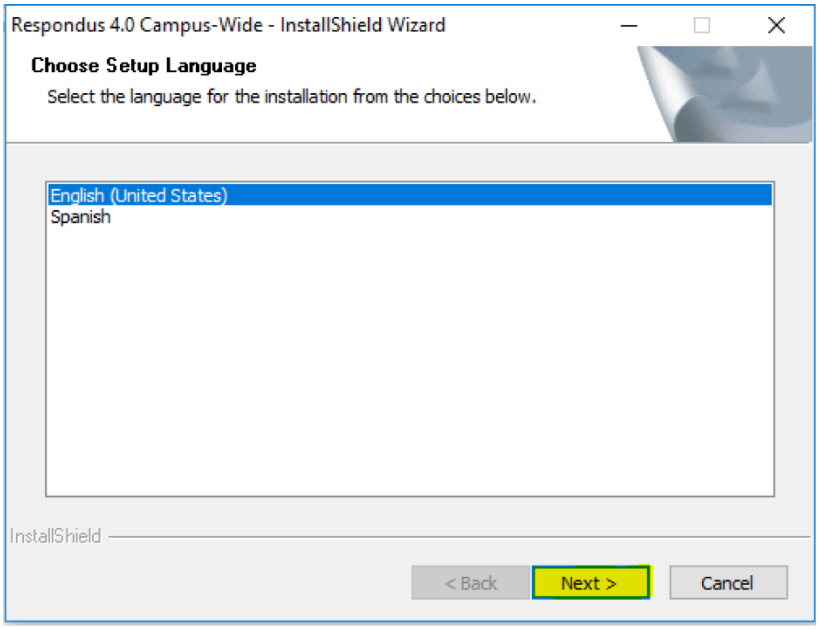
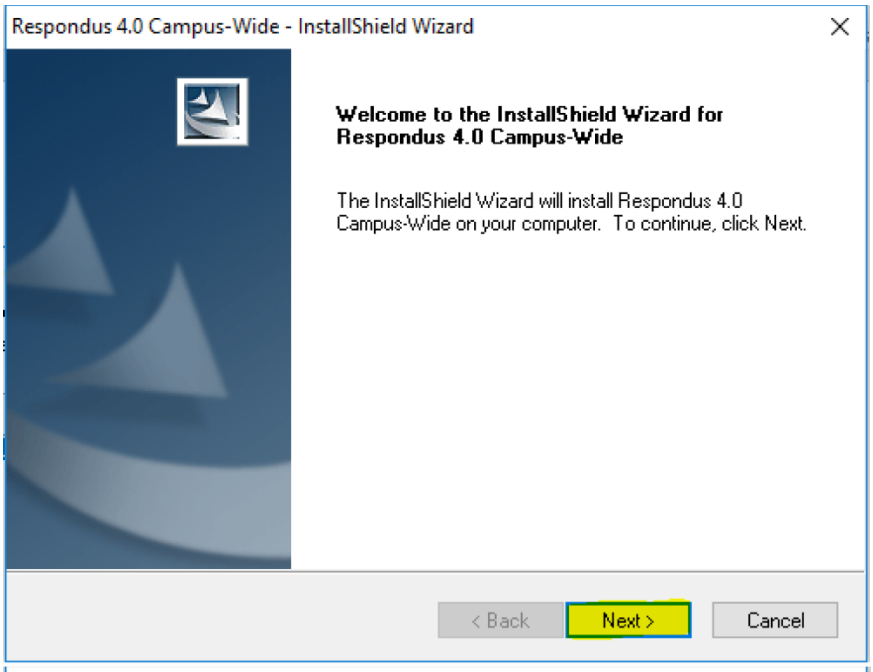
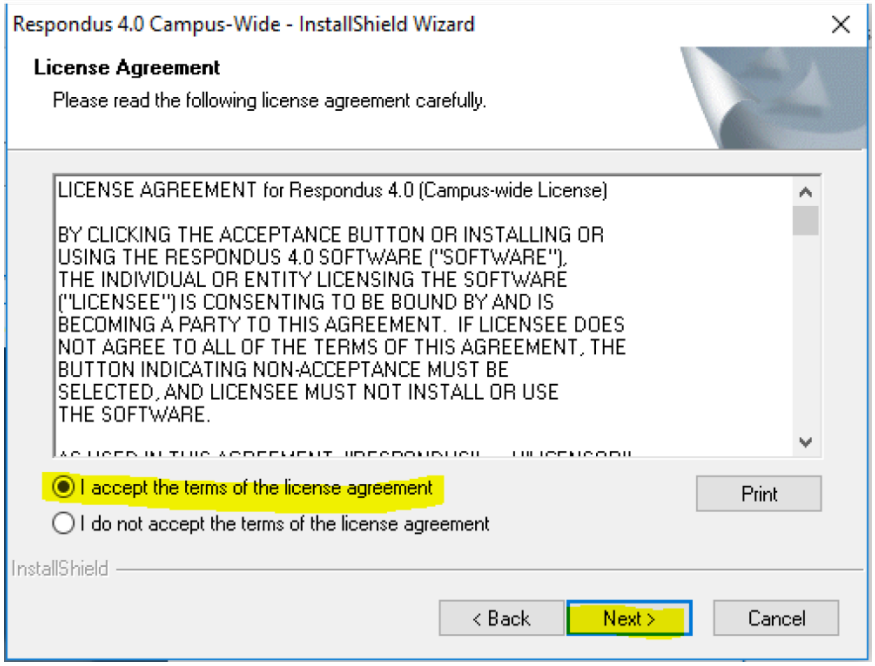
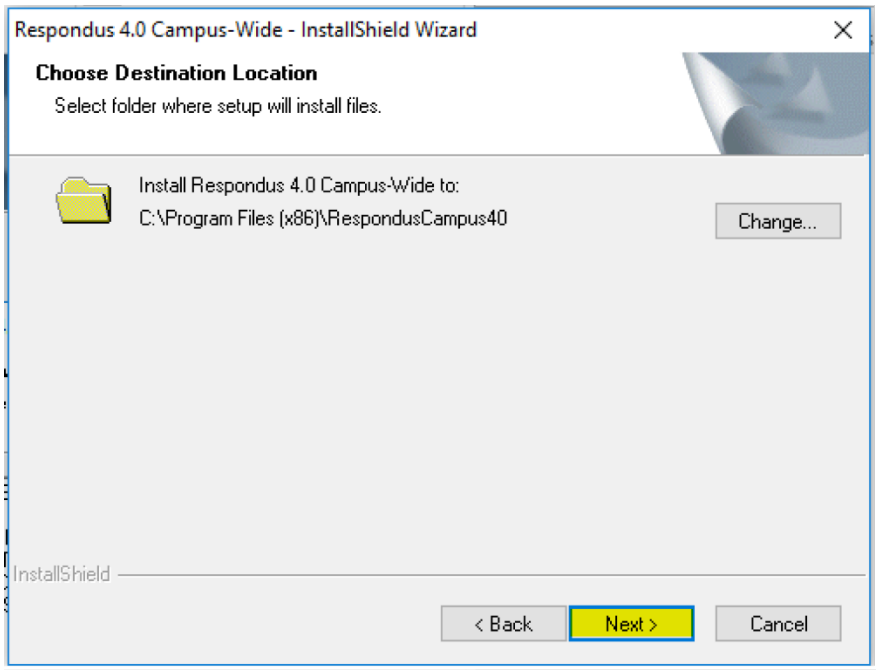
Installing Respondus 4.0 on a Workstation

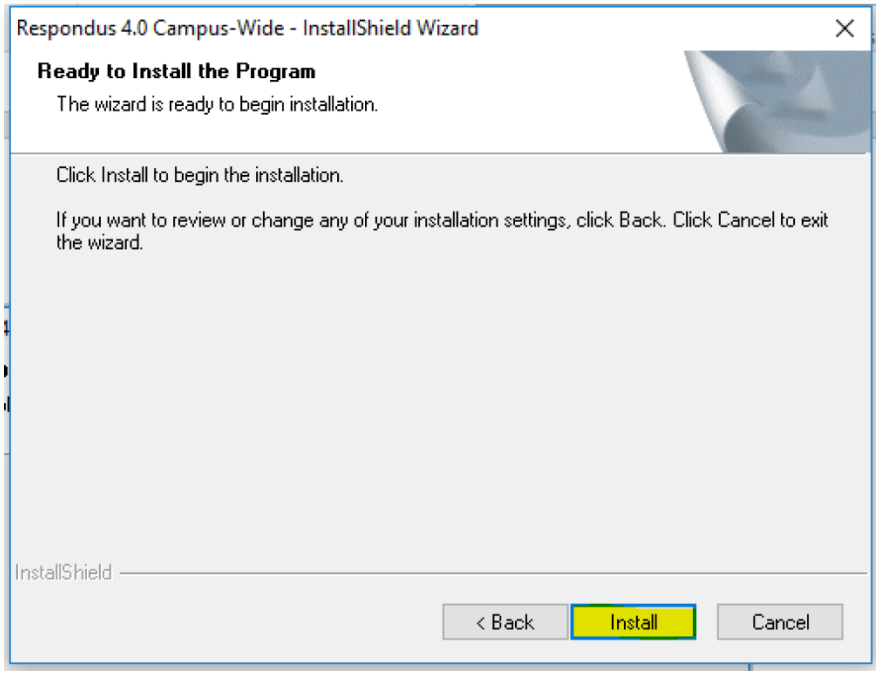
* Software licensing passwords will only be distributed by Dee Thornton.

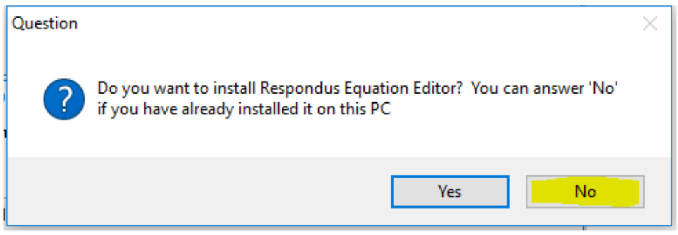



Respondus 4.0 Campus-Wide - InstallShield Wizard
Welcome to the InstallShield Wizard for Respondus 4.0 Campus-Wide
The InstallShield Wizard will install Respondus 4.0 Campus-Wide on your computer. To continue, click Next.
< Back
Next >
Cancel

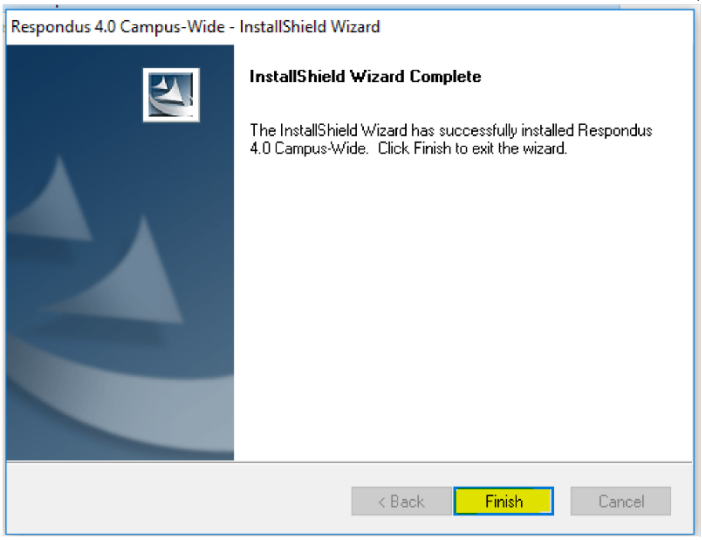

Respondus 4.0 Campus-Wide - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
LICENSE AGREEMENT for Respondus 4.0 (Campus-wide License)
BY CLICKING THE ACCEPTANCE BUTTON OR INSTALLING OR USING THE RESPONDUS 4.0 SOFTWARE ("SOFTWARE"), THE INDIVIDUAL OR ENTITY LICENSING THE SOFTWARE ("LICENSEE") IS CONSENTING TO BE BOUND BY AND IS BECOMING A PARTY TO THIS AGREEMENT. IF LICENSEE DOES NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, THE BUTTON INDICATING NON-ACCEPTANCE MUST BE SELECTED, AND LICENSEE MUST NOT INSTALL OR USE THE SOFTWARE.
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Print
InstallShield
< Back
Next >
Cancel

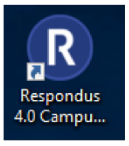

Respondus 4.0 Campus-Wide - InstallShield Wizard
Choose Destination Location
Select folder where setup will install files.
Install Respondus 4.0 Campus-Wide to:
C:\Program Files (x86)\RespondusCampus40
Change...
InstallShield
< Back
Next >
Cancel


Respondus 4.0 Campus-Wide - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel



(unless needed)





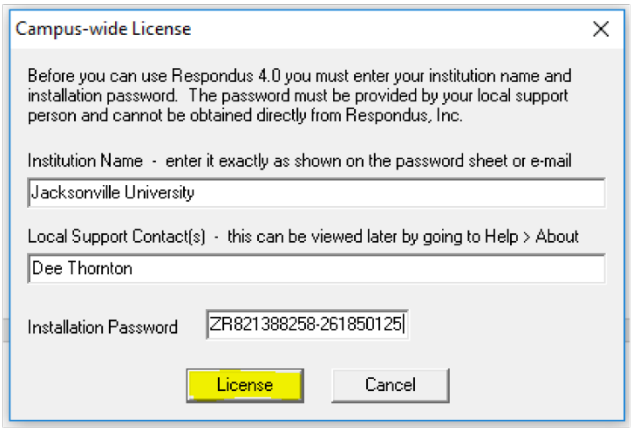
Launch the Application from the desktop

Institution Name: Jacksonville University

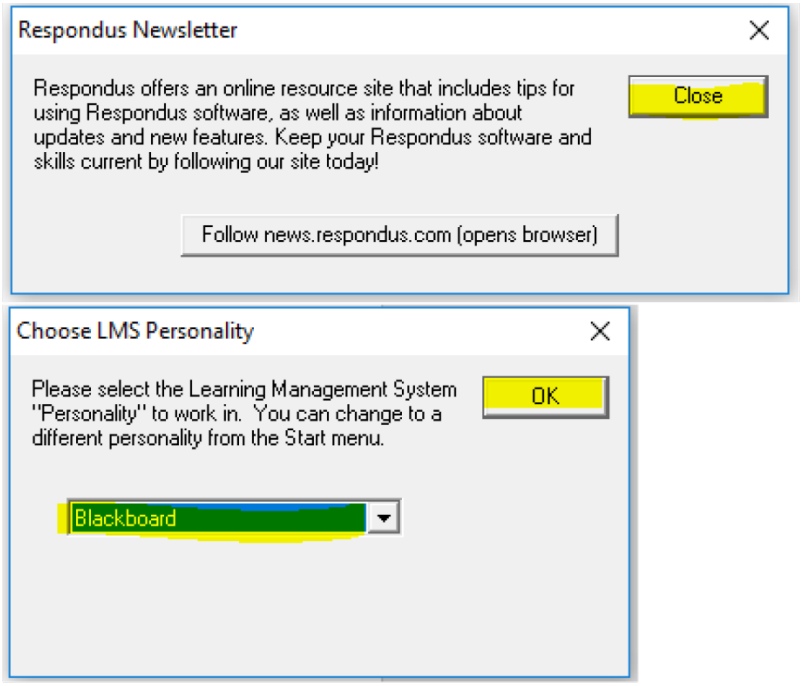
Local Support Contact(s): Dee Thornton dthornt@ju.edu or Kevin Austin kaustin2@ju.edu

Installation Password: ZR821388258-261850125

(Password valid through the end of: July 2018)



*** You will substitute the information found on the first page here when asked for the license information.**


Respondus Newsletter
Respondus offers an online resource site that includes tips for using Respondus software, as well as information about updates and new features. Keep your Respondus software and skills current by following our site today!
Close
Follow news.respondus.com (opens browser)
Choose LMS Personality
Please select the Learning Management System "Personality" to work in. You can change to a different personality from the Start menu.
OK
Blackboard

Respondus® Version 4.0

Instructor Quick Start Guide

WHAT IS RESPONDUS?

Respondus is a Windows-based authoring tool that makes it easy to create and manage exams for Blackboard Learn, Brightspace, Canvas, Moodle, and other learning systems.

INSTALLATION

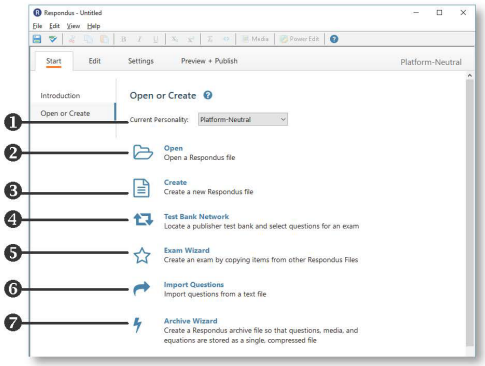
To install the Campus-wide version of Respondus:

- Your institution will provide you the download and activation information for Respondus.
- The name of the installation program is "Respondus4Campus.exe." Double-click the file to run it.
- Once installed, start Respondus and enter the Institution Name and Activation Password provided by your institution.

To install the Single-user version of Respondus:

- Download the Respondus software from www.respondus.com.
- Locate the file downloaded and double-click it to start the setup program.
- After installation, start Respondus to obtain the Product ID number.
- Return to the Respondus website to obtain a 30-day activation password or a permanent activation password.
- Enter the activation password in the Respondus software as prompted.

THE START MENU



❶ **Personality** - select the learning system being used with Respondus.

❷ **Open** - open an existing Respondus file.

❸ **Create** - create a new file.

❹ **Test Bank Network** - locate a publisher test bank and select questions for an exam.

❺ **Exam Wizard** - create a new exam by copying questions from other Respondus files.

❻ **Import Questions** - import questions from MS Word, Rich Text, QTI and other formats.

❼ **Archive Wizard** - create a zip archive of a Respondus file, including all pictures and media.

REGISTER A PUBLISHER TEST BANK

Thousands of publisher test banks are available in Respondus format (free to instructors who adopt a participating textbook).

1. On the Start menu in Respondus, select the **Test Bank Network** button.
2. The first option, "Search for a publisher test bank" will open a browser window and enable you to search for the textbook adopted for your course.
3. For the textbook selected, click "More Information & Test Bank Request" and submit the request form for the test bank.
4. The publisher receives the request and will send you the File Code and Password via email within 1-3 days.
5. When the File Code and Password are received, start Respondus and return to the **Test Bank Network** wizard.
6. Select the second option, "Register a test bank using a file code and password".
7. Enter the File Code and File Password (if required) provided by the publisher, along with the information requested. This will register the test bank with this copy of Respondus. It won't be necessary to repeat the process again on this computer.
8. Once the test bank is registered, select the third option on the **Test Bank Network** wizard, "Select questions from one of the following publisher test banks".

Questions can now be copied from the test bank to the currently open Respondus file.

USING THE EXAM WIZARD

Use the Exam Wizard to create a new exam by copying questions from other Respondus files.

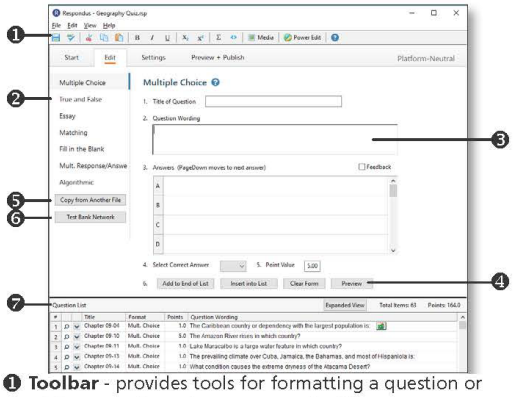
1. From the Start menu, select the **Exam Wizard.**
2. Select the first option to Create a new exam and copy questions to it. Click **Next.**
3. Enter a name and description for the new file. Click **Next.**
4. Select the Respondus "source" files from where the exam questions will be copied. Click **Next.**
5. From the pull-down list, select one of the source files from the previous step.
6. Select either the **Automatic Selection** or **Manual Selection** option and then select questions from the source file.
7. Add the selected questions to the list in the lower section by selecting **Add to End of List** or **Insert into List.**
8. Repeat steps 5 to 7 until the desired questions are selected. Click **Next.**
9. The new file has been created. Choose from the options shown and click **Finish.**

IMPORTING QUESTIONS FROM OTHER FORMATS

Existing questions can be imported from other file formats, such as MS Word.

1. Make sure the file to be imported follows the formatting guidelines provided in the Help file within Respondus (very important).
2. From the Start menu, select **Import Questions**.
3. Select the **Type of File** being imported (MS Word, Rich Text, CSV).
4. **Browse** to and select the file being imported.
5. Choose where to add new questions.
6. **Preview** the import results to check for errors, then click **Finish** to complete the import.

OVERVIEW OF EDIT MENU



❶ **Toolbar** - provides tools for formatting a question or adding equations, images or media files.

❷ **Question Types** - click a tab to view the template for a question type.

❸ **Question Template** - the question wording and content are entered in a template.

❹ **Preview** - displays the question as it will appear in an online assessment.

❺ **Copy from another file** - a tool for copying questions from another Respondus file.

❻ **Test Bank Network** - copy questions from a previously registered publisher test bank to this Respondus file.

❼ **Question List** - lists the questions in the file; use the drop-down context menu to edit a question.

USING THE EDIT MENU

Use the Edit menu to create or edit questions.

1. Select a question type from the tabs along the left.
2. Enter the question text in the question template.
3. Add formatting to the question text using the toolbar options.
4. Specify the correct answer (if applicable) and the point value.
5. Click the **Preview** button to preview the question.
6. When ready, click the **Add to End of List** or **Insert into List** button.
7. The question will appear in the **Question List** at the bottom of the screen.

THE EDIT TOOLBAR

The Edit Toolbar provides tools for formatting text or adding equations, tables, images and other media.

❶ **Save File**

❷ **Spell Check**

❸ **Cut, Copy and Paste**

❹ **Bold, Italic, Underline**

❺ **Superscript and Subscript**

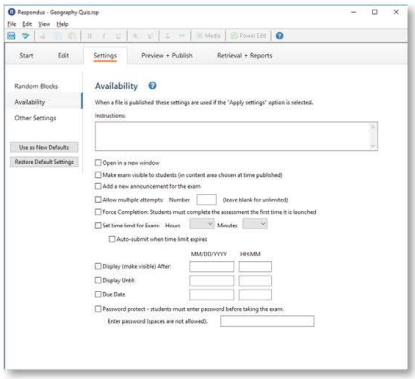
❻ **Equation Editor** - add mathematical and scientific equations.

❼ **HTML Editor**

❽ **Media Wizard** - add images, audio, video, and other files; embed files from other servers (e.g. YouTube, Picasa).

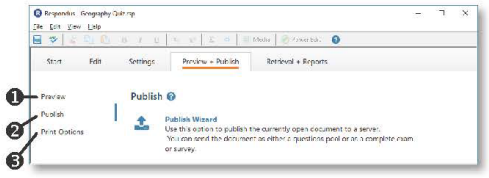
❾ **Power Edit** - provides a larger edit window and includes other tools like bulleted lists, fonts, tables, etc.

THE SETTINGS MENU



The Settings menu displays the exam settings available for the learning management system (LMS) that was selected on the Start menu. Select the exam settings prior to publishing the exam to your learning system. (See the user guide for your LMS, or the Help file in Respondus, to learn more about these settings.)

THE PUBLISH MENU



❶ **Preview** - preview the exam before printing or publishing it.

❷ **Publish to [LMS]** - publish the exam to your online course using the Publish Wizard.

❸ **Print Options** - print the exam or save it to MS Word or Rich Text Format.

USING THE PUBLISH WIZARD

Use the **Publish Wizard** to publish exams directly to your online course.

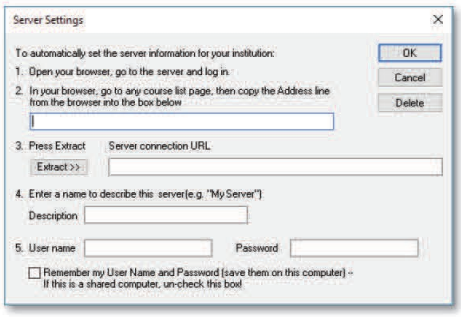
1. From the Preview & Publish menu, select the **Publish to [LMS]** tab and then select the **Publish Wizard.**
2. To publish the exam to a single course, select **Publish to a single course.**

Adding Server Information

- If you have previously provided server information, select the server from the dropdown list and click Next.
- If your institution has a campus-wide license of Respondus, select **"-add new server-"**. On the next screen, select **Yes, check for preconfigured server settings** and follow the instructions to have the server information automatically entered. Then skip to #4 below.
- If your administrator has not set up the preconfigured server settings, select **No, I want to enter the server settings manually.**
- If you have a single-user license, select **No, I want to enter the server settings manually.**

3. A screen will appear that looks similar to the one below (each LMS is different, so this screen may differ slightly):

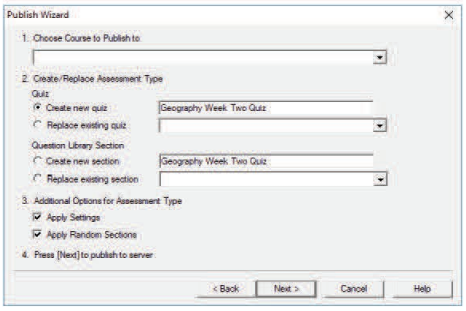
- If prompted, enter the URL for a page within one of your courses.
- Click the **Extract** button.
- Enter a description for your server (My Online Course) and your User Name and Password for your online course.
- Select the Remember my User Name and Password box if you are not using a shared computer.



- Click the **OK** button to close the window and click **Next** to continue to the next page of the wizard.

4. The next screen will look similar to the one that follows (each LMS is different, so this screen may differ slightly):

- Choose the course.
- Enter a name for the exam.
- Select additional options for the exam as needed.
- Click Next to continue.



5. The exam will now be published to the course. When the publishing process is completed, click Finish.

PRINTING AN EXAM

1. From the Preview & Publish menu, select the **Print Options** tab.
2. Select an option: **Exam** or **Exam with Answer Key** or **Answer Key only**. Click the **Settings** button to the right to further adjust the settings.
3. Click the **Edit Headers** button to modify the text that will appear at the top of each page.
4. To print multiple variations of the exam (with randomized question orders in each), change the pull-down list to the desired number of exam variations.
5. Click the **Print Preview** button to display the exam output in a window.
6. Click the **Save to File** button to save the exam to MS Word, Rich Text Format or Text format. Or, click the **Send to Printer** button to print the exam directly.

RETRIEVING AN EXAM FROM A LMS

Respondus will "retrieve" an exam from a learning system, which then allows the file to be edited, published to another online course, or printed using Respondus.

1. From the Retrieval & Reports menu, select the **Retrieve Questions** tab.
2. Choose the LMS Server from the list.
3. Choose the Course from the list.
4. Select the Exam from the list.
5. Enter a name for the Respondus file that will be created once the exam is retrieved.
6. Click the **Retrieve** button to complete the download process and to create the new Respondus file.

This feature can only be used with certain learning systems.

OTHER TRAINING & SUPPORT RESOURCES

- **Online Help** - press F1 in Respondus to get context-sensitive help.
- **User Guide** - download the Respondus user guide from https://www.respondus.com/download
- **Demo Movies** - view demonstration and training movies at https://www.respondus.com/demo
- **Knowledgebase and Ticket-based Support:** https://support.respondus.com

[1] If your institution has a campus-wide license of Respondus, contact your local support representative before opening a support ticket at www.respondus.com.

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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