Standard Format for Importing Questions

Respondus will import multiple choice, true-false, essay, fill in blank, and multiple response 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.

Required Elements (*Multiple Choice*)

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

Example: `3)`
Example: `3.`

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
```

Optional Elements (*Multiple Choice*)

A "title" can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

```
Example: Title: Speed of Light
         3) Who determined the exact speed of light?

         a. Albert Einstein
         b. Albert Michelson
         c. Thomas Edison
         d. Guglielmo Marconi
```

For imports into an exam file, *correct answers* can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

```
Example: Title: Speed of Light
         3) Who determined the exact speed of light?

         a. Albert Einstein
         *b) Albert Michelson
```

```
c) Thomas Edison
d. Guglielmo Marconi
```

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

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

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. Don't worry, you will be warned if a question does not have an answer selected for it prior to completing the import.

Feedback for individual answer choices can be imported by placing the feedback immediately after the answer choice and by beginning the line with the **@** symbol. There must be at least one space between the @ symbol and the feedback text.

Example:
```
Title: Speed of Light
3) Who determined the exact speed of light?

a. Albert Einstein
@ No. Albert Michelson determined the exact speed of light.

*b) Albert Michelson
@ Yes. Albert Michelson won the Nobel Prize for Physics for
determining the exact speed of light.

c) Thomas Edison
@ No, Thomas Edison did not determine the exact speed of light.

d. Guglielmo Marconi
@ No. Marconi did not discover the exact speed of light, but he
did win the Nobel Prize for Physics for his work with radio waves.
```

General feedback, which provides feedback for an overall question (opposed to feedback for individual answers), must appear immediately after the question wording and before any of the answer choices. The line must also begin with the @ symbol, and there must be at least one space between the @ symbol and the feedback text.

Example:
```
Title: Speed of Light
3) Who determined the exact speed of light?
@ Albert Michelson was the first American to win the Nobel Prize
in Physics (1907) for his measurements of the speed of light. His
experiments laid the groundwork for Einstein's Theory of
Relativity.

a. Albert Einstein
@ No. Albert Michelson determined the exact speed of light.

*b) Albert Michelson
```

```
@ Yes. Albert Michelson won the Nobel Prize for Physics for
determining the exact speed of light.

etc.
```

As shown in the previous example, both types of feedback can be used within a single question (although this is not typically done).

Point values can be set for each question or for a group of questions. Points are set by adding "Points:" followed by a space and the point value. The points value is used for the next question and all following questions until a new point value is set.

Example:
```
Points: 2.5
3) Who determined the exact speed of light?
....
4) Who determined the exact speed of sound?
```

Both questions 3 and 4 will be given a value of 2.5 points.

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).

To include a "title" or "feedback" with the true and false question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:
```
Title: Light speed
3) Albert Michelson determined the exact speed of light?
@ Correct. Albert Michelson won the Nobel Prize for Physics for
determining the exact speed of light.

*a. True
@ Yes. Albert Michelson won the Nobel Prize for Physics for
determining the exact speed of light.

b. False
```

```
@ The correct answer is True. Albert Michelson determined the
exact speed of light and won the 1907 Nobel Prize for Physics for
his efforts.
```

A second way to designate a correct answer for a true and false question is to place it in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.) The correct answer for a true and false question can be designated in three ways: (1) the complete word "True" or "False," (2) the letter "T" or "F," or (3) the alphabetical letter "A" (for true) or "B" (for false). For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are "true":

Example:
```
Answers:
1. True
2. T
3. A
```

Importing Essay Questions

The logic for importing essay questions is similar to what is described above for Multiple Choice and True-False questions. The primary difference is that the first line of formatting must begin with "Type: E". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:
```
Type: E
Title: Michelson-Morely experiment

4. How is the Michelson-Morley experiment related to Albert
Einstein's theory of relativity?
```

If you are importing an essay question, you can supply an answer two different ways. First, you may provide an answer immediately after the question wording, beginning the answer with "a." or "a)" (without the quotes).

Example:
```
Type: E
Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert
Einstein’s theory of relativity?

a) In 1887, Albert Michelson and Edward Morely carried out
experiments to detect the change in speed of light due to ether
wind when the Earth moved around the sun. The result was negative.
They found the speed of light is always the same regardless of
Earth's motion around the sun. Scientists were puzzled with this
negative result, and they didn't know how to explain it. Albert
Einstein came up with the answer in his famous second postulate in
theory of relativity: that the speed of light (in vacuum) is
always constant and absolute, regardless of its source's motion
and observer's movement.
```

The second way to supply an answer for an essay question is to place it in a list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading "Answers:" and must be positioned at the end of the file. The answer to an essay question should begin with the corresponding question number, followed by either a period "." or a parentheses ")". This is then followed by a space and then the answer.

Example:
```
Answers:
1. A
2. C
3. B
4. In 1887, Albert Michelson and Edward Morely carried out
experiments to detect the change in speed of light due to ether
wind when the Earth moved around the sun. The result was negative.
They found the speed of light is always the same regardless of
Earth's motion around the sun. Scientists were puzzled with this
negative result, and they didn't know how to explain it. Albert
Einstein came up with the answer in his famous second postulate in
theory of relativity: that the speed of light (in vacuum) is
always constant and absolute, regardless of its source's motion
and observer's movement.
5. B
```

Importing Fill-the-Blank Questions

Fill-the-blank questions may be imported by starting the first line of formatting with "Type: F". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:
```
Type: F
Title: Who invented television?
5. Who is known as the "father of television"?
```

Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer.

Example:
```
Type: F
Title: Who invented television?
5. Who is known as the "father of television"?

a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin
```

Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

Example:
```
Answers:
1. A
2. C
3. B
4. C
5. Zworykin
5. Vladimir Zworykin
5. Vladimir Kosma Zworykin
6. B
```

Importing Matching Questions

The process of importing a "matching" question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with "Type: MT". This is followed by the "title" (which is optional), the question number, and the question wording.

Each *answer* (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period "." or a parentheses ")". The two parts of the match must be separated with an "=" symbol and there should not be any hard returns or blank lines within either parts of the answer.

Example:
```
Type: MT
Title: Scientific discoveries

4) Match the correct name to the discovery or theory.
a. Michelson-Morely = Speed of light
b. Einstein = Theory of Relativity
c. Marconi = radio waves
```

Spaces before or after the "=" symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match. If you plan to list correct answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.

Importing "Multiple Response" Questions

The logic for importing questions that allowing multiple responses is similar to what is described above for importing multiple choice questions. (Multiple Response questions are, essentially, multiple choice questions in which more than one correct response can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "Type: MR" (as an alternative, you can use "Type: MA" which stands for "Multiple Answers"). This is followed by the "Title" (which is optional), the question number, and the question wording. Each correct answer is designated with an asterisk.

Example:
```
Type: MR
3) Which of the following individuals are credited with
determining the exact speed of light?

a. Albert Einstein
*b. Albert Michelson
*c. Edward Williams Morley
d. Thomas Edison
```

To include a "title" or "feedback" with the Multiple Response question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:
```
Type: MR
Title: Determining Speed of Light
3) Which of the following individuals are credited with
determining the exact speed of light?
@ Albert Michelson and Edward Williams Morley collaborated on a
series of experiments that eventually led to the exact
determination of the speed of light.

a. Albert Einstein
@ No. Albert Michelson and Edward Williams Morley collaborated on
a series of experiments that eventually led to the exact
determination of the speed of light.

*b) Albert Michelson
```

```
@ Yes. Albert Michelson is one of the two persons credited with
determining the exact speed of light.

*c) Edward Williams Morley
@ Yes. Edward Williams Morley is one of the two persons credited
with determining the exact speed of light.
```

(Note: this example illustrates how to include both "General Feedback" and answer-specific feedback. In most cases, you would include only one type of feedback.)

A second way to designate correct answers multiple response questions is to place them in a list of at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. If a question has been designated as a Multiple Response type using "Type: MR", then correct answers can be listed three different ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple response questions.

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

Important: Once the import file is organized to the specifications described above, it should be saved to a MS Word (.doc), rich-text (.rtf) or a text (.txt) file. It is then ready to be imported by Respondus.

Tip: You can also import images with your questions (see Importing Images with Questions).

See also