# IMPORT GUIDES

To make adding data into the application much easier, the importing function should be used. But keep in mind that there are *rules* to follow for import actions to be successfully. Not following these rules will throw an alert indicating which line/s on the file the error occurred.

## IMPORTING STUDENTS

### COLUMNS

For importing students, there are few column headers that **must** be present in order for the import to be successful. These are the *Name* and *Email* columns respectively. Be sure that every data to be imported have these information on the file.

While there are required columns, there are also optional values such as the *Mobile* and *Address* fields. Every data to be imported can either have or not have these values.

### RULES

Just like there is required and optional columns, there are rules for each column values that should be followed.

- Email
    - Should be a valid email
    - Should be unique, meaning no more than one students should have the same email.
- Mobile
    - These are the valid formats for the mobile:
        - 9XXXXXXXX
        - 09XXXXXXXXX
        - +639XXXXXXXXX
- Address
    - Address should not be more than 255 characters.

### SAMPLE

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Name | Email | Mobile | Address |
| 2 | Juan Dela Cruz | juandelacruz@info.com | 9321987654 | Sampaloc, Manila |
| 3 | John Doe | john@doe.com | | Baguio City, Philippines |
| 4 | Maria Johnson | | | |

As you may have guessed, the example given will not be successful because row 4 (Maria Johnson) doesn't have an email and email is a required value for importing students. While rows 3 is still valid because along with *address*, *mobile* is not a required column.

# IMPORTING QUIZZES

### COLUMNS
As for importing quizzes, *Title, Point Per Question,* and *Timer* are all **required** for the import to be successful. Every data on the file should have these values or else the system will throw an error. On the other hand, *Description* is not a required field, quizzes can have no description on them

### RULES

- Title
  - Should not be more than 255 characters.
- Points Per Question
  - Minimum value of 1.
  - Must be numeric.
- Timer
  - Minimum value of 1.
  - Must be numeric.

### SAMPLE

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Title | Description | Points Per Question | Timer |
| 2 | Intro to Physics | | 10 | 50 |
| 3 | Basic Calculus | Short Quiz on Basic Calculus | 20 | 60 |
| 4 | Object Oriented Programming | | -- | 10 |

As mentioned in the rules section that *Points Per Question* should be numeric in value and have at least a value of 1, the import in the example at row 4 will throw an error as it has a value of non-numeric (special character in the sample, --).

# IMPORTING QUESTIONS

### COLUMNS

Lastly, for importing questions, there are a couple of columns needed to be successful. These are the *Question, A, B, C, D,* and *Answer* columns. The system will throw an error every time it detects a row in the import file doesn't have any of these columns.

While *Answer Explanation* column is optional, but for the sake of the students, it is encouraged to have every question to have an explanation to the answer.

**RULES**

- Question
  - Should not be more than 255 characters.
- A
  - Should not be more than 255 characters.
- B
  - Should not be more than 255 characters.
- C
  - Should not be more than 255 characters.
- D
  - Should not be more than 255 characters.
- Answer
  - Value should be either of these (note: in lowercase):
    - a
    - b
    - c
    - d

**SAMPLE**

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Question | A | B | C | D | Answer |
| 2 | Who is considered as the father of programming? | Dennis Ritchie | Steve Jobs | Charles Babbage | Justin Bieber | c |
| 3 | What is the Philippines' National Sport? | Basketball | Arnis | Sepak Takraw | BaseBall | f |

As stated in the rules section, the answer should be any of the choices (a, b, c ,d; on lowercase). But on row 3, the answer specified is not on any of these. As for the *Answer Explanation* column, since it is not required, the column can be completed removed if none of the data to be imported don't have value for it.