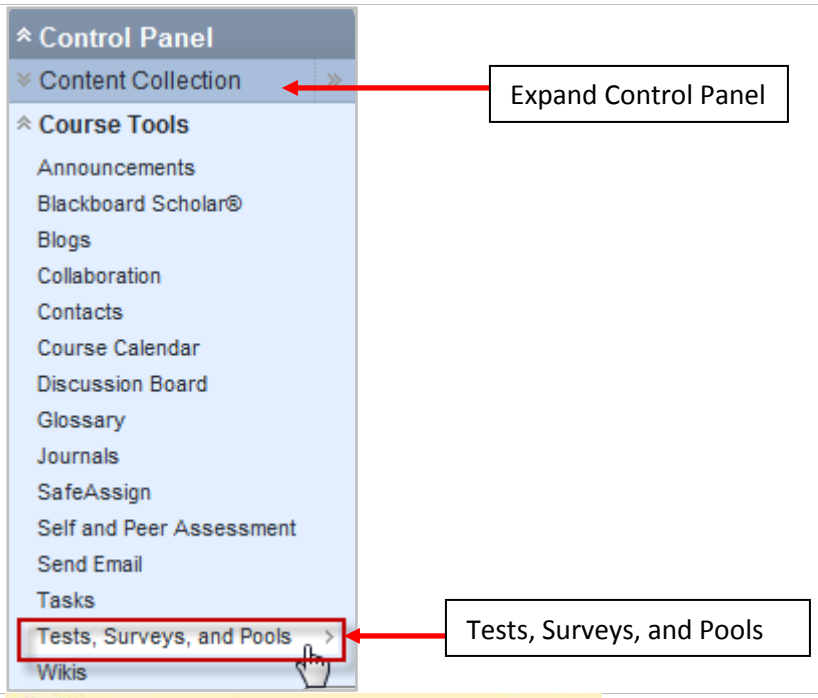
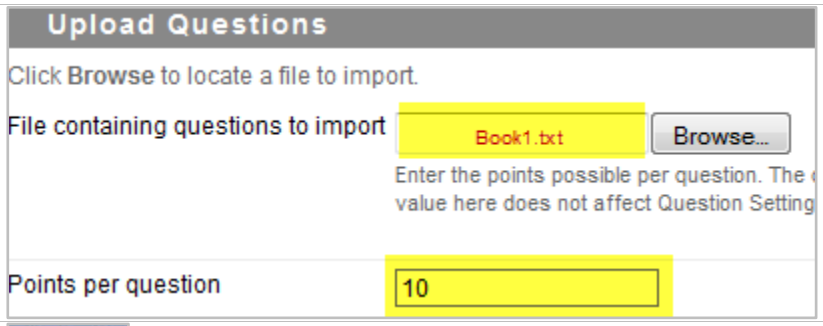
TESTS FROM EXCEL

View the video tutorial

How to import tests from Excel

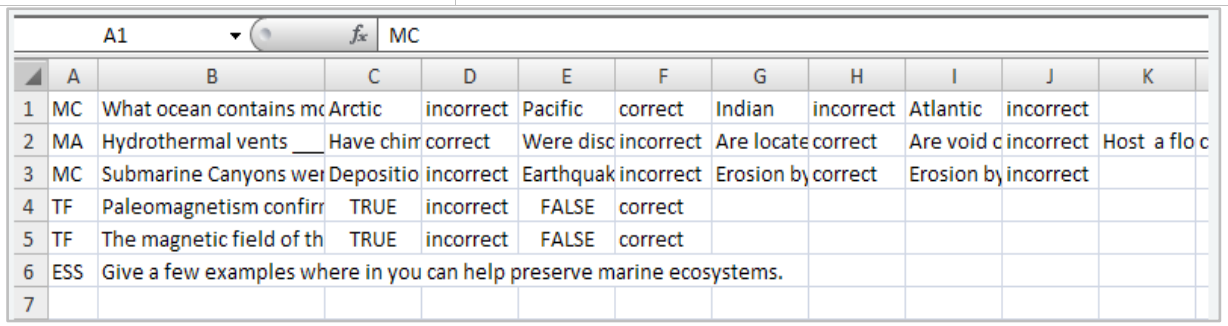
Importing tests and prepping your file from Excel.

Step 1	In the **Control Panel**, expand the **Course Tools** section. Click on **Tests, Surveys, and Pools**	
Step 2	Click on **Tests**.	
Step 3	From the Test Canvas, Click on your **Test**.	
Step 4	Click on **Upload Questions**.	

Step 5	Click on **Browse**. Look for the text (.txt) file on your computer, or storage device. Select the text file and **Open** to upload your text file. Set the **default point value**.	
	Click on **Submit**.	
	You should then return to the Test Canvas page, where you can create more questions, or edit. When finished, Click **OK**.	

Prepping Your Excel File

Step 1	Open Microsoft Excel or your spreadsheet software program	
Step 2	Create questions in the following format:	



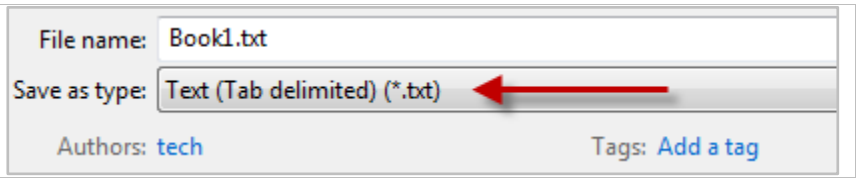
	A	B	C	D	E	F	G	H	I	J	K
1	MC	What ocean contains mo	Arctic	incorrect	Pacific	correct	Indian	incorrect	Atlantic	incorrect	
2	MA	Hydrothermal vents ___	Have chim	correct	Were disc	incorrect	Are locate	correct	Are void c	incorrect	Host a flo c
3	MC	Submarine Canyons wer	Depositio	incorrect	Earthquak	incorrect	Erosion by	correct	Erosion by	incorrect	
4	TF	Paleomagnetism confirr	TRUE	incorrect	FALSE	correct					
5	TF	The magnetic field of th	TRUE	incorrect	FALSE	correct					
6	ESS	Give a few examples where in you can help preserve marine ecosystems.									
7											

Example:
Column A: Question type formatted with MC, MA, TF or ESS. MC = Multiple Choice; MA = Matching; TF = True/False; ESS=Essay.
Column B: Question text
Column C-J: Answers. Notice the specification of Incorrect and Correct.

Test Import File Structure

Questions in the file must conform to a specific structure to be uploaded to the test pool successfully. Each field in the file is separated by a tab and each row is a separate question.

Note: When uploaded to a test or survey, the correct/incorrect answer assignment is ignored, but the file must follow the same format as described for Tests and Pools.

Question Type	Structure
Multiple Choice	'**MC**' TAB question text (TAB answer text TAB 'correct' or 'incorrect') Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.
Multiple Answer	'**MA**' TAB question text (TAB answer text TAB 'correct' or 'incorrect') Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.
True/False	'**TF**' TAB question text TAB 'true' or 'false'
Essay	'**ESS**' TAB question text TAB [example] Text within [ ] is optional. The Instructor may choose to add a sample essay question or leave this blank.
Ordering	'**ORD**' TAB question text (TAB answer text) Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20. The order entered in the file is the correct order. The system will randomly order the answers.
Matching	'**MAT**' TAB question text (TAB answer text TAB matching text) Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20. The system will randomly order the answers and their question. When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.
Fill in the Blank	'**FIB**' TAB question text (TAB answer text) Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.
File Response	'**FIL**' TAB question
Numeric Response	'**NUM**' TAB question TAB answer TAB [optional]tolerance
Short Response	'**SR**' TAB question TAB sample_answer
Opinion/Likert Scale	**OP** TAB question

Step 3	**File → Save As → Text** (tab delimited) .TXT file