

Import Exam Questions in CSV Format

The CSV Exam Import function can take Exams presented in .csv format and import them into the Leo's Exam tool. Once the csv is received, we will parse the .csv. While images, sound files and video do not import during the import process, you CAN manually link these files to the specific Exam questions after the import and within the Exam Editor.



Formats vary greatly, so you must select the correct options when you are exporting the Exam out of your external exam manager.

1. Export the Leo CSV Exam Template provided at the Course Section Level or available below.
2. Add information in the required .csv format provided in the template. **NOTE: Be sure to format this as the file provided below indicates.**



Use the sample template file provided below for more details and examples of how to utilize this template.

TIP: When copying content into the .cvs template use Ctrl+Alt+V to remove any formatting from the source file.



csv_exam_import_template.csv

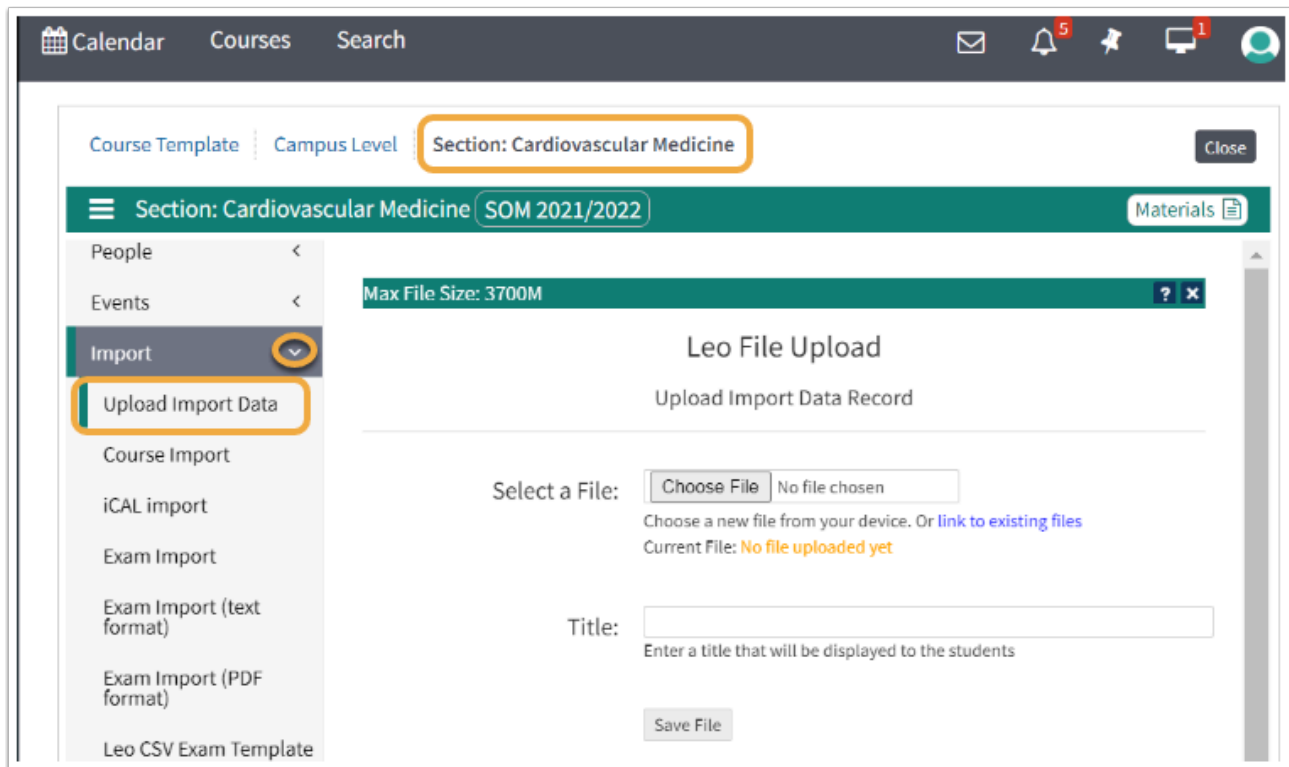
Upload Import Data

Path: Courses > [Select] Course > Import > Upload Import Data



NOTE: If the CSV file has not been previously uploaded, then use the **Import > Upload Import Data function first before proceeding.**

Please refer to this article: [Upload Import Data](#).



Exam Import (CSV)

Path: Courses > [Select Course] > Import > Exam Import (Leo CSV format)



NOTE: This import can only be done from the **Course Screen** and not from an Event.

Course Template | Campus Level | **Section: MD201: Cardiovascular System** Close

Section: MD201: Cardiovascular System | MD 2020-2021 | Materials Materials

People > Events < **Import** ▼

- Upload Import Data
- Course Import
- iCAL import
- Exam Import
- Exam Import (text format)
- Exam Import (PDF format)
- Leo CSV Exam Template
- Exam Import (Leo CSV format)**
- Clear Import Data

Download Template | **Import EXAM in Leo CSV Format**

This screen will allow you import a CSV file that uses the standard Leo Exam Import format.

If you have not already done so, upload your file using the Import -> Upload Import Data option in the course screen. This option will show you all of the CSV files that have been uploaded for this course. You can select one of these files and then import it.

Source File: *

Exam Title: *

Import

Import CSV Exam Template into Course

Download Template | **Import EXAM in Leo CSV Format**

This screen will allow you import a CSV file that uses the standard Leo Exam Import format.

If you have not already done so, upload your file using the Import -> Upload Import Data option in the course screen. This option will show you all of the CSV files that have been uploaded for this course. You can select one of these files and then import it.

Source File: *

Exam Title: *

Import

1. CSV_Example_Exam_Import.csv
Selective_D2L_Test_Template.csv

2. Exam Title: *

3. Import



NOTE: If the source of the PDF is not listed in the **format** list, then contact the Leo Help Desk.

1. Select the import file from the dropdown list
2. Title the Exam.
3. Click the **Import Exam** button.
4. You will receive a Processing Completed message when your import has been finalized.

Exam Manager

Path: Courses > [Course Screen] > Assessment > Exams > Manage Exams Import

- Select the new Exam that was imported as an .csv file.

The screenshot shows the 'Exam Manager' interface for 'Section: MD201: Cardiovascular System' and 'MD 2020-2021'. The left sidebar has 'Assessments' expanded, with 'Evaluations' highlighted. The main area shows a table of exams. The first entry, 'CSV Example Exam Import', is highlighted with an orange box. Below the table, there is a 'Show 10 entries' dropdown and pagination controls.

Name	Responses	View Exam	Link	Access?	Details	PDF	Key
CSV Example Exam Import	0 Response(s)	View	Course	No			key
Selective import	0 Response(s)	View	Course	No			key
Top Gun Quiz	4 Response(s)	View	Course	Yes			key

The 'Create a New Exam' form contains the following fields:

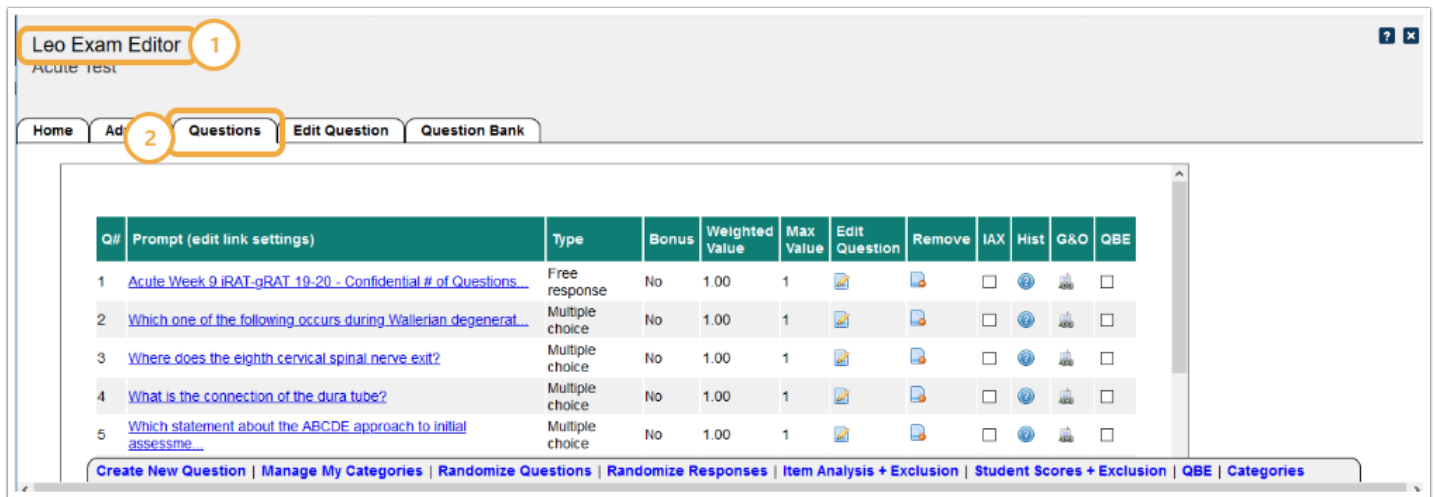
- Exam Name:** CSV Example Exam Import
- Scratch off:** No
- Question Blocks:** No
- G&O Version:** (empty dropdown)
- Assessed:** Yes
- Display type:** one_per_page_only

A 'Create Exam' button is highlighted with an orange box at the bottom.

- Review this screen to make sure all required (*) fields are answered correctly.
- Click Create Exam.

Exam Editor

- The **Exam Editor** will automatically open.
- Click the **Questions Tab** to see all the imported Exam questions.



Leo Exam Editor
Acute Test

Home Admin **Questions** Edit Question Question Bank

Q#	Prompt (edit link settings)	Type	Bonus	Weighted Value	Max Value	Edit Question	Remove	IAX	Hist	G&O	QBE
1	Acute Week 9 iRAT-gRAT 19-20 - Confidential # of Questions...	Free response	No	1.00	1			<input type="checkbox"/>			<input type="checkbox"/>
2	Which one of the following occurs during Wallerian degenerat...	Multiple choice	No	1.00	1			<input type="checkbox"/>			<input type="checkbox"/>
3	Where does the eighth cervical spinal nerve exit?	Multiple choice	No	1.00	1			<input type="checkbox"/>			<input type="checkbox"/>
4	What is the connection of the dura tube?	Multiple choice	No	1.00	1			<input type="checkbox"/>			<input type="checkbox"/>
5	Which statement about the ABCDE approach to initial assessme...	Multiple choice	No	1.00	1			<input type="checkbox"/>			<input type="checkbox"/>

Create New Question | Manage My Categories | Randomize Questions | Randomize Responses | Item Analysis + Exclusion | Student Scores + Exclusion | QBE | Categories

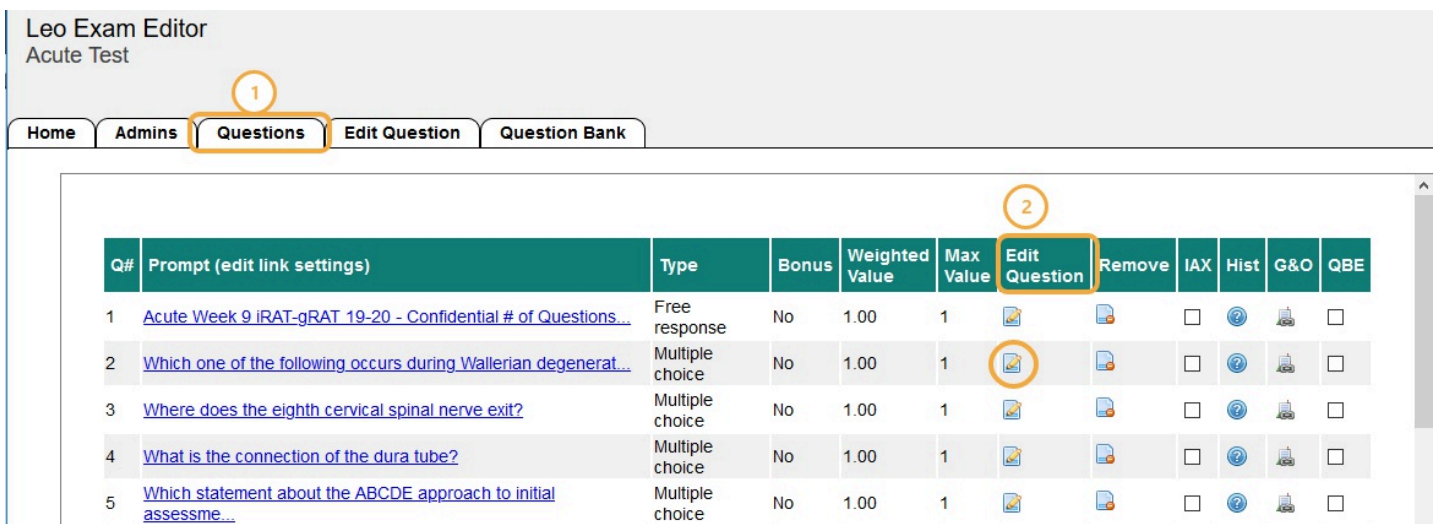


TIP: Images, sounds files or video do not automatically link to the Exam questions during the import process. You can manually link these files to the specific Exam questions after the import and within the Exam Editor.

Adding Attachments to Imported Exams

To add an attachment:

1. Click the **Questions** Tab
2. Look at the **Edit Question** column to find the specific question that needs an attachment



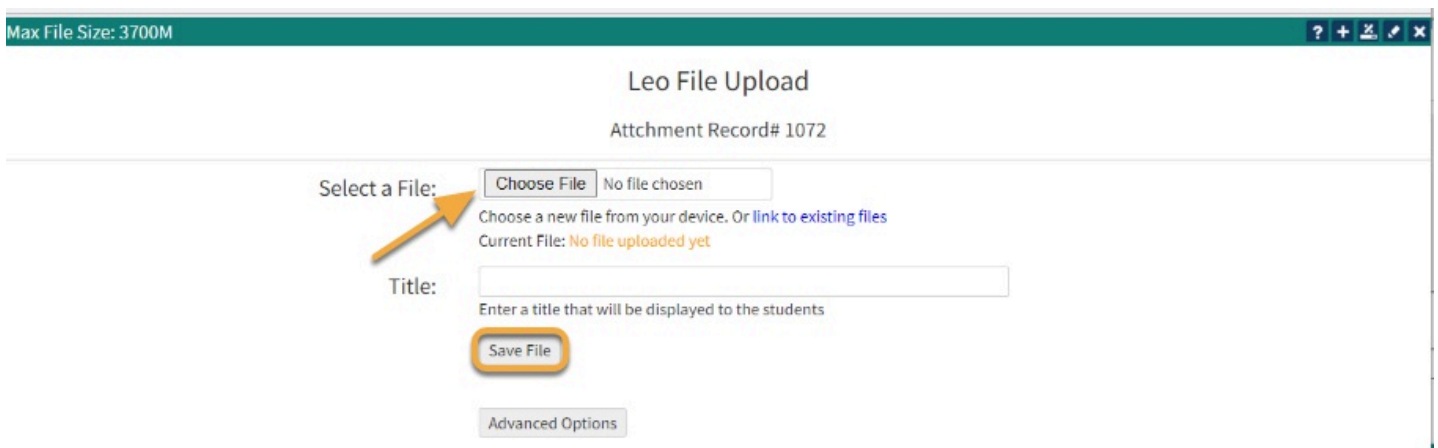
Leo Exam Editor
Acute Test

Home Admin **Questions** Edit Question Question Bank

Q#	Prompt (edit link settings)	Type	Bonus	Weighted Value	Max Value	Edit Question	Remove	IAX	Hist	G&O	QBE
1	Acute Week 9 iRAT-gRAT 19-20 - Confidential # of Questions...	Free response	No	1.00	1			<input type="checkbox"/>			<input type="checkbox"/>
2	Which one of the following occurs during Wallerian degenerat...	Multiple choice	No	1.00	1			<input type="checkbox"/>			<input type="checkbox"/>
3	Where does the eighth cervical spinal nerve exit?	Multiple choice	No	1.00	1			<input type="checkbox"/>			<input type="checkbox"/>
4	What is the connection of the dura tube?	Multiple choice	No	1.00	1			<input type="checkbox"/>			<input type="checkbox"/>
5	Which statement about the ABCDE approach to initial assessme...	Multiple choice	No	1.00	1			<input type="checkbox"/>			<input type="checkbox"/>

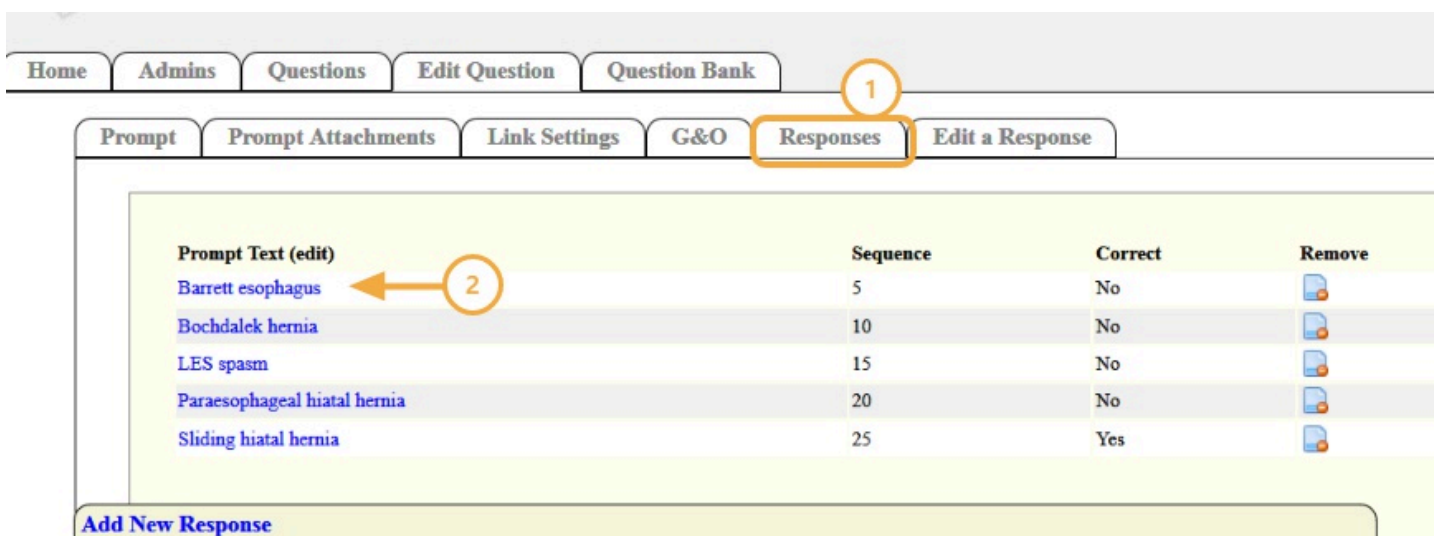
Prompt Attachment

1. Select the **Prompt Attachment** Tab.
2. Click **Add New Attachment**.



- Once you have selected the file from your device and added a title, select **Save File**.

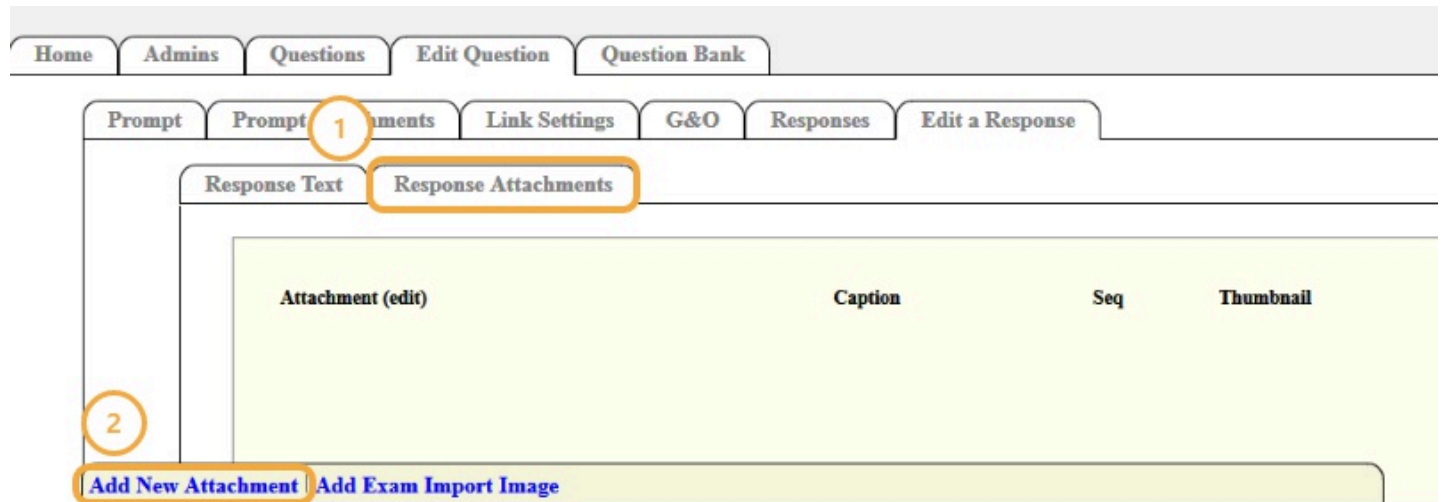
Adding Response Attachments



To add images to the question responses in an Exam.

1. In the same screen as the Prompt Attachment, click the **Responses** Tab.

2. Then choose the response that you want to add an image to.



1. Select the Response Attachments tab,.
2. Click the Add New Attachment Image.