Standard Format for Importing Different Question Types into Respondus
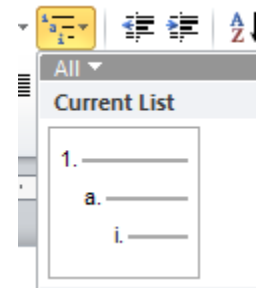
Respondus will import multiple choice, true-false, essay, fill in the blank, and multiple answer questions. The plain text, rich-text, or MS Word file must be organized in a "Standard Format" before it can be imported into Respondus.

Multiple Choice

Questions: Format your question list using the Word Multi-level list tool.

Example:

1. Who determined the exact speed of light?
   a. Albert Einstein
   b. Albert Michelson
   c. Thomas Edison
   d. Guglielmo Marconi

Answer Choices: The list must begin with the word "Answers:" and must be positioned at the end of the file. Use the Word numbered list tool. Answer choices are not case sensitive.

Example:

Answers:

1. **A**
2. **C**
3. **B**
4. **B**

True and False Questions

Questions: Format your question list using the Word Multi-level list tool.

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:

1. **Albert Michelson determined the exact speed of light?**
     a. **True**
     b. **False**

Answer Choices: 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**

Essay Questions

Questions: The logic for importing essay questions is similar to what is described above for Multiple Choice and True & False questions. The primary difference is that the first line of formatting must begin with "Type: E". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:

 Type: E

Title: Michelson-Morely experiment

1. **How is the Michelson-Morley experiment related to Albert Einstein's theory of relativity?**

Answer Choices: To supply an answer for an essay question 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**

Answers will be ignored if they are imported into survey files.

Fill in the Blank Questions

Questions: Fill in the blank questions may be imported by starting the first line of formatting with "Type: F". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:

Type: F

Title: Who invented television?

5. Who is known as the "father of television"?

Answer Choices: Answers can also be placed at the end of the file, using a format similar to multiple choice questions. Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer. 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**

Multiple Fill in the Blanks Questions

Questions: Fill in multiple blanks questions may be imported by starting the first line of formatting with "Type: FMB". This is followed by the "Title" (which is optional), the question number, and the question wording with the words to be filled in provided in [square brackets]. The wording can include up to 10 [words] to be filled in, each of which can have up to 20 correct answers.

Example:

Type: FMB

Title: Multiple blanks

5. A [rose] by any other [name] would smell as [sweet].

Answer Choices: Respondus allows multiple correct answers per blank to be specified by separating each correct answer inside the brackets with commas.

Example: **Type: FMB**

Title: Multiple blanks

5. A [rose, red flower] by any other [name] would smell as [sweet, good].

Matching Questions

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 "title" (which is optional), the question number, and the question wording.

Answer Choices: 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**

Title: Scientific discoveries

1. **Match the correct name to the discovery or theory.**
   a. **Michelson-Morely = Speed of light**
   b. **Einstein = Theory of Relativity**
   c. **Marconi = radio waves**

Spaces before or after the "=" symbol are optional, but 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.

Ordering Questions

Questions: Ordering questions may be imported by starting the first line of formatting with "Type: ORD". This is followed by the "Title" (which is optional), the question number, the question wording, and the answer choices which must be in the correct order.

Example: **Type: ORD**

Title: Presidential Order

1. **Put the following presidents in order of service?**
   a. **George Washington**
   b. **John Adams**
   c. **Thomas Jefferson**
   d. **James Madison**

     e. **James Monroe**

Answer Choices: Each *answer* (which must be in the correct order) must begin with a letter (a-t) followed by a period "." or a parentheses ")".

Jumbled Sentence Questions

Questions: Jumbled Sentences may be imported by starting the first line of formatting with "Type: JUM". This is followed by the "Title" (which is optional), the question number, and question wording with the phrases to jumble in [square brackets].

Example: **Type: JUM**

Title: Jumbled Sentence

6. A [rose] by [any other name] would [smell] as [sweet].

"Multiple Answers" Questions

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 "Title" (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk.

Example: **Type: MA**

    1. **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**

Answer Choices: To designate correct answers for questions with multiple answers 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 a rich-text (.rtf), text (.txt), or Microsoft Word (.doc or .docx) file. It is then ready to be imported by Respondus.

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/**