

The Standard Format for Importing Questions into Respondus

Respondus will import multiple choice, true-false, paragraph, short answer, matching, and multiple response questions. The rich-text (.rtf) or text (.txt) file must be organized in the "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.

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?

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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

Optional Elements (Multiple Choice)

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

For 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. 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" selected. If you are importing questions into a survey file, any correct answer designations will be ignored.)

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

Importing True and False Questions

The process of importing a "true and false" question 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

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 "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.

- *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) 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