2020

YouTestMe

Uploading Questions in the Question Pool with an External ID and Data Source





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1 Introduction

This document will explain to you how to upload question in the question pool with External ID and Data Source



2 Creating the Question Pool

Image: Search users
My assignments
Users
Tests
Surveys
Training courses
Reporting •
Image: Repor

Hover over the "Tests" tab in the main menu and then select the "Question pools" option

- 1. Click the "New" button
- 2. Enter the question pool name
- 3. Enter the question pool description
- 4. Click the "Save" button

My pools All pools New		✓ My assignm	ts Users - Tests -	Surveys 👻 Training courses	Reporting 👻	🌣 🛛 🗘 🌲 🕃 ·
Pools (0, 0) Pools (0, 0) Pools for pools f	My pools All pools New	New D Org Org Org Org New New Nam	e and store questions in pools. Ques n pools to create randomly generater page you can do the following: ct a question pool from the navigatie cool Q General Knowledg tion: 3 This pool's purpos data source fields	tion pools can be hierarchically organized. You I test versions. In tree on the left or create a new one.	J can use fy* role. The o manage the	 ?



3 Uploading Questions

- 1. Click on the "Questions" tab
- 2. Click on the "Load questions" button and select "Without images (.xlsx format)

Test question pool General Knowledge1 Information 1 Questions Users Statistics Create new questions or bulk load them from an Excel file to the question pool	. View, modify or delete the existing questions. Copy or	move them to another question		New sub-poo	Delete
Create new questions or bulk load them from an Excel file to the question pool	. View, modify or delete the existing questions. Copy or	move them to another question	- mad		
	. View, modify or delete the existing questions. Copy or	move them to another questior	nool		
			i pool.		
Add question - Load questions - 2 Filter by tags: 🗇					
Without images (.xlsx format)	Question text	Source pool	≎ Difficulty ≎	Type ≎	Actions
With images (.zip archive)	ې	,	D Select one V	Select one	
There are no questions in this pool. To add questions, click "Add	question" button to add them manually, or "Loa	d questions" to load them	from an Excel templ	late.	
	14 <4 b> b1 10	~			Rows: 0

Click the "Excel template" link to download an Excel file you should fill

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	Test question pool General Knowledge1 Information Questions Users Statistics		New sub-pool	Delete ?
	Create new questions or bulk load them from an Excel file to the question	pool. View, modify or delete the existing questions. Copy or move them to ano	ther question pool.	
	Add question - Load questions - Filter by tags: ①	Load questions	×	
	ID • External ID •	Load questions from an Excel spreadsheet (supported file types 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	lty ≎ Type ≎	Actions
>		Select file		Rows: 0
	Моче Сору	Upload Cancel		ee ee



Excel template consists of three sheets:

Sheet 1: Questions

Note: Hotspot, Matrix, and Branching questions are not supported

Sheet 2: Answers

Sheet 3: A legend with predetermined codes explained

3.1 Sheet 1 – Questions

Enter all data for the questions being imported into the selected pool, fill the External ID and Data Source columns

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)
1	How many milligrams are there in one gram?	SNC	180	DEA	3	NORMAL	0	465132	AGILE
2	A caterpillar may transform into a (select multiple	MLC	240	DME	4	NORMAL	1	876110	AGILE
3	Sirius is the brightest star in the Earth's night sky	TFC	120	DHA	5	NORMAL	2	61214	AGILE
4	The smallest bird is	OPQ	240	DME	4	NORMAL	1	255743	AGILE

3.2 Sheet 2 – Answers

Enter all possible answers offered for the questions in sheet 1

Question ID	Answer Text	Answer Ordinal Number	Correct Answer
1	10	1	N
1	1000	2	Y
1	100	3	N
1	50	4	N
2	Butterfly	1	Y
2	Вее	2	N
2	Moth	3	Y
2	Snail	4	N
3	TRU	1	N
3	FLS	2	Y
4	Bee hummingbird	1	Y



- 1. Add an Excel file with questions data by clicking the "Select File" button
- 2. Click the "Upload" button to load questions into the system

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Test question pool General Knowledge1 Information Questions Users Statistics				New sub	-pool Delete	?
Create new questions or bulk load them from an Excel file to the question Add question Load questions Filter by tags:		stions. Copy or move them to an	nother question pool.			
ID • External ID •	Load questions from an Excel spread You must use this Excel template to Detailed instructions for this proced	o create questions. dure can be downloaded he		lty ≎ Type ≎ ne ✓ Select one ✓ template.	Actions	
Move Copy	Select file PoolQuestionsUplo	d Cancel			Rows: 0	

4 External ID and Data Source Preview

Once the questions are uploaded to the system, you can see the questions' External ID in the question list. You can click on the preview (an eye icon) to see the External ID and Data Source

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	Informa Create n			Statistics	nove them to another question p	ool.		
		question -	Load questions					
		ID 🔺	External ID ≎	Question text \$	Source pool 🗘	Difficulty ≎	Type ≎	Actions
		Q	Q	م	Q	Select one	Select one	
		137765	465132	How many milligrams are there in one gram?	General Knowledge1	Easy	Single choice	 Image: Image: Ima
		137766	876110	A caterpillar may transform into a (select multiple):	General Knowledge1	Medium	Multiple choice	• / 🖻 🖞
		137767	761214	Sirius is the brightest star in the Earth's night sky	General Knowledge1	Hard	True/False	• 🌶 🖻 🖞
		137768	255743	The smallest bird is	General Knowledge1	Medium	Open-ended	• / 🖻 🖞
				14 et <u>1</u> 10 bi 1	0 ~			Rows: 4
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	Basic settings	Scoring method: Ø	Defining con	rect/incorrect a	nswers	*	Single choice 🖨	
	Define how the answer to the question will be graded. Points, penalty, and duration are default values that can be overridden during the test	Points:	3 *	Penalty:		0		
	creation process.	Duration:	00:03:00					
	Generator settings	Difficulty:	Easy			Ŧ		
	Label question by a difficulty to prepare them for the Test generator or just for better organization. Tune the level of appearance in randomly generated tests by specifying the frequency factor.	Frequency: 🔊	Normal			*		
)	Advanced question setup Create multi-dimensional question structures by utilizing question branching. Use tags for better question organization and advanced searching.	Tags: ⑦ Branching ⑦						
	advanced searching.	External ID:	465132					
		Data source:	AGILE					
	Translations Create versions of this question in different languages.	Add translation						
	Question text							
	How many milligrams are there in one gra	m?					🌶 🖪 fx	
	How many minigrams are there in one gra	llir.			0		JA Im JA	