Standard Format for Importing Multiple Choice or True/False Questions into Respondus

Respondus will import multiple choice, true-false, essay, fill in the blank, and multiple answer questions. The plain text, rich-text, or MS Word file must be organized in the "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 in 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** ")".

Examples:

```
3)

3.
```

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

Examples:

```
3) Who determined the exact speed of light?

3. Who determined the exact speed of light?
```

Each *answer* must begin with a letter (A-T) followed by a period "." or a parentheses ")" and at least one space.

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
```

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. You will be warned if a question does not have an answer selected for it prior to completing the import. (Note that survey files should not have "correct answers" indicated. If you are importing questions into a survey file, any correct answer designations will be ignored.)

With an Exam file, *general feedback* can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example:

```
Title: Speed of Light

3) Who determined the exact speed of light?

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

@ No. The correct answer is Albert Michelson, who won the 1907
Nobel Prize for Physics for determining the exact speed of
light.

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

(Note: if you are importing questions into a survey file, all feedback designations will be ignored.)

To import **feedback for individual answer choices of multiple-choice questions**, place the feedback immediately after the answer choice and begin 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.
```

(Note: if you are importing questions into a survey file, all feedback designations will be ignored.)

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

Both of the following examples are valid ways to format a true and false question for importing purposes.

```
3) Albert Michelson determined the exact speed of light?
*a) True
 b) False

 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.

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.

@ Incorrect. Albert Michelson determined the exact speed of
light and won the 1907 Nobel Prize for Physics for his efforts.

*a. True
 b. False
```

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
```