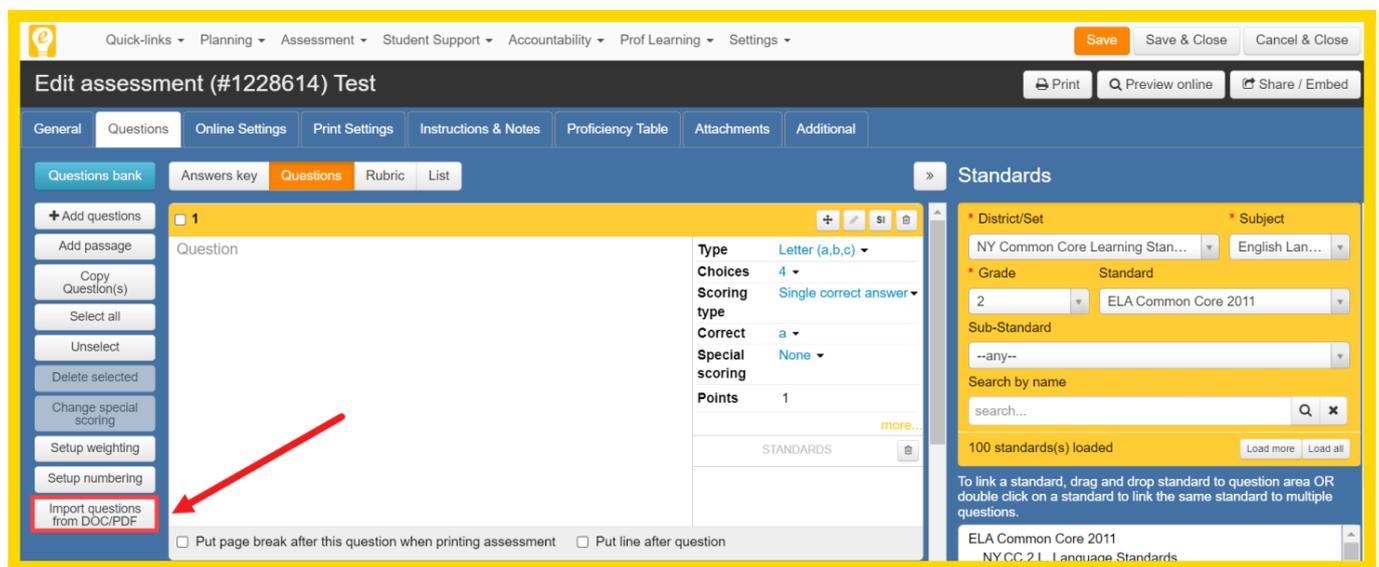


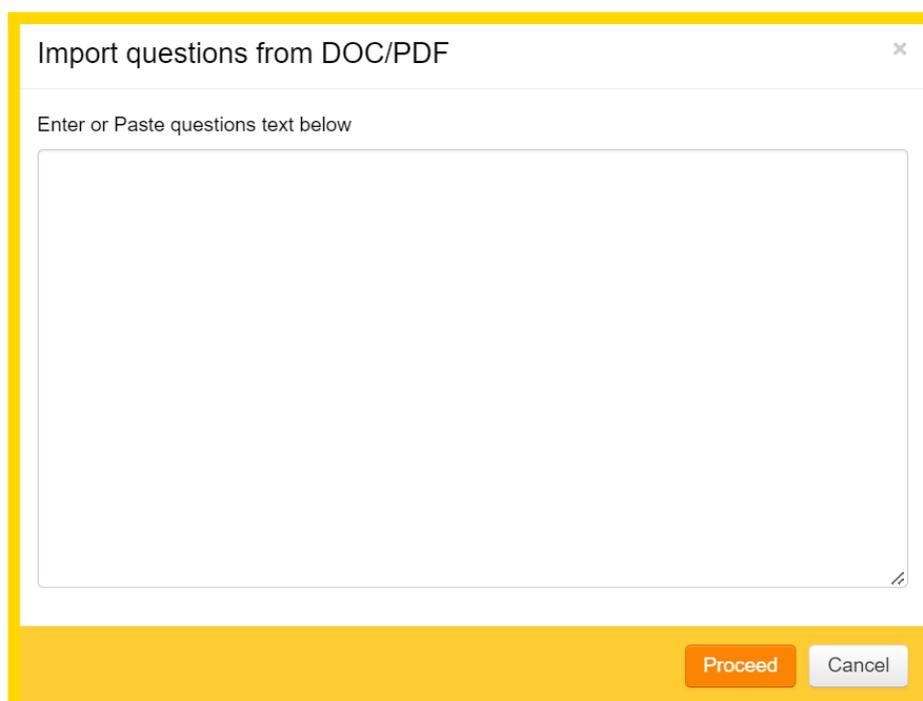
03.B.2 Creating Questions Using the Import DOC/PDF Tool

Click here to view the [Help Video](#)

Users have the ability to import questions from a document or PDF when creating questions in the Assessment Editor. To use this, select the **Import questions from DOC/PDF** button in the following location:



Once selected, a pop-up will appear where the creator can paste in questions from a document or PDF:



The next pop-up will display the questions to be created as well as some options for editing and adding questions:

Import questions from DOC/PDF

Please choose how do you want to proceed:

Append questions to the test **3**

Replace questions (question text, question type and answers will be replaced in this case)

Questions preview

1. What was Vincent? **1**

A. a prince

B. a king

C. a princess

2. Where was Vincent from? **2**

Back **4** **Approve** **5** Cancel

1. Example multiple choice question pasted in from a PDF.
2. Example short answer question, just type in a question without any answer choices.
3. Selecting "Append" will keep all existing questions in the assessment and add newly created ones after them (for example, if there are 3 questions in the assessment, the first newly created questions will be question #4). Selecting "Replace" will remove any existing questions and replace them with those in the pop-up.
4. Back will allow users to go back and edit questions.
5. Approve will add questions to the assessment using the method chosen in Step 3.

Not all items paste without formatting issues, contact the Help Desk at help@edoctrina.org if you have any questions!

Once questions have been added to the assessment, users will need to add correct answer choices by setting up the answer key, link standards, paste in any images or add online tools. Check out this comprehensive [Assessment Editor How-To-Guide](#) for information on how to do these steps and more!