Importing Tab/Comma Delimited Files (CSV)

Questions can be imported from tab/comma delimited files (.csv). This type of importing is best done by someone who has experience with databases or CSV-structured files.

The CSV file can have a maximum of 34 columns. If all columns are used, they should follow this order: Type, Title/ID, Points, Question Wording, Correct Answer, Choice 1, Choice 2, Choice 3, Choice 4, Choice 5, Choice 6, Choice 7, Choice 8, Choice 9, Choice 10, General Feedback, Correct Feedback, Incorrect Feedback, Feedback 1, Feedback 2, Feedback 3, Feedback 4, Feedback 5, Feedback 6, Feedback 7, Feedback 8, Feedback 9, Feedback 10, Topic, Difficulty Level, Meta 1, Meta 2, Meta 3, Meta 4.

The first column, Type should use the two-letter abbreviation shown below:

MC = Multiple Choice
TF = True/False
MR = Multiple Response/Answer
FB = Fill in the Blank/Short Answer
ES = Essay/Paragraph

The following columns must always be present in the .csv file: Type, Title/ID, Points, and Question Wording, although the Points and Title/ID columns can be empty. If the Type is ES (essay), no further columns are required. If the Type is MC (multiple choice), MR (Multiple Response/Answer), FB (Fill in the Blank/Short Answer), or TF (True/False) there must also be a Correct Answer column (although for FB questions, this column is not used and can be blank). For MC, MR, and FB questions, Choice 1 column must also be present.

If the Points column is not empty, the value can range from 0-100 and will be rounded to two decimal places. If no value is provided, Respondus will assign the point value of 1.00.

The formatting requirements for the Correct Answer column depend on the question type:

MC - Supports numbers 1-10 or letters A-J (ignoring the case)

TF - Supports numbers (1,2) and letters (A,B), where 1/A=true, 2/B= false. The words true and false are also supported. Capitalization is ignored for all answer types.

MR - Supports a list of numbers/letters within the range of 1-10 or A-J. The numbers/letters must be separated by a comma or space; all must be contained within quotes. (e.g. "a,c,h,j" or "a c h j"). A trailing separator (e.g. "1,4") is acceptable.

ES - (This column isn't used, use the Choice 1 column instead)

FB - (This column isn't used, use the Choice # columns instead)

The following notes will be helpful in the development of your CSV file:

- At the current time, the Topic, Difficulty, and Meta fields are being ignored and discarded.
- Blank lines between records are ignored.
- Embedded line breaks within quotes are supported.
- Literal column separators (within quotes) are supported.
- Literal quotes (2 quote characters in sequence) are supported.

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The following notes are specific to the feedback fields:

- All feedback columns are optional.
- General feedback is not supported in Brookes VLE, nor for essay/paragraph questions.
- Correct answer feedback is not supported outside of Brookes VLE, nor for essay/paragraph questions.
- Incorrect answer feedback is not supported outside of Brookes VLE, nor for essay/paragraph questions.
- Choice-specific feedback is not supported in Brookes VLE prior to version 6, or for question types other than Multiple Choice; it is also not supported for fill-in-the-blank or essay/paragraph questions.
- Choice-specific feedback for more than 2 answer choices is not supported for TF questions.
- Choice-specific feedback is not supported for answer choices which do not exist.

If the CSV file contains HTML, it is possible to provide include image links such as <img src=""filename.jpg"">. (Notice that any single quote in the HTML must be changed to a pair of quotes in the HTML.) If images are referenced in the CSV file using HTML, then select the location of the image folder next.