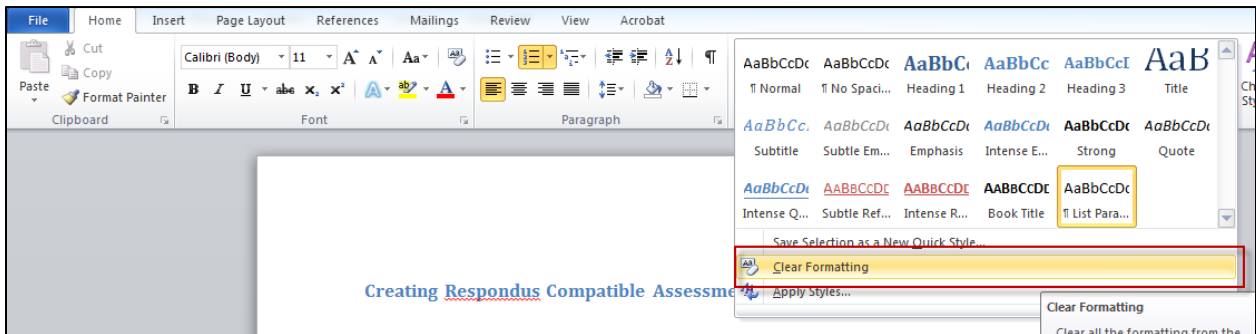
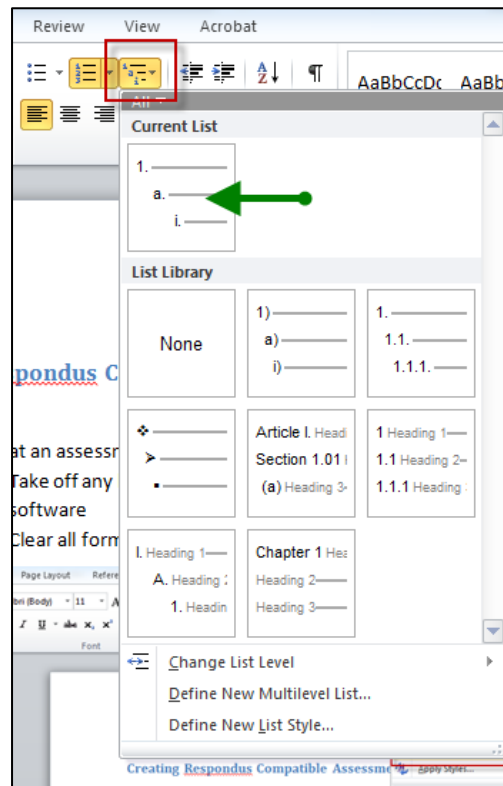


## Creating Respondus Compatible Multiple Choice Assessment

1. To format an assessment to be compatible with Respondus:
  - a. Take off any headings in the document. Titles will not be recognized by Respondus.
  - b. Select all questions and Clear all formatting if you have not done so.



- c. Select all the questions again.
  - d. Format the questions using the “Multilevel list” tool and select the 1<sup>st</sup> option.



e. “Tab” over the answers such that they appear in the following format:

1. What is your favourite colour?

- a. Orange
- b. Blue
- c. Pink
- d. Black
- e. None of the above

2. To format the answer key

a. At the end of the assessment, write “Answers:”

NOTE: It is case sensitive and you must have the colon.

b. Using the “numbered list”, type in answers.

E.g.

Answers:

- 1. A
- 2. C
- 3. A
- 4. D

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>  
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>