

Standard Format for Importing Questions

Respondus will import multiple choice, true or false, essay (long answer), fill in blank (short answer), and multiple response (multi-select) questions. (In this documentation, the terms "long answer" and "essay" will be used interchangeably; the terms "short answer" and "fill in blank" will be used interchangeably; and "multiple response" and "multi-select" will be used interchangeably. The reason for this is to use terminology that is similar with other Respondus documentation and products.

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 multiple choice questions has *required elements* and *optional elements*, each of which is described below. This section is followed by an explanation of the formatting required for true or false, essay, fill in blank, and multiple response questions.

Required Elements (Multiple Choice)

Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".

Example: 3)

Example: 3 .

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 light?**

Example: Title: Speed of Light

3) Who determined the exact speed of light?

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

experiments laid the groundwork for Einstein's Theory of Relativity.

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

*a. True

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

b. False

@ The correct answer is True. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

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

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 parentheses ")". 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

Importing Short Answer Questions

To import a Short Answer question, the first line of formatting must begin with "Type: S". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example: **Type: s**

- Title: Who invented television?**
5. Who is known as the "father of television"?

You can import only one correct answer per question, but it is possible to enter multiple forms of that answer.

Example: **Type: s**

- 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 Multiple Fill in the Blanks Questions

Fill in multiple blanks questions may be imported by starting the first line of formatting with "Type: FMB". This is followed by the "Title" (which is optional), the question number, and the question wording with the words to be filled in provided in [square brackets]. The wording can include up to 10 [words] to be filled in, each of which can have up to 20 correct answers.

Example: **Type: FMB**

Title: Multiple blanks

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

Respondus allows multiple correct answers per blank to be specified by separating each correct answer inside the brackets with commas.

Example: **Type: FMB**

Title: Multiple blanks

5. A [rose, red flower] by any other [name] would smell as [sweet, good].

General feedback can be imported by placing the @ symbol in front of the feedback. There must be at least one space to the right of the @ symbol and the text you want displayed for the feedback. The feedback must appear after the question wording

Example: **Type: FMB**

Title: Multiple blanks

5. A [rose, red flower] by any other [name] would smell as [sweet, good].

@ A rose by any other name would smell as sweet

- or - A red flower by any other name would smell as good.

Importing Matching Questions

The process of importing a "matching" question is similar to what is described 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 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**

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

Response questions are, essentially, multiple choice questions in which more than one correct response 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" (as an alternative, you can use "Type: MA" which stands for "Multiple Answers"). This is followed by the "Title" (which is optional), the question number, and the question wording. Each correct answer is 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. Edward Williams Morley
- d. Thomas Edison

To include a "title" or "feedback" with the Multiple Response question, follow the same formatting rules described elsewhere for multiple choice questions. For instance,

Example: **Type: MR**

Title: Determining Speed of Light

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

@ 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

@ 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.

*b) Albert Michelson

@ Yes. Albert Michelson is one of the two persons credited with determining the exact speed of light.

*c) Edward Williams Morley

@ Yes. Edward Williams Morley is one of the two persons credited with determining the exact speed of light.

(Note: this example illustrates how to include both "General Feedback" and answer-specific feedback. In most cases, you would include only one type of feedback.)

A second way to designate correct answers for multiple response questions is to place them in a list of 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 Response type using "Type: MR", then correct answers can be listed three different 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

Important: Once the import file is organized to the specifications described above, it should be saved to a MS Word (.doc), rich-text (.rtf) or a text (.txt) file. It is then ready to be imported by Respogmwb4us.t:
