

Below are the simple instructions on how to upload a test written in Word to Blackboard using Respondus.

**Once the test has been created save it as RTF (Rich text format).**

## The Standard Format for Importing

Respondus will import multiple choice, true-false, essay, fill in the blank, multiple fill in the blank, matching, ordering, jumbled sentence 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 multiple choice questions has **required elements** and **optional elements**, each of which is described below. This section is followed by a brief explanation on how to format all of the above named question formats.

### BASIC ELEMENTS

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:        3. Who determined the exact speed of light?

Each **answer** must begin with a letter (A-T) 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

## MULTIPLE CHOICE QUESTIONS

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:

- 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” indicated. If you are importing questions into a survey file, any correct answer designations will be ignored.)

## STANDARD FEEDBACK FORMATTING GUIDELINES

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:

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:

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.

## TRUE OR FALSE QUESTION

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

Example:        3) Albert Michelson determined the exact speed of light?

- \*a. T
- b. F

It is 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:

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 or False questions. The primary difference is that the first line of formatting must begin with **"Type: E"**. This is followed by the question number and the question wording.

Example:      **Type: E**

**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 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

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 question number and the question wording.

Example:      **Type: F**  
                 **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. Make sure to include all possible answers.

Example:      **Type: F**  
                 **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 question number and the question wording with the words to be filled in provided in [square brackets].

Example:      **Type: FMB**  
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**  
5. A [rose, red flower] by any other [name] would  
smell as [sweet, good].

Feedback can be provided to this question format provided it follows the standard feedback formatting guidelines (see above).

Example:      **Type: FMB**  
5. A [rose, red flower] by any other [name] would  
smell as [sweet, good].  
  
~ Correct. Well done.  
  
@ Incorrect. 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 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 question number and the question wording.

As with all other questions, 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**

- 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**

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.

### Importing Ordering Questions

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

Example:      **Type: ORD**  
5. Put the following presidents in order of service?  
a) George Washington  
b) John Adams  
c) Thomas Jefferson  
d) James Madison  
e) James Monroe

Feedback can be provided to this question format provided it follows the standard feedback formatting guidelines (see above).

Example:      **Type: ORD**  
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 is 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 question number and the question wording with the **phrases to jumble in [square brackets]**.

Example:      **Type: JUM**  
6. A [rose] by [any other name] would [smell] as  
[sweet].

Feedback can be provided to this question format provided it follows the standard feedback formatting guidelines (see above).

Example:      **Type: JUM**  
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

### 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 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

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,D
3. B,D

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

### Importing Images with Questions

Images embedded in MS Word files will import automatically. However, it is possible to import images with rich-text or txt files using an alternate method. First, be sure that the images in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: [ img: "filename.jpg" ]. The word "**filename.jpg**" should be replaced with the actual file name.

Example:

3) The interferometer, shown here  
[img:"interferometer.jpg"], was used by which of the  
following scientists.  
a. Albert Einstein  
\*b. Albert Michelson  
c. Thomas Edison  
d. Vladimir Zworykin

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:

[img: "interferometer.jpg" "Picture of an interferometer"].

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear in line with the question text.