



# YouTestMe

National Geospatial-Intelligence Agency  
Bulk Import of Questions

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## 1 Introduction

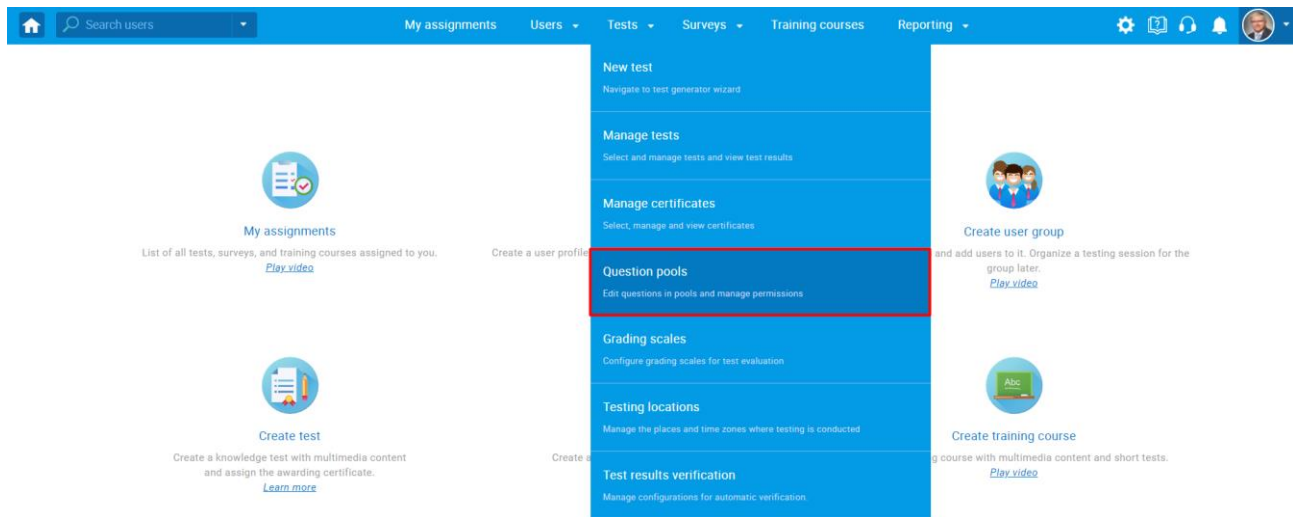
This document describes the process of importing questions through Excel files. The process and data are tailored to National Geospatial-Intelligence Agency workflow and samples.

## 2 Excel Import

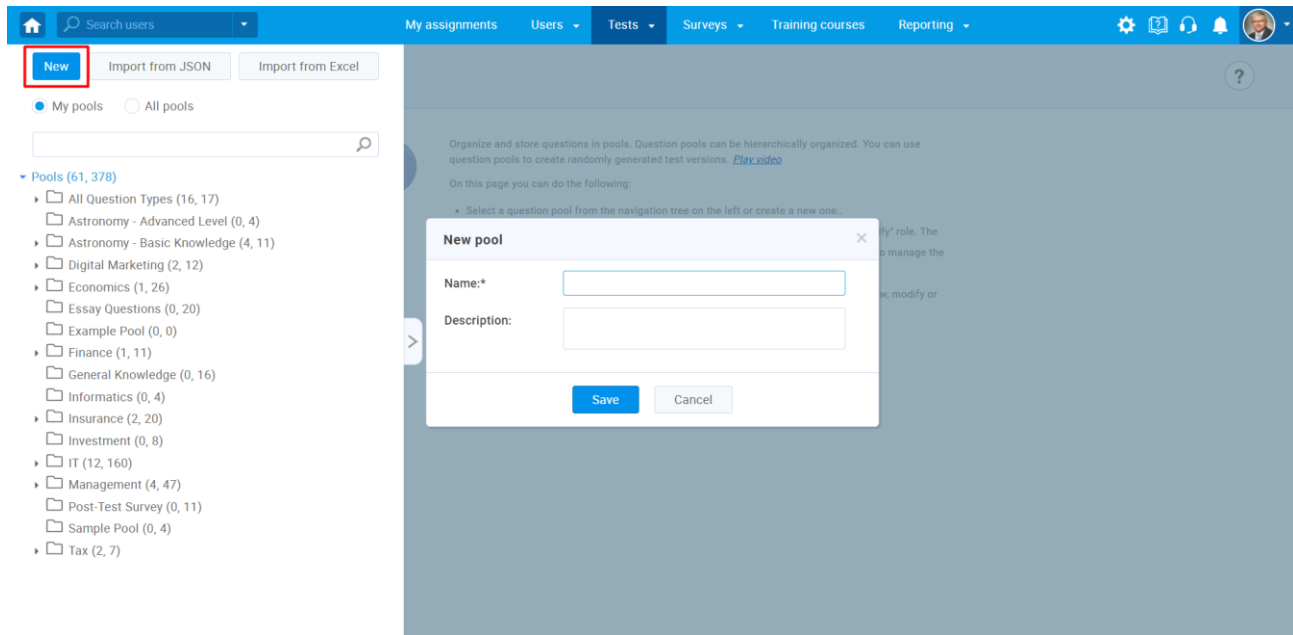
YouTestMe GetCertified supports simple and efficient data upload (questions, tests, and users) through predefined Excel templates. The process is very straightforward and allows the import of a large number of items simultaneously and preparing data offline.

To import your sample questions through Excel files, please follow the instructions below:

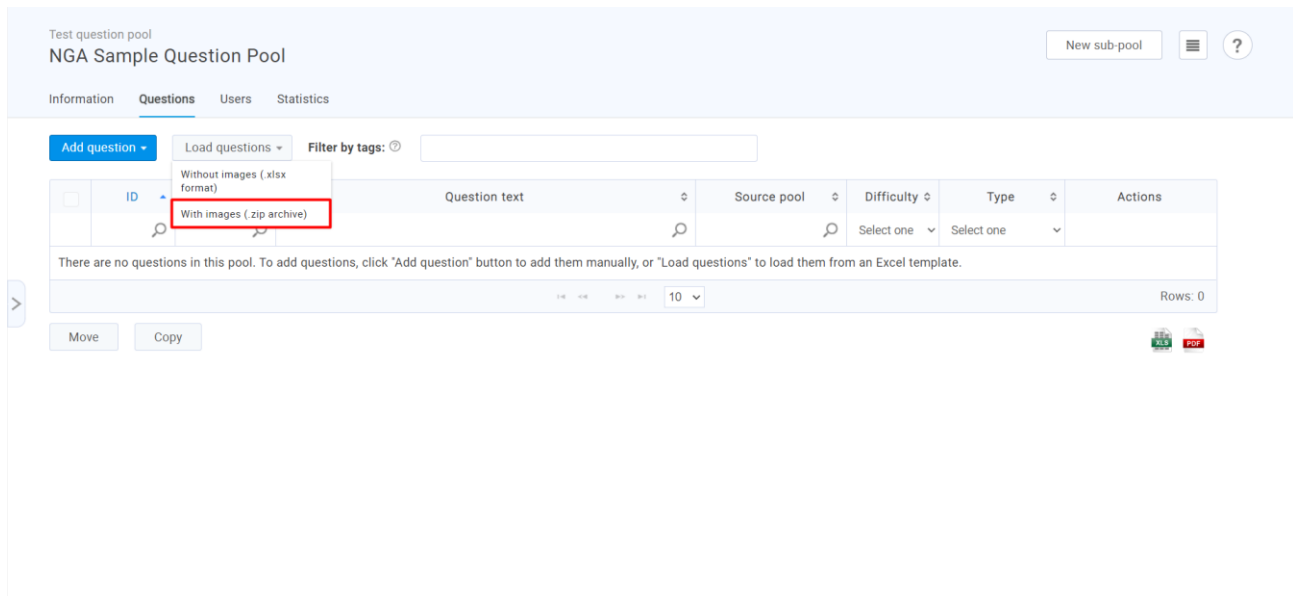
1. Hover over the Tests tab in the main bar and select Question pools.



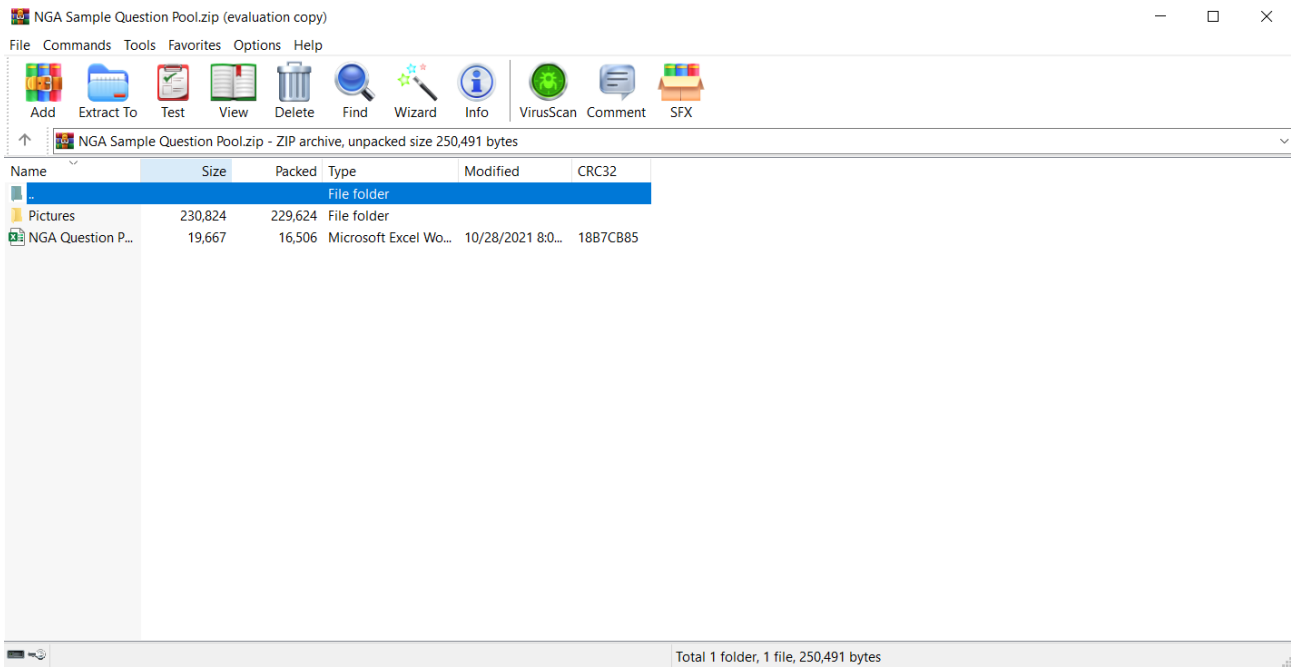
2. Create a new pool and specify its name and optional description.



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

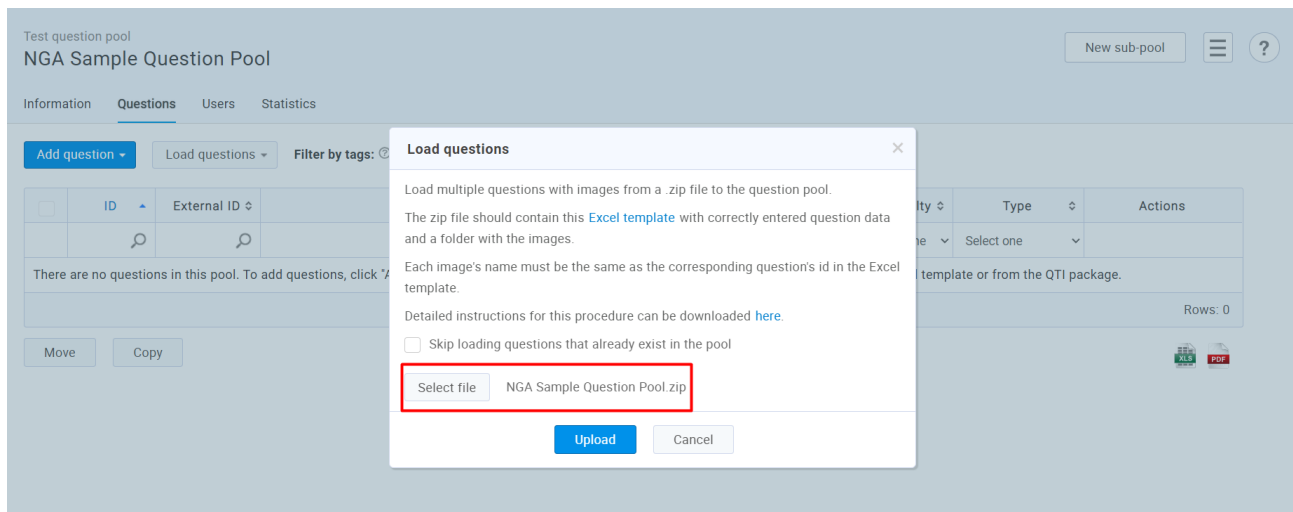


4. [Download the .zip file](#) YouTestMe prepared that contains your sample questions. When you download it, the file should look like in the image below.

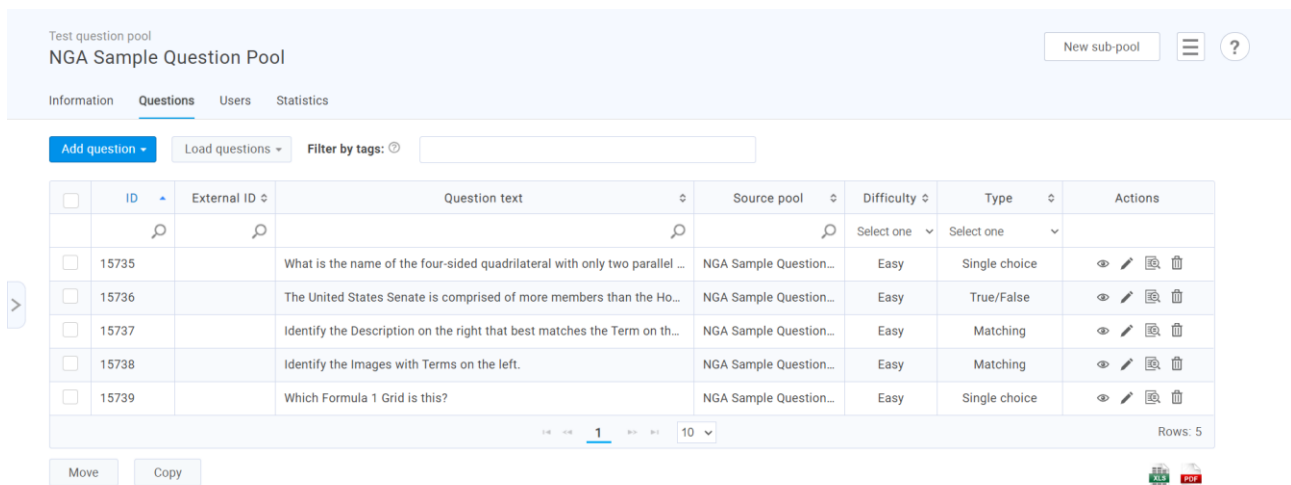
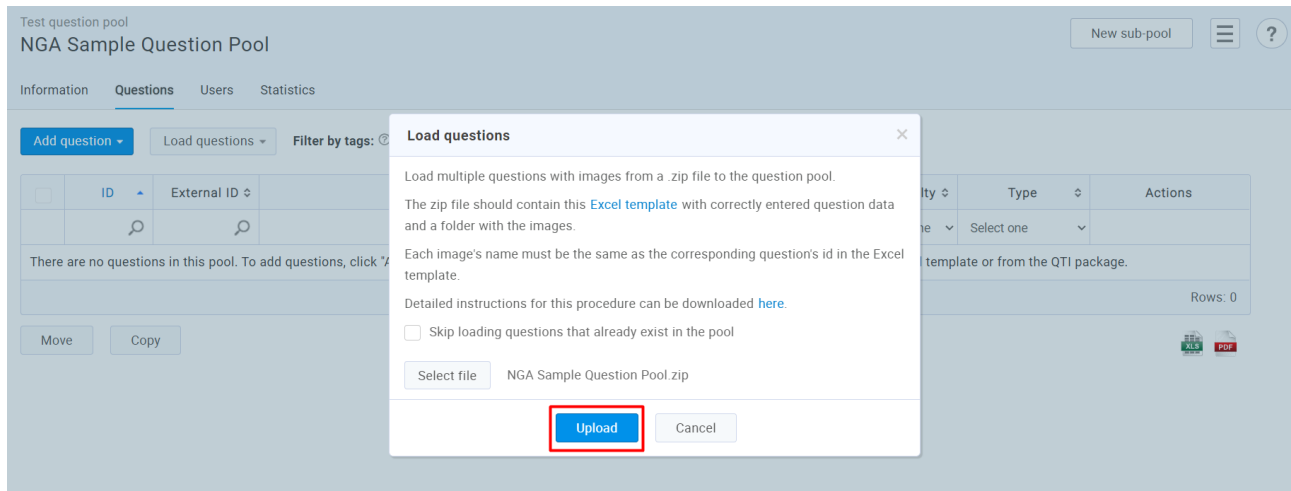


NOTE: If you have difficulties downloading the file, you may also find it attached to the email we sent this document with.

5. Choose the Select file option and find the .zip file you downloaded.



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



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](#)
- [Video - Importing Questions with Excel Template](#)

## 3 Alternative Options

### 3.1 Data Load Services

The YouTestMe team offers data load services to facilitate the process of data import to our clients. All you need to do is send us a list of questions in any format you have them stored in, and our team will do the rest. The data load services are additionally charged and available on-demand – you can request them at any point of usage.

### 3.2 Customization Options

YouTestMe specializes in customization processes and can modify any feature or functionality according to your needs. In this case, if you have your questions stored in Word files, our team can develop a Word importer that would work on a similar basis as an Excel importer.