




**CMU ONLINE**  
CENTRAL MICHIGAN UNIVERSITY




## Using the CSV Template

The CSV template can be downloaded from the 'Create Assessment' tool when you are building an assessment.

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### Create Assessment

 Download CSV Template

+ Upload CSV file

Assessment Type \*

Submission Type \*

Assessment Title \*

Assessment Description

Start Date

Start Time

**Important:** In order for assessments to be auto-graded, you must only use multiple-choice questions on this template!


The CSV file has 6 columns in which you can insert question data. Each row reflects a question and its data.






number	type	text	answer	correct_answer_no	score
1	M	Sociologists define social change as the alteration, modification, or transformation of public policy, culture, or social institutions over time; such change is usually brought about by collective behavior and social movements	{True,False}	{0}	{5}
2	S	Describe Astrophysics			{5}
3	F	Although astronomy is as ancient as recorded history itself, it was long separated from the study of terrestrial physics. In the Aristotelian worldview, bodies in the sky appeared to be unchanging spheres whose only motion was uniform _____, while the earthly world was the realm which underwent growth and decay and in which natural motion was in a straight line and ended when the moving object reached its goal			{5}
4	A	Describe cold spot?			{5}

The columns are as follows:

- **number** - Assessment questions are ordered by these numbers. This order will show identically from the instructor's perspective, but learners' questions will be randomized uniquely when they are taking the assessment.
- **type** - M=MultipleChoice, S=ShortAnswer, F=FillInTheBlank, A=Attachment  
**[CMich Faculty must use ONLY the MultipleChoice question type for all assessments]**
- **text** - The text that is displayed for this question on the assessment.
- **answer** - The answer options for multiple choice questions.
  - Entries must be in the following format: {First, Second, Third}
    - First is the first option (A), Second is the second option (B), and Third is the third option (C).
    - Commas delineate different answers; if a comma is part of your answer choice, use the backslash (\) to include it, i.e. 3\,000, 4\,000
- **correct\_answer\_no** - The correct answer for multiple choice questions.
  - Entries must be in the following format: {#}
    - If the first answer option is the correct answer, then the correct\_answer\_no will be {0}
    - If the second answer option is the correct answer, then the correct\_answer\_no will be {1}
    - If the third answer option is the correct answer, then the correct\_answer\_no will be {2}
- **score** - The grading weight of the question for this assessment.
  - Entries must be in the following format: {GradeWeight}

Once you have completed your CSV template with your assessment questions, save your CSV file, then upload it to the assessment you are building by clicking on the 'Upload CSV File' button.



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