

Standard Format for Importing Questions into Respondus

Respondus will import multiple choice, true-false, essay, fill in the blank, matching, ordering, jumbled sentences, 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.

IMPORTANT: YOU MUST TURN AUTONUMBERING OFF IN WORD BEFORE BEGINNING

Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".

Example: **3)**

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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?**

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

Importing Multiple Choice Questions

After every question, 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**

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).

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 test. 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
4. B

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. Don't worry, you will be warned if a question does not have an answer selected for it prior to completing the import. (Note that survey files should not have "correct answers" indicated. If you are importing questions into a survey file, any correct answer designations will be ignored.)

Importing True and False Questions

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).

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. (Note: Any text after the answer list will be ignored.) 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

To indicate that the question is to be an essay, include "Type: E" ABOVE THE TEST QUESTION.

Example: **Type: E**

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 two different ways. First, you may provide an answer immediately after the question wording, beginning the answer with "a." or "a)" (without the quotes). *Note: Essay questions are not graded by ulearn. The answer is for instructor convenience or for student feedback.*

Example: **Type: E**

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.

The second way to supply an answer for an essay question is to place it in a list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading "Answers:" and must be positioned at the end of the file. The answer to an essay question should begin with the corresponding question number, followed by either a period "." or a parentheses ")". This is then followed by a space and then the answer.

Example: **Answers:**

1. A
2. C

3. B

4. 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 placing "Type: F" above the test question.

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 Multiple Fill in the Blanks Questions

To indicate that the question is to be a multiple fill in the blank, include "Type: FMB". This is followed by the question number and the question wording with the words to be filled in provided in [square brackets]. The wording can include up to 10 [words] to be filled in, each of which can have up to 20 correct answers.

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

To indicate that the question is to be matching, "Type: MT". This is 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 Ordering Questions

Ordering questions may be imported by starting the first line of formatting with "Type: ORD". This is followed by the question number, the question wording, and the answer choices which must be in the correct order.

Example: **Type: ORD**

- 5. Put the following presidents in order of service?**
- a. George Washington**
 - b) John Adams**
 - c. Thomas Jefferson**
 - d. James Madison**
 - e. James Monroe**

Each *answer* (which must be in the correct order) must begin with a letter (a-t) followed by a period "." or a parentheses ")". Respondus will automatically randomize the answers.

Importing Jumbled Sentence Questions

Jumbled Sentences may be imported by starting the first line of formatting with "Type: JUM". This is followed by the question number and question wording with the phrases to jumble in [square brackets]. If you would like to add more answer options, this must be done by editing the question once it is imported into Respondus.

Example: **Type: JUM**

- 6. A [rose] by [any other name] would [smell] as [sweet].**

Importing "Multiple Answers" Questions

To indicate that the question is to be multiple answer, "Type: MA". This is followed by 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**

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. The list must begin with the word "Answers:" and must be positioned at the end of the file. If a question has been designated as a Multiple Answers type using "Type: MA", then correct answers can be shown in a list 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

Important: Once the import file is organized to the specifications described above, it should be saved to a rich-text (.rtf), text (.txt), or Microsoft Word (.doc or .docx) file. It is then ready to be imported by Respondus.