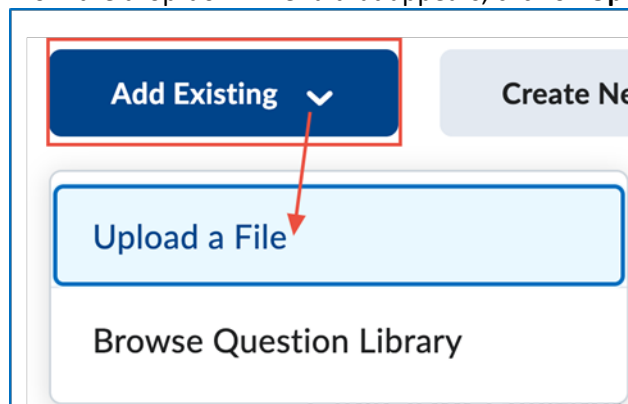




Using a Template to Upload Quiz Questions

When creating quizzes in Brightspace, you have the ability to import all your questions in one upload. You may want to choose this option if you have existing quizzes that you want to re-use. Your questions will need to be formatted using the downloadable template from Brightspace. To begin formatting your quiz questions, you will need to access the quiz template. To locate the template:

- Log into your Brightspace course.
- Click on **Course Admin** and click on **Quizzes**.
- Click on **New Quiz**, then click on **Add Existing**.
- From the drop-down menu that appears, click on **Upload a File**.



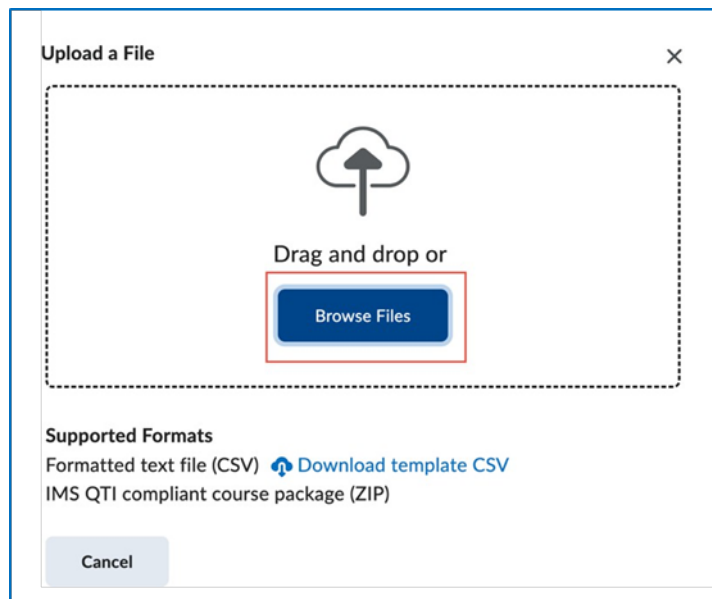
- In the pop-up window, click on the hyperlink for **Download template CSV** to download the CSV template.
- When it finishes downloading, open it in Microsoft Excel.
- This template includes the formats for the following question types: Written, Short Answer, Matching, Multiple Choice, True or False, Multi-Select, and Ordering Type.
- Add your questions to the template following the directions included in the template to create a CSV file.
- Determine the number of questions in your course of each type.
- Copy and paste the question template to equal the number of questions.

HomeInsertDrawPage LayoutFormulasDataReviewViewAutomateAcrobat																		
Cut Copy Paste Format Aptos Narrow (Bod...12A⁺A⁻ B I U□□□ ≡≡≡≡≡≡ Wrap TextGeneral																		
C2																		
	A	B	C	D	E	F	G	H	I	J								
1	//Note: The 'images' folder is assumed to be in the "/content/course path>" directory)						Comments have a //											
2	//Question Text is always a required field																	
3	// An ID will be generated using the (Course code)-(Question number) if an ID is not specified for a question																	
4																		
5	// Please ensure that the CSV file is saved as "CSV UTF-8" encoded to ensure that non-ASCII characters like $\sqrt{1}$, $\sqrt{11}$, $\sqrt{10}$ and other are able to be correctly imported																	
6																		
7	//WRITTEN RESPONSE QUESTION TYPE																	
8	//This sample question also shows how you can set a question catID for the question of format (Course Code)-(Question Number)																	
9	NewQuestion	WR																
10	ID	CHEM110-234	Written Response question type															
11	Title	This is a written response question																
12	QuestionText	This is the question text for WR1																
13	Points	1																
14	Difficulty	7																
15	Image	images/LA1.jpg																
16	InitialText	This is the initial text																
17	AnswerKey	This is the answer key text																
18	Hint	This is the hint text																
19	Feedback	This is the feedback text																
20																		
21																		
22	//SHORT ANSWER QUESTION TYPE																	
23	//Answers must include text in column3																	
24	NewQuestion	SA	Short Answer question type															
25	ID	CHEM110-235																
26	Title	This is a short answer question																
27	QuestionText	This is the question text for SA1																
28	Points	5																
29	Difficulty	2																
30	Image	images/SA1.jpg																
31	InputBox	3	40															
32	Answer	100	This is the text for answer 2															
33	Answer	50	This is the text for answer 2															
34	Hint	This is the hint text																
35	Feedback	This is the feedback text																
36																		
37	//MATCHING QUESTION TYPE																	
38	//Choices and Matches must include text in column3																	
39	NewQuestion	M	Matching question type															
40	ID	CHEM110-236																
41	Title	This is a matching question																
42	QuestionText	This is the question text for M1																
43	Points	2																
44	Difficulty	2																
45	Image	images/mc1.jpg																
46	Scoring	EquallyWeighted																
47	Choice	1	This is choice 1 text															
48	Choice	2	This is choice 2 text															
49	Choice	3	This is choice 3 text															
50	Match	3	This matches with choice 3															
51	Match	1	This matches with choice 1															
52	Match	2	This matches with choice 2															
53	Hint	This is the hint text																
54	Feedback	This is the feedback text																
55																		
56	//MULTIPLE CHOICE QUESTION TYPE																	
57	//Options must include text in column3																	
58	NewQuestion	MC	Multiple Choice question type															
59	ID	CHEM110-237																
60	Title	This is a multiple choice question																
61	QuestionText	This is the question text for MC1																
62	Points	1																
63	Difficulty	1																
64	Image	images/MC1.jpg																
65	Option	100	This is the correct answer		This is feedback for option 1													
66	Option	0	This is incorrect answer 1		This is feedback for option 2													
67	Option	0	This is incorrect answer 2		This is feedback for option 3													
68	Option	25	This is partially correct		This is feedback for option 4													
69	Hint	This is the hint text																
70	Feedback	This is the feedback text																
71																		
72																		
73	//TRUE / FALSE QUESTION TYPE																	
74	NewQuestion	TF																
75	ID	CHEM110-238																

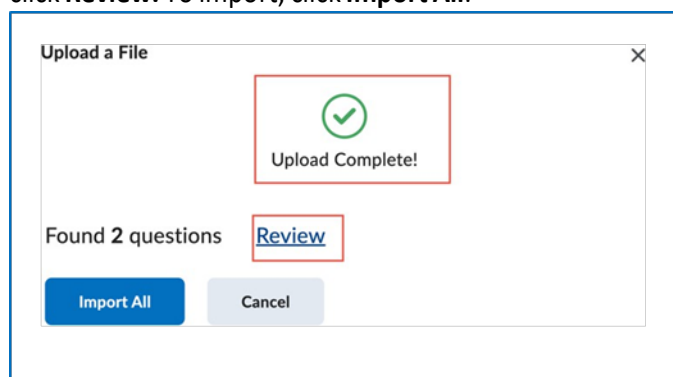
- Replace the data in each respective cell with your questions.
- When you are finished, save your document as a CSV file. Brightspace will not accept any other file type.

A1											
//Note: The 'images' folder is assumed to be in the "/content/course path>" directory)											
A B C D E F G H I J K L											
//Note: The 'images' folder is assumed to be in the "/content/course path>" directory)											
//Question Text is always a required field											
// An ID will be generated using the (Course code)-(Question number) if an ID is not specified for a question											
// Please ensure that the CSV file is saved as "CSV UTF-8" encoded to ensure that non-ASCII characters like $\sqrt{1}$, $\sqrt{11}$, $\sqrt{10}$ and other are able to be correctly imported											
//TRUE / FALSE QUESTION TYPE											
NewQuestion TF											
ID Freshman Writing											
Title This is a True/False question											
QuestionText Charles Dickens is a Taylor Swift's boyfriend.											
Points 1											
Difficulty 1											
Image images/TF1.jpg											
TRUE 100 Nice work!											
FALSE 0 Read Oliver Twist.											
Hint Think Victorian England											
Feedback Charles Dickens was a Victorian author.											
NewQuestion TF											
ID Freshman Writing											
Title This is a True/False question											
QuestionText Maryann Evans is the pen name for Taylor Swift											
Points 1											
Difficulty 1											
Image images/TF1.jpg											
TRUE 100 Not true. Maryann Evans was George Eliot.											
FALSE 0 You know your stuff!											
Hint Think Victorian authors.											
Feedback Maryann Evans was the pen name for George Eliot, who wrote Middlemarch.											

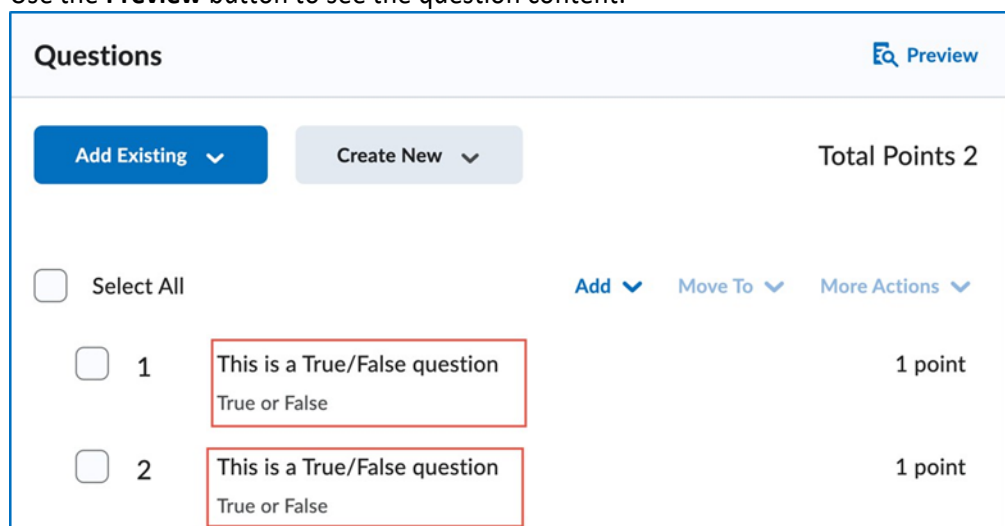
- Click on **Browse Files** in your Brightspace window, select your CSV file, and upload it.



- It will take a few minutes to upload, and you will receive a notification once it is done. To review your questions, click **Review**. To import, click **Import All**.



- Use the **Preview** button to see the question content.



Preview Question

When taking the question, it would appear as:

Charles Dickens is a Taylor Swift's boyfriend.

- ☐ True
☐ False

When grading the question, it would appear as:

Charles Dickens is a Taylor Swift's boyfriend.

➡ ☒ True

