Upload a Set of Questions

Questions are added after entering basic test details. Formatting instructions and examples are provided below.

1. Log in to WebStudy, access your class, and click the Tests tab.
2. Click Show Edit in the upper right of the screen.

3. Click Create a new Exam or Ungraded quiz in the upper left.

4. Enter the general information and instructions for the test in the lower frame.
   a. enter the test name
   b. link to a Timeline session if desired
   c. select whether to include in gradebook
   d. enter the test date if desired
   e. enter Activation and Deactivation dates if desired
   f. select whether to show preliminary scores to students
   g. select a Category or create a new one (enter a description for the new category if desired)
   h. enter the test instructions
   i. for Exams, select the appropriate grading system, enter the points for each question, the number of questions from each question category, and the time limit

5. Click Post It.
6. Click **Upload a set of test questions**.

   ![Your input was successful.](image)

   (the original information on the page is updated). The exam will be available only after you create at least one question. Click on the button below to proceed.

   ![EDIT EXAM QUESTIONS](image)

   ![Upload a set of exam questions](image)

7. Enter a default point value for the questions.

8. Enter or copy/paste tagged questions into the **Source Text** (see below) box. (Note: works best if questions are copied from Notepad or WordPad – NOT Word.)

9. Click **Post It**.

10. Review the test preview.

11. If the preview is good, click **Post It**.
    
    OR
    
    If changes are needed, correct the source text below the preview. Click **Post It** at the very bottom of the page.

12. **Always** check tests from a student perspective by clicking **Take the Exam**.
Question Set Tags

EACH entry (e.g., every category, every question, every correct answer) must have the appropriate tag.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>@@@</td>
<td>Category title: (optional) Enter a word phrase (maximum length is one paragraph – do NOT use the enter key in title). Text appearing under the category title is considered a category description and can include hard returns.</td>
</tr>
<tr>
<td>###</td>
<td>Question text: (required for EACH question) Enter a word phrase (maximum length is one paragraph – do not use the enter key in question).</td>
</tr>
<tr>
<td>Pts</td>
<td>Number of points: (optional) Enter a point value if different from the default point value entered in the test description. Do NOT leave a blank line between the points and the question text. Text appearing under the Pts line (or the question text) is considered options. Separate each options with a hard return (use enter key).</td>
</tr>
<tr>
<td>***</td>
<td>Correct option (required for EACH correct answer for every question) for multiple-select type of questions</td>
</tr>
<tr>
<td>Ex</td>
<td>Explanation: (optional) Explanation of the correct answer; can be more than one line.</td>
</tr>
</tbody>
</table>

General Rules

- There must be a blank space after tags.
- The tags must always start on a new line.
- HTML coding is not recommended.
Sample Tagged Question Set

- **Highlighted text shows the minimum entry for a question set.**
- *Do not include the italicized notations in exam.*
- **Do not** use **tabs** or **tables** in the formatting. Some test banks automatically format exported exams with tabs and/or tables – these **must** be removed before uploading questions into WebStudy.
- **Do not** use **quotes ("**) in questions or answer options.

@@@ EASY QUESTIONS *(category title)*
These questions shouldn't be a big problem. *(category description)*

### What countries are in the European Union? *(multiple choice example with several correct options)*
Pts 10 *(point value different from default)*
*** The UK *(correct option)*
Slovak Republic
*** Germany *(correct option)*

### What country has less than 30,000 citizens? *(multiple choice example with one correct option)*
Pts 10 *(point value different from default)*
San Marino
Lichtenstein
*** Andorra *(correct option)*

### London is the capital of Scotland. *(true/false example)*
Pts 20 *(point value different from default)*
*** False *(correct option)*
True

@@@ HARD QUESTIONS *(category title)*

### What are the benefits of European Union for the involved countries? *(essay question example)*
Ex: Many, yet not enough. *(explanation)*

### UK’s prime minister last name is: *(exact text match example)*
Pts 40 *(point value different from default)*
* Blair *(correct answer)*
Ex: The spelling isn't difficult. *(explanation)*

Always check tests from a student perspective by clicking Take the Exam.