RESPONDUS-STANDARD FORMAT
IMPORT QUESTIONS FROM MICROSOFT WORD

In Respondus it is possible to import Multiple Choice, True-False, Essay, Matching, Short Answer, Fill-in-the-Blank, and Multiple Answer questions from Microsoft Word. In order to import the questions, the questions must be formatted in plain text, rich-text, or Microsoft Word format. The file must be organized in a Standard Format before it can be imported into Respondus. This document describes how to format the questions in these three formats with the required elements. The questions can contain optional elements. However, the optional elements such as titles do not upload to eCollege so are not included in this document. When creating an exam keep the following in mind:

- It is best not to insert any lines between each of the questions.
- It is a good idea to leave a blank line at the beginning and the end of the exam.
- If there isn't a blank line at the beginning, sometimes the first and last question will not import into the exam.

Multiple Choice

- Each question must begin with a question number, followed by either a period or parentheses.
- The question wording must follow the question number.
- A space or a tab must be included between the question number and the question wording.
- Each answer must begin with a letter (A-Z) followed by either a period or a parentheses.
- A space or a tab must be included between the answer letter and the answer wording.
- An asterisk (*) must be placed to the left of the letter for the correct answer.
- Examples:
  - **With Tabs between the Number or Letter and the Text (This is the preferred format.)**
    1) Who was the first president of the United States?
        A)   Abraham Lincoln
        *B)   George Washington
        C)   Herbert Hoover
        D)   John Adams
  - **With a Space Between the Number or Letter and the Text**
    1. Who was the first president of the United States?
        a. Abraham Lincoln
        *b. George Washington
        c. Herbert Hoover
        d. John Adams
- The letters for the answers in this type of question can be either caps or lower case.
- The periods could be replaced with parentheses and vice versa. It doesn't matter which you use after the number.
- The important thing to remember is to put either a tab or space after the number and the chosen punctuation.

True-False
- This question type is set up like a Multiple Choice question.
- The True answer choice must be listed prior to the False answer choice.
- If False appears first in the list, the question will be imported as a multiple choice question.
- An asterisk (*) must be placed to the left of the letter for the correct answer.
- Examples:
  - **With Tabs between the Number or Letter and the Text**
    1. Thomas Jefferson was the first president of the United States?
       A.	True
       *B.	False
  - **With a Space Between the Number or Letter and the Text**
    1. Thomas Jefferson was the first president of the United States?
       a) T
       *b) F
- The letters for the answers in this type of question can be either caps or lower case.
- The periods could be replaced with parentheses and vice versa. It doesn't matter which you use after the number.
- The important thing to remember is to put either a tab or space after the number and the chosen punctuation.

Essay
- The logic for importing Essay questions is similar to what is used for multiple choice and true-false questions.
- The first line of the formatting must begin with **Type: E**.
- When importing Essay questions:
  - The answer can be provided immediately after the question wording.
  - The answer must begin with a letter followed by a period or a parentheses and a tab or space (**a.** or **a**).
- Example:
  > **Type: E (This must be included when creating an Essay question.)**
  > **4.	Explain the process for electing the president of the United States.**
  > **a. The instructor would input the answer to the question in this space. This is for checking purposes. The student will not see this answer.**

Short Answer Questions
- The process of importing this type of question is almost identical to how an Essay question is imported.
- The answer field presented to students during an exam is smaller when a Short Answer question is specified.
- The first line of the formatting must begin with **Type: SA** in order for the question to be classified as a Short Answer.
- When importing Short Answer questions:
  - The answer can be provided immediately after the question wording.
  - The answer must begin with a letter followed by a period or a parentheses and a tab or space (**a.** or **a**).

- Example:
  - ★ **Type: SA (This must be included when creating a Short Answer question.)**
  - ★ **4. Provide a list of the qualifications for someone to become president of the United States.**
  - ★ **a. The instructor would input the answer to the question in this space. This is for checking purposes. The student will not see this answer.**

Fill-in-the-Blank
- The first line of the formatting must begin with **Type: F**.
- If is only possible to have one answer per question.
- It is possible to enter multiple forms of the answer.
- Every possible variation that a student could enter should be included as part of the answer.
  - ★ The computer will check all the answers when checking the exam.
  - ★ Answers not included in the list will be marked as incorrect.
- Each answer must begin with a letter followed by a period or a parenthesis and a space or a tab.
- Example:
  > **Type: F (This must be included when creating a Fill-in-the-Blank question.)**
  > **5. Who is the current president of the United States?**
  > **a. George W. Bush**
  > **b. George Bush**
  > **c. Bush**

Matching
- This process is similar to what is described for importing Multiple Choice questions.
- The first line of formatting must begin with **Type: MT**.
- Each answer must consist of both parts of a correct match.
- Each answer must begin with a letter followed by a period or parentheses.
- Each question and answer must have a tab or space after the period or parentheses.
- The two parts of the match must be separated with an equal (=) symbol.
- There should not be any hard returns or blank lines within either part of the answer.
- Spaces before or after the equal (=) symbol are optional.
- It is important that an answer only use the equal (=) symbol for the purpose of separating the two parts of the match.
- Example:
  > **Type: MT (This must be included when creating a Matching question.)**
  > **4) For the following statements on the left, select the best choice from the list on the right.**
  > **a. Shrinks a window to a button on the taskbar = Minimize Button**
  > **b. Shows the name of a window or program = Title Bar**
  > **c. Graphic representation of a program = Icon**

Multiple Answer
- The logic for importing this type of question is similar to importing Multiple Choice questions.
- The first line of the formatting must begin with **Type: MA**.
- An asterisk must be displayed to the left of each answer.

- ✝ Example:
  - ★ **Type: MA (This must be included when creating a Multiple Answer question.)**
    - **3. Which of the following individuals served as president of the United States?**
      - ***a. Woodrow Wilson**
      - **b. Albert Einstein**
      - ***c. John Quincy Adams**
      - **d. Henry Kissinger**