

Standard Format for Importing Questions

Respondus will import multiple choice, true-false, paragraph, short answer, matching, and multiple response questions. The plain text, rich-text, or MS Word file must be organized in the "Standard Format" before it can be imported into Respondus.

Many people choose to create their file first in Word, then save a copy of it as a plain text (.txt) file.

Directions for formatting your document into the Standard Respondus format are below. For directions on how to import a Standard Format document, skip to the last page of this handout.

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.)
- ✓ Each *answer* must begin with a letter (A-Z) 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).

Example:

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 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.)

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.

True/False Questions

The process of importing a "true and false" question 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:

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 you want to place the answer in list of correct answers at the end of the file, the correct answer for a true and false question can be designated in three ways:
 - (1) using the complete words "True" and "False,"
 - (2) using the letters "T" and "F," or
 - (3) using the alphabetical letters "A" (for true) or "B" (for false).For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are "true":

Example:

Answers:

1. True

2. T

3. A

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.
- ✓ The *answer* consists of both portions of a correct match. 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.

- ✓ 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.

Paragraph Questions

The logic for importing paragraph questions (also known as "essay" or "open-ended" questions) is similar to what is described above for multiple choice questions.

- ✓ The primary difference is that the first line of formatting must begin with "Type: P".

Example:

Type: P

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

- ✓ If you are importing a paragraph question into an Exam file, you can supply an answer two different ways.

First, you may provide an answer immediately after the question wording, in which the answer begins with "a." or "a)".

Example:

Type: P

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 [...] source's motion and observer's movement.

The second way to supply an answer for a paragraph question is to place it in a list of correct answers at the end of the file.

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 [...] regardless of its source's motion and observer's movement.

5. B

Short Answer Questions

Short Answer questions (also known as "fill in the blank") may also be imported.

- ✓ The first line of formatting for each question must begin with "Type: S". This is followed by the question number, and the question wording.

Example:

Type: S

5. Who is known as the "father of television"?

- ✓ Respondus allows you to import only one correct answer per question, but it does permit you to enter multiple forms of that answer.

Example:

Type: S

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

- ✓ To add more possible correct answers if you had more than 1 blank in the question, import your question into WebCT, then edit the question in WebCT to add more answer blanks and answer options.

Multiple Response Questions

Multiple Response 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: MR". This is followed by the question number, and the question wording.
- ✓ Correct answers can be designated with an asterisk.

Example:

Type: MR

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 multiple response questions is to place them in the correct answers list at the end of the file. 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 response questions.

Example:

Answers:

- 1. B D**
- 2. B, D**
- 3. B,D**

Optional Elements

Titles

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 after the "Type:" designation, but before the question. They begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example:

Type: MR

Title: Speed of Light

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**

Feedback

With an Exam file, *feedback* for individual answer choices can be imported by placing the feedback immediately after the answer choice and by beginning 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.

"General Feedback" can be imported in a similar way, but it must appear immediately after the question wording and before any of the answer choices. The line must also begin with the @ symbol, and 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?

@ Albert Michelson was the first American to win the Nobel Prize in Physics (1907) for his measurements of the speed of light. His experiments laid the groundwork for Einstein's Theory of Relativity.

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.

etc.

As shown in the previous example, both types of feedback can be used within a single question.

Images

Images embedded in MS Word files will import automatically. However, it is possible to import images with rich-text or txt files using an alternate method.

- ✓ First, be sure that the images in gif, jpg, or jpeg format and are contained in a separate folder.
- ✓ 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:

Example:

[img: "interferometer.jpg" "Picture of an interferometer"].

NOTE: 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.

To Import Questions into BlackBoard

1. Create your document with your questions. Be sure to save it as a **.docx**, **.doc**, **.txt** or **.rtf** file.
2. On the **Start tab** in Respondus, click the **Import Questions** button.
3. Select the type of file you want to upload, and browse for it. If there are images, browse to select the image folder.
4. In the **“Create a new document named”** blank, type the name of the quiz you will be uploading. It’s generally a good idea to include the course number with it. (MGMT 5133 Quiz 3)
5. Click the **Preview** button. You will be notified of any errors, such as missing answers, wrong format, etc.
 - If you get errors, click Cancel, and then fix your document. Repeat steps 1-5.
6. Click **Finish**. You will be moved to the Edit tab.
7. If you choose, you can click on the **Settings tab** and create the settings for this particular quiz or exam. This handles the same options you normally see on the “Quiz Settings” page of your WebCT quiz.
8. Click the **Preview & Publish** tab.
9. Select whether you will be publishing to one course or many courses.
10. Select your BlackBoard Server from the drop-down menu and click the **Next** button. (It may take a few seconds to load all of your courses.)
11. Select the course(s) you want to publish to from the menu. This is a list of all of the courses you have designer access to, and may span back several semesters. Be sure to choose the correct course.
12. Select the Category, or create a new one for the questions to be loaded into.
13. Determine whether you want to create a quiz, update a quiz, or only load the questions into a Question Pool.
14. Click **Next**. You must wait for the “Completed Successfully” message before you can hit **Finish**.
15. **Check your BlackBoard course to make sure everything came across properly.**