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

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 ligh(f)3h 21 50.EMC   /P <</MCID 2 >>BDC   -173 cs 0 sc05**

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:

4 . 4 (i o) 9 . 4 (n) 0 . 6 (8

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.