

## Transferring a Survey or Assessment from Word to ANGEL

Entire surveys or assessments prepared in Word (or any word processor) can be uploaded into ANGEL. If an entire survey or assessment is prepared correctly, it can be uploaded in a few simple steps. The most important step is to format the questions correctly before uploading.

1. Each question must begin on a new line
2. Do not use Automatic Bullets and Numbering
3. Mark the beginning of each question with Q or the question number followed by a period. (example: 1. 2. 3. etc.)
4. If the question has choices, the choices should immediately follow the question text.
5. The next line should be the question type code.
6. If this is for an assessment and the question has a correct answer, the next line should include this answer.

After formatting questions based on the above directions follow the finishing directions below, based on the type of question that is needed.

### Multiple Choice Questions

- Each choice should be on a line by itself.
- Each choice should begin with a choice letter followed by a period (example: A. B. C. etc.)
- For multiple choice questions it is LS (Likert Scale). This should be entered as TYPE: LS. TYPE is all capital letters followed by a colon, one space, and then the type code.
- If this is an assessment the correct answer should follow as ANSWER: and the choice
- If this is an assessment the point value will follow as POINT: value.

#### Example Question

Q: The material level was appropriate for this course.

A. strongly agree

B. agree

C. undecided

D. disagree

E. strongly disagree

TYPE: LS

ANSWER: A

POINTS: 1

### Blank Textbox

- There are two kinds of textboxes available. A single line textbox for short answers, and a multiline textbox for longer answers. The code for a single line is TYPE: TX. The code for multiline textbox is TYPE: TA

#### Example Question

Q: What component of ANGEL was most useful to you in this course?

TYPE: TA

### Checkboxes

- Each choice should be on a line by itself.
- Each choice should begin with a letter followed by a period (example: A. B. C. etc.)
- The code for a checkbox is TYPE: CB.
- If this is an assessment the correct answer should follow as ANSWER: and the choice
- If this is an assessment the point value will follow as POINT: value.

#### Example Question

Q: Would you recommend this course to a friend?

A. Yes

B. No

TYPE: CB

ANSWER: A

POINTS: 1

### Drop Down Menu

- Each choice should be on a line by itself.
- Each choice should begin with a letter followed by a period (example: A. B. C. etc.)
- The code for a Drop Down Menu is TYPE: DL.
- If this is an assessment the correct answer should follow as ANSWER: and the choice
- If this is an assessment the point value will follow as POINT: value.

#### Example Question

Q: The material level was appropriate for this course.

A. strongly agree

B. agree

C. undecided

D. disagree

E. strongly disagree

TYPE: DL

ANSWER: A

POINTS 2

### Check List

- This will allow the user to choose more than one option.
- Each choice should be on a line by itself.
- Each choice should begin with a letter followed by a period (example: A. B. C. etc.)
- The code for a Check List is TYPE: CL.

#### Example Question

Q: Which goals did this course reach? Check all that apply.

A. Basic knowledge of the topics

B.

C.

D.

E.

TYPE: CL

**Import the Questions into the Assessment or Survey**

1. Once the survey or assessment is written and correctly formatted copy the entire survey out of the document
2. Open the survey or assessment and click on Add Question
3. Click the Import Questions link
4. Delete the existing text in the Import Questions box and paste the copied survey or assessment in the field
5. Press OK