456652	The United States Senate is comprised of more members than the Ho...	NGA Sample Question...	Easy	True/False	Remembering	Checking the basic...
	154800	514615	Identify the Description on the right that best matches the Term on L...	NGA Sample Question...	Easy	Matching	Remembering	Checking the basic...
	154801	849155	Identify the Images with Terms on the left.	NGA Sample Question...	Easy	Matching	Applying	Checking the adva...
	154802	848961	Which Formula 1 Grid is this?	NGA Sample Question...	Easy	Single choice	Understanding	Checking the adva...

Rows: 5

Move Copy

Basic settings

Scoring method: Defining correct/incorrect answers Single choice ↔

Points: 1 Penalty: 0

Duration: 00:02:00

Generator settings

Difficulty: Easy

Frequency: Normal

Custom properties

Levels of learning: Remembering

Rationale: Checking basic geometry knowledge

Advanced question setup

Tags:

Branching

External ID: 235695

Data source:

Additional attachments

Create new Import from library

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 [this video](#).

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](#)
- [Article – How to bulk import custom question properties through Excel file](#)
- [Video - Importing Questions with Excel Template](#)