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.

File name:	- click browse to choose -	Browse	
Image Folder		Browse	
File to Import	:		<u>?</u> ×
Look in: 🔀	Respondus	- 🔁 🛨 📼	
PDF Versio	m5		
Hamlet Tes	st.doc		
2			
File name:	Hamlet Test doc		Open
Files of type:	Word files (.doc)	·	ancel

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

2. Choose where to add the new Questions:					
C Append the questions to the current document.					
Create a new document, named: Hamlet Test					
Type of file to create: 💿 Exam 🔿 Survey					
Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002",					

 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 wa	arnings.				

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



6. Click Finish.



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

	Start	Edit		Settings Preview Retrieval & Publish & Reports
Edit QuestionsMu1. TMultiple Choice2. CTrue and FalseEssay / Short AnswerMatchingOrderingFill in the BlankMultiple Answers		Mult 1. Ti 2. Q 3. Ar	iple Choice	
Calculated More > Copy from Another File 4. S 6.		4. Sc 6.	B Image: Second secon	
Que	estion List			
#	Title	Format		Question Wording
1	<u>Claudius</u>	Mult. Cl	ioice	Claudius is Hamlet's
2	Finish the Line	Mult. Cl	ioice	"Get thee to a"
3	I ne Skull Hamlata Daath	Mult. Cl	101Ce	I he skull framlet was holding belonged to
4	The Clevel	Mult. Cl	101Ce	now was namet nued? When didn't Hamlet hill Clusters in the should mhan be had the shouse?
-	The Onlich	Muir. Ci	DICE	why don't mannet will claudids in the church when he had the chance:

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