

5.6.2.2 Import Items



Assets should be uploaded before items

When uploading items containing assets, it is critical to:

1. Upload the assets into the system *before* the items are uploaded.
2. Make sure the item references the exact name of the asset (without directory paths) otherwise, the assets are not correctly linked to the items.

Once you construct your items in the prescribed format to be uploaded, you can import them to your project.

Import items to the project

1. Select the **Manage Import** menu and click the **Questions** tab.

2. To select an **.XML** file or **.XML Schema**:
 - a. Click **Choose File** in the **Select file (*.xml)*** section.
 - b. Select the file to be uploaded.
 - c. Click **Open**. The path of the file is displayed in front of the **Choose File** button.
 - d. Click **Upload**. The file is uploaded to the server and is available for use.
3. To select a **.XLS*file:* (file:*)**
 - a. Click **Choose File** in the **Select file (*.xls)*** section.
 - b. Select the file to be uploaded.
 - c. Click **Open**. The path of the file is displayed in front of the **Choose File** button.
 - d. Click **Upload**. The file is uploaded to the server and is available for use.



Why is the selected template not showing as selected after selecting in Microsoft Edge web browser?

If you are using Microsoft Edge web browser, you might encounter the following behavior.

When a template is opened, but not closed in the associated application, the template selection is not visible on the import page even if the template is selected via the **Browse** button, and it is not possible to import it. To import the template successfully, it must be closed in the application where it is open.

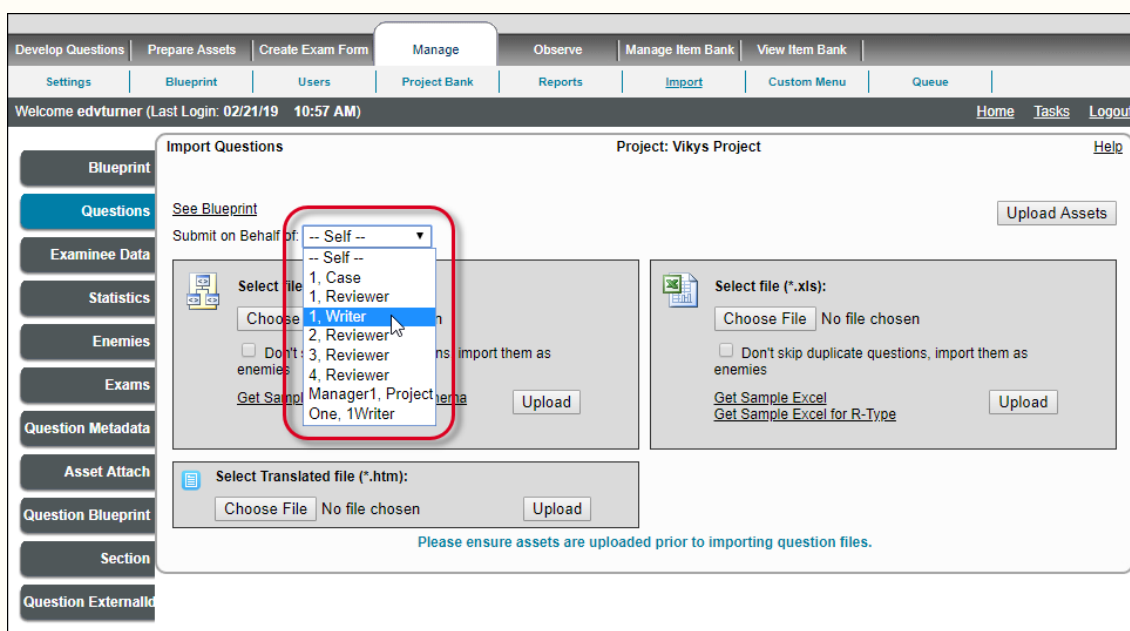
The issue has been observed up to Edge version 25.10586.0.0 as of the time of writing this.

4. If you want to import the same Items as enemies, then select the **Don't skip duplicate questions, import them as enemies** box.

5. Items imported to ExamDeveloper are listed on the **Import Questions** page. You can select the boxes next to them to:
 - a. **Examine the Questions:** Click **Examine Questions** to view the items and make sure that the import was successful and as expected.
 - b. **Accept Questions:** Once you are satisfied with the import, click **Accept Questions** to accept the items into the project. The items cannot be used until they are accepted.
 - c. **Reject Questions:** If some items are not imported correctly, you can reject them which deletes the items from the project.

⚠ Not "Accepting" items into the system leaves them uneditable
 If you fail to complete **Step 5** and **Accept** the items you want to upload into the system, the items remain in the **Imported** status. Imported status is a temporary state which identifies items that are "Under Review" in the upload process. To approve the item for use, navigate to **Import Questions**, select the imported items you want to use, and click **Accept Questions**.

⚠ A Submit on Behalf of drop-down in Manage Import Questions allows a user to import items on behalf of another user from the list. The drop-down list contains names of users enabled in the current project, except the user who has logged in and is viewing the list.



i Items with same Question Stem and Options can be imported if the items that have already been imported are in the Imported state or from the same template. Those items are automatically associated as enemies with each other. This can be viewed in **Manage Import Enemies**.

If an item contains an incomplete asset, and there are no review states, then the item cannot be accepted and an error message is displayed: Some associated assets are not yet complete or don't have required metadata on them.

While importing items, there are error messages for missing mandatory fields for both **XML** and **XLS** templates.

Error messages for XML templates are listed below:

Sr. No.	XML Error	Error Messages
1.	Structure validation error	"Invalid XML structure. Please open and check the file: Name cannot begin with the '<' character, hexadecimal value 0x3C. Line 52, position 7."

2.	Question Stem missing	"Import failed. Please check the error summary listed below. Question Stem Missing: External Id : A193 Question Stem Missing: External Id : A194 Question Stem Missing: External Id : A192 Question: Same Question already exists in import state or in template. Please review the Questions and re-upload."
3.	Question type missing	"Import failed. Please check the error summary listed below. Question: This is a sample Question: Type of the Question missing."
4.	Blueprint not matching with system	"Import failed. Please check the error summary listed below. Question: This is a sample Question in Case: A Blueprint Id in the imported Question failed to match the Project Blueprint"
5.	Assets in Question/Options not in system	"Import failed. Please check the error summary listed below. Question: This is a sample Question: Assets used on these Questions were not found in the Project. Please revise and re-upload."
6.	No images exist for Hotspot Question	"Import failed. Please check the error summary listed below. Questions: This is a sample hotspot Question: Hotspot Questions require an image associated with the Question Stem."
7.	True/False not found in Correct tag	"Import failed. Please check the error summary listed below. Question: This is a sample Question 4 XML: Number of correct Options is not valid."
8.	Hotspot label data missing/incorrect	"Question: This is a sample hotspot Question: Data is missing/incorrect for Hotspot label data entered for hotspot Question. Column/Option, label 1. Question: This is a sample hotspot Question: Data is missing/incorrect for Hotspot label data entered for hotspot Question. Column/Option, label 2. Question: This is a sample hotspot Question: Data is missing/incorrect for Hotspot label data entered for hotspot Question. Column/Option, label 3."
9.	Duplicate Question exist	"Import failed. Please check the error summary listed below. Question: This is a sample Question, Same Question already exist in import state or in template. Please review the Questions and reupload."
10.	Duplicate case exist	"Import failed. Please check the error summary listed below. Case: Name of the R-Type Case : No two cases can have same name in the Project/Template. Question : This is a sample Question, Same Question already exist in import state or in template. Please review the Questions and reupload."
11.	Invalid Options	"Import failed. Please check the error summary listed below. Question: This is a sample Question: Number of correct Options is not valid."

12.	Invalid Reference	"Import failed. Please check the error summary listed below. Question: This is a sample Question: URL entered is incomplete or invalid. Remember, you need to pretend an URL with 'http://'"
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Error messages for XLS are listed below:

Sr. No.	XLS	Error Messages
1.	Expected column missing in Reference/Question	An unknown error has occurred: Must specify valid information for parsing in the string.
2.	Reference mapping not correct	Import failed. Please check the error summary listed below. Questions sheet, row: 2, The References don't seem to be mapped correctly.
3.	Data missing in Type/Stem/Options/Correct	Import failed. Please check the error summary listed below. Questions sheet, row: 2, Data missing in column: Type. Questions sheet, row: 3, Data missing in column: Type. Questions sheet, row: 3, Number of correct Options is not valid. Questions sheet, row: 4, Data missing in column: Type. Questions sheet, row: 5, Data missing in column: Type. Questions sheet, row: 6, Data missing in column: Type. Questions sheet, row: 6, Number of correct Options is not valid. Questions sheet, row: 7, Data missing in column: Type. Questions sheet, row: 7, Data missing in column: Option A. Questions sheet, row: 7, Data missing in column: Option B. Questions sheet, row: 7, Data missing in column: Correct. Questions sheet, row: 7, Number of Options is not correct. Questions sheet, row: 8, Data missing in column: Type. Questions sheet, row: 9, Data missing in column: Type. Questions sheet, row: 9, Number of correct Options is not valid.
4.	If oral Question contains Option	Import failed. Please check the error summary listed below. Questions sheet, row: 7, Oral Type Question can't have Options.
5.	Blueprint not matching	Import failed. Please check the error summary listed below. Questions sheet, row: 2, A Blueprint Id in the imported Question failed to match the Project Blueprint Questions sheet, row: 3, A Blueprint Id in the imported Question failed to match the Project Blueprint.
6.	Assets used in Question/option not found	Import failed. Please check the error summary listed below. Questions sheet, row: 4, Assets used on these Questions were not found in the Project. Please revise and re-upload.

7.	Invalid image in hotspot	Import failed. Please check the error summary listed below. Questions sheet, row: 4, Assets used on these Questions were not found in the Project. Please revise and re-upload. Questions sheet, row: 4, Hotspot Questions require an image associated with the Question Stem.
8.	Image not found in hotspot	Import failed. Please check the error summary listed below. Questions sheet, row: 4, Hotspot Questions require an image associated with the Question Stem.
9.	True count not correct	Import failed. Please check the error summary listed below. Questions sheet, row: 5, Data missing in column: Correct. Questions sheet, row: 5, Invalid data was found for the selected Question type. Questions sheet, row: 5, Number of correct Options is not valid.
10.	True/False not correct in true/false type Question	Import failed. Please check the error summary listed below. Questions sheet, row: 6, Data missing in column: Correct. Questions sheet, row: 6, Number of correct Options is not valid.
11.	Hotspot labels not correct	Import failed. Please check the error summary listed below. Questions sheet, row: 10, Data missing in column: Correct. Questions sheet, row: 10, Data is missing / incorrect for Hotspot label data entered for hotspot Question. Column/Option, Option A Label. Questions sheet, row: 10, Data is missing / incorrect for Hotspot label data entered for hotspot Question. Column/Option, Option B Label. Questions sheet, row: 10, Data is missing / incorrect for Hotspot label data entered for hotspot Question. Column/Option, Option C Label. Questions sheet, row: 10, No two Options can have same text.
12.	Duplicate Options exist	Import failed. Please check the error summary listed below. Questions sheet, row: 10, No two Options can have same text.
13.	Reference not mapped correctly	Import failed. Please check the error summary listed below. Questions sheet, row: 5, The References don't seem to be mapped correctly.
14.	Asset in pull-down/true false Question.	Import failed. Please check the error summary listed below. Questions sheet, row: 4, Cannot upload Assets to Options for Pulldown List and True / False type Questions.



If you try to import a case, which already exists in the project, then the import fails and a message notifies you the case name already exists.

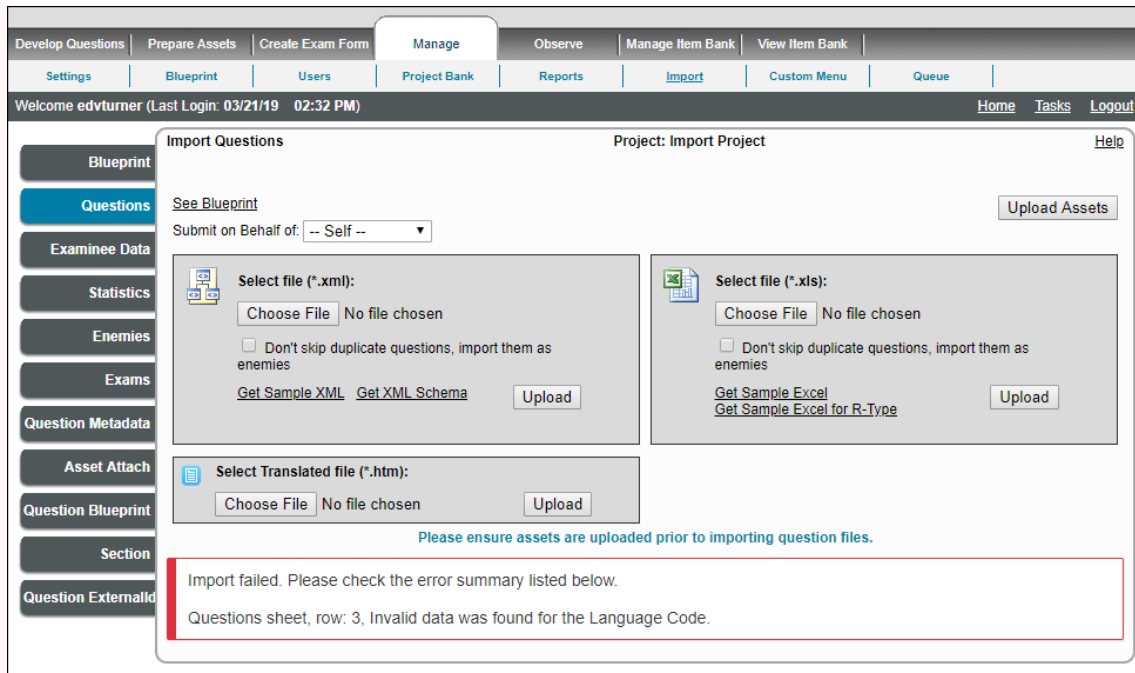
The screenshot shows the 'Import Questions' page for 'Project: Import Project'. It features three file selection sections: 'Select file (*.xml):', 'Select file (*.xls):', and 'Select Translated file (*.htm):'. Each section has a 'Choose File' button and an 'Upload' button. A checkbox labeled 'Don't skip duplicate questions, import them as enemies' is present in the first two sections. A blue message states: 'Please ensure assets are uploaded prior to importing question files.' A red-bordered box at the bottom contains the error message: 'Import failed. Please check the error summary listed below. Import Case: Case name already exists. Try another name.'

❗ If you try to import duplicate items or enemy items with the check box for **Don't skip duplicate questions, import them as enemies** not selected, then the import fails and a message informs you which rows failed because the items already exist.

This screenshot is similar to the first one but highlights the 'Don't skip duplicate questions, import them as enemies' checkbox in the 'Select file (*.xls):' section with a red circle and a red arrow. A red text label 'Check box not selected' points to the checkbox. The error message in the red-bordered box is: 'Import failed. Please check the error summary listed below. Questions sheet, row: 4, Question already exist in ExamDeveloper as 'Import' state or is duplicated in the template. Please review the questions and reupload.'

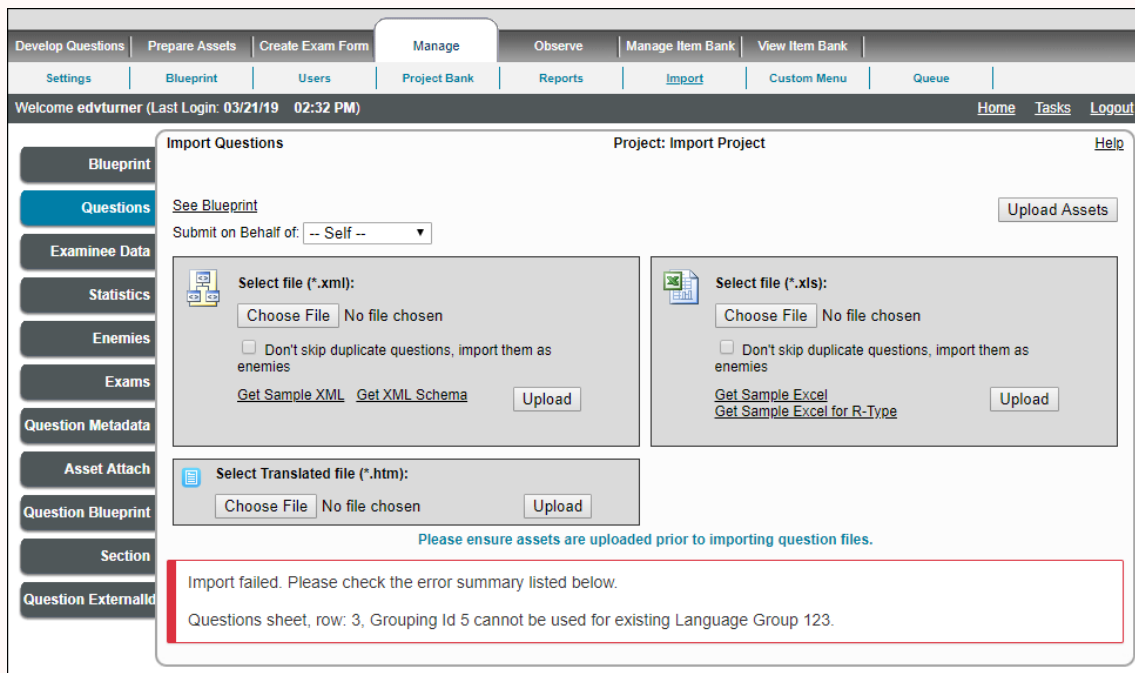
⚠ Importing the same template again and accepting the imported items creates a new, but identical, set of items, if the same items imported earlier have already been accepted. These two question sets are identical, but do not have any association with each other, and they behave as independent items altogether with unique Question IDs.

❗ An error message in **red text** is displayed if you provide a language code that is not present in the Item Bank configuration.



The screenshot shows the 'Import Questions' page for 'Project: Import Project'. The interface includes a navigation menu on the left with options like 'Blueprint', 'Questions', 'Examinee Data', etc. The main content area has three file selection sections: 'Select file (*.xml):', 'Select file (*.xls):', and 'Select Translated file (*.htm):'. Each section has a 'Choose File' button and an 'Upload' button. A blue message states: 'Please ensure assets are uploaded prior to importing question files.' Below this, a red-bordered box contains the error message: 'Import failed. Please check the error summary listed below. Questions sheet, row: 3, Invalid data was found for the Language Code.'

! If you specify a language group as well as a Grouping ID for an item, then an error message is displayed and the import fails.



This screenshot is similar to the first one, showing the 'Import Questions' interface. The error message in the red-bordered box is: 'Import failed. Please check the error summary listed below. Questions sheet, row: 3, Grouping Id 5 cannot be used for existing Language Group 123.'

! If an item with the specified language group does not exist in the application database, then the import fails and an error message is displayed and the import fails.

The screenshot shows the 'Import Questions' page for 'Project: Import Project'. The interface includes a navigation menu on the left with options like 'Blueprint', 'Questions', 'Examinee Data', etc. The main content area has three file selection sections: 'Select file (*.xml):', 'Select file (*.xls):', and 'Select Translated file (*.htm):'. Each section has a 'Choose File' button and an 'Upload' button. A blue note says 'Please ensure assets are uploaded prior to importing question files.' Below this, a red-bordered box contains the error message: 'Import failed. Please check the error summary listed below. Questions sheet, row: 3, Invalid data was found for the Language Group.'

❗ The item import fails if the template contains a pull-down List item having more than one answer option specified as correct and an error message is displayed and the import fails.

This screenshot is similar to the first one, showing the 'Import Questions' page. The error message in the red-bordered box is: 'Import failed. Please check the error summary listed below. Questions sheet, row: 3, Number of correct options is not valid.'

❗ The item import fails if the template contains a spreadsheet item but **Show Scoring for Spreadsheet Questions** is not selected on the Question tab of the project's Configuration, and an error message is displayed and the import fails.

Develop Questions | Prepare Assets | Create Exam Form | **Manage** | Observe | Manage Item Bank | View Item Bank

Settings | Blueprint | Users | Project Bank | Reports | **Import** | Custom Menu | Queue

Welcome edvturner (Last Login: 03/21/19 02:32 PM) [Home](#) [Tasks](#) [Logout](#)

Import Questions Project: Import Project [Help](#)

[See Blueprint](#) [Upload Assets](#)

Submit on Behalf of: -- Self --

Select file (*.xml):

[Choose File](#) No file chosen

Don't skip duplicate questions, import them as enemies

[Get Sample XML](#) [Get XML Schema](#) [Upload](#)

Select file (*.xls):

[Choose File](#) No file chosen

Don't skip duplicate questions, import them as enemies

[Get Sample Excel](#)
[Get Sample Excel for R-Type](#) [Upload](#)


Select Translated file (*.htm):

[Choose File](#) No file chosen [Upload](#)

Please ensure assets are uploaded prior to importing question files.

Import failed. Please check the error summary listed below.

Please check sheet: 'Questions', row: '3'. Scoring for the Spreadsheet Questions is not allowed in Project.

 The item import fails if any item in the template contains an asset which exists in the project, but its name has a different case than what is mentioned in the template. An error message is displayed and the import fails.

Develop Questions | Prepare Assets | Create Exam Form | **Manage** | Observe | Manage Item Bank | View Item Bank

Settings | Blueprint | Users | Project Bank | Reports | **Import** | Custom Menu | Queue

Welcome edvturner (Last Login: 03/21/19 02:32 PM) [Home](#) [Tasks](#) [Logout](#)

Import Questions Project: Import Project [Help](#)

[See Blueprint](#) [Upload Assets](#)

Submit on Behalf of: -- Self --

Select file (*.xml):

[Choose File](#) No file chosen

Don't skip duplicate questions, import them as enemies

[Get Sample XML](#) [Get XML Schema](#) [Upload](#)

Select file (*.xls):

[Choose File](#) No file chosen

Don't skip duplicate questions, import them as enemies

[Get Sample Excel](#)
[Get Sample Excel for R-Type](#) [Upload](#)

Select Translated file (*.htm):

[Choose File](#) No file chosen [Upload](#)

Please ensure assets are uploaded prior to importing question files.

Import failed. Please check the error summary listed below.

An unknown error has occurred: The given key was not present in the dictionary.