

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 into an Exam file, **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

Again, answers will be ignored if they are imported into survey files.

Importing "Multiple Answers" Questions

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

Example:

Type: MA

3) Which of the following individuals are credited with determining the exact speed of light?

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

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

Title: Speed of Light

3) Which of the following individuals are credited with determining the exact speed of light?

~ Yes. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

@ 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.

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

A second way to designate correct answers for questions with multiple answers is to place them 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. If a question has been designated as a Multiple Answers type using "Type: MA", then correct answers can be shown in a list in one of three 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 answer questions.

Example:

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

Importing Fill in the Blank Questions

Fill in 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 Multiple Fill in the Blanks Questions

Fill in multiple blanks questions may be imported by starting the first line of formatting with "Type: FMB". This is followed by the "Title" (which is optional), the question number, and the question wording with the words to be filled in provided in [square brackets]. The wording can include up to 10 [words] to be filled in, each of which can have up to 20 correct answers.

Example:

```
Type: FMB
Title: Multiple blanks
5. A [rose] by any other [name] would smell as [sweet].
```

Respondus allows multiple correct answers per blank to be specified by separating each correct answer inside the brackets with commas.

Example:

```
Type: FMB
Title: Multiple blanks
5. A [rose, red flower] by any other [name] would smell as
[sweet, good].
```

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 after the question wording

Example:

```
Type: FMB
Title: Multiple blanks
5. A [rose, red flower] by any other [name] would smell as
[sweet, good].

~ Correct. Well done.

@ Incorrect. A rose by any other name would smell as sweet
- or - A red flower by any other name would smell as good.
```

Importing Matching Questions

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 Ordering Questions

Ordering questions may be imported by starting the first line of formatting with "Type: ORD". This is followed by the "Title" (which is optional), the question number, the question wording, and the answer choices which must be in the correct order.

Example: **Type: ORD**
 Title: Presidential Order
 5. Put the following presidents in order of service?
 a. George Washington
 b. John Adams
 c. Thomas Jefferson
 d. James Madison
 e. James Monroe

Each *answer* (which must be in the correct order) must begin with a letter (a-t) followed by a period "." or a parentheses ")".

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: **Type: ORD**
 Title: Olympic Order
 5. Put the following Summer Olympic host cities in
 chronological order of when they hosted the Olympics?

 ~ Correct. You know your Olympic history.

 @ Incorrect. Montreal, Moscow, Los Angeles, Seoul and
 Barcelona are the correct order.

- a. Montreal, Canada
- b. Moscow, Soviet Union
- c. Los Angeles, United States
- d. Seoul, South Korea
- e. Barcelona, Spain

Importing Jumbled Sentence Questions

Jumbled Sentences may be imported by starting the first line of formatting with "Type: JUM". This is followed by the "Title" (which is optional), the question number, and question wording with the phrases to jumble in [square brackets].

Example: **Type: JUM**
 Title: Jumbled Sentence
 6. A [rose] by [any other name] would [smell] as [sweet].

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 after the question wording and before any additional distracters. Additional distracters may be added below the question wording and optional feedback. Distracters must begin with a letter (a-t) followed by a period "." or a parentheses ")".

Example: **Type: JUM**
 Title: Jumbled quote
 6. [Dream] as if you'll [live] forever, live as if you'll
 [die] tomorrow.

 ~ Correct. Good job.

 @ Incorrect. Dream as if you'll live forever, live as if
 you'll die tomorrow.

 a. Swim
 b. float
 c. sink

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