

Standard Format for Importing Questions

Respondus will import multiple choice, true-false, essay, fill-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. The Standard Format for multiple choice questions has *required elements* and *optional elements*, each of which is described below. This section is followed by an explanation of the formatting required for true/false, essay, fill-the-blank, and multiple answer questions.

Required Elements (Multiple Choice)

Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".

Example: **3)**

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The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: **3) Who determined the exact speed of light?** Example: **3.**

Who determined the exact speed of light?

Each *answer* must begin with a letter (A-Z) followed by a period "." or a parentheses ")".

Example: **3) Who determined the exact speed of light?**

a. Albert Einstein

b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi

Importing True and False Questions

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 **3) Albert Michelson determined the exact speed of light?**

***a) True**

b) False

Example: **3) Albert Michelson determined the exact speed of light?**

***a. T**

b. F

It's important to note that the "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true and false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).