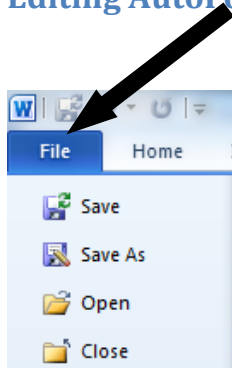


## Importing an Exam to Respondus – Formatting the Document

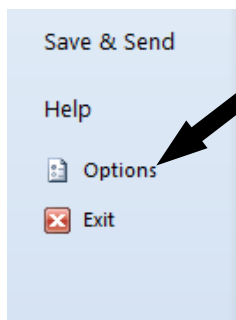
By Ryan Hanley & Kyle Jackson

While a quiz can be created in Bb 9.1, a simpler, easier way is to create a quiz in MS Word, then import the quiz into Respondus, which will then import the quiz into your Bb course. When creating your quiz in MS Word you will have to edit you will first have to edit your auto-format options within Word.

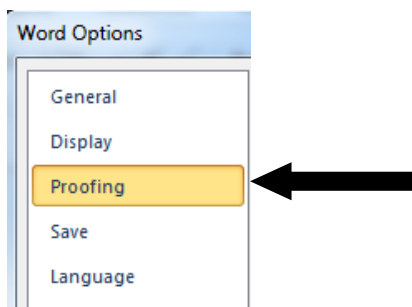
### Editing AutoFormat Options in MS Word 2010



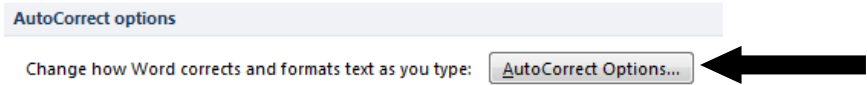
1. Click **File**



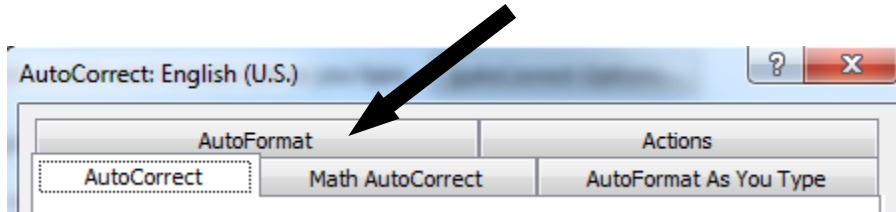
2. Click **Options**



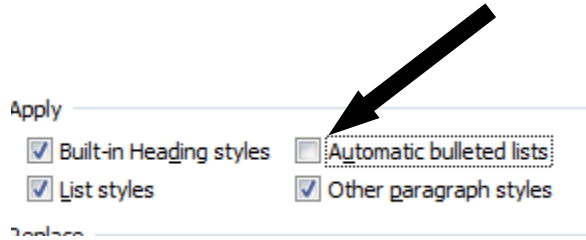
3. Click **Proofing**



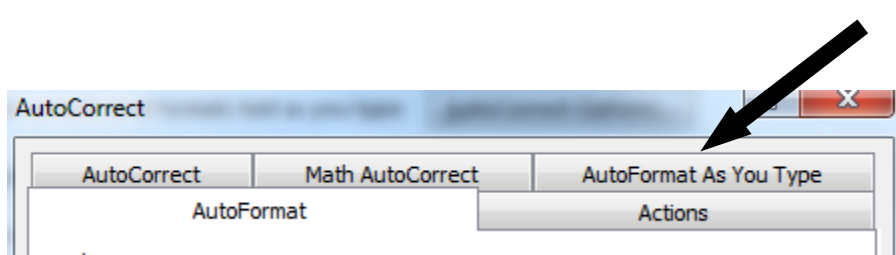
4. Click on **Autocorrect Options**



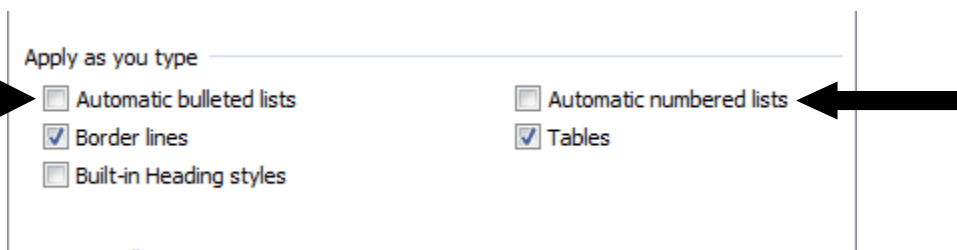
5. Select the **AutoFormat** tab



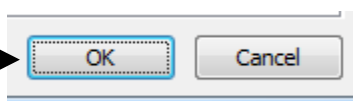
6. Deselect **Automatic bulleted list**



7. Select the **AutoFormat As You Type** tab



8. Deselect **AutoFormat bulleted lists** and **Automatic numbered lists**



9. Click **Ok**

## Formatting Multiple Choice Questions

Here is how to format text into a multiple choice question:

- All questions begin with a number, which is followed by either a period or parenthesis.

Example: **1.**

Example: **1)**

- After the question number is the question itself. There must be at least one space between the number and the question.

Example: **1. Who is Hamlet's uncle?**

Example: **1) Who is Hamlet's uncle?**

- Each answer needs to begin with a letter, which can be from **A** to **T** (lowercase or uppercase). The letter must be followed by either a period or parenthesis.

Example: **1. Who is Hamlet's uncle?**

**a. Yorick**

**b. Romeo**

**c. Claudius**

- Optionally, you can add a title to the question before the question itself, which should be preceded by **Title:**. The title can be up to twenty characters. If no title is provided, the first twenty characters of the question will be used as the title.

Example: **Title: Hamlet's Uncle**

**1. Who is Hamlet's uncle?**

**a. Yorick**

**b. Romeo**

**c. Claudius**

- There are two ways to signify the correct answer. The first way is to place an asterisk (\*) in front of the correct answer. Do not put a space between the asterisk and answer.

Example: **Title: Hamlet's Uncle**

**1) Who is Hamlet's uncle?**

**a. Yorick**

**b. Romeo**

**\*c. Claudius**

- The second way is to list all of the correct answers at the end of the file. Begin the list with **Answers:** and make sure all answers are preceded with the corresponding question number. The questions number should include either a "." or a ")", and there should be a space between the symbol and answer. All text after the list will be ignored.

Example:       **Answers:**  
                  **1. A**  
                  **2. C**  
                  **3. A**  
                  **4. B**

## Formatting True and False Questions

Here is how to format text into a True/False question:

- The formatting for true-false questions is very similar to multiple choice. Both examples below are acceptable ways to format the question.

Example:       **1. Hamlet is the Prince of Denmark**  
                    
                  **\*a. True**  
                  **b. False**

Example:       **1) Hamlet is the Prince of Denmark**  
                    
                  **\*a. T**  
                  **b. F**

- As you can see, you can either use the words **True** and **False**, or you can substitute them for their respective letters. Notice however, that "True" is *always* before "False". This is important to the formatting and it will not work otherwise
- As with multiple choice questions, you can designate the correct answers at the end of the file. When designating the correct answer, you can use either **True/False, T/F, or A/B**, where **A** stands for **True** and **B** stands for **False**.

Example:       **Answers:**  
                  **1) True**  
                  **2) T**  
                  **3) A**

Example:       **Answers:**  
                  **1) False**  
                  **2) F**  
                  **3) B**

## Importing an Essay Question

Here is how to import essay questions to Respondus:

- Importing essay questions is similar to importing multiple choice and true-false. However, it is necessary that essay questions be designated as **Type: E**. Simply place this designation before the question title. If you are not using a title, place the designation before the question.

Example:      **Type: E**  
                  **Title: Hamlet's Sanity**

**1. Why didn't Hamlet kill Claudius in the church when he had the chance?**

- Once again, there are two different ways to supply the answer. First, you can provide the answer after the question. The answer needs to be preceded by an "a." or an "a)" (without the quotes).

Example:      **Type: E**  
                  **Title: Hamlet's Sanity**

**1. Why didn't Hamlet kill Claudius in the church when he had the chance?**

- a. Hamlet was ready to kill Claudius in the church. Hamlet was fearful, however, that Claudius was praying, and would therefore go to heaven once he dies. Hamlet wanted the worst fate for his uncle and wanted him to suffer after death.**

- The answer can also be included in an **Answers** section.

Example:      **Answers:**  
                  **1. A**  
                  **2. C**  
                  **3. Hamlet was ready to kill Claudius in the church. Hamlet was fearful, however, that Claudius was praying, and would therefore go to heaven once he dies. Hamlet wanted the worst fate for his uncle and wanted him to suffer after death.**  
                  **4. False**

## Importing Fill in the Blank Questions

Here are the formatting rules for a fill in the blank question:

- Similar to the essay questions, all fill in the blank questions must have **Type: F** before the title and question. If there is no title, place the designation before the question.

Example:      **Type: F**  
                  **Title: Playwright**

**1. Hamlet was written by \_\_\_\_\_.**

- Respondus will only allow one correct answer for fill in the blank questions. However, it is possible to submit variations of the answer.

Example:      **Type: F**  
                  **Title: Playwright**

**1. Hamlet was written by \_\_\_\_\_.**

- a. William Shakespeare**
- b. Shakespeare**

- When using an Answers list, repeat the question number when submitting multiple variations of the answer.

Example:      **Answers:**  
                  **1. A**  
                  **2. C**  
                  **3. Shakespeare**  
                  **3. William Shakespeare**  
                  **4. False**

## Importing Matching Questions

Here are the formatting rules for matching questions:

- Formatting matching questions is similar to multiple choice, however there are differences. First, matching questions must have **Type: MT** before the question and title (if a title is included).

Example:      **Type: MT**  
                  **Title: Events with Acts**

**1. Match the event with the correct Act.**

- The answers consist of both parts of the correct match. Between each part, include an = sign. There should not be any hard returns or blank lines in between.

Example:      **Type: MT**  
                  **Title: Events with Acts**

**1. Match the event with the correct Act.**

- a. The encounter in the church = Act III**

- b. Hamlet sees The Ghost of his father = Act I
- c. Hamlet's monologue with Yorick = Act V

- The spaces before and after the = symbol are optional, however you must use a = symbol to separate the match. If you plan on using an **Answers** list, skip the number for all questions that are matching.

## Importing Multiple Answer Questions

Here are the formatting rules for multiple answer questions:

- Multiple answer questions are just like multiple choice, however **Type: MA** must come before the question and title (if applicable).

Example:      **Type: MA**  
                   **Title: The Spies**

**1. Who does Claudius send to spy on Hamlet?**

- When formatting the answers, an asterisk \* must be placed before each answer. There is no space between the asterisk and answer.

Example:      **Type: MA**  
                   **Title: The Spies**

**1. Who does Claudius send to spy on Hamlet?**

- a. Horatio
- \*b. Rosencrantz
- c. Ophelia
- \*d. Guildenstern

- When using an **Answers** list, the letter for both correct answers must be listed in the same number. This can be done in three ways:
  1. Placing a space between the letters
  2. Placing a comma between the letters
  3. Placing a comma and a space between the letters.

Example:      **Answers:**  
                   **1. B D**  
                   **2. B,D**  
                   **3. B, D**

## File Type

When saving your final, be sure to save it in one of these three file types:

- Rich Text (.rtf)
- Text (.txt)
- Microsoft Word (.doc)

## Adding Feedback

- You can also leave **general feedback** for the exam. Feedback for a correct answer follows a tilde "~" symbol, while feedback for an incorrect answer follows a "@" symbol. There needs to be a space between the symbol and feedback text, and the feedback must be placed before the answer choices.

Example:       **Title: Hamlet's Uncle**  
**1. Who is Hamlet's uncle?**

~ Yes, Claudius is Hamlet's uncle.

@ No, the correct answer is Claudius.

a. Yorick  
b. Romeo  
\*c. Claudius

- You can also have feedback for each individual response. To do this, place the feedback directly after the answer choice, and place a "@" symbol before the feedback text. There must be one space between the "@" symbol and the feedback text.

Example:       **Title: Hamlet's Uncle**  
**1. Who is Hamlet's uncle?**

a. Yorick  
@ No, it was not Yorick. The correct answer is Claudius.

b. Romeo  
@ No, it was not Romeo. The correct answer is Claudius.

\*c. Claudius  
@ Yes, Claudius is Hamlet's uncle.

- Just like with multiple choice questions, titles and feedback can be used. The formatting for these options is the same.

Example:       **Title: Hamlet the Prince**  
**1) Hamlet is the Prince of Denmark**

~ Yes, Hamlet is the Prince of Denmark.



**@ No, the answer is True.**

**\*a. True**

**b. False**