



Using Respondus 4.0 to Create a Test from a Text or Word File

Importing Questions After the Assessment is Built

Respondus allows you to import multiple choice, true-false, essay, fill in the blank, matching, and multiple answer questions from a file. The questions must be organized in a format that is acceptable to Respondus and the file must be stored in one of the following formats: plain text (.txt), rich-text (.rtf), MS Word (.doc and .docx), and tab/comma delimited (.csv) format.

Starting the Import

To start the import, select the [Import Questions] task from the Start menu.

Step 1

The first step is to select the type of file that will be imported. The "[Standard Format](#)" for organizing questions is the same for Plain Text (.txt), Rich Text (.rtf) files, and Microsoft Word (.doc and .docx) files. Files that are in rich text (.rtf) and MS Word (.doc and .docx) format will retain some of the enhanced question formatting such as bold, italic, underline, superscript, and subscript. Embedded graphics can only be imported if the file is in Microsoft Word (.doc) format, although an alternative method is available for .rtf and .txt files (see [Importing Images](#)). Note that certain types of enhanced formatting cannot be imported. If the enhanced formatting causes a problem with an import, consider saving the file to rich text or plain text format and then try the import again.

Next, use the [Browse] button to locate and select the file to be imported.

Images embedded in MS Word files will import automatically.

Step 2

Specify whether the questions should be appended to the currently open file or whether to create an entirely new file. If you select the second option you will need to enter the name of the file to be created and indicate whether the file should be an "Exam" or "Survey."

Each question being imported will have a "title". If you don't specify a title for each question in the text file itself (discussed below), Respondus will automatically use the first 20 characters of the question wording as the question title. Alternatively, titles can be based on a specific "stem" (or string of text) which will then be followed by consecutive numbering starting with 001. For example, if you select the "Use stem..." checkbox and enter the text "Chapter1-", the title for the first question being imported will be Chapter1-001, the title for the second question will be Chapter1-002, and so on. (You are not required to enter a stem phrase--this feature is entirely optional.)



Step 3

Click the [Preview] button to preview the file being imported and to see if there are any warning messages. If warning messages are shown at the bottom of the screen, you need to determine whether to make changes to the text file or whether to continue with the import.

*Note that some warning messages can be ignored. For instance, Respondus might give the warning "2 duplicate titles were changed by adding `2' (or 3, 4...)". This is simply indicating that two of the question titles for the file being imported are identical (remember, question titles are generated from the first 20 characters of the question wording). Since two question titles in Respondus cannot be identical, the warning message is simply indicating that the duplicate title is having a number such as "2" added to the end of it to make it distinct. This change does not affect the question itself (titles aren't displayed during an exam), so most users can safely ignore this warning.

Step 4

If you are satisfied with how the results look in Preview, click [Finish] to complete the import. The file has now been created or appended. Switch to the [Edit menu](#) to modify the file, or go to the [Preview tab](#) to view the file using a browser-like window.



Standard Format for Creating Assessments

Respondus will import multiple choice, true-false, essay, fill in the blank, matching, 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. The Standard Format for questions has required elements and optional elements, each of which is described below.

Importing Questions - General Requirements

Required Elements

Each question regardless of the question type, must begin with a question number, followed by either a period “.” or a parenthesis “)” and a space before the question wording.

The question wording must follow the question number. (Note: at least one space or tab should be between the question number and the question wording.)

Example:

- 3) Who determined the exact speed of light? or
- 3. Who determined the exact speed of light?

Each answer must begin with a letter (A-T) followed by a period “.” or a parenthesis “)” and at least one space or tab before the answer wording.

Example:

- 3) Who determined the exact speed of light?
 - a. Albert Einstein
 - b. Albert Michelson
 - c. Thomas Edison
 - d. Guglielmo Marconi



Optional Elements

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 at the beginning of a question and 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:

Title: Speed of Light

3) Who determined the exact speed of light?

- a. Albert Einstein
- b. Albert Michelson
- c. Thomas Edison
- d. Guglielmo Marconi



Importing Multiple Choice Questions

For multiple choice imports into an exam file, 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:

Title: Speed of Light

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. This option is recommended when using "Auto Numbering" and "Auto Lettering" in Microsoft Word and other word processors.

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

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.)

With an Exam file, general feedback can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example:

Title: Speed of Light

3) Who determined the exact speed of light?

~ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.



@ No. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light.

- a. Albert Einstein
- *b) Albert Michelson
- c) Thomas Edison
- d. Guglielmo Marconi

(Note: if you are importing questions into a survey file, all feedback designations will be ignored.)

To import feedback for individual answer choices of multiple-choice questions, place the feedback immediately after the answer choice and begin 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.



Point values can be set for each question or for a group of questions. Points are set by adding "Points:" followed by a space and the point value. The points value is used for the next question and all following questions until a new point value is set.

Example:

Points: 2.5

3) Who determined the exact speed of light?

...

...

...

4) Who determined the exact speed of sound?

Both questions 3 and 4 will be given a value of 2.5 points



Importing True and False Questions

The process of importing “true and false” questions is similar to that used for importing multiple choice questions (see above). 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

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).

To include a “title” or “feedback” with the true and false question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:

Title: Light speed

3) Albert Michelson determined the exact speed of light?

~ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

@ Incorrect. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

- *a. True
- b. False



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). 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



Importing Essay Questions

The logic for 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 "Title" (which is optional), the question number, and the question wording.

Example:

Type: E

Title: Michelson-Morely experiment

4) How is the Michelson-Morely 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).

Example:

Type: E

Title: Michelson-Morely experiment

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 parenthesis ")". 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.
- 5.B

Again, all answers are ignored if they are imported into survey files.



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 "Title" (which is optional), the question number, and the question wording.

Example:

Type: F
Title: Who invented television?
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
Title: Who invented television?
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 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 “title” (which is optional), 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 parenthesis “)”. 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.

Note: The matching answers list must be "balanced" with equal numbers on both sides of the "=" when importing the questions. Unbalanced with more items on one side or the other can be added in Respondus->Edit after importing the questions.



Importing “Multiple Answers” Questions

The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice 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 “Title” (which is optional), 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

To include a “title” or “feedback” with the Multiple Answers question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:

Title: Speed of Light

3) Which of the following individuals are credited with determining the exact speed of light?

~ Yes. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

@ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the 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, E
3. A, C



Importing Ordering Questions

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

Example:

Type: ORD
Title: Presidential Order
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 ")".

General feedback can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example:

Type: ORD
Title: Olympic Order
5. Put the following Summer Olympic host cities in chronological order of when they hosted the Olympics?

~ Correct. You know your Olympic history.

@ Incorrect. Montreal, Moscow, Los Angeles, Seoul and Barcelona are the correct order.

- a. Montreal, Canada
- b. Moscow, Soviet Union
- c. Los Angeles, United States
- d. Seoul, South Korea
- e. Barcelona, Spain



Importing Jumbled Sentence Questions

Jumbled Sentences may be imported by starting the first line of formatting with "Type: JUM". This is followed by the "Title" (which is optional), the question number, and question wording with the phrases to jumble in [square brackets].

Example:

Type: JUM

Title: Jumbled Sentence

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

General feedback can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear after the question wording and before any additional distracters. Additional distracters may be added below the question wording and optional feedback. Distracters must begin with a letter (a-t) followed by a period "." or a parentheses "(").

Example:

Type: JUM

Title: Jumbled quote

6. [Dream] as if you'll [live] forever, live as if you'll [die] tomorrow.

~ Correct. Good job.

@ Incorrect. Dream as if you'll live forever, live as if you'll die tomorrow.

- a. Swim
- b. float
- c. sink