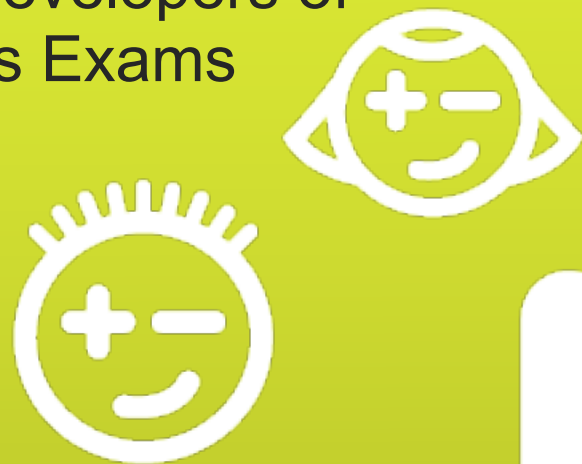


# SF Learning Question Import User Guide

For Question Developers of  
SuccessFactors Exams



## **CONTRIBUTORS**

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# Question Import Tool

The question import tool allows question developers to upload SF Learning questions using a CSV file. This tool is designed to save time by allowing the question authors to upload plain text questions instead of creating individual questions using SF Question Editor.

## Disclaimer

This tool did not pass through quality control and is **NOT SUPPORTED**. Question developers should test the questions generated with this tool in a staging/test instance before applying to production.

SuccessFactors is **not** responsible for any undesired outcomes from using this tool.

Question developers can use this tool at their own risk!

## Warnings

1. If you upload an inactive question multiple times, SF Learning creates an additional question with the same revision and variant number.
2. If you upload a question that already exists with the same name, variant, and revision, then SF Learning will overwrite the existing question. It does **not** automatically create a new revision.
3. If a question exists and is already associated to an objective, the upload will **not** change the original objective assignment.

## Notes

# Creating SF Questions with the Question Import Tool

## Question Import Tool Components

The question import tool uses visual basic scripts and can be run on any Windows XP, Vista, or Windows 7 computer. Run the installer to copy the tool to your My Documents folder. Refer to the “Install the Question Import Tool” section for additional information.

The *SF Question Import Tool* directory contains the *ReadMe.txt*, *Question\_Import.csv*, and the *CreateQuestionFile.cmd* files.

The *ReadMe.txt* contains valuable information about the features and functionality of this tool.

Creating a question import file involves adding question text values to the *Question\_Import.csv* and then running the *CreateQuestionFile.cmd*.

## Question Import CSV File

The *Question\_Import.csv* is the only file a question developer must update to create one or more questions. This file contains all necessary attributes for SF Learning questions. Refer to *example\_import/Question\_Import.csv* for an example of a populated question import file.

### Warnings:



- Do not reorder or remove any columns.
- Do not change or remove the two header rows.
- The import file can contain a maximum of 100 questions.
- *Objective ID* and *Domain ID* **must** exist in SF Learning before importing questions. Otherwise, the **import will fail** and SF Learning will prompt the admin with a cryptic ticket number.

## Question Types

The question import tool supports the following three question types. All three question types can render HTML tags in question stem and responses. Also, each question can include a default background image.

### Multiple-Choice Single Correct Answer

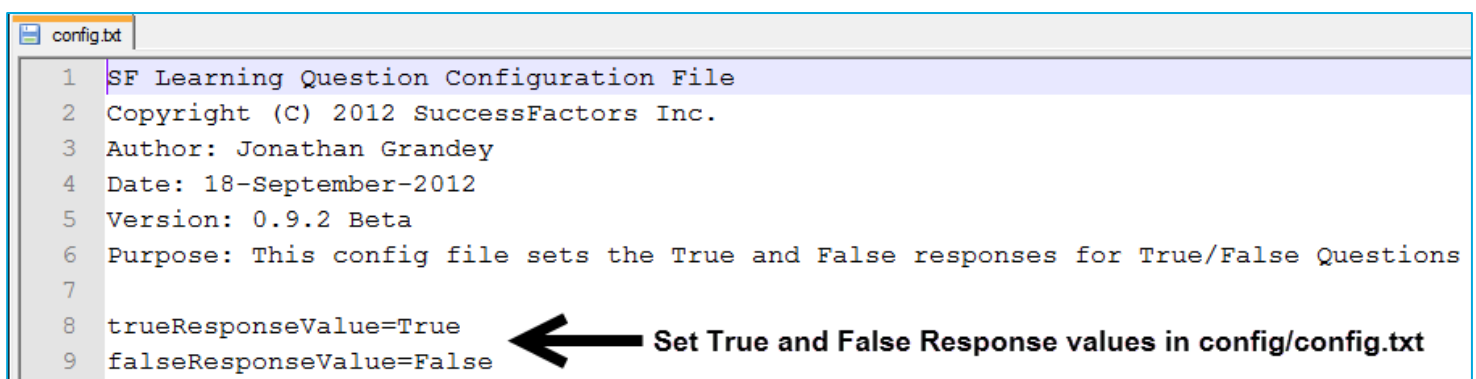
This is the question type when there is only one correct response flagged in the question import file. There must be at least two responses and the import file supports a maximum of six responses.

### Multiple-Choice Multiple Correct Answers

This is the question type when there are multiple correct responses flagged in the question import file. There must be at least two responses and the import file supports a maximum of six responses.

### True and False

This is the question type when the *Correct Answer for True/False* column is populated. The default response values are *True* and *False*. These values can be changed in *config/config.txt*. True/False questions cannot be set to randomize responses in the question import file.



```

1 SF Learning Question Configuration File
2 Copyright (C) 2012 SuccessFactors Inc.
3 Author: Jonathan Grandey
4 Date: 18-September-2012
5 Version: 0.9.2 Beta
6 Purpose: This config file sets the True and False responses for True/False Questions
7
8 trueResponseValue=True
9 falseResponseValue=False
  
```

← Set True and False Response values in config/config.txt

## Question Import Validation Rules

The following are the validation rules for the *Question\_Import.csv* file. If the CSV violates any rule, the question import zip will **not** be created.

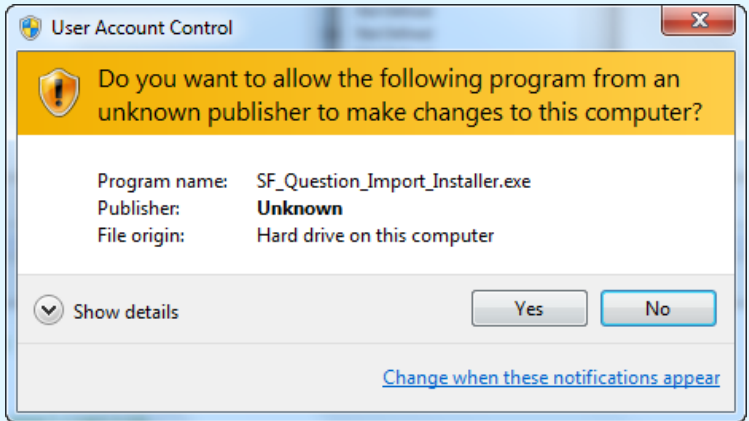
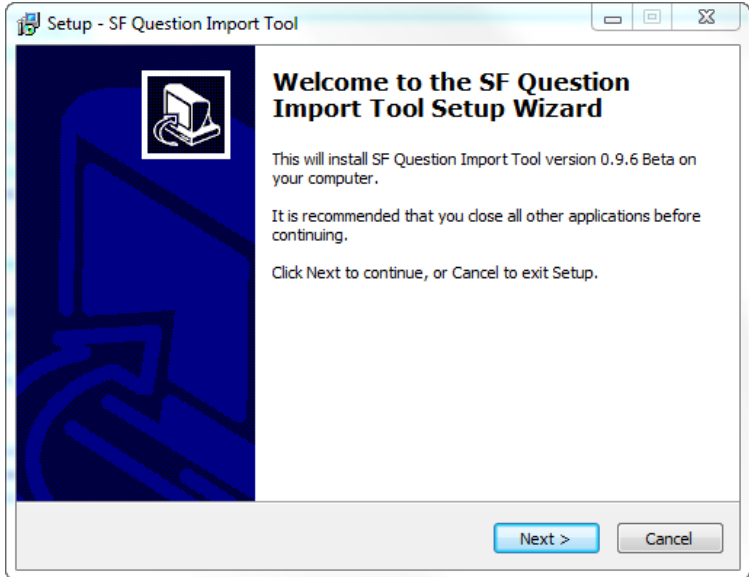
- 1 Question CSV must have 2 header rows and 23 columns (**Do not** change column order).
- 2 The import file can contain a maximum of 100 questions.
- 3 A column cannot have a single comma for its entire value.
- 4 A column value cannot be comprised of only double quotes.
- 5 The import file cannot contain duplicate questions (i.e., more than one question with the same question name, revision, and variant).
- 6 Question name and question stem are required.
- 7 All questions must have a least one correct answer.
- 8 All multiple-choice questions must have at least two responses.
- 9 Objective ID, Revision, and Variant must be a number or left blank.
- 10 A multiple-choice response that is designated as correct cannot be blank.
- 11 You can populate the correct True/False answer **or** specify multiple-choice responses. Both cannot be populated.
- 12 *Active*, *Randomize*, *Correct Answers*, *Render HTML*, and *Include Background Image* can have the following values.
  - A. Yes or Y
  - B. No or N
  - C. True or T
  - D. False or F
  - E. Blank

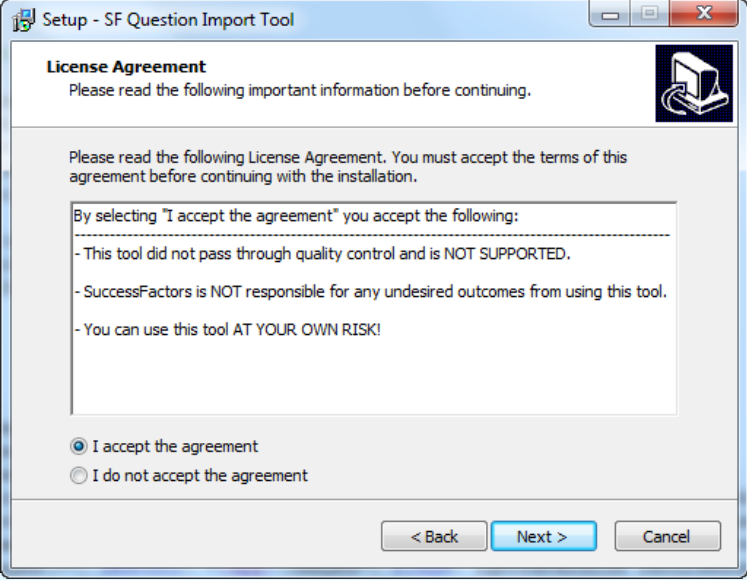
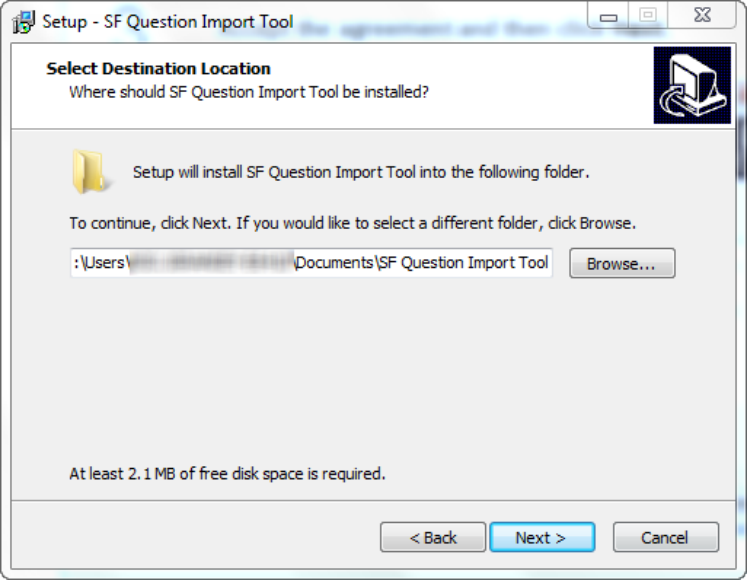


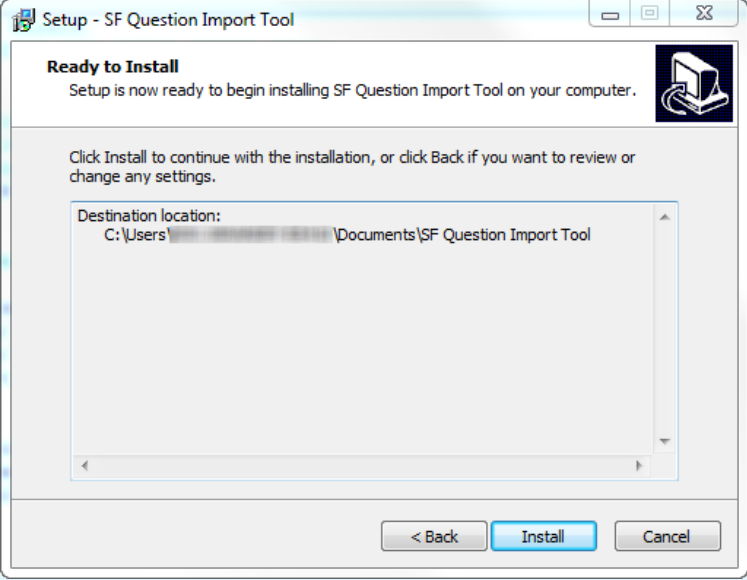
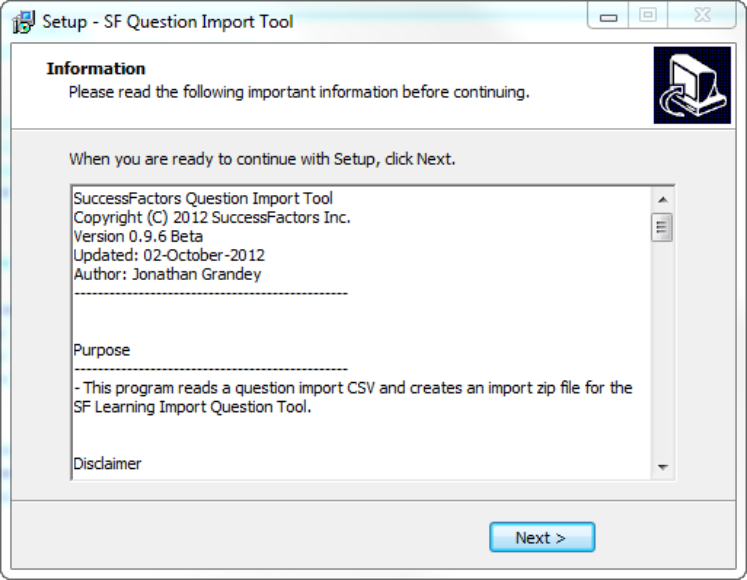
**Note:** This tool deletes the current *Question\_Import.zip* each time you run the *CreateQuestionFile.cmd*.

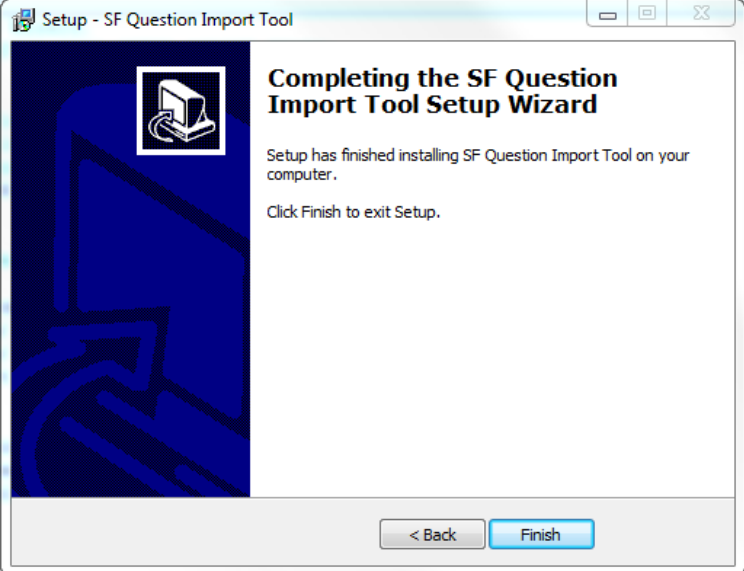
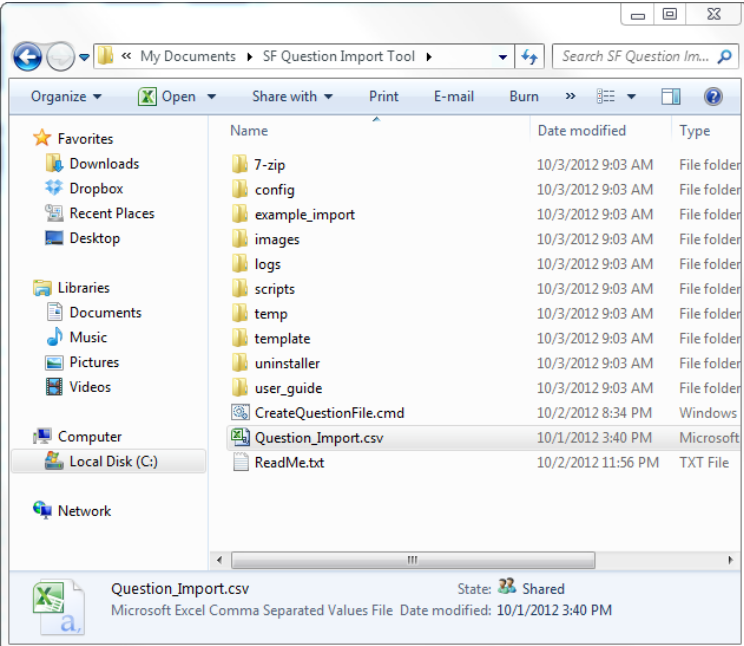


# Install the Question Import Tool

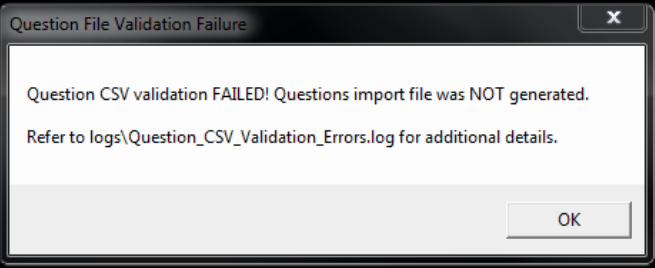
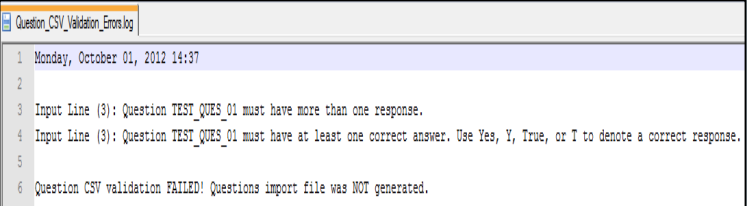
Step	Action	Example
1	Download the <b>SF_Question_Import_Installer_v 0.9.6.exe</b> and then double-click it.	
2	If prompted with a security warning, click <b>Yes</b> .	 <p>A Windows User Account Control dialog box titled "User Account Control". It contains a yellow warning bar with a shield icon and the text: "Do you want to allow the following program from an unknown publisher to make changes to this computer?". Below this, it lists: "Program name: SF_Question_Import_Installer.exe", "Publisher: Unknown", and "File origin: Hard drive on this computer". At the bottom, there is a "Show details" link, "Yes" and "No" buttons, and a link that says "Change when these notifications appear".</p>
3	Click <b>Next</b> .	 <p>A Windows Setup window titled "Setup - SF Question Import Tool". It features a blue background with a white icon of a computer and a circular arrow. The text reads: "Welcome to the SF Question Import Tool Setup Wizard", "This will install SF Question Import Tool version 0.9.6 Beta on your computer.", "It is recommended that you close all other applications before continuing.", and "Click Next to continue, or Cancel to exit Setup." At the bottom right, there are "Next &gt;" and "Cancel" buttons.</p>

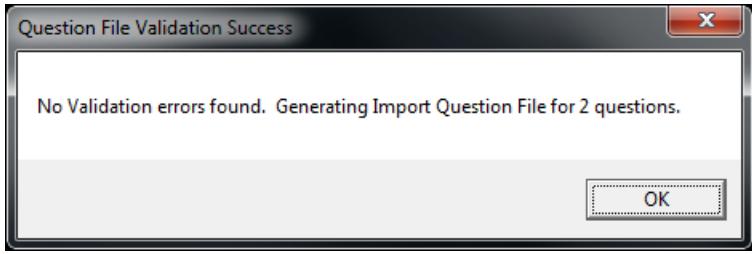
Step	Action	Example
4	Accept the agreement and then click <b>Next</b> .	
5	Select the install directory and then click <b>Next</b> ( <i>My Documents/SF Question Import Tool</i> is the default).	


Step	Action	Example
6	Click <b>Install</b> .	
7	Read the Information document and then click <b>Next</b> .	


Step	Action	Example
8	Click <b>Finish</b> .	
9	Navigate to the <b>My Documents &gt; SF Question Import Tool</b> folder to confirm the installation.	

# Create a Question Import File


Step	Action	Example
1	Add questions to the <i>Question_Import.csv</i> .	By default, the <i>Question_Import.csv</i> is in the <b>My Documents &gt; SF Question Import Tool</b> folder.  Refer to the “Question Import CSV Columns” section of this guide for the question import file column definitions.
2	Save the <b>Question_Import.csv</b> .	
3	Double-click <b>CreateQuestionFile.cmd</b> .	
4	If the validation fails, you will see the screens on the right. Refer to <b>logs\Question_CSV_Validation_Errors.log</b> for line item error messages.	<p>Command Prompt:</p> <pre> ===== ** SuccessFactors Question Import Tool v0.9.6 Beta ** ** Copyright (C) 2012 SuccessFactors Inc. ** ** This program did NOT pass through SF Quality Control ** ** and is NOT SUPPORTED. Use at your own risk! ** ===== Press any key to continue . . . </pre>  <p>Log File:</p> 

Step	Action	Example
5	If validation is successful, you will see the popup window and screen on the right. If <i>Objective ID</i> or <i>Domain ID</i> is specified in the question import file, they <b>must exist</b> before importing the question file into SF Learning.	 <pre> ***** ***** **      SuccessFactors Question Import Tool v0.9.6 Beta      ** **      Copyright (C) 2012 SuccessFactors Inc.              ** **  ** **      This program did NOT pass through SF Quality Control ** **      and is NOT SUPPORTED. Use at your own risk!          ** **  ** ***** Press any key to continue . . .  *****SUCCESS***** *** The question generation process completed SUCCESSFULLY. *** *** You can now upload the Question_Import.zip               *** *** file into SF Learning.                                   *** ***  *** *****IMPORTANT NOTES***** *** 1) The question Domain ID MUST MATCH in                  *** *** SF Learning EXACTLY (It is case sensitive)                *** *** 2) The Objective ID MUST EXIST in SF Learning             *** *** OTHERWISE THE QUESTION IMPORT WILL FAIL!                  *** ***  *** *****IMPORTANT NOTES***** Press any key to continue . . . </pre>
6	Log into SF Learning.	
7	Navigate to <b>Content &gt; Tools &gt; Question Import/Export</b> .	

Step	Action	Example																				
8	Select <b>Import</b> , click <b>Next</b> , and then click <b>Choose File</b> .	<div><div>Question Import/Export</div><div>&gt; Step 1 &gt; Step 2 &gt; Step 3 &gt; Step 4 &gt; Step 5</div><div>Step 2: Select File to Import</div><div>PreviousNext</div><div>* = Required Fields</div><div>File: Choose FileNo file chosen</div></div>																				
9	Select the <b>Question_Import.zip</b> in the <i>SF Question Import Tool</i> folder.	<div><div></div><div><b>Note:</b> If the <b>Question_Import.zip</b> does not exist, then the <i>CreateQuestionFile.cmd</i> failed. Refer to the <i>logs\Question_CSV_Validation_Errors.log</i> for additional details.</div></div>																				
10	Click <b>Next</b> .																					
11	Verify the questions/objectives are correct and then click <b>Next</b> .	<div><div>Question Import/Export</div><div>&gt; Step 1 &gt; Step 2 &gt; Step 3 &gt; Step 4 &gt; Step 5</div><div>Step 3: Analysis and Review</div><div>PreviousNext</div><div>The analysis shows the import file matched against Questions in the system. Only the Question and Objective names are matched. Questions in the import file will overwrite Questions in the system if the Question names match. If you do not want to import a Question, uncheck the question or change the Question name. Changing the Question name will create a new question on import.</div><div>Click a Question name to edit or change it.</div><div><table><tr><th>Import File</th><th>Expand All   Collapse All</th><th>Current System</th><th>Open Question Search</th></tr><tr><th>Import Question Name Obj ID Objective</th><th></th><th>Question Name Obj ID Objective</th><th></th></tr><tr><td><input checked="" type="checkbox"/> MULT_CHOICE_MULTI_ANS_01 Question: MULT_CHOICE_MULTI_ANS_01 Var Rev Type Stem 1 1* MCMA</td><td></td><td><input checked="" type="checkbox"/> MULT_CHOICE_MULTI_ANS_01 Question: MULT_CHOICE_MULTI_ANS_01 Var Rev Type Stem 1 1* MCMA</td><td></td></tr><tr><td><input checked="" type="checkbox"/> MULT_CHOICE_SINGLE_ANS_01 Question: MULT_CHOICE_SINGLE_ANS_01 Var Rev Type Stem 1 1* MCSA</td><td></td><td><input checked="" type="checkbox"/> MULT_CHOICE_SINGLE_ANS_01 Question: MULT_CHOICE_SINGLE_ANS_01 Var Rev Type Stem 1 1* MCSA</td><td></td></tr><tr><td><input checked="" type="checkbox"/> TRUE_FALSE_01 Question: TRUE_FALSE_01 Var Rev Type Stem 1 1* TF</td><td></td><td></td><td></td></tr></table></div></div>	Import File	Expand All   Collapse All	Current System	Open Question Search	Import Question Name Obj ID Objective		Question Name Obj ID Objective		<input checked="" type="checkbox"/> MULT_CHOICE_MULTI_ANS_01 Question: MULT_CHOICE_MULTI_ANS_01 Var Rev Type Stem 1 1* MCMA		<input checked="" type="checkbox"/> MULT_CHOICE_MULTI_ANS_01 Question: MULT_CHOICE_MULTI_ANS_01 Var Rev Type Stem 1 1* MCMA		<input checked="" type="checkbox"/> MULT_CHOICE_SINGLE_ANS_01 Question: MULT_CHOICE_SINGLE_ANS_01 Var Rev Type Stem 1 1* MCSA		<input checked="" type="checkbox"/> MULT_CHOICE_SINGLE_ANS_01 Question: MULT_CHOICE_SINGLE_ANS_01 Var Rev Type Stem 1 1* MCSA		<input checked="" type="checkbox"/> TRUE_FALSE_01 Question: TRUE_FALSE_01 Var Rev Type Stem 1 1* TF			
Import File	Expand All   Collapse All	Current System	Open Question Search																			
Import Question Name Obj ID Objective		Question Name Obj ID Objective																				
<input checked="" type="checkbox"/> MULT_CHOICE_MULTI_ANS_01 Question: MULT_CHOICE_MULTI_ANS_01 Var Rev Type Stem 1 1* MCMA		<input checked="" type="checkbox"/> MULT_CHOICE_MULTI_ANS_01 Question: MULT_CHOICE_MULTI_ANS_01 Var Rev Type Stem 1 1* MCMA																				
<input checked="" type="checkbox"/> MULT_CHOICE_SINGLE_ANS_01 Question: MULT_CHOICE_SINGLE_ANS_01 Var Rev Type Stem 1 1* MCSA		<input checked="" type="checkbox"/> MULT_CHOICE_SINGLE_ANS_01 Question: MULT_CHOICE_SINGLE_ANS_01 Var Rev Type Stem 1 1* MCSA																				
<input checked="" type="checkbox"/> TRUE_FALSE_01 Question: TRUE_FALSE_01 Var Rev Type Stem 1 1* TF																						



**Note:** If the question already exists, then this upload will overwrite the existing question. It does **not** create a new revision.



If a question exists and is already associated to an objective, the upload will **not** change the original objective assignment.

## Step

## Action

## Example

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Confirm the question data is correct and then click **Finish**.

**Question Import/Export** [Help](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5

**Step 4: Preview Results of Import**

[Previous](#) [Finish](#)

The preview shows the impact of importing a file. The Warning symbol indicates questions that are used in exams. Importing changes to these questions will result in active exams being updated with the new active revision. Clear the **Import** check box for any questions that you do not want imported. When you click **Finish**, the file will be imported and the system updated. The import operation cannot be undone.

Import File				Preview System After Import			
Import	Obj ID	Obj Name	Question Name	Obj ID	Obj Name	Question Name	Notes
<input checked="" type="checkbox"/>	--	--	MULT_CHOICE_MULTI_ANS_01	--	--	MULT_CHOICE_MULTI_ANS_01	
			Question: MULT_CHOICE_MULTI_ANS_01			Question: MULT_CHOICE_MULTI_ANS_01	
			Var Rev Type Stem			Var Rev Type Stem	
			1 1* MCMA			1 1* MCMA	
<input checked="" type="checkbox"/>	--	--	MULT_CHOICE_SINGLE_ANS_01	--	--	MULT_CHOICE_SINGLE_ANS_01	
			Question: MULT_CHOICE_SINGLE_ANS_01			Question: MULT_CHOICE_SINGLE_ANS_01	
			Var Rev Type Stem			Var Rev Type Stem	
			1 1* MCSA			1 1* MCSA	
<input checked="" type="checkbox"/>	--	--	TRUE_FALSE_01	--	--	TRUE_FALSE_01	
			Question: TRUE_FALSE_01			Question: TRUE_FALSE_01	
			Var Rev Type Stem			Var Rev Type Stem	
			1 1* TF			1 1* TF	

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The questions are now in SF Learning.

**Question Import/Export** [Help](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Import Confirmation

**Finished: Import Confirmation**

**Status**

The Questions were imported successfully.

Obj ID	Obj Name	Question Name
--	--	MULT_CHOICE_MULTI_ANS_01
--	--	MULT_CHOICE_SINGLE_ANS_01
--	--	TRUE_FALSE_01

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Navigate to **Content > Questions** and search for the uploaded questions.

**Questions** [Search](#) [Add New](#) [Saved Searches](#)

Search > Search Results

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

[Search](#) [Save As](#) [Reset](#)

**Case sensitive search:** ☐ Yes ☒ No

**Question Name:**

**Keywords:**

**Domains:**

**Created By: (User ID):**

**Last Modified By: (User ID):**

**Objective ID:**

**Objective Name:**

**Status:** ☒ Active ☐ Not Active ☐ Both

**Description:**

[Add/Remove Criteria](#)

[Search](#) [Save As](#) [Reset](#)



## Step

## Action

## Example

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Check the boxes next to the imported questions and then click **Select**.

Field Chooser [Download Search Results](#)

[Select All Objectives](#) | [Select All Questions](#) | [Deselect All](#) [Select](#)

Obj ID	Objective Name	Question Name	Number of Variants	Question ID
<input checked="" type="checkbox"/>		MULT_CHOICE_MULTI_ANS_01	1	472
<input checked="" type="checkbox"/>		MULT_CHOICE_SINGLE_ANS_01	1	473
<input checked="" type="checkbox"/>		TRUE_FALSE_01	1	474

[Select](#)

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If necessary, make edits to the question(s) in SF Question Editor.

Questions: > Search > Search Results > Edit Question

Question Name: MULT\_CHOICE\_SINGLE\_ANS\_01 Objective Name:

Variant	Revision	Type	Question Settings
1	1*	Multiple Choice	Randomize Point Value: 0.0 Available for Exams

This is a question with a comma, and a single correct answer question.

☒ This is the "Correct" answer with double quotes

☐ Wrong **Bolded** Answer

☐ Wrong Answer

☐ Wrong Answer

# Question Import CSV Columns

Column	Default Value	Validation Rule	Notes
Objective ID		Must be a number or blank.	The objective <b>must exist</b> in SF Learning before importing the question import file.
Question Name		Cannot be blank.	This is the question identifier in SF Learning.
Domain ID	PUBLIC		The domain <b>must exist</b> in SF Learning before importing the question import file.
Active	Yes	Must be Y, Yes, N, No, T, True, F, False, or blank.	This enables SF Learning to use the question in an exam (a.k.a. Available for Exams).
Randomize	Yes	Must be Y, Yes, N, No, T, True, F, False, or blank.	Only applies to multiple-choice questions. True/False questions are not randomized.
Revision Number	1	Must be a number or blank.	
Variant Number	1	Must be a number or blank.	
Include Background Image	Yes	Must be Y, Yes, N, No, T, True, F, False, or blank.	This adds a default background image to the question.
Question Stem		Cannot be blank.	
Correct Answer for True/False		Must be Y, Yes, N, No, T, True, F, False, or blank.	Required for True/False questions.
Response		Can't be blank if it is flagged as the correct answer.	At least two responses are required for multiple-choice questions.
Response Correct	No	Must be Y, Yes, N, No, T, True, F, False or blank.	At least one response must be correct for a multiple-choice question.
Render HTML Tags	Yes	Must be Y, Yes, N, No, T, True, F, False, or blank.	<p>If set to <b>Yes</b>, then the HTML <b>&lt;b&gt;Test&lt;/b&gt;</b> renders as <b>Test</b> in question stem and responses.</p> <p>If set to <b>No</b>, then <b>&lt;b&gt;Test&lt;/b&gt;</b> displays as <b>&lt;b&gt;Test&lt;/b&gt;</b>.</p>

## Notes