

# Bulk import test questions from a CSV file

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<b>Created Date</b>	2018-10-11 16:38:37	<b>Last Update</b>	2018-10-11 22:12:17
<b>Rating</b>	☆☆☆☆☆	<b>Votes</b>	4

Instead of adding test question manually, you can choose to directly import question banks from CSV files with just a click of a button. Creating CSV format files and importing questions from them is useful if you have to add large number of questions in your tests.

## Downloading the example CSV file

1. **Navigate** to the test options and click on "Questions".



2. From the Questions view, **select** "Import questions from CSV file" button from the right.



3. **Click** on the "Download Sample" link to download the example CSV file.



## Instructions for CSV file

1. **In Step 3**, locate the link "instruction for CSV" on the right and click on it.



2. The instructions has numbers for question types and actual ID for question objectives. Use this information in the CSV file.



## Understanding CSV file columns

Here's the generic syntax of the CSV columns from the sample file explained:

Question	Input the question type number as seen in "instruction for CSV" popup	mandatory
Question Title	Your question goes here	mandatory
Question Option	Enter answer choices here separated by a   (pipe) at the end of each answer option	mandatory

Answer	Enter correct answer choice here	mandatory
Question Explanation	Enter a detailed explanation for the correct answer	mandatory
Objective	Enter the correct Objective ID as seen in "instruction for CSV" popup	mandatory
Reference	Enter any external URL as a reference	Optional
Difficulty	Enter the difficulty level from 1-5 (needed for adaptive tests)	mandatory
Status	0 (Unpublished) or 1 (Published)	mandatory
Include in Demo	0 (No) or 1 (Yes)	mandatory
Max Word	Enter the word count. This is needed only for open-ended questions such as Essay question type.	mandatory
Attachment	0 (No) or 1 (Yes). This is needed only for open-ended questions such as Essay question type.	mandatory
Mandatory Keywords	Enter mandatory keywords here separated by a   (pipe) at the end of each answer option	mandatory
Mandatory Case Sensitive	1 (Checked). This is needed only for open-ended questions such as Free text question type.	mandatory
Optional Keywords	Enter optional keywords here separated by a   (pipe) at the end of each answer option	mandatory
Optional Case Sensitive	1 (Checked). This is needed only for open-ended questions such as Free text question type.	mandatory

the sample CSV file in Microsoft Excel or other supported editors. CSV stands for Comma Separated Value, using which you can create questions using plain text.



[How to create test questions](#) KB note. 2.

## Import CSV file

1. **Click** on the "Browser CSV file" button and select the file with your question set



2. The questions in the file are parsed and imported into your test. You'll see the status of the import with the "Success" and "Failed" status.



After the questions are imported, follow [Test Delivery Settings - Randomization, and Number of Questions](#) to setup other options.