

## Import Format Specifications

Working with a text editor, author your survey as follows:

- Start with the title of the survey.
- Follow with the survey instructions, if any.
- Add a blank line.

Now, you are ready to start adding your questions.

- Start your first question with the question text.
- Immediately follow with the possible answers, one per line (Do not add a blank line between the question text and the possible answers).
  - for questions that call for a single answer (users will get a radio button), precede each answer with a dash "-"
  - for questions that accept multiple answers (users will get checkboxes), precede each answer with a plus sign "+"
  - for open ended questions, use the text "[Comments]" for the answer line.
  - If you want to also collect comments after single or multiple answer questions, add "[Comments]" as the last answer
- Add a blank line after the last answer line.
- Continue with the rest of your questions.

A question's text and the survey's instructions can include multiple lines, including blank lines. To enter text with multiple lines, add a backslash "\" at the end of each line, except the last one. The last line of the multiple lines should NOT have a "\".

To see examples of the import format specifications, export a survey that you authored in CourseEvalHQ. The first line of the exported file is optional.