

Importing Questions from a text file (Offline Authoring)

You are able to create a test simply by creating all questions in a text file, and uploading them in one go to Test Centre. Test Centre will automatically create the questions from your text file, saving you time in inputting questions. Please note that the questions will need to be formatted in a particular way so that Test Centre is able to recognise the format and structure of the questions. The following sample test will show you the way that the various question types need to be formatted.

NOTE: there is a sample test located on the Interact Test Centre Help page that you can use as a starting point when creating your quizzes.

Paste & Import from Text - Steps

A. Type your questions in a text editor, following the below format specifications.

1. [Multiple-Choice \(Single Answer\)](#)
2. [Multiple-Choice \(Multiple Answer\)](#)
3. [True / False](#)
4. [Fill-in-the-Blank](#)
5. [Essay](#)
6. [Matching](#)
7. [Survey - Multiple-Choice \(Single Answer\)](#)
8. [Survey - Multiple-Choice \(Multiple Answer\)](#)
9. [Survey - True / False](#)
10. [Survey - Fill-in-the-Blank](#)
11. [Survey - Essay / Short Answer](#)
12. [Survey - Matching](#)

B. Select all and copy your questions (CTRL + C or Apple Key + C on the Mac).

C. Go to your site's Question Pools >> Import >> Import from Paste. Place your cursor inside the text box and paste your questions (CTRL + V or Apple Key + V on the Mac)

D. Click on OK.

A new pool will be created and the questions will be imported into it.

Format Rules & Guidelines

Introduction: The paste and import functionality is PLAIN text only. Formatting or Word styles will NOT be retained when you paste your questions into the text box. It's a plain browser text box. If you author with Word, be sure to change your Word settings to disable curly quotes or curly apostrophes, as they will not be understood nor translated when pasted as plain text.

If you want to see what your questions will look in plain text, paste them into a plain text editor first (i.e. Notepad) or, better yet, work with a plain text editor when authoring your questions.

1. Include the following three (optional) properties at the top of your questions to set the title, description, and the point value of each question of your new pool.

Title:

Description:

Points:

If no *title* is included, an "Untitled" pool is created. If no *points* are included, the importer will assign the value of zero (0) to the pool. *Description* is optional, too.

The colon is required. A space may or may not follow the colon. Case **ins**sensitive.

2. Separate each question with a blank line. Each question and its elements (i.e. answers, feedback, hint, etc.) must be a group, with no line breaks in between. A new, blank line signals the start of a new question.
3. An asterisk (*) must precede correct choices, with no space between the asterisk (*) and the choice; if a space follows the asterisk (*), the question will be ignored by the importer.

Note: A correct choice in multiple-choice is required or the question will be treated as a fill-in type.

4. You must use numbers or letters for your answer choices - either one is supported (i.e. a. b. c. d. or A. B. C. D. or 1. 2. 3. 4.). Case **ins**sensitive. A period is required after the number or letter. You must add a space following the period and before the start of your choices.

Note: Letters and numbers are not required in front of true / false.

5. Do not number your questions. The importer will strip out numbers (i.e. 1. 2. 3. etc.) if they are included. Numbered questions in randomized assessments would not be good.

6. *Optional* question elements include:

Feedback: (or General Feedback:)

Hint:

Model Answer:

Shuffle

Reason

The colon is required in *hint, feedback and model answer*. Case **ins**sensitive.

A space may or may not follow the colon. If a colon is not included, the line's data is ignored by the importer. It does not matter in which order you list these elements. They must follow the answers.

Once feedback, hint, model answer, and survey are listed, no more choices are taken.

If the word "**Shuffle**" is added at the end of a multiple-choice question (below the choices), the shuffle box is checked in the imported question.

If "**Reason**" is added at the end of a multiple-choice question, the Reason box is checked in the imported question and students will be asked to provide rationale for their answer.

7. Fill-in questions may be textual or numeric. If numbers are included in the blanks, the importer will consider the fill-in-the-blank question numeric and mark it as such.
8. The Fill-in question is imported with "case sensitive" and "any order" **UNCHECKED!**
9. Essay questions are set to "Inline Submission" upon import.
10. Adding the word 'Survey' at the very end of a question makes it a survey question.
 - a. Add one asterisk (*) in front of **one** of the choices of a question to import it as a **single** multiple-choice *survey* question.
 - b. Add an asterisk (*) in front of **at least two choices** of a question to mark it as a **multiple-select** multiple-choice *survey* type.

Sample Questions

1. Multiple-Choice (Single Correct Answer, 3 examples)

Which country has the airline KLM?

- a. Canada
- b. Germany
- *c. The Netherlands
- d. China
- e. Italy

Feedback: This is not easy to figure out from the acronym alone.

Hint: This country is in Europe

Shuffle

Reason

Where would a "troglydte" live?

- *1. In a cave
- 2. Up a tree
- 3. Underwater

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2. Multiple-Choice (Multiple-Select Answer, 2 examples)

What two letters are worth the most in a game of Scrabble?

- 1. A
 - 2. K
 - *3. Q
 - 4. M
 - *5. Z
- shuffle
reason

Which are the three primary colors of light?

- *A. Red
- *B. Blue
- *C. Green
- D. Orange
- E. Purple

hint: You can do a Google search

feedback: that's right.

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3. True / False (3 examples)

The initials for YMCA stand for Young Men's Christian Association

*True

False

President Richard Nixon gave the order to withdraw from Vietnam.

- *1. True
- 2. False

reason

The capital city of Morocco is Rabat.

- *A. True
- B. False

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4. Fill-in-the-blank (5 examples)

After how many years of marriage would you celebrate your ruby anniversary? {40|forty}

What is the only sign of the zodiac not named after a living creature? {Libra}

The Nile River is {4000|4200} miles long.

Hint: Think high number

Feedback: It is definitely a surprising fact!

The Andes mountain range runs along the west coast of South America for over {3500|4500} miles.

After how many years of marriage would you celebrate your ruby anniversary?

a. 40

b. forty

General Feedback: good job

Note: The format of the last fill-in question above is based on Respondus.

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5. Essay (2 examples)

What were the factors that motivated President Richard Nixon to give the order to withdraw from the Vietnam War?

Tell us where you expect to be 10 years from now.

Model answer: I'll be the CEO of my own company

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6. Matching (2 examples)

Match the capitals with the countries.

[Ottawa] 1. Canada

[Athens] 2. Greece

[Canberra] 3. Australia

[London] 4. England

[Beijing] 5. China

[Minsk] 6. Belarus

[Kiev]

Match the capitals with the countries.

[A] 1. Canada

[B] 2. Greece

[C] 3. Australia

[D] 4. England

[E] 5. China

[F] 6. Belarus

A. Ottawa

B. Athens

C. Canberra

D. London

E. Beijing

F. Minsk

Note: The format of the second matching question above is based on Respondus.

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Survey Questions

7. Survey - Multiple-Choice (Single Answer)

Rate the contents of this course.

- *a. Excellent
 - b. Good
 - c. Average
 - d. Weak
- survey

8. Survey - Multiple-Choice (Multiple Answer)

Which of the following platforms do you work with? (Check all that apply)

- *1. Unix
- *2. Windows
- 3. Mac
- 4. PC
- 5. I don't touch computers

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9. Survey - True / False

Final exams ought to be abolished.

- 1. True
 - 2. False
- survey

Education is the road to a better life.

- True
 - False
- Survey

10. Survey - Fill-in-the-Blank

What is your favorite means of communication? { }

survey

Every Saturday afternoon, you can find me at { }, enjoying { }.

survey

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11. Survey - Essay

What would you do differently in this course?

survey

What was the highlight of this course for you?

12. Survey -Matching

Match the following subjects and your feelings toward each.

[Favorite] 1. Literature

[Enjoyable] 2. Geography

[Boring] 3. History

[Fun!] 4. Mathematics

[Challenging]

survey

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