



Guide to upload Questions from Excel file to Questionmark





This guide explains how to prepare a question file using Excel, save it as a CSV file, and upload it to Questionmark to support the creation of electronic exams and organize questions efficiently and easily.

First: Preparing the Questions file in CSV Format:

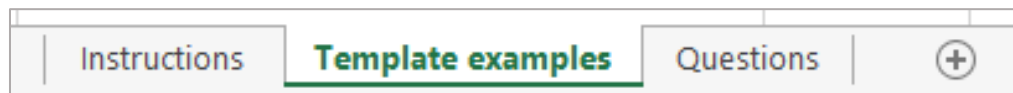
• Download and Open the Template file

- 1- Click to download the file: [questionmark-csv-importer.xls](#)
- 2- Open the file using Microsoft Excel.

• Understanding the Worksheets

The file contains three worksheets:

- **Instructions:** explain the basic steps for creating the question file.
- **Template Examples:** Contains ready-made examples for each question type and serves as the main reference.
- **Questions:** The worksheet where you enter all the questions you want to import. This is the worksheet that will actually be uploaded to Questionmark.



• Using the Template Examples Worksheet

- 1- Go to the **Template Examples** worksheet. This worksheet helps define the question format and type, so it should be used as the standard template when entering questions in the **Questions** worksheet.
- 2- At the top of the worksheet, you will find examples showing how to enter different types of questions.

Question examples - Below are examples of each question type supported for importing via Questionmark Live CSV.													
MC	Where in Canada is the Questionmark office?	Edmonton	1 That is correct.	Calgary	0 That is incorrect.	Toronto	0 That is incorrect.	Vancouver	0 That is incor				
MR	Where in Canada is the Questionmark office?	Edmonton	1 That is correct.	Alberta	1 That is correct.	Calgary	0 That is incorrect.	Toronto	0 That is incor				
MRWR	Where in Canada is the Questionmark Office?	1 Yes!	0 Wrong	Edmonton	1 Alberta	1 Calgary	0 Toronto						
TF	The Canadian Questionmark office is in Edmonton	TRUE	1 That is correct.	FALSE	0 That is not correct.								
YN	The Canadian Questionmark office is in Edmonton	Yes	1 That is correct.	No	0 That is incorrect.								
TM	Tell us where the Questionmark office is located	0 Wrong	Canada	1 Yes!	Edmonton	1 Yes!							
LKS	How nice is the Questionmark office in Canada?	Very nice	5 Nice	4 Average	3 Not nice	2 Terrible	1						
Blank questions - You can copy and paste a line and paste it on the Questions worksheet.													
MC													
MR													
MRWR													
TF													
YN													
TM													
LKS													

Example:

- The first column contains the **question type code**, such as:
 - **MC:** Multiple Choice
 - **MR:** Multiple Response (more than one correct answer)
 - And so on.
- The second column is used to enter the **question text**.
- The following columns vary depending on the question type.

Note: When you click on any cell, a description of its content will appear, indicating the type of data that should be entered.

12 **Blank Questions** - You can copy and paste a line and paste it on the Questions worksheet

13

14 MC

15 MR

Question Text

- **Entering Questions**

- 1- From the **Template Examples** sheet, select the question type you wish to add, then **copy the entire row**:

[illegible]

- 2- Go to the **Questions** worksheet:

	Instructions	Template examples	Questions	+	

- 3- **Paste** the copied row into the first cell:

[illegible]

4- Enter the **question details** according to the selected question type and complete all required columns. Please note that:

- A guidance comment appears when you hover over each cell, indicating the required data.
- Each question should be entered in a separate row within the same worksheet.
- Each file represents **one Topic** in the Questionmark system.

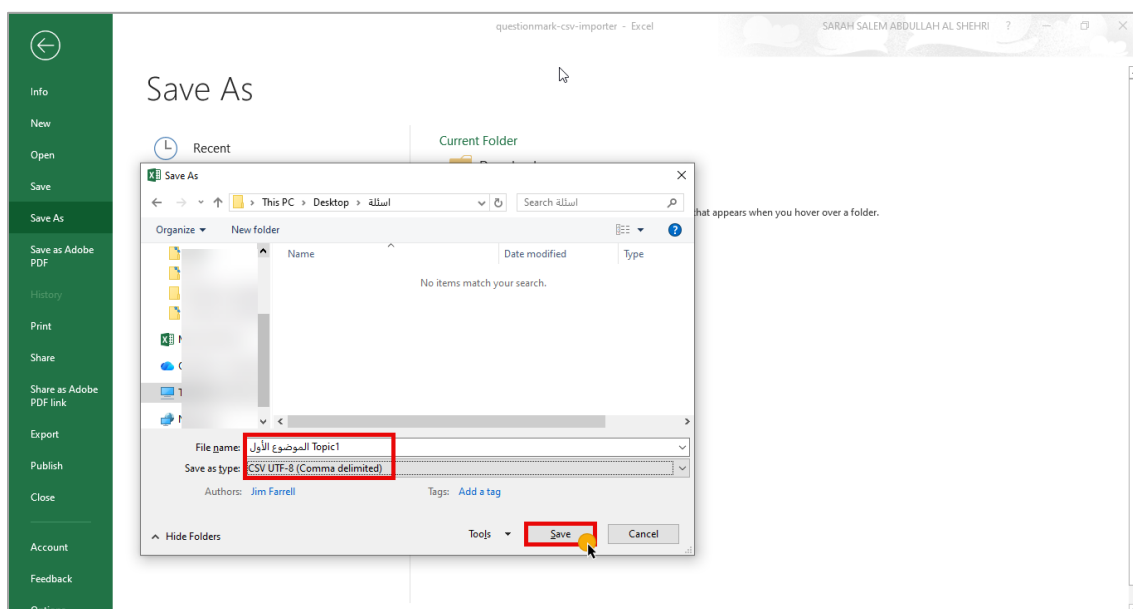
The final file should look like this after entering the questions:

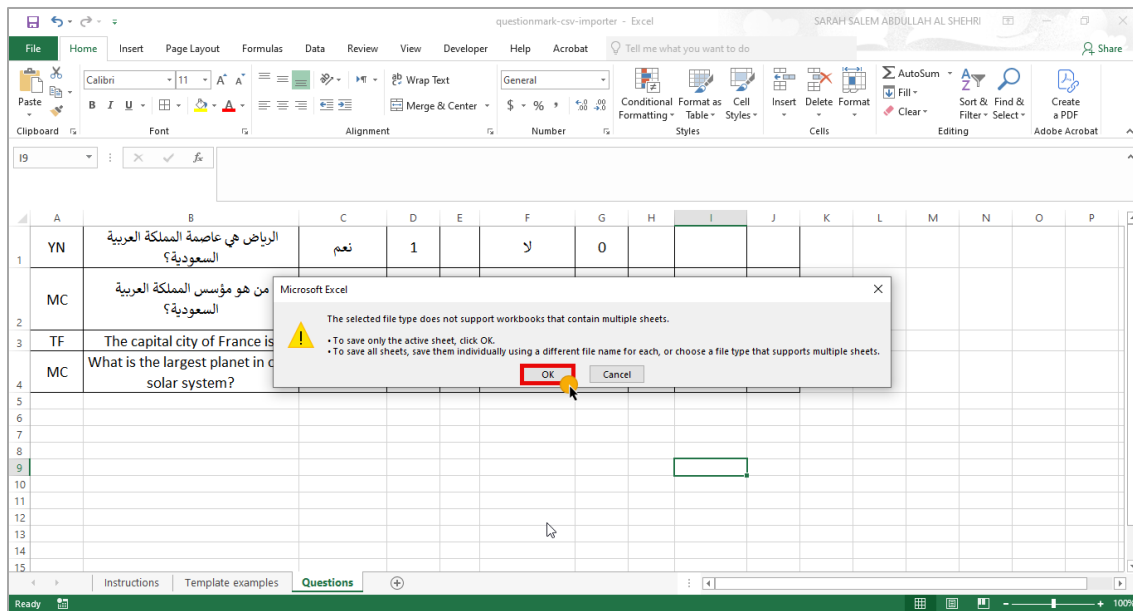
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	YN	الرياض هي عاصمة المملكة العربية السعودية؟	نعم	1		لا	0									
2	MC	من هو مؤسس المملكة العربية السعودية؟	الملك سعود	0		الملك عبد العزيز	1		الملك خالد	0						
3	TF	The capital city of France is	TRUE	0		FALSE	1									
4	MC	What is the largest planet in our solar system?	Earth	0		Mars	0		Jupiter	1						
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• Saving the File as a CSV File

After entering all the questions:

1. Click on **Save As**.
2. Choose the desired location for the file.
3. Select **CSV UTF-8 (Comma delimited)** as the file type.





Notes:

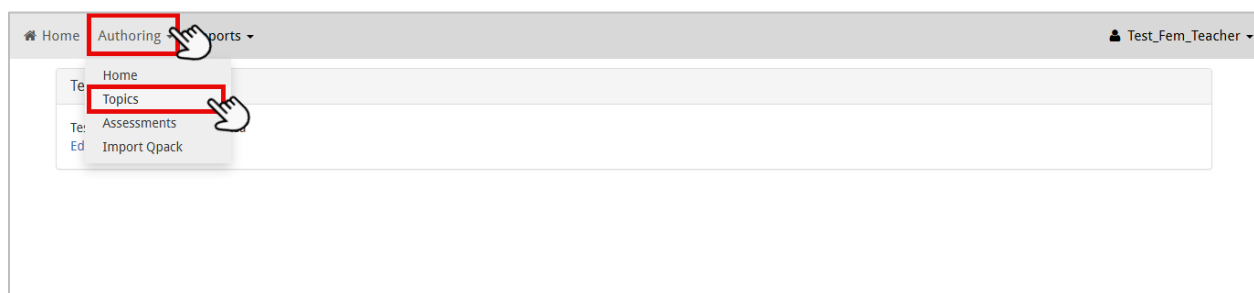
- The .CSV format saves only the active worksheet. Therefore, you must first select the **Questions** worksheet before saving.
- The Questions worksheet represents **one topic** in the Questionmark system.

Second: Uploading the questions file to the Questionmark System

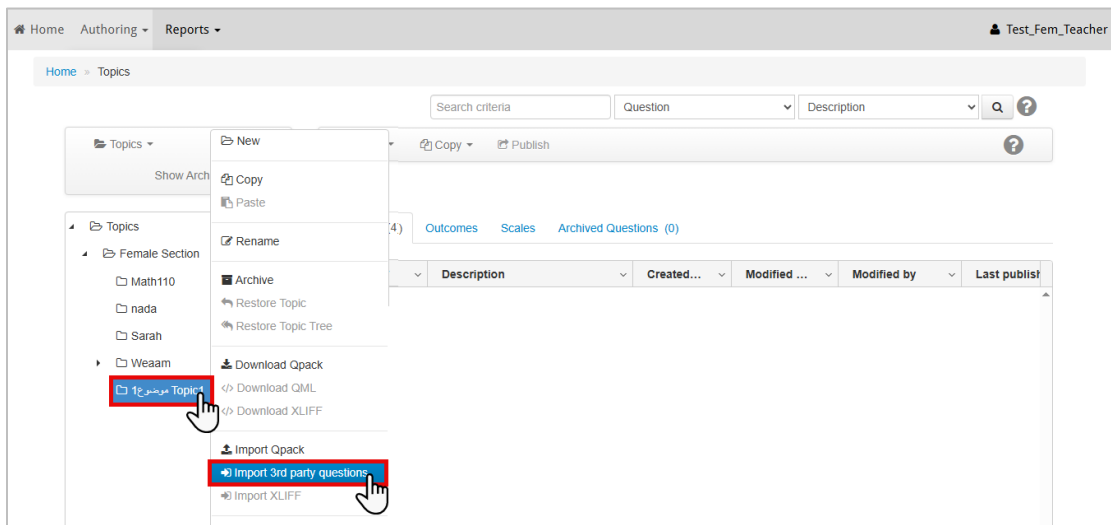
1- Log in to the Questionmark system using the following link:

<https://qmexam.kau.edu.sa/home/kau/user>

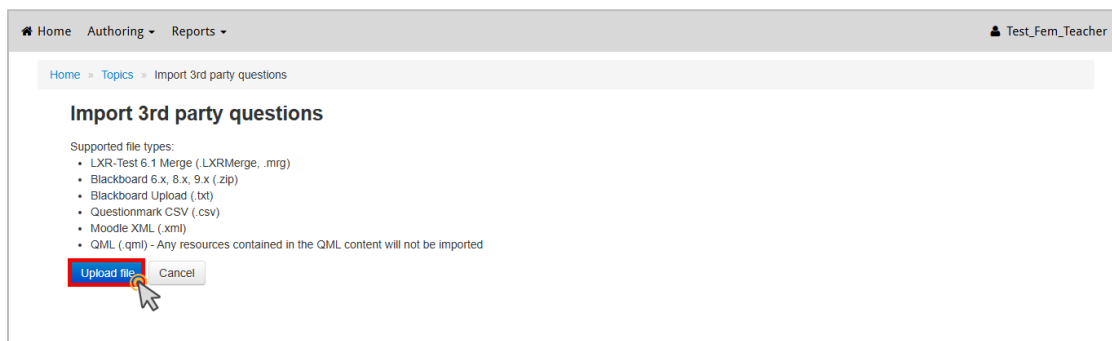
2- Click on “**Authoring**” tab then select “**Topics**”:



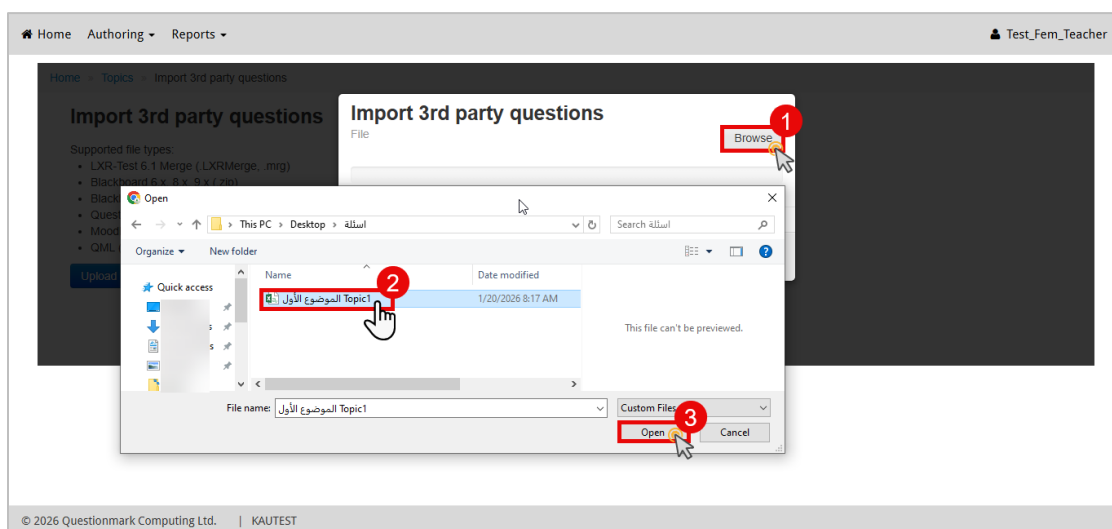
3- Create a **new topic**, then **right-click** on the folder and **select “Import 3rd Party Questions”**:



4- Click the **“Upload File”** button:

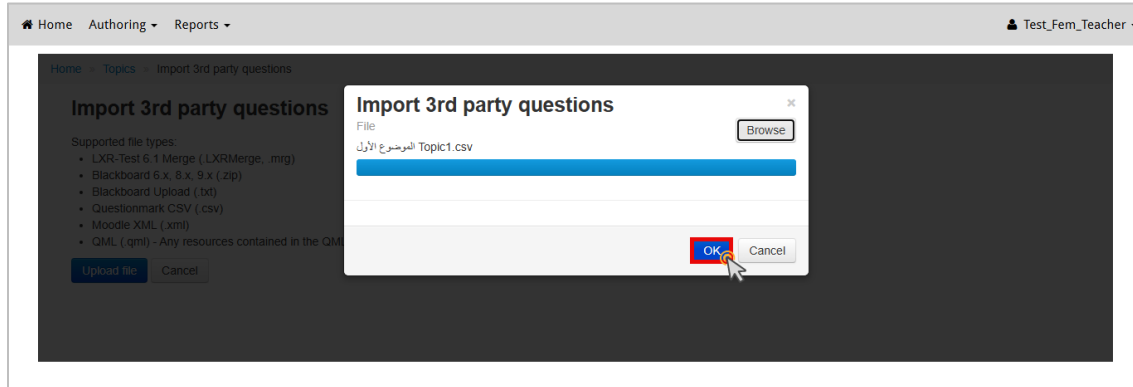


5- Click **“Browse”**, select the prepared questions file, then click **“Open”**:

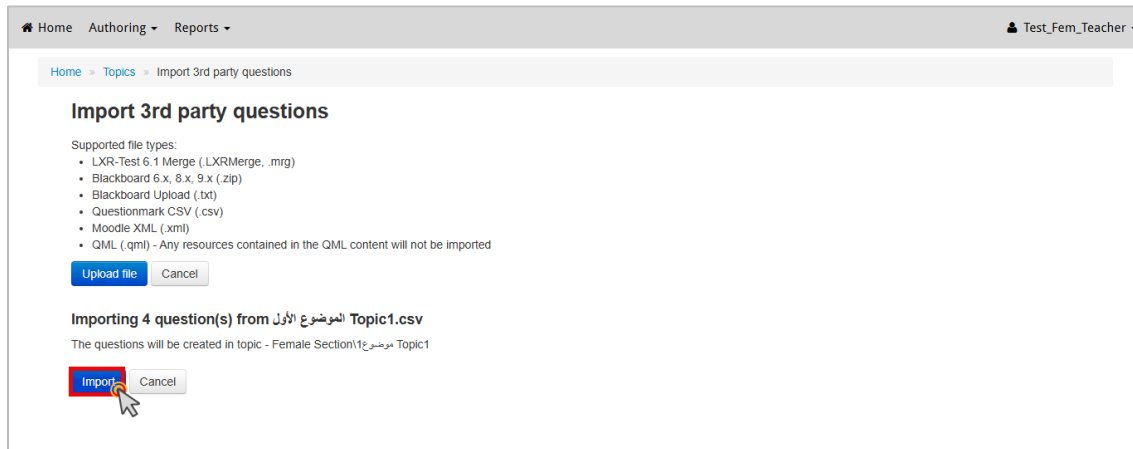




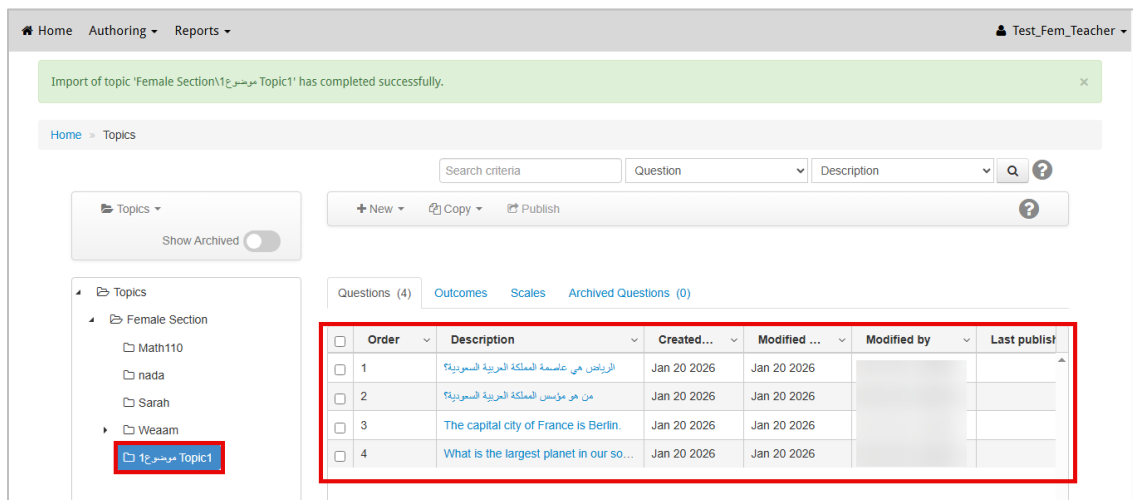
6- After the file upload is complete, click **“OK”**:



7- Click on **“Import”** button:



8- The questions will appear under the selected topic after the upload process is completed:





Notes:

- Each .CSV file represents **one Topic** in the Questionmark system.
- All questions and their details must be **reviewed** after being uploaded to the system.
- When using **Multiple Choice questions**, open the question and enable “**Shuffling Option**” to display the answers in a different order for each student, **when needed**.
- This method supports uploading **text-based questions only**.