Standard Format for Importing Questions

Respondus will import Multiple Choice, True-False, Essay, Fill in the Blank, and Multiple Answer questions. The plain text, rich-text, or MS Word file must be organized in a "Standard Format" before it can be imported into Respondus.

Note: MS Word formats documents by default which can affect how Respondus imports questions (if it allows an import at all) & often will not let you mark your correct answer before the letter. You must turn off the automatic formatting option by clicking on [File > Options > Proofing > Auto Correct Options > Auto Format As You Type] then uncheck "Automatic Numbered Lists", or simply use Notepad (PC) or Textedit (Mac) instead.

Importing Multiple Choice Questions

The _question wording_ must follow the question number. (Note: One space should be between the question number and the question wording.)

 Example: 3. Who determined the exact speed of light?

Each _answer_ must begin with a letter (A-T) followed by a period "."
Note: Correct answer must be marked with an asterisk before the letter.

> **Example:**
>
> 3. Who determined the exact speed of light?
>
> a. Albert Einstein
> *b. Albert Michelson
> c. Thomas Edison
> d. Guglielmo Marconi

A "title" can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title.

Note: Correct answer must be marked with an asterisk before the letter.

> **Example:**
>
> Title: Speed of Light
>
> 3. Who determined the exact speed of light?
>
> a. Albert Einstein
> *b. Albert Michelson
> c. Thomas Edison
> d. Guglielmo Marconi

<u>Optional Elements</u> *(General Feedback)*

With an Exam file, *general feedback* can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The "@" symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the "~" and "@" symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

    Example:

    Title: Speed of Light

    3. Who determined the exact speed of light?

    ~ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

    @ No. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light.

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

(**Note:** if you are importing questions into a survey file, all feedback designations will be ignored.)

To import feedback for individual answer choices of multiple-choice questions, place the feedback immediately after the answer choice and begin the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

    Example:

    Title: Speed of Light

    3. Who determined the exact speed of light?

    a. Albert Einstein
    @ No. Albert Michelson determined the exact speed of light.
    *b. Albert Michelson
    @ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.
    c. Thomas Edison
    @ No, Thomas Edison did not determine the exact speed of light.
    d. Guglielmo Marconi
    @ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

(**Note:** if you are importing questions into a survey file, all feedback designations will be ignored.)

Importing True and False Questions

The process of importing "true and false" questions is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

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

It's important to note that the "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true and false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).

To include a "title" or "feedback" with the true and false question, follow the same formatting rules described above for multiple choice questions.

Example:

Title: Light speed

3. Albert Michelson determined the exact speed of light?

~ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.
@ Incorrect. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

*a. True
b. False

Importing Essay Questions

The logic for importing essay questions is similar to what is described above for Multiple Choice and True & False questions. The primary difference is that the first line of formatting must begin with "Type: E". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:

Type: E

Title: Michelson-Morely experiment

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

If you are importing an essay question into an Exam file, you can supply an answer as such. Provide the answer immediately after the question wording, beginning the answer with "a." (without the quotes).

Example:

Type: E

Title: Michelson-Morely experiment

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

a. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

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 "Title" (which is optional), the question number, and the question wording.

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

Importing Matching Questions

The process of importing a "matching" question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with "Type: MT". This is followed by the "title" (which is optional), 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 "." 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

Title: Scientific discoveries

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.

Importing "Multiple Answers" Questions

The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice questions. Multiple Answer questions are, essentially, multiple choice questions in which more than one correct answer can (and generally should) be selected by the student. The primary difference is that the first line of the formatting must begin with "Type: MA". This is followed by the "Title" (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk.

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

To include a "title" or "feedback" with the Multiple Answers question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:

Title: Speed of Light

3. Which of the following individuals are credited with determining the exact speed of light?

~ Yes. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

@ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
*d. Edward Williams Morley