YouTestMe

How to upload and store questions
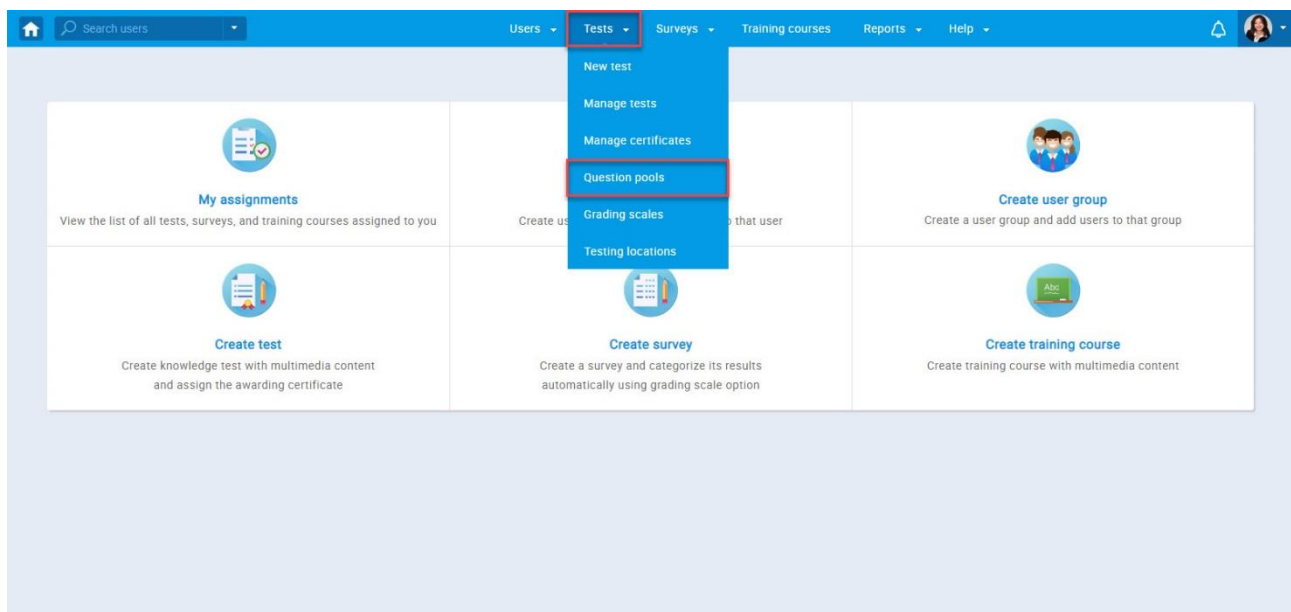
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1   Introduction

You can fulfill the predefined Excel template and upload a large number of questions in the question pool - also known as question banks that serve for storing questions that you later could use in the test creating process. Access to these pools is restricted only to pool managers.
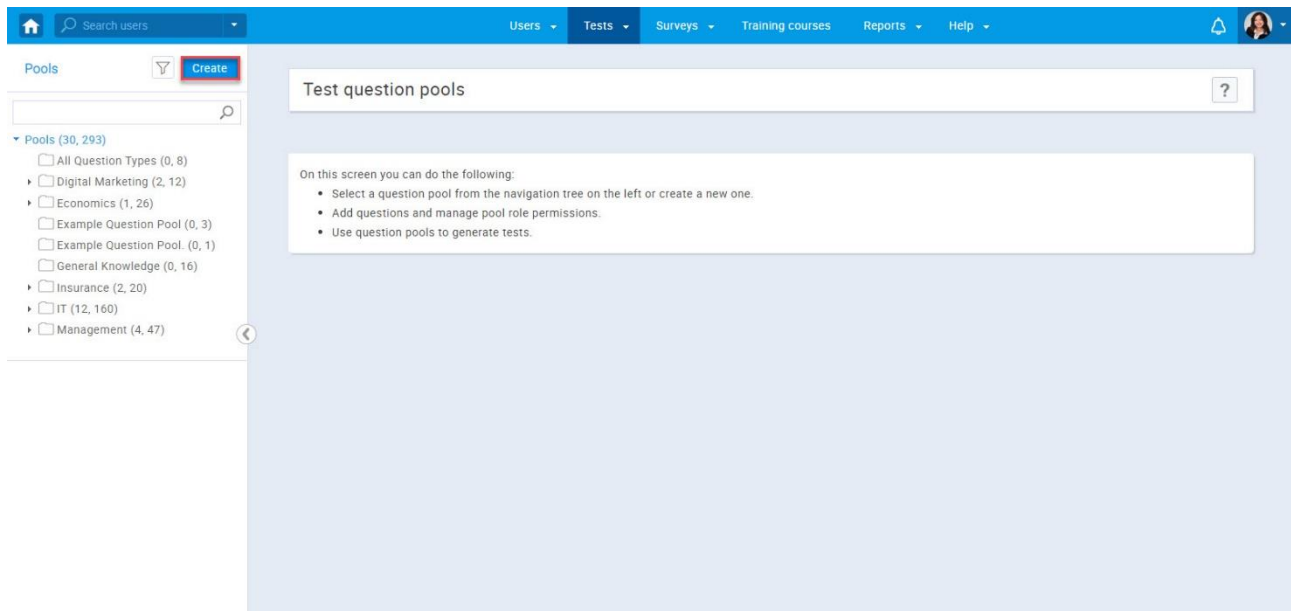
2   Steps

2.1   Creating a question pool

To access the "Question pools" page, navigate to "Tests" in the main menu, and choose "Question pools."
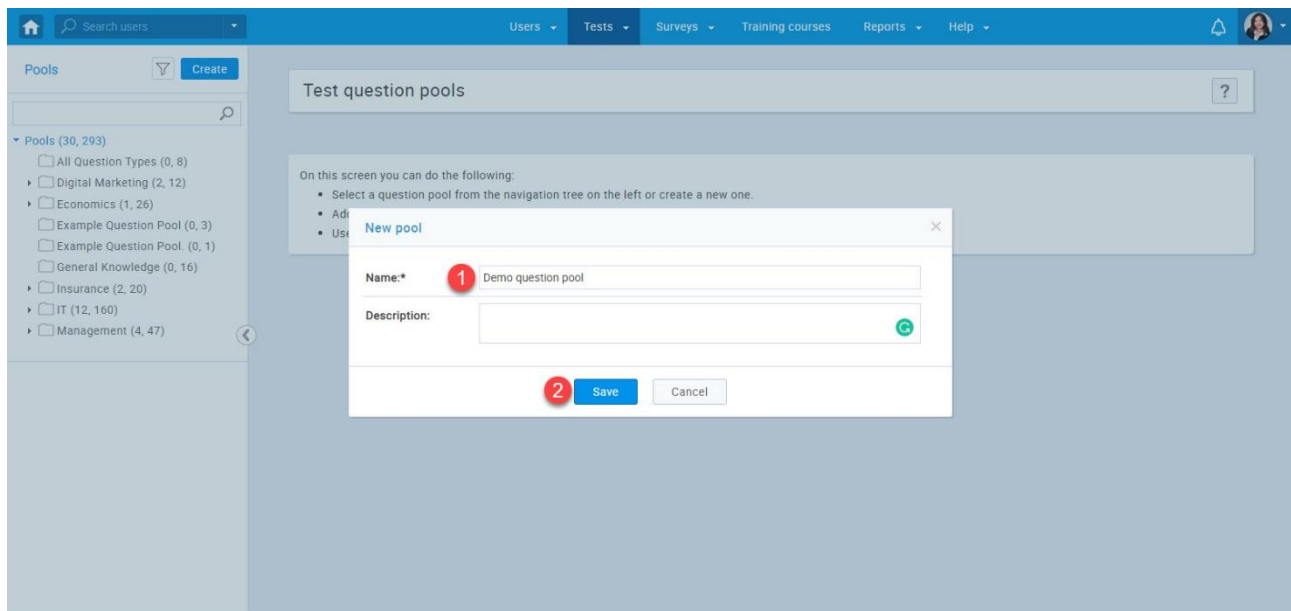
To create a new question pool, select the "Create" option.
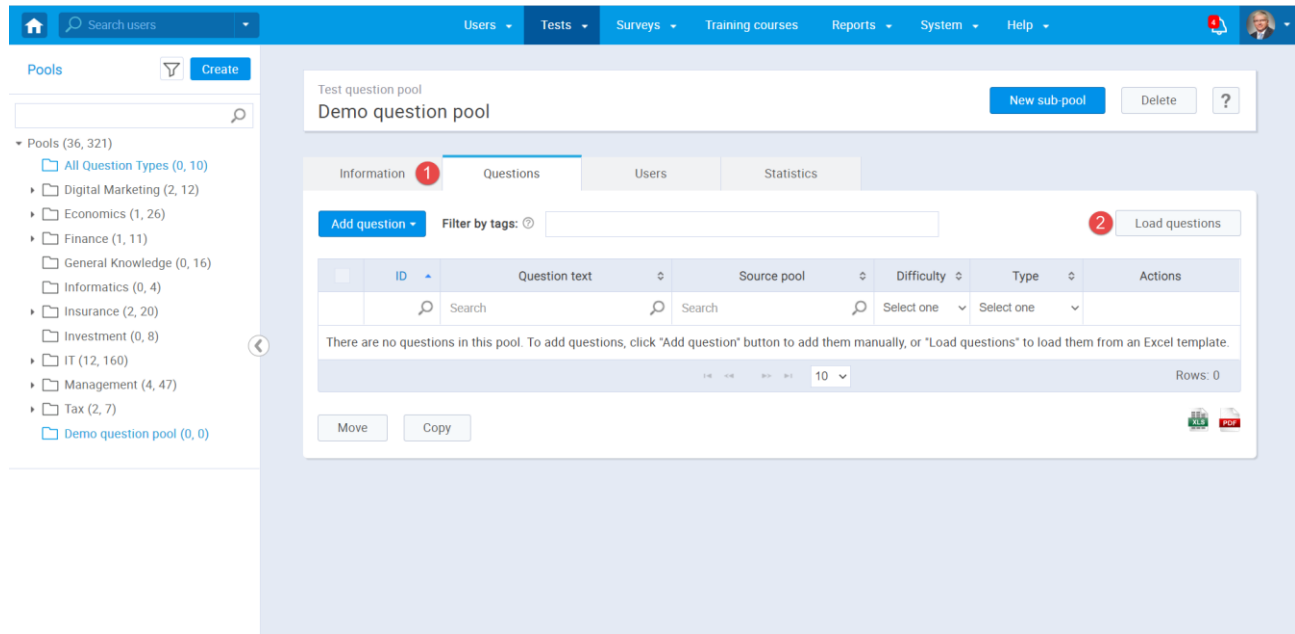

A new popup window will show up:

1. Set the "Name" of a question pool
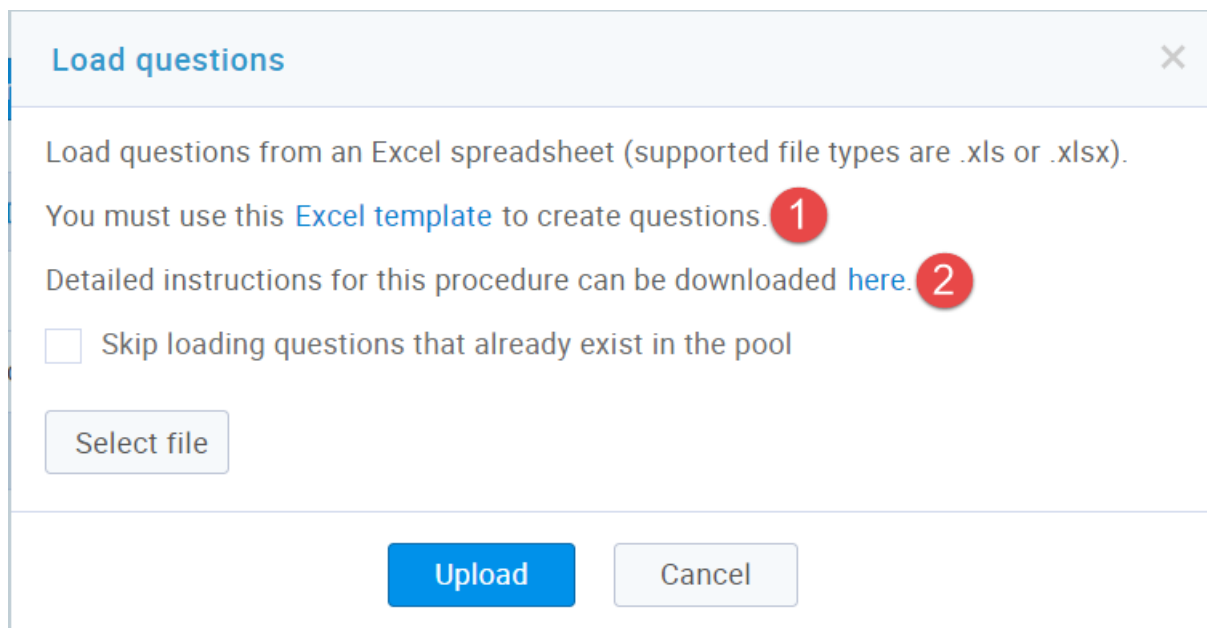2. Click the "Save" button

After creating a question pool, you need to make questions that this pool will store. You can load a large number of questions at once, using our predefined Excel template.

1. Go to the "Questions" tab.
2. Click the "Load questions" button.

The popup window will show up where you should:

1. Download the Excel template by clicking on the blue linked text "Excel template."
2. Download the detailed instructions by clicking the blue linked text "here."
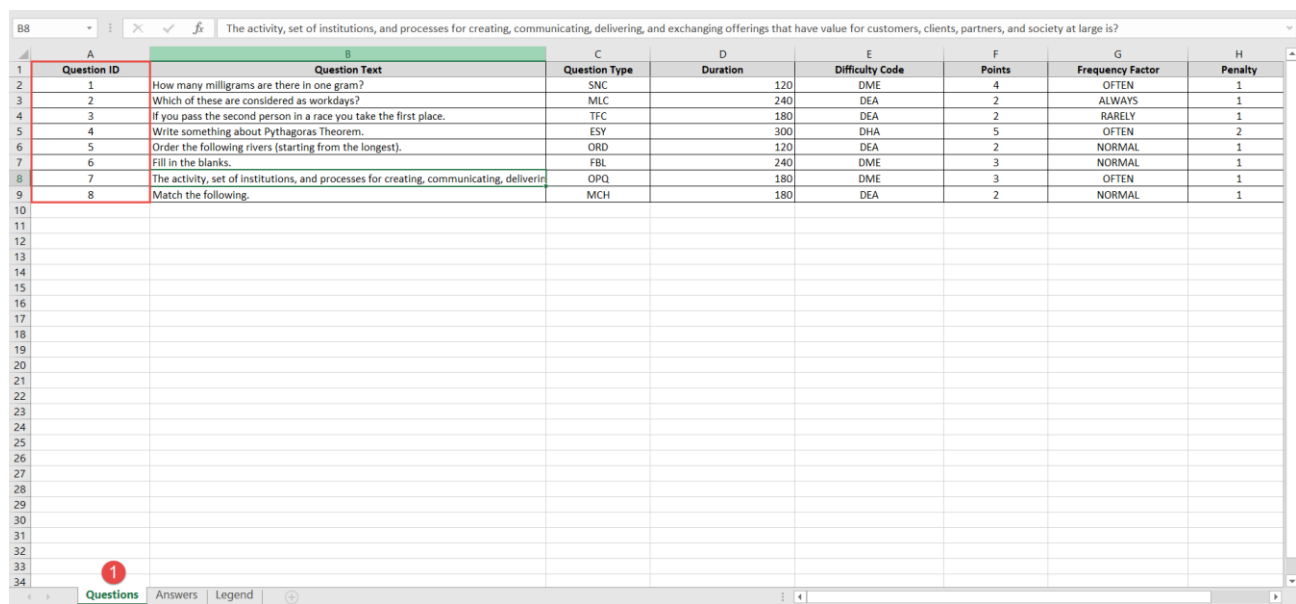
2.2   Fulfilling the Excel template

The Excel template contains three sheets:

1. Questions
2. Answers
3. Legend

2.2.1   Questions

You must fill in the question sheet in the question sheet. Each question must have its unique ID used for linking to the answers.

2.2.2 Answers

Use the previously entered question ID, from the "Questions" sheet, to enter the answers for that exact question.

	A	B	C	D
1	Question ID	Answer Text	Answer Ordinal Number	Correct Answer
2	1	10	1	N
3	1	1000	2	Y
4	1	100	3	N
5	2	Happy day	1	N
6	2	Monday	2	Y
7	2	Friday	3	Y
8	2	No day	4	N
9	2	Sunday	5	N
10	3	TRU	1	N
11	3	FLS	2	Y
12	5	The Amazon	2	N
13	5	The Nile	1	N
14	5	The Mississippi	4	N
15	5	The Yangtze	3	N
16	6	A cat is a type of	1	N
17	6	mammal	2	N
18	6	.	3	N
19	7	Marketing	1	Y
20	8	Snow	1	Y
21	8	Leaf	2	Y
22	8	Blood	3	Y
23	8	Sky	4	Y
24	8	Blue	4	N
25	8	White	1	N
26	8	Red	3	N
27	8	Green	2	N

Questions | **Answers** | Legend

2.2.3 Legend

For more straightforward navigation with the codes needed for filling out the template, use the legend.

	A	B	C	D
2	Question ID	A unique number that identifies the question and is used to link the answers to the questions.		
3	Ordinal #:	This number shows the place in which the question will be placed.		

Question Type	Code
Single Choice	SNC
Multiple Choice	MLC
True/False	TFC
Essay	ESY
Ordering	ORD
Fill in the Blanks	FBL
Open Question	OPQ
Matching	MCH

Question Type - These are the question types supported by the application. Once you determine the question type, choose its code from the dropdown list in the cell. When it comes to the **True/False** Question type, there are only two values allowed to be entered in the "Answer" field - **True** = "**TRU**", **False** = "**FLS**";

Difficulty	Code
Easy	DEA
Medium	DME
Hard	DHA

The questions can have one out of three difficulties - **Easy**, **Medium** and **Hard**. The question difficulty code is also picked from the dropdown list in the cell.

Correct Answer	Code
Correct	Y
Incorrect	N

These codes' purpose varies depending on the question type. In the **Single choice**, **Multiple Choice** and **True/False** types this field designates the correct answer. In the **Matching** question type, this field marks whether the provided answer is on the left or right side. "**Y**" stands **LEFT** and "**N**" for **RIGHT**. With the **Fill in the Blanks** and **Ordering** question types, this field has no function, but still is required to be filled in with the "**N**" value. Since the **Essay** question type does not require an answer field - the correct answer code is obsolete as well.

Frequency Factor	Value
Never	NEVER
Rarely	RARELY
Normal	NORMAL
Often	OFTEN
Always	ALWAYS

Frequency factor shows the chance of a question appearing in the quiz. The **number** in the table to the **right**, defines which **frequency factor** on the **left** a question will possess.

Questions | Answers | **Legend**

2.3 Uploading questions

Once the template is fulfilled, you will have to upload that template in the application.

1. Click the "Select file" and find the file.
2. Click the "Upload" button to upload the questions in the pool.

Your question is now stored in a question pool.