5.6.2 Questions

The **Import Questions** page allows you to import items into the system via Excel or XLS templates. The advantage of this method is that items can be supplied by SMEs with no access to the application and uploaded by someone who can access it. Also, this method makes it possible to upload several items at once, as opposed to writing them one by one in the application.

ⓘ **What format should be used for the Blueprint ID?**
The Blueprint ID column should only contain the ID of the full blueprint to which the item belongs. This is why there is only one column for Blueprint ID in the template.

To import items to the correct blueprint for your project, you need to identify the Blueprint ID corresponding to the blueprint associated with the project.

⊘ **All Items should have a Blueprint ID**
Although you can upload items into the system without being associated with a blueprint, you will not be able to change the state of an item to Complete without specifying a Blueprint ID for it. Therefore, it is important to either upload the items with the blueprint information or **batch edit** the items after they are in the system.

View the exam blueprint of a project

1. Click **Manage Import**.
2. Click **See Blueprint** to display the exam blueprint.

Demo_Project2

1. **Mathematics** (1.*)
   a. Algebra (1.a)
   b. Geometry (1.b)

2. **Science** (2.*)
   a. Physics (2.a)
   b. Chemistry (2.b)
   c. Biology (2.c)

3. **Social Studies** (3.*)
   a. History (3.a)
   b. Geography (3.b)
   c. Civics (3.c)

ⓘ You need to use the corresponding number of the blueprint item, not the entire **x.y.z notation**. Use the **X** part for a **domain ID**, the **Y** part for the **task ID**, and the **Z** part for the **subtask ID**.

⚠ Assets must be present in the system if any are specified in the import template. However, if the assets are not present in the system and if you have them handy, you can upload them by clicking the **Upload Assets** button, which opens the **Upload Assets** page.

⚠ **What if I'm importing references on the template?**
References should be entered on the **References** sheet of the upload template. The references column on the **Questions** sheet should only contain numbers corresponding to the ID listed on the **References** sheet. All fields – title, author, publisher, etc.-- must be filled in for each reference.

ⓘ **Common Instructions:**
1. Select the type of item you are importing from one of the types in the list.
2. The same image is not allowed in two or more answer options.
3. Reference fields are mandatory or optional depending on project reference settings.
4. The metadata category is not mandatory. If the category is not specified, it is considered default category metadata.
5. If comments are application-defined, they must be listed as **Free Text** or **External ID**. For other types of comments, they are to be imported as new comment type.

⊘ If you try and import an item already in the system so you can make edits to the item, and another user has the item checked-out, the update to the item is not made and an error message is displayed stating, "**<userfull name> checked out item 12345 on MMM DD, YYYY at HH:MM.**" An error notification is also made in the QuestionMetadataImport.aspx report.

> Malcolm Reynolds checked out item 12345 on Jun 28, 2018 at 13:08.