

Respondus

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.



2. Browse for the file and name the document.

Import Questions								
1. S	elect the file I	Cancel						
Т	ype of file:	Plain Text 💌	Help					
F	ïle name:	- click browse to choose - Browse						
Ir	mage Folder	needed if using IMG: for graphics - Browse						
2. C	2. Choose where to add the new Questions:							
0	Append the questions to the current document.							
6	Create a new document, named:							
	Type of file	e to create: 📀 Exam C Survey						
Γ	Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002",							
3. U	3. Use the Preview button to check for problems: Preview							
4. Press the Finish button to complete the process. Finish								
- PTE	eview results							
-	# Title	Question Wording	_					
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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.)

Use the Preview button to check for problems:	review
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The questions should display in the "preview results" window at the bottom of the dialogue box.

4. Press the Finish button to complete the process.							
E F	Preview results						
	#	Title	Question Wording	▲			
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4. Click on **"Finish"** (file will be saved on your computer under "MyDocuments" and the "Respondus" subfolder).