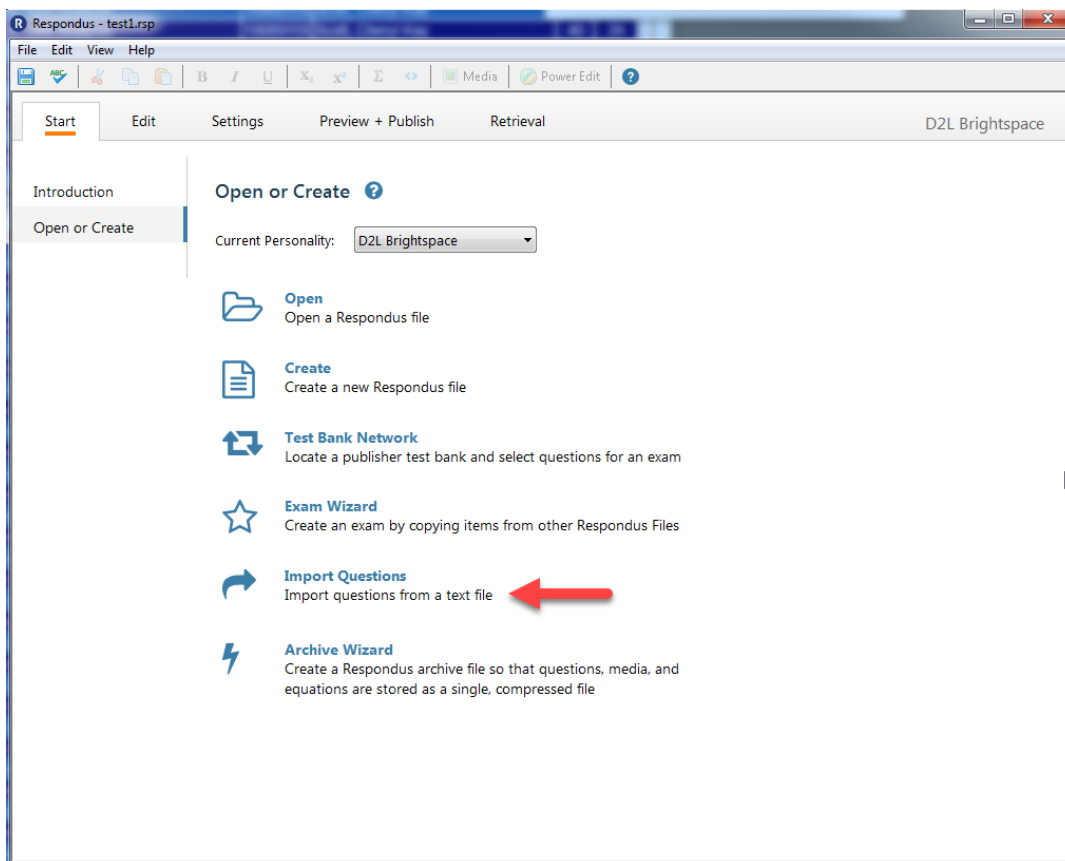


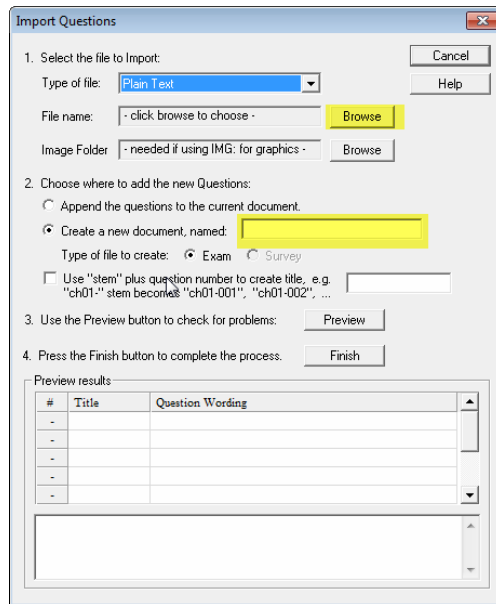


## Importing questions to Respondus from .doc or .txt file

1. Once you have the files in correct Respondus format, open Respondus and click on "Import Questions" For properly formatted examples please contact [online.tamuc.edu](http://online.tamuc.edu).



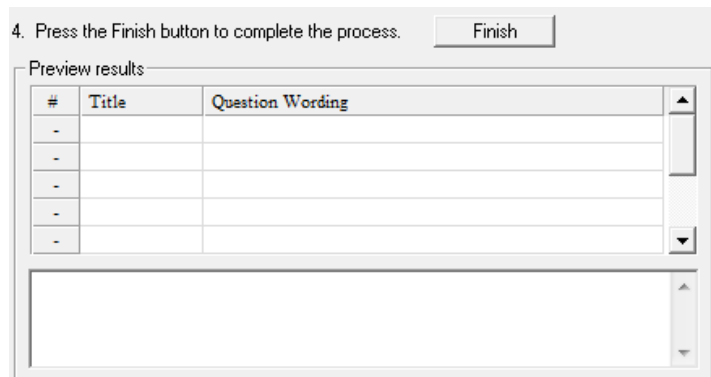
2. Browse for the file and name the document.



3. Click on **"Preview"** and check for any errors and accuracy of number of questions (if satisfied continue to # 4, if not satisfied, return to the original document and make adjustments, or make adjustments in this screen.)



The questions should display in the "preview results" window at the bottom of the dialogue box.



4. Click on **"Finish"** (file will be saved on your computer under "MyDocuments" and the "Respondus" subfolder).

