



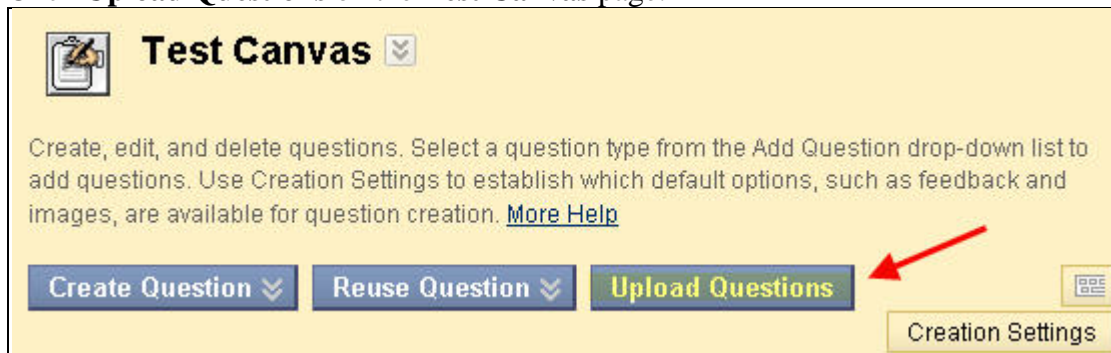
How do I upload questions into a test?

Upload Questions into a Test

Instructors can import files containing questions into a Test. The questions in the uploaded file must match the file structure explained describe in the manual. The following information is important to note when importing Assessment questions:

- Once uploaded, questions can be manipulated like other questions created within the Assessment.
- If there is an error in a question within a file, only the question with an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. It is up to the instructor to manage this aspect of the assessment questions.

1. Go to **Control Tools > Tests, Surveys, and Pools**
2. Select a test or a pool and click **Edit** from the drop-down list
3. Click **Upload Questions** on the **Test Canvas** page.



4. Click **Browse** and locate the file that is to be uploaded to this test. All of the questions in this file will be added to the test. When questions are imported they automatically default to the point value set in **Creation Settings**. If a default value has not been chosen in **Creation Settings**, questions will automatically have a point value of '0' and instructors must then enter a point value for each question.

The screenshot shows the '1. Upload Questions' form. At the top, there is a header '1. Upload Questions'. Below the header, there is a paragraph of text: 'Click **Browse** to locate a file to import.' Below the text, there is a form with two fields. The first field is 'File containing questions to import' and has a text input box followed by a 'Browse...' button, which is highlighted with a red arrow. The second field is 'Points per question' and has a text input box containing the value '10'. Below the second field, there is a paragraph of text: 'Enter the points possible per question. The default value is assigned from Creation Settings. If no value is defined in Creation Settings, 0 is used. Changing the value here does not affect Creation Settings.'

5. Click **Submit**.