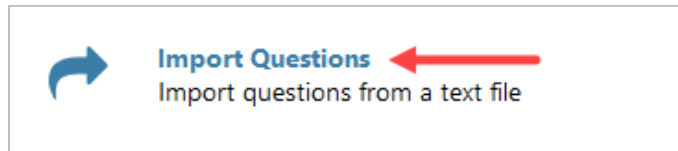# RESPONDUS: IMPORT QUESTIONS
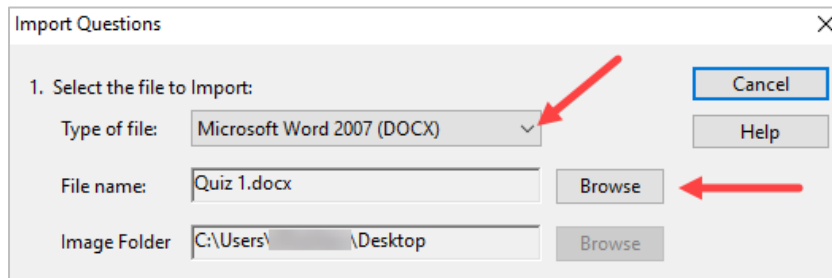
Instructors can import a properly formatted Word, RTF, or TXT document with quiz/test questions that can be published to ulearn.

Instructions

1. Open Respondus and click on Import Questions.

2. In the Import Questions window, select the Type of File to import from the drop down box. Select "doc" or "docx" for Microsoft Word documents. Click the Browse button to locate the test file on the computer.

> **Note:**
>
> MS Word and text documents must be formatted correctly. Download the Standard Format for Respondus instructions on how to format existing tests so they can be correctly imported into Respondus.

3. Choose where to add the new Questions. Select Append the questions to the current document that is open or Create a new document. If creating a new test, type a test name in the text box provided.

4. Click the Preview button. Questions will be displayed in the Preview results window. Errors during the import process will be displayed in the box located below the Preview results box.

> **Note:**
>
> If warnings are received, you must check the formatted document to ensure you have not missed marking any correct answers and/or have any other formatting issues. Warnings with "duplicate question title" are OK and will import without issue.

5. Press the Finish button to complete the process.

6. Click OK after the file is saved.

---

7. [Follow this user guide to publish](#) the test or quiz to ulearn.