Formatting Questions for Import
IN RESPONDUS

Respondus will import various question types from a document based on a standard format. This document describes the various question types and the formatting required by Respondus. Files can then be saved as text (.txt), rich text (.rtf), or MS Word file (.doc or .docx) for importing into Respondus.

*Note: **ID&D recommends using the rich text (.rtf) or word doc (.doc) without automatic numbering or tables.*

Faculty who feel comfortable importing questions using .csv files can refer to the Instructure Canvas guide on the Respondus website (http://www.respondus.com/products/respondus/guides.shtml) for details.

Importing True and False Questions

The format for "true and false" questions can be either of the examples below:

Example: **3) Albert Michelson determined the exact speed of light?**

*a) True
b) False

Example: **3) Albert Michelson determined the exact speed of light?**

*a. T
b. F

A second way to designate a correct answer for a true and false question is to place it in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. This is true for all question types and is recommended for files in which questions were imported from a publisher. The correct answer for a true and false question can be designated in three ways (1) the complete word "True" or "False," (2) the letter "T" or "F," or (3) the alphabetical letter "A" (for true) or "B" (for false).

Example: **Answers:**

1. True
2. T
3. A

Importing Essay Questions

Essay or short answer questions typically do not have correct answers. To format an essay question begin with "Type: E", then the question number, and the question wording.

Example: **Type: E**

4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?

Importing Multiple Choice Questions

Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".   The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: **3) Who determined the exact speed of light?**

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Each *answer* must begin with a letter (A-T) followed by a period "." or a parentheses ")".

Example: **3) Who determined the exact speed of light?**

a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

For imports into an exam file, *correct answers* can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

Example: **3) Who determined the exact speed of light?**

a. Albert Einstein
***b. Albert Michelson**
c. Thomas Edison
d. Guglielmo Marconi

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

Example: **Answers:**

1. A
2. C
3. B

Importing Multiple Answers Questions

The logic for importing questions that have multiple answers is similar to multiple choice questions. All correct answers are designated with an asterisk. In addition, the first line of the formatting must begin with "Type: MA".

Example: **Type: MA**

3) Which of the following individuals are credited with determining the exact speed of light?
a. Albert Einstein
***b. Albert Michelson**
c. Thomas Edison
***d. Edward Williams Morley**

A second way to designate correct answers for questions with multiple answers is to place them in a list of correct answers at the end of the file in one of three ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple answer questions.

Example: **Answers:**

1. B D
2. B,D
3. B, D

Importing Fill in the Blank Questions

Fill in the blank questions may be imported by starting the first line of formatting with "Type: F". This is followed by the question number, and the question wording.

Example: **Type: F**
5. Who is known as the "father of television"?

Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer.

Example: **Type: F**
5. Who is known as the "father of television"?
a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin

Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

Example: **Answers:**

1. A
2. C
3. B
4. C

5. Zworykin
5. Vladimir Zworykin
5. Vladimir Kosma Zworykin
6. B

Importing Fill in Multiple Questions

Fill in multiple blanks questions may be imported by starting the first line of formatting with "Type: FMB" followed by the question number, and the question wording with the words to be filled in provided in [square brackets].

> Example: **Type: FMB**
> **5. A [rose] by any other [name] would smell as [sweet].**

Respondus allows multiple correct answers per blank to be specified by separating each correct answer inside the brackets with commas.

> Example: **Type: FMB**
> **5. A [rose, red flower] by any other [name] would smell as [sweet, good].**

Importing Matching Questions

The format of a "matching" question must begin with "Type: MT" followed by the question number, and the question wording.   Each *answer* (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period "." or a parentheses ")". The two parts of the match must be separated with an "=" symbol and there should not be any hard returns or blank lines within either parts of the answer.

> Example: **Type: MT**
> **4. Match the correct name to the discovery or theory.**
> **a. Michelson-Morely = Speed of light**
> **b. Einstein = Theory of Relativity**
> **c. Marconi = radio waves**

Spaces before or after the "=" symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match. If you plan to list correct answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.

Importing Images with Questions

Images embedded in MS Word and the QTI formats will import automatically. However, it is possible to import images with rich-text and text files using alternate methods. First, be sure the images are in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: **[img: "filename.jpg"]** . The word "filename.jpg" should be replaced with the actual file name.

Example:
3) The interferometer, shown here [img: "interferometer.jpg"], was used by which of the following scientists?

a. Albert Einstein

*b. Albert Michelson

c. Thomas Edison

d. Vladimir Zworykin

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:

[img: "interferometer.jpg" "Picture of an interferometer"].

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear inline with the question text.