2020

YouTestMe

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

youtestme

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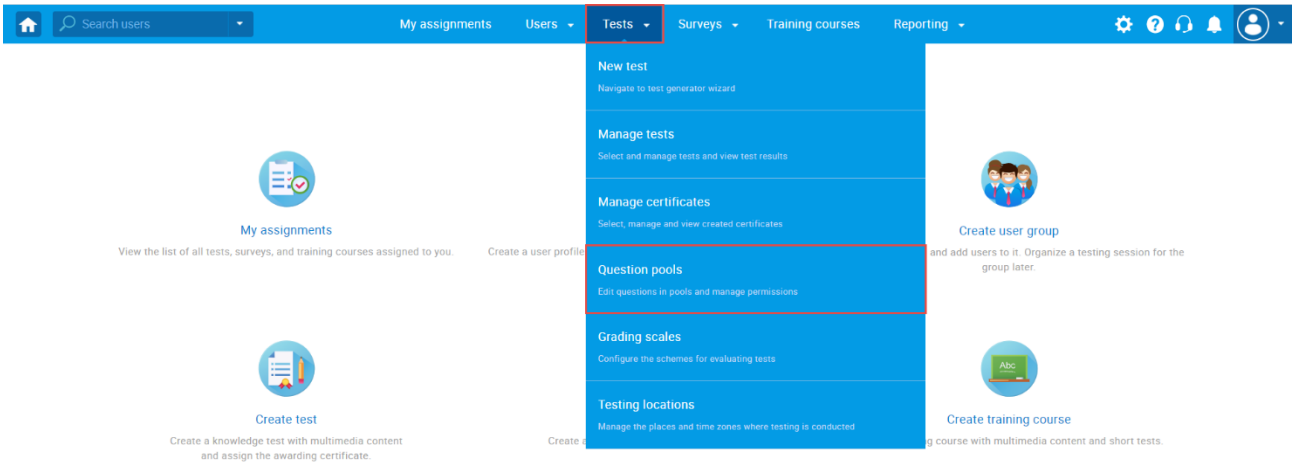
1 Introduction

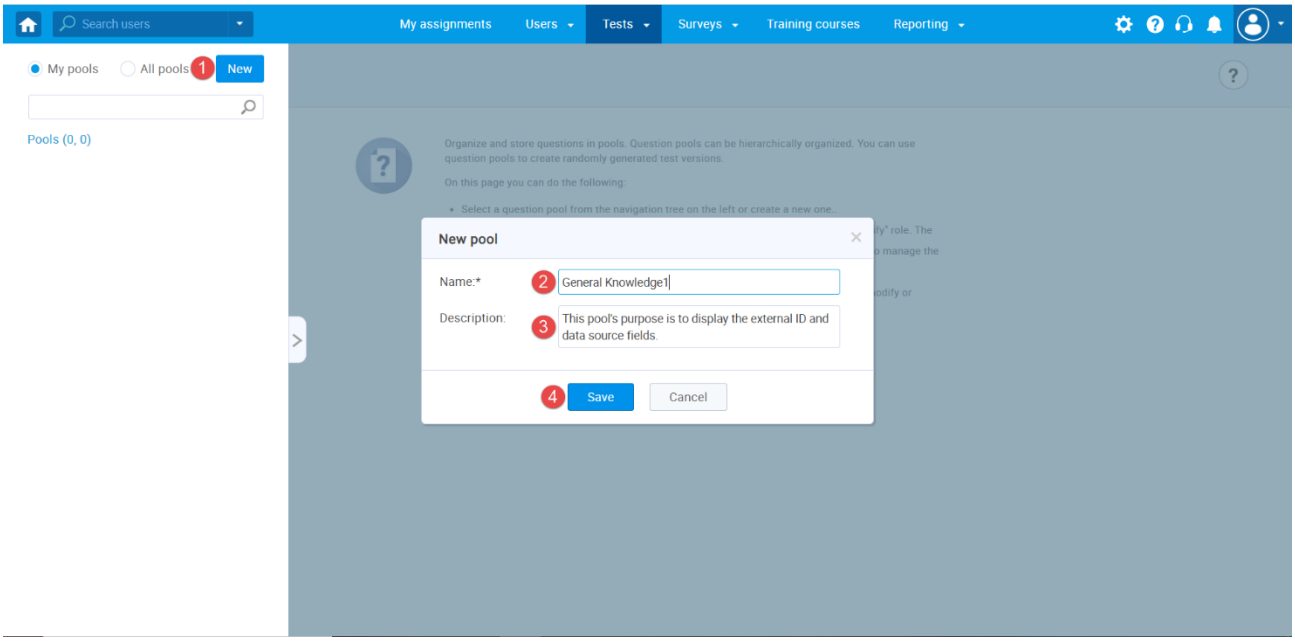
This document will explain to you how to upload question in the question pool with External ID and Data Source

2 Creating the Question Pool

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

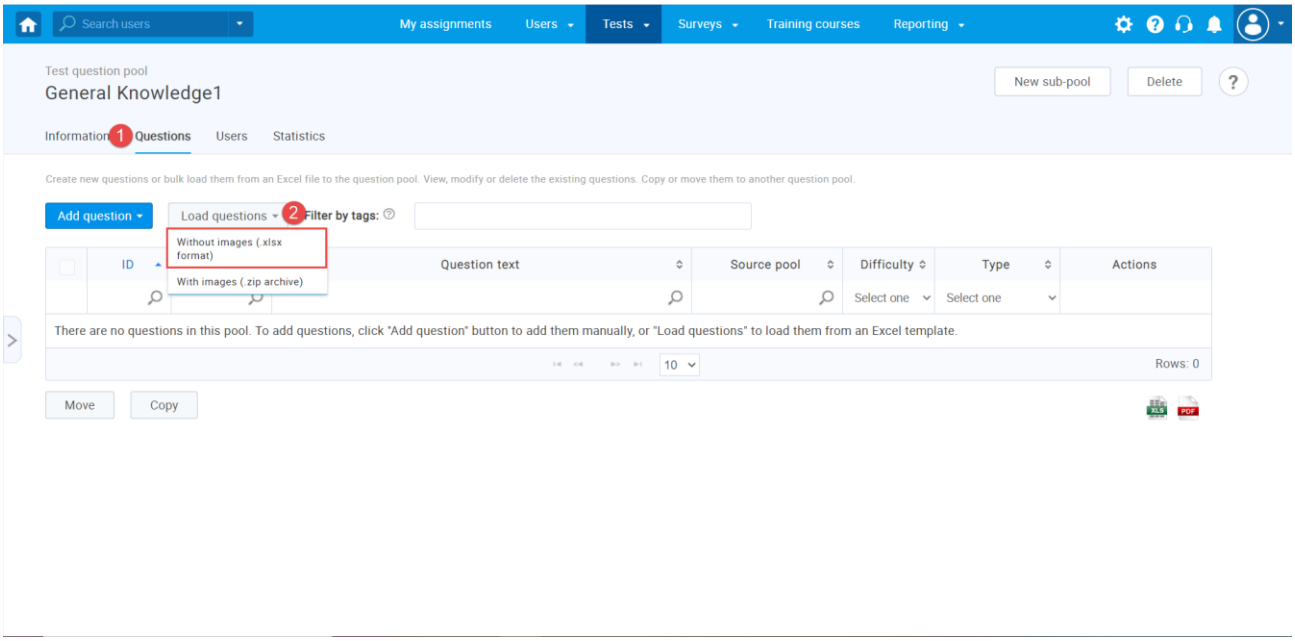


1. Click the "New" button
2. Enter the question pool name
3. Enter the question pool description
4. Click the "Save" button

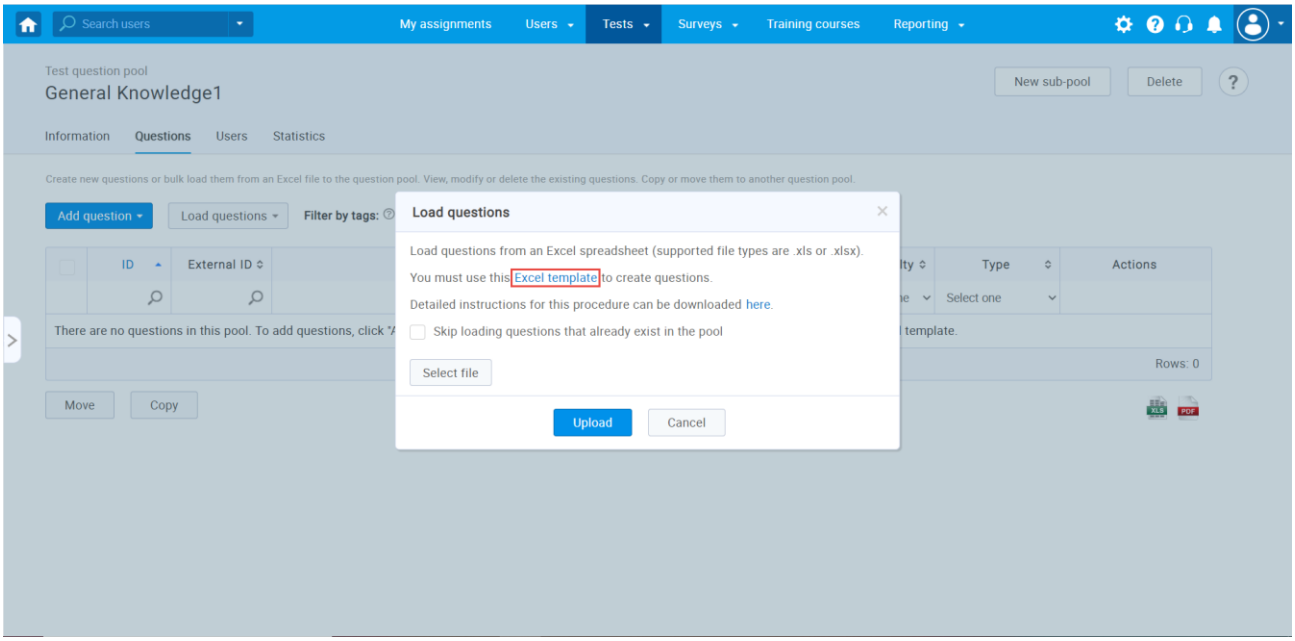


3 Uploading Questions

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



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



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

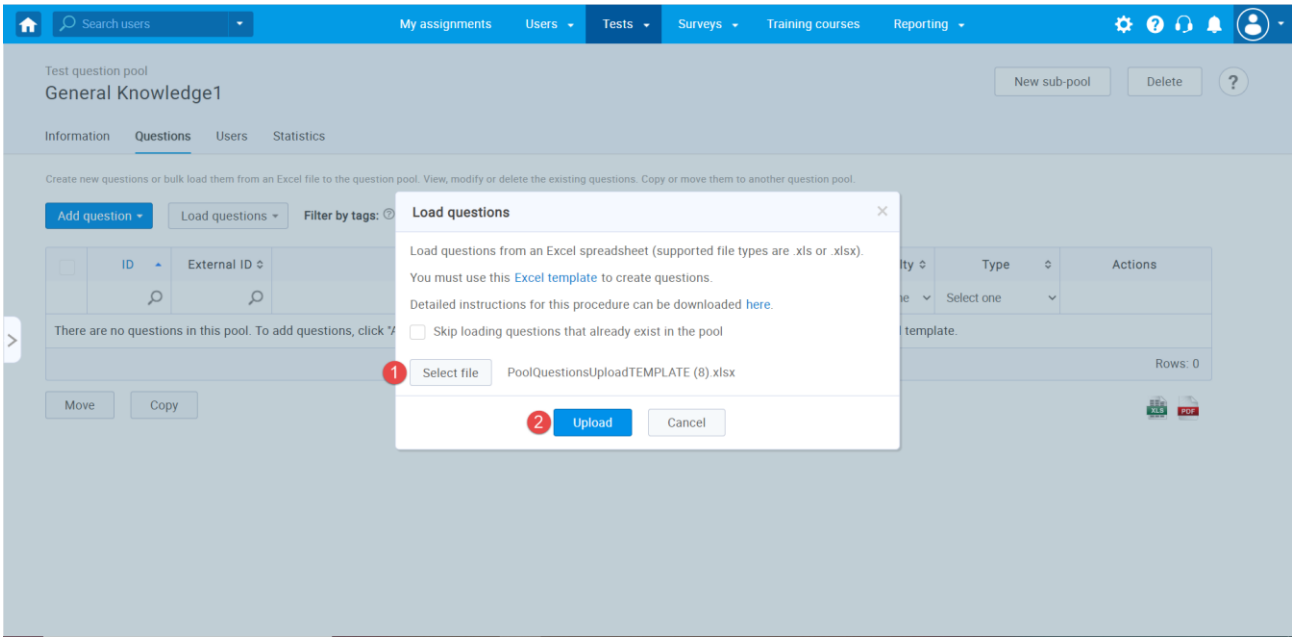
Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)
1	How many milligrams are there in one gram?	SNC	180	DEA	3	NORMAL	0	465132	AGILE
2	A caterpillar may transform into a (select multiple	MLC	240	DME	4	NORMAL	1	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

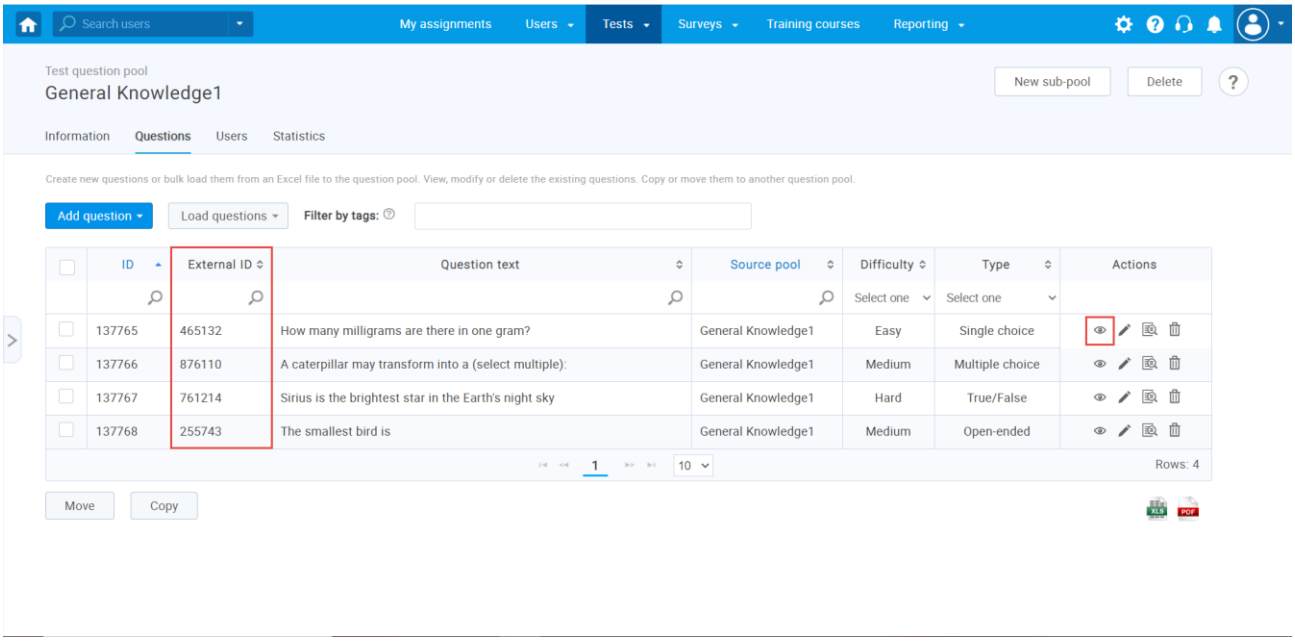
Question ID	Answer Text	Answer Ordinal Number	Correct Answer
1	10	1	N
1	1000	2	Y
1	100	3	N
1	50	4	N
2	Butterfly	1	Y
2	Bee	2	N
2	Moth	3	Y
2	Snail	4	N
3	TRU	1	N
3	FLS	2	Y
4	Bee hummingbird	1	Y

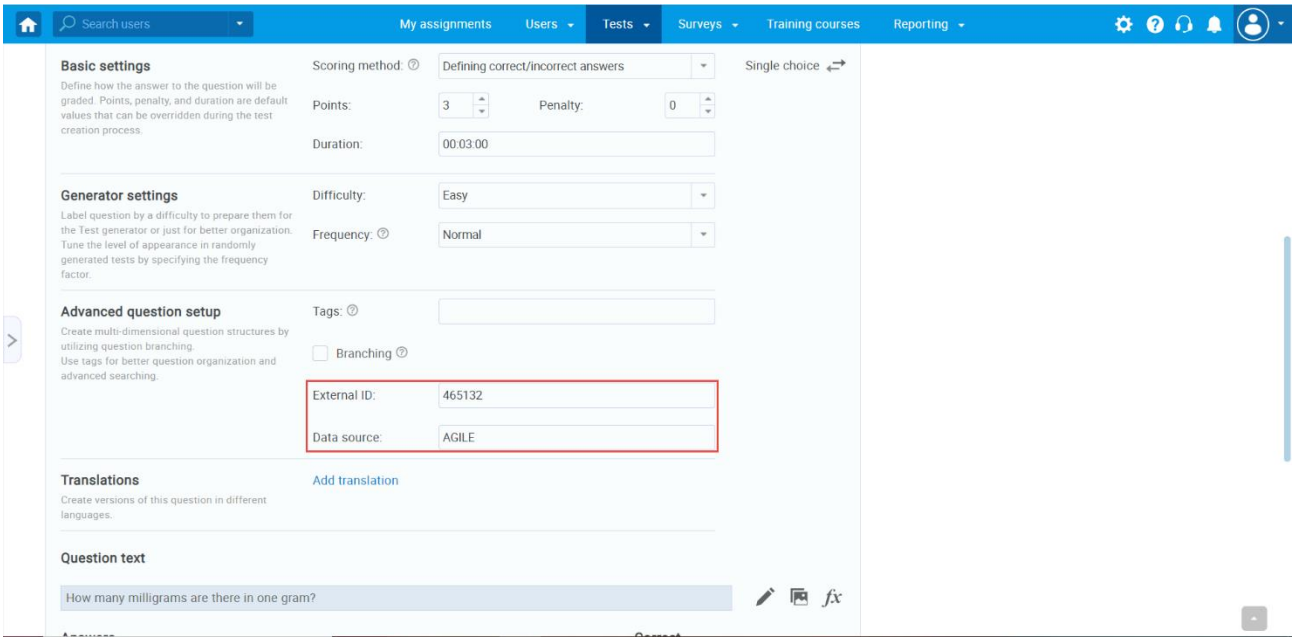
1. Add an Excel file with questions data by clicking the "Select File" button
2. Click the "Upload" button to load questions into the system



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




Search users
My assignments
Users
Tests
Surveys
Training courses
Reporting
Basic settings
Define how the answer to the question will be graded. Points, penalty, and duration are default values that can be overridden during the test creation process.
Scoring method:
Defining correct/incorrect answers
Single choice
Points:
3
Penalty:
0
Duration:
00:03:00
Generator settings
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.
Difficulty:
Easy
Frequency:
Normal
Advanced question setup
Create multi-dimensional question structures by utilizing question branching.
Use tags for better question organization and advanced searching.
Tags:
Branching
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 gram?