

## FORMATTING DOCUMENTS FOR IMPORT INTO RESPONDUS

These are the basic formatting steps to prepare a test or survey for import into Respondus.

1. Make sure the document is either one of the six possible file types the Respondus accepts. Word documents saved as .docx work well and retain formatting. Other file types are .txt, .rtf, .doc.

2. Remove any extra information from the document such as headers, footers, or instructions. The document can only contain the questions and answers. Images can be uploaded but must be saved to a folder on the computer and the folder referenced during the import. This document does not cover importing images. Respondus has very strict guidelines on formatting, which will be outlined below:

- Each question must begin with a **number**, followed by either a **period** or **parenthesis**.
  - Example: 1.
  - Example: 1)
- The question follows the number with at least **one space** between the question number and the text.
  - Example: 1. What is the name of John Tarleton’s duck?
  - Example: 1) What is the name of John Tarleton’s duck?
- Each answer option must begin with a letter followed by a period or parenthesis.
  - Example:
    - 1. What is the name of John Tarleton’s duck?
      - a. Rufus
      - b. Donald
      - c. Oscar P
      - d. None of the above
  - Correct answers can be noted one of two ways. You can place an asterisk immediately in front of the correct choice, or you can include a list at the end of the document. See examples below:
    - Example 1:
      - 1. What is the name of John Tarleton’s duck?
        - a. Rufus
        - b. Donald
        - \*c. Oscar P
        - d. None of the above
    - Example 2:
      - Answers:
        - 1. C
        - 2. A
        - 3. D

NOTE: Answers can be indicated using either upper or lower case letters.

Make sure the questions are numbered sequentially and leave one blank line between each question/answer set and the following question.

## Special information on question types and required formatting.

### *Multiple Choice Questions*

If importing multiple choice questions the first line of the document will be the first question. If you set it up with a question followed by answer choices as shown above, Respondus recognizes it as a multiple choice question. It is not necessary to designate the question type for multiple choice questions.

- Example: 1. Question text goes here.
  - a. answer choice
  - b. answer choice
  - \*c. answer choice
  - d. answer choice

### *True/False Questions*

True/False questions can be formatted one of two ways. You can use the words 'True' and 'False' or the letters 'T' and 'F' for the answer choices.

- Example: 1. Tarleton was founded in 1900.
  - a. True
  - \*b. False
- Example: 1. Tarleton was founded in 1900.
  - a. T
  - \*b. F

NOTE: You must always include the answer choices "True" and "False" or "T" and "F" below the question text, even if you are indicating the correct choice in a list at the end of the document. Also the true answer choice must be listed prior to the false answer choice in order for Respondus to recognize it as a true and false question type.

To note the correct answer in a list at the end of the document you can use either the words or the letters as shown below.

- Example
  - Answers:
  1. True
  2. F
  3. A
  4. T
  5. False

If correct answers are not indicated in the document, Respondus marks 'A' as the correct answer for each question. You will be told this is being done in the Warnings and Notes window when you preview the imported file.

## Other Question Types

Any other question types besides multiple choice and True/False must be denoted on the line above **each** question with the word 'Type: ' and letters recognized by Respondus. Below are the question types which will be explained in this document:

- E = Essay
- F = Fill in the Blank
- MA = Multiple Answer
- MT = Matching
- MFB = Multiple Fill in the Blanks
- ORD = Ordering

### *Essay questions*

You must put the "Type: E" before each essay question.

Type: E

1. Question text goes here.
  - a. you can include possible answer text if you put the choice 'a.' in front of it to show Respondus it is an answer.

If listing correct answers at the end of the document, list the number and letter followed by the answer text as shown:

Answers:

1. a. Lorem ipsum dolor sit amet, id summo tacimates complectitur nam, no quem labitur insolens eos. Quod vituperata mea id. Sed et graece tempor impetus.
2. b
3. a

### *Fill in the Blank*

Type: F

2. Question text goes here \_\_\_\_\_.
  - a. possible answer
  - b. possible answer
  - c. possible answer

Respondus only allows one correct answer, but multiple forms of the correct answer can be listed. For example, if the question is 'Who was the first president of the United States?'

Possible correct answers could be:

- a. Washington
- b. George Washington
- c. G. Washington

If listing correct answers at the end of the document, show multiple forms of a correct answer by repeating the question number:

Answers:

1. A
2. Washington
2. George Washington
2. G. Washington
3. C

### *Multiple Answer*

Type: MA

3. Question text goes here.

\*a. answer

b. answer

\*c. answer

\*d. answer

If listing correct answers at the end of the document, show multiple answers separated by a comma and space:

3. a, c, d

### *Matching Term*

Type: MT

4. Question text goes here.

a. Term = matching term goes here

b. Term = matching term goes here

c. Term = matching term goes here

d. Term = matching term goes here

Each answer must contain two parts separated by an = sign.

If listing correct answers at the end of the document, skip the number for any matching term questions.

### *Multiple Fill in the Blanks*

Multiple fill in the blank questions contain the question text with words to be filled in noted in square brackets:

Type: MFB

5. Ask not for whom the bell [tolls]. It tolls for [thee].

Respondus allows multiple correct answers per bracket as long as each term is separated by a comma within the square brackets.

5. Ask not for whom the bell [tolls, rings]. It tolls for [thee, you].

### Ordering

When formatting ordering questions, the correct answers must be listed in the correct order.

Type: ORD

6. Place the following steps of setting up a microscope in the correct order:

- a. Prepare the head
- b. Focus the oculars
- c. Be sure the slide is clean
- d. Place the slide on the stage
- e. Focus using the 10x objective
- f. Focus using the 40x objective

Other question types that can be imported into Respondus include:

- Jumbled Sentence
- Either/Or
- File Response
- Opinion Scale
- Numeric
- Quiz Bowl
- Calculated

Details on these types can be found in the [User Guide for the Blackboard Learning System](#) from the Respondus website.

See the next page for a sample test ready for import.

Sample – answers marked with questions

1. Who determined the exact speed of light?

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

2. The variance

- a. is a poor index of the degree of dispersion.
- b. has a major drawback because it reflects a unit of measurement that has been squared.
- \*c. is the squared root of the standard deviation.
- d. is the average deviation squared

Type: E

3. 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.

Type: F

4. \_\_\_\_\_ is known as the "father of television"?

- a. Zworykin
- b. Vladimir Zworykin
- c. Vladimir Kosma Zworykin

Type: F

5. The capital of Texas is \_\_\_\_\_.

- a. Austin

Type: F

6. The state bird of Texas is the \_\_\_\_\_.

- a. mockingbird

Sample – answers listed at end of test

1. Who determined the exact speed of light?

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

2. The variance
  - a. is a poor index of the degree of dispersion.
  - b. has a major drawback because it reflects a unit of measurement that has been squared.
  - c. is the squared root of the standard deviation.
  - d. is the average deviation squared

Type: E

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

Type: F

4. \_\_\_\_\_ is known as the "father of television"?

Answers:

1. b
2. c
3. 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.
4. a. Zworykin
4. Vladimir Zworykin
4. Vladimir Kosma Zworykin
5. Austin
6. mockingbird