Format for Importing questions into Respondus

Respondus will import multiple choice, true-false, essay, and fill in the blank. Your documents should be saved in plain text (.txt) file.

Importing Multiple Choice Questions

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

  Example: **1) Who was the first president of the United States?**
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Each *answer* must begin with a letter (A-T) followed by a period "." or a parentheses ")".

  Example: **1) Who was the first president of the United States?**
        a. John Adams
        b. Grover Cleveland
        c. George Washington
        d. Benjamin Harrison

To import into an exam file, the *correct answers* can be indicated with an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

  Example: **1) Who was the first president of the United States?**
        a. John Adams
        b. Grover Cleveland
        *c. George Washington
        d. Benjamin Harrison

Importing True and False Questions

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

  Example: **1) Albert Michelson determined the exact speed of light?**
        *a) True
        b) False

  Example: **1) 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).

Importing Essay Questions

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 question number, and the question wording.

> Example: **Type: E**
> **4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?**

For an essay since the answer can vary we recommend not to include an answer and directly click on the students answer and grade from there.

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**

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 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**

Importing "Multiple Answers" Questions

Multiple Answers 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 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**

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Importing Images with Questions

To import images with txt files, first, be sure that the images 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.