



YouTestMe

How to upload and store questions

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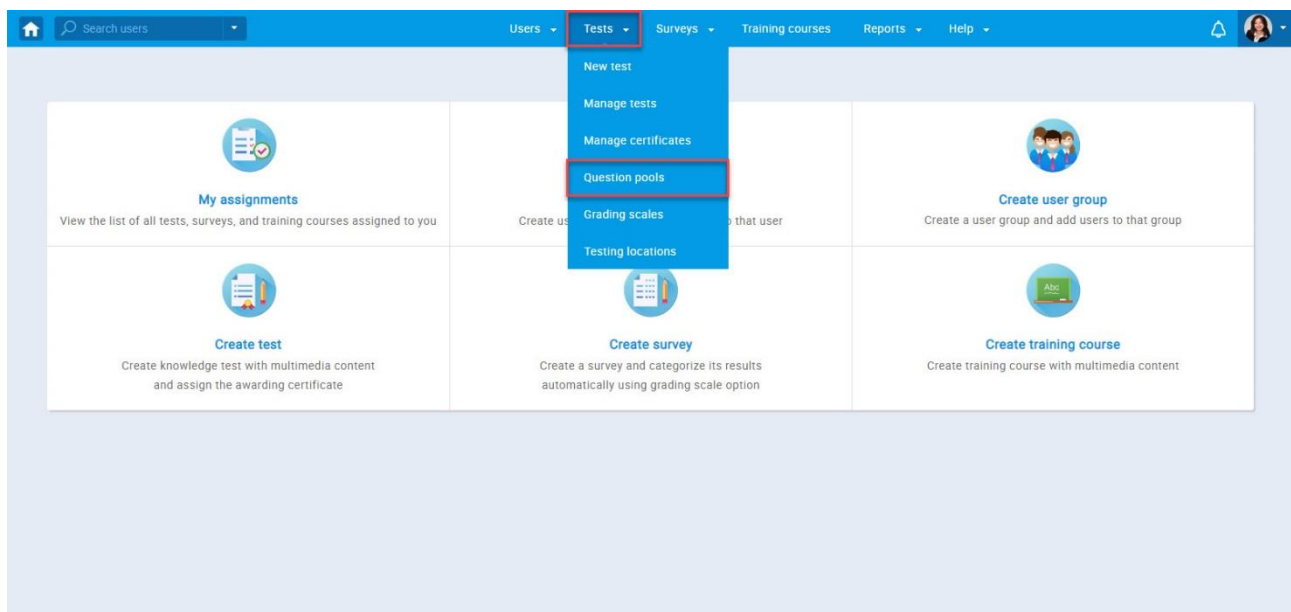
1 Introduction

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.

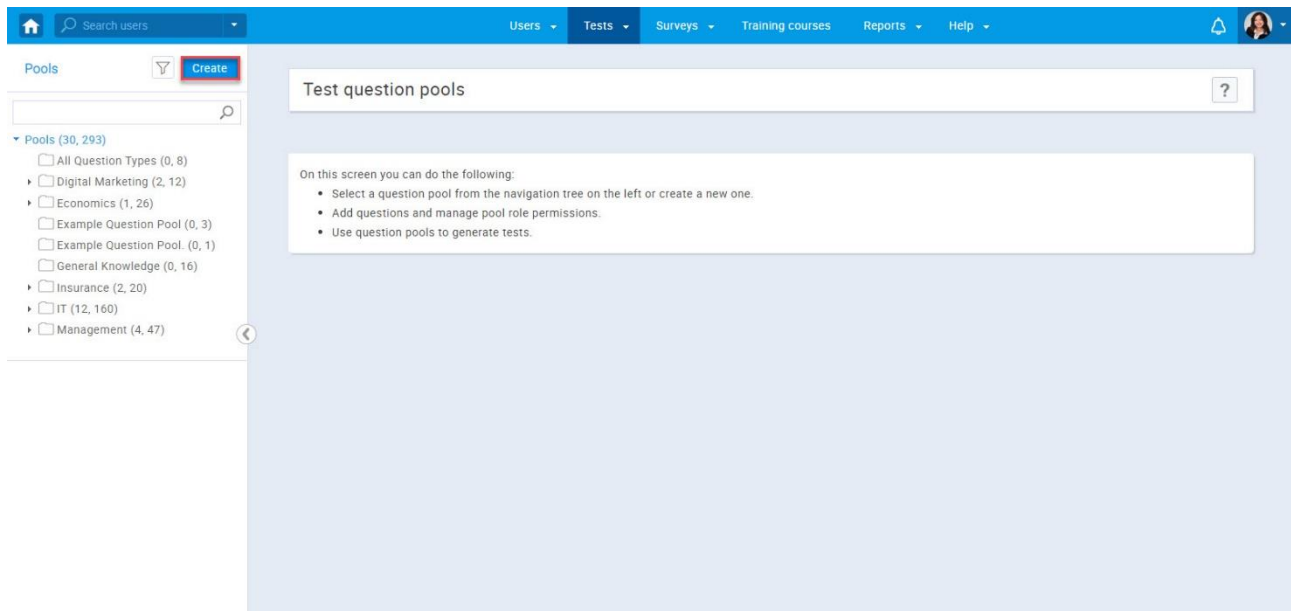
2 Steps

2.1 Creating a question pool

To access the "Question pools" page, navigate to "Tests" in the main menu, and choose "Question pools."

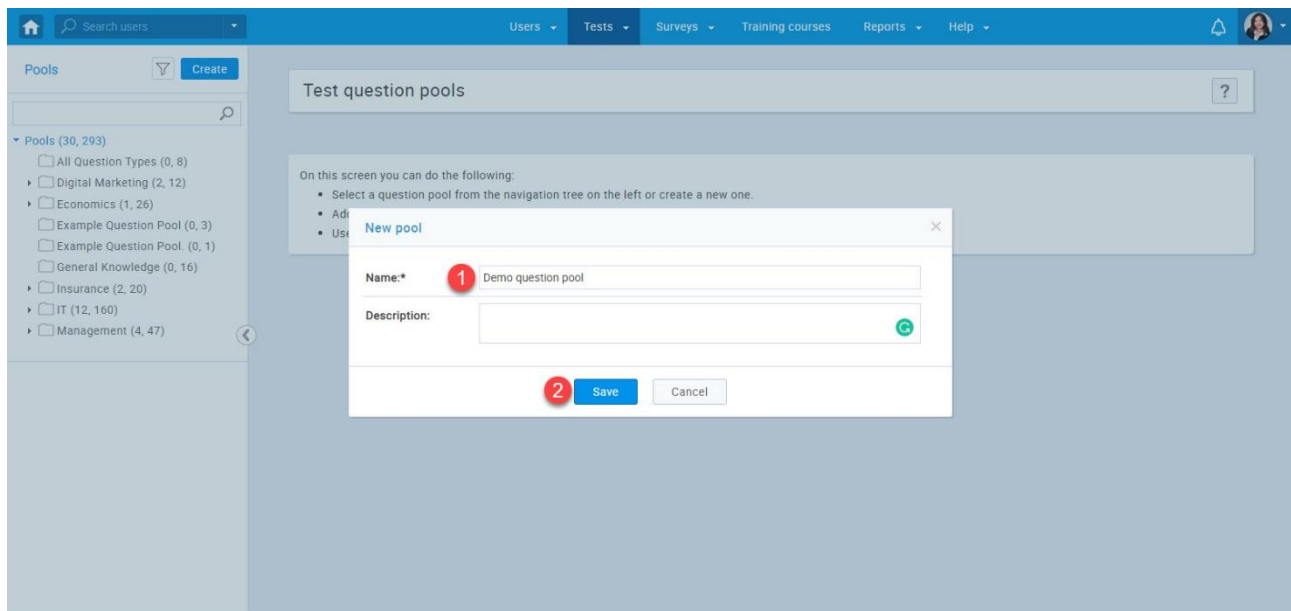


To create a new question pool, select the "Create" option.



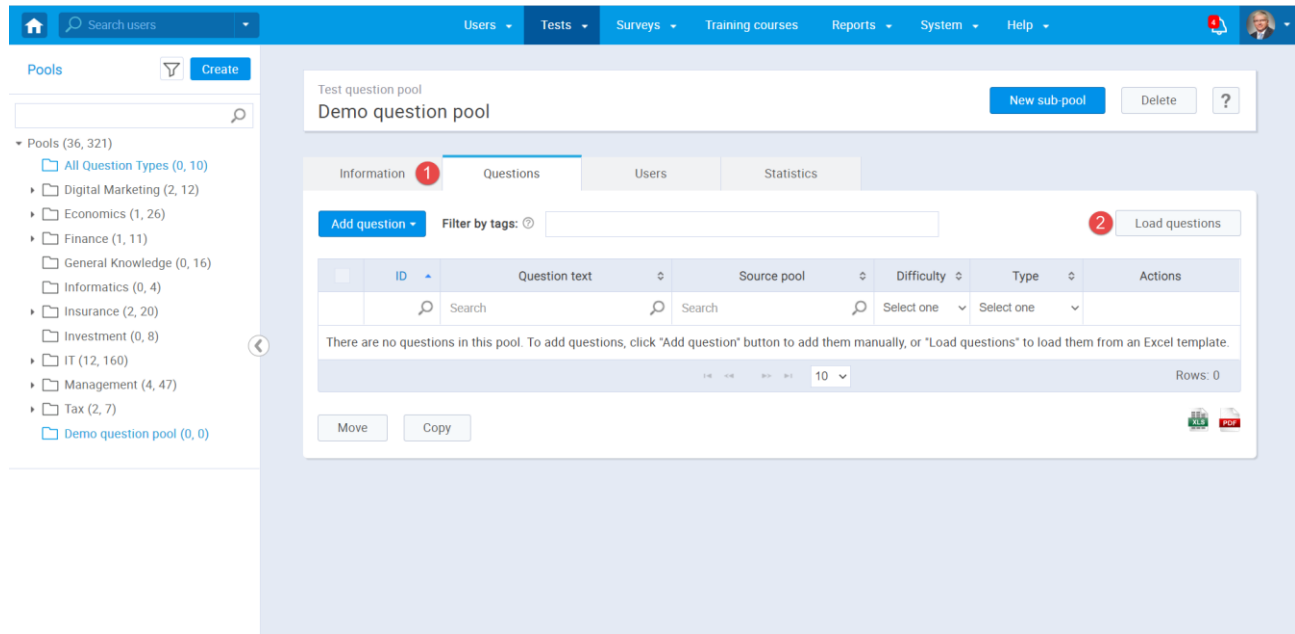
A new popup window will show up:

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



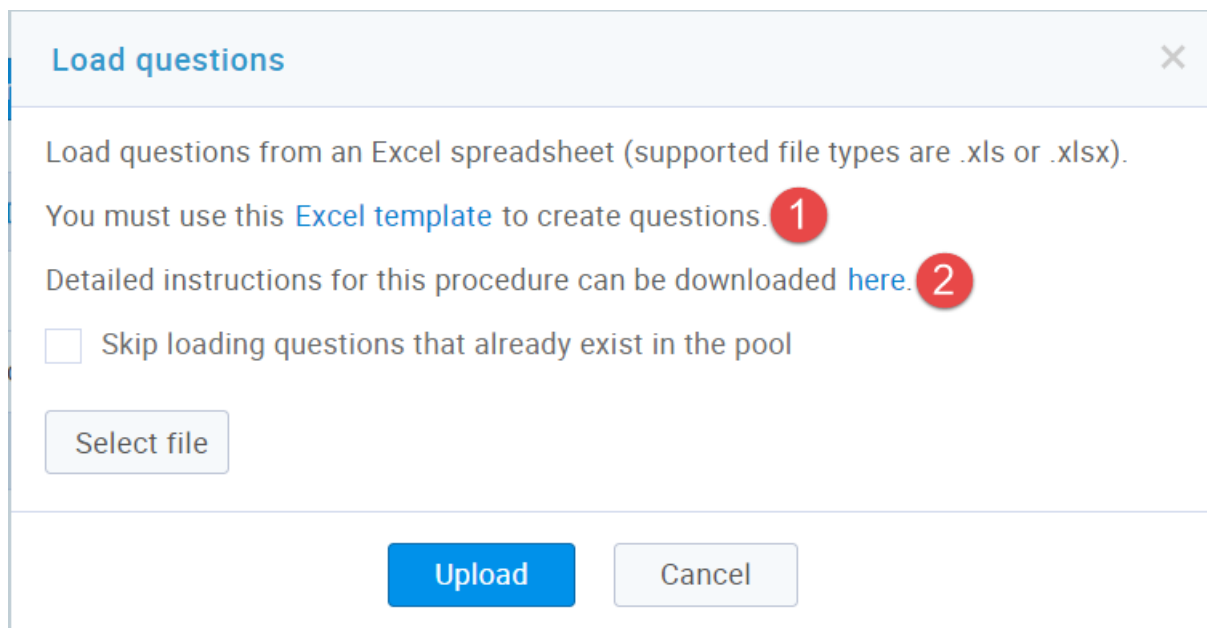
After creating a question pool, you need to make questions that this pool will store. You can load a large number of questions at once, using our predefined Excel template.

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."



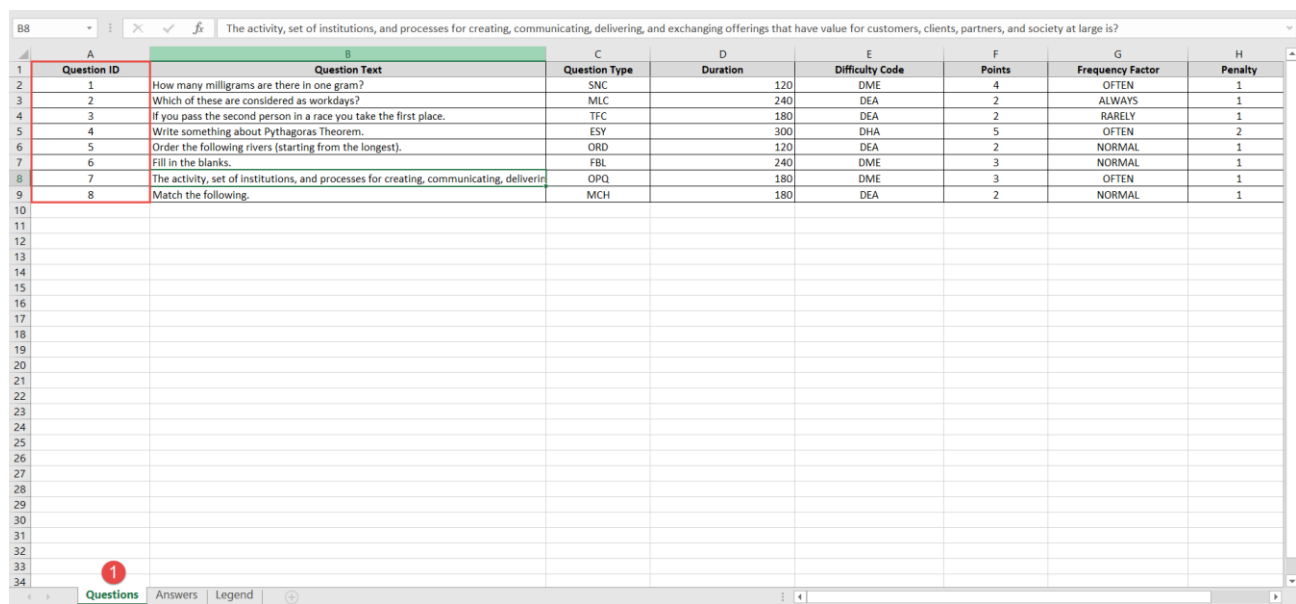
2.2 Fulfilling the Excel template

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.



Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty
1	How many milligrams are there in one gram?	SNC	120	DME	4	OFTEN	1
2	Which of these are considered as workdays?	MLC	240	DEA	2	ALWAYS	1
3	If you pass the second person in a race you take the first place.	TFC	180	DEA	2	RARELY	1
4	Write something about Pythagoras Theorem.	ESY	300	DHA	5	OFTEN	2
5	Order the following rivers (starting from the longest).	ORD	120	DEA	2	NORMAL	1
6	Fill in the blanks.	FBL	240	DME	3	NORMAL	1
7	The activity, set of institutions, and processes for creating, communicating, delivering	OPQ	180	DME	3	OFTEN	1
8	Match the following.	MCH	180	DEA	2	NORMAL	1

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	E	F	G	H
	Question ID	Answer Text	Answer Ordinal Number	Correct Answer				
1								
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				
28								
29								

2.2.3 Legend

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

	A	B	C	D
1				
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.		
4				
5				
6				
7				
8				
9	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			
10	Question type, there are only two values allowed to be entered in the "Answer" field - True = "TRU", False = "FLS";			
11				
12				
13				
14				
15				
16				
17	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.			
18				
19				
20	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			
21	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			
22	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.			
23				
24				
25				
26	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.			
27				
28				
29				
30				
31				

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.

Load questions

Load questions from an Excel spreadsheet (supported file types are .xls or .xlsx).

You must use this [Excel template](#) to create questions.

Detailed instructions for this procedure can be downloaded [here](#).

☐ Skip loading questions that already exist in the pool

Select file

1

2

Upload

Cancel

Your question is now stored in a question pool.

Home

Search users

Users

Tests

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Training courses

Reports

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Help

Pools

Create

Pools (36, 329)

All Question Types (0, 10)

Digital Marketing (2, 12)

Economics (1, 26)

Finance (1, 11)

General Knowledge (0, 16)

Informatics (0, 4)

Insurance (2, 20)

Investment (0, 8)

IT (12, 160)

Management (4, 47)

Tax (2, 7)

Demo question pool (0, 8)

Test question pool

Demo question pool

New sub-pool

Delete

?

Information

Questions

Users

Statistics

Add question

Filter by tags

Load questions

ID	Question text	Source pool	Difficulty	Type	Actions
14504	How many milligrams are there in on...	Demo question pool	Medium	Single choice	<div> <div></div> <div></div> <div></div> <div></div> </div>
14505	Which of these are considered as wo...	Demo question pool	Easy	Multiple choice	<div> <div></div> <div></div> <div></div> <div></div> </div>
14506	If you pass the second person in a ra...	Demo question pool	Easy	True/False	<div> <div></div> <div></div> <div></div> <div></div> </div>
14507	Write something about Pythagoras T...	Demo question pool	Hard	Essay	<div> <div></div> <div></div> <div></div> <div></div> </div>
14508	Order the following rivers (starting fr...	Demo question pool	Easy	Ordering	<div> <div></div> <div></div> <div></div> <div></div> </div>
14509	Fill in the blanks.	Demo question pool	Medium	Fill in the blanks	<div> <div></div> <div></div> <div></div> <div></div> </div>
14510	The activity, set of institutions, and p...	Demo question pool	Medium	Open-ended	<div> <div></div> <div></div> <div></div> <div></div> </div>
14511	Match the following	Demo question pool	Easy	Matching	<div> <div></div> <div></div> <div></div> <div></div> </div>