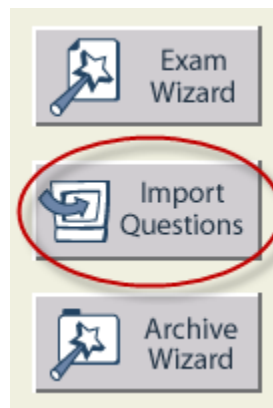# Importing an Exam to Respondus

By Ryan Hanley
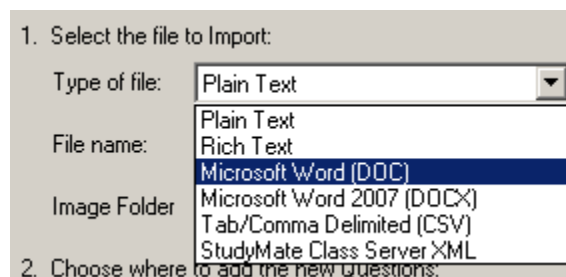

If you have a test or quiz written out in a text file or Word document, you can upload it to Respondus.

Note: *There is a special formatting that must be followed when uploading a file to Respondus. Please refer to the* ***Importing an Exam to Respondus – Formatting*** *white paper.*
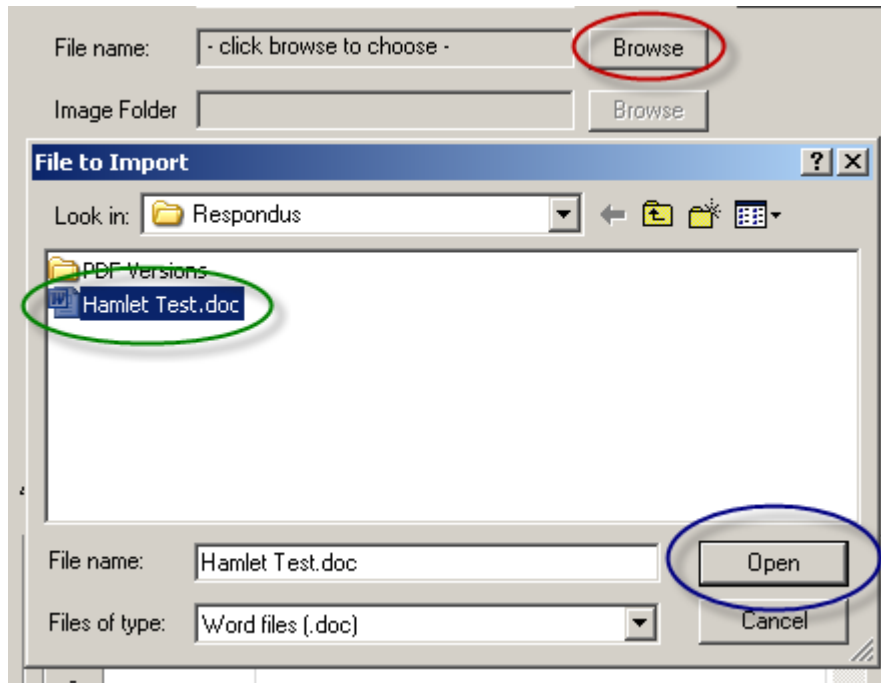
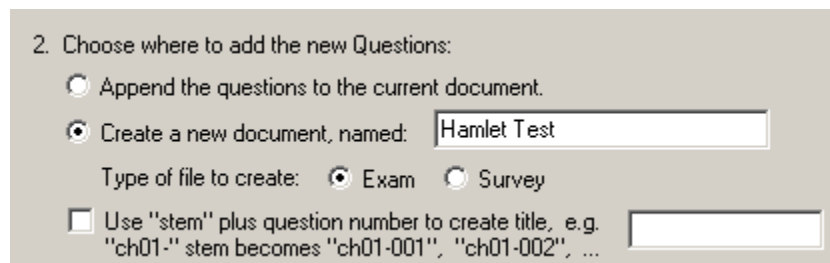Follow these steps to upload a test or quiz to Respondus:

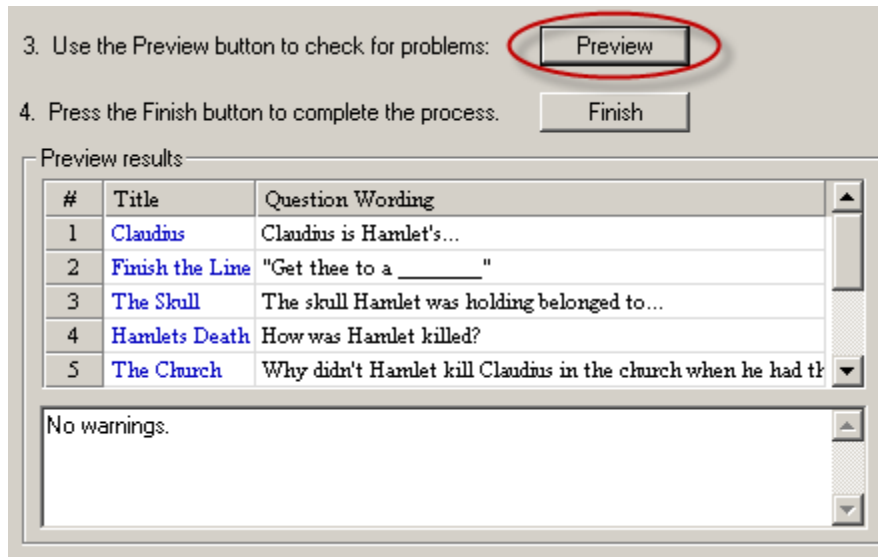1. From the **Start** tab, click on **Import Questions**.

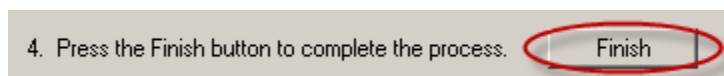2. Choose your **Type of file** from the drop down menu.

3. Click on **Browse**, find your file, and then click **Open**.
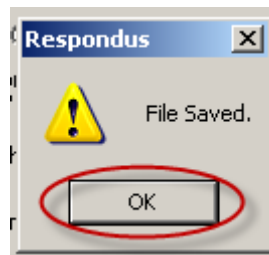

4. In section 2, choose your settings. You can choose to either use the questions in an open Respondus file, or to create a new file. You can also choose to either create an **Exam** or **Survey**. You can also create a title by using a **stem**.

3. Use the Preview button to check for problems: Preview

4. Press the Finish button to complete the process.   Finish

Preview results

#	Title	Question Wording
1	Claudius	Claudius is Hamlet's...
2	Finish the Line	"Get thee to a _____"
3	The Skull	The skull Hamlet was holding belonged to...
4	Hamlets Death	How was Hamlet killed?
5	The Church	Why didn't Hamlet kill Claudius in the church when he had th

No warnings.

5. Click the **Preview** button and review your results. If there are any errors in the uploaded document, you will receive a notification.

4. Press the Finish button to complete the process.   Finish

6. Click **Finish**.

Respondus

⚠ File Saved.

OK

7. Your file is now saved. Click **OK** to close the prompt.

Your test is now a Respondus file. From here, you can create additional questions, as well as edit your current questions.