



THE STANDARD FORMAT FOR IMPORTING

Respondus will import multiple choice, true-false, essay (format is also for short answer), fill in the blank, and multiple answer 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.

This section is followed by an example of the formatting required for true/false, essay, fill in the blank, and multiple answer questions.

Format Elements

Each question must begin with a **question number**, followed by either a parentheses “)”.

E.G.: 3) What is not a fruit?

Each **answer** must begin with a letter (A-T) followed by a parentheses “)”.

E.G.: 3) What is not a fruit?
a) An apple
b) A banana
c) A Car

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.

E.G.: Title: Not a fruit
3) What is not a fruit?
a) An apple
b) A banana
c) A Car

NOTE: Titles are required to have unique names in Respondus 4. If you import a question with the same title, you will receive a warning that Respondus 4 will add a number to the end of the title.

E.G.: Title: Not a fruit
Title: Not a fruit (1)

Correct answers can be indicated by placing an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

E.G.: Title: Not a fruit
3) What is not a fruit?
a) An apple
b) A banana
*c) A Car

NOTE: if you forget 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.



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.

E.G.: Title: Not a fruit
3) What is not a fruit?
~ Yes. A car is a machine
@ No. You cannot eat a car.
a) An apple
b) A banana
*c) A Car

To import **feedback for individual answer** choices, (not available for all question types) 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.

E.G.: Title: Not a fruit
3) What is not a fruit?
a) An apple
@ No. You cannot eat a car.
b) A banana
@ No. You cannot eat a car.
*c) A Car
@ Yes. A car is a machine

Some question will also need a **TYPE** before the Title

Type: E

Title: Effective vaccination program

- 1) Compare and evaluate the advantage and disadvantages of assassin online v Face to Face?
- a) Add an example of what the student should have entered as a response

Importing Images with Questions

Images embedded in MS Word files will import automatically. However, it is possible to import images with rich-text or txt files using an alternate method. First, be sure that the images in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: [**img: “filename.jpg”**]. The word “filename.jpg” should be replaced with the actual file name.

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:
[**img: “interferometer.jpg” “Picture of an interferometer”**].

Example: 3) The interferometer, shown here [**img: “interferometer.jpg” “Picture of an interferometer”**], was used by which of the following scientists.

- a) Albert Einstein
- *b) Albert Michelson
- c) Thomas Edison
- d) Vladimir Zworykin

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear inline with the question text.



EXAMPLES:

Format:	Example:
Multiple Choice	
<p>Title: Add Title Text</p> <p>1) Question Text</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <p>*a) Correct answer @ Optional feedback per answer</p> <p>b) Answer @ Optional feedback per answer</p> <p>c) Answer @ Optional feedback per answer</p> <p>d) Answer @ Optional feedback per answer</p> <p>e) Answer @ Optional feedback per answer</p>	<p>Title: Effective vaccination program</p> <p>1) Which of the following is not a requirement for an effective vaccination program?</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <p>*a) Clear knowledge of the method of transmission of the infection @ Optional feedback per answer</p> <p>b) A guarantee that there will be no adverse side effects to the vaccine @ Optional feedback per answer</p> <p>c) Identification of high-risk individuals to prioritise for vaccination @ Optional feedback per answer</p> <p>d) The vaccine must be able to stimulate an immune response and the formation of memory cells @ Optional feedback per answer</p> <p>e) It must be possible to isolate the relevant antigens to create the vaccine @ Optional feedback per answer</p>
True/False	
<p>Title: Add Title Text</p> <p>1) Question Text</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <p>a) True *b) False</p>	<p>Title: REM Sleep</p> <p>1) REM sleep can be distinguished from very deep slow-wave sleep as you can be aroused by sensory stimuli</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <p>a) True *b) False</p>
Either/Or (Will import as a Multiple-Choice question type)	
<p>Title: Add Title Text</p> <p>1) Question Text</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <p>* a) Right b) Wrong</p> <p><i>NOTE: One of the following answer sets can be selected: Yes/No, Agree/Disagree, Right/Wrong, True/False.</i></p>	<p>Title: Quartz</p> <p>1) Quartz has the greatest resistance to weathering.</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <p>* a) Right b) Wrong</p>



Essay	
<p>Type: E Title: Add Title Text</p> <p>1) Question Text</p> <p>a) Add an example of what the student should have entered as a response</p>	<p>Type: E Title: Effective vaccination program</p> <p>1) Compare and evaluate the advantage and disadvantages of assassin online v Face to Face?</p> <p>a) Add an example of what the student should have entered as a response</p>
Essay (For Short Answer – checkbox needs to be ticked one imported)	
<p>Type: E Title: Add Title Text</p> <p>1) Question Text</p> <p>a) Add an example of what the student should have entered as a response</p>	<p>Type: E Title: Eating in a science laboratory</p> <p>1) Why do you not eat in a science laboratory?</p> <p>a) Cross contamination of food with unknown chemicals/microorganisms</p>
Fill in the Blank	
<p>Type: F Title: Add Title Text</p> <p>1) Question Text</p> <p>a) quartz</p> <p>b) Quartz</p> <p><i>NOTE: Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer.</i></p>	<p>Type: F Title: Silicate mineral</p> <p>1) What is the silicate mineral with the lowest melting temperature and the greatest resistance to weathering?</p> <p>a) quartz</p> <p>b) Quartz</p>
Fill in Multiple Blanks	
<p>Type: FMB Title: Add Title Text</p> <p>1) Question Text [answer] Question Text [answer, answer] Question Text [answer] Question Text [answer, answer, answer, answer]</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p>	<p>Type: FMB Title: Lincolns address</p> <p>1) “Four [Score] and [Seven, 7] year ago” is the beginning of the [Gettysburg Address] delivered by [President Abraham Lincoln, Abraham Lincoln, Lincoln, President Lincoln]</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p>



Matching	
<p>Type: MT Title: Add Title Text</p> <p>1) Question Text</p> <p>a) Option = Answer Match b) Option = Answer Match c) Option = Answer Match d) Option = Answer Match e) = Distractor Match f) = Distractor Match g) = Distractor Match h) = Distractor Match</p>	<p>Type: MT Title: Skin terms</p> <p>1) Match each term with its definition</p> <p>a) To perspire = Gives out sweat through the pores of the skin b) Itchy = Itchy having or causing an itch c) Scaling skin = The loss of the outer layer of the epidermis in large, scale like flakes d) Psoriasis = A skin disease marked by red, itchy, scaly patches. e) A skin disease marked by red and itchy patches f) Dry skin that flakes off g) Sweating when you exercise h) Having a reaction to something that makes you scratch</p>
Ordering	
<p>Type: ORD Title: Add Title Text</p> <p>1) Question Text</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <p>a) Himalayas b) Andes c) Alaska Range d) Alps</p> <p><i>NOTE: answer must be in the correct order</i></p>	<p>Type: ORD Title: Mountain ranges</p> <p>1) Order the mountain ranges from largest to smallest</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <p>a) Himalayas b) Andes c) Alaska Range d) Alps</p>
Jumbled Sentence	
<p>Type: JUM Title: Add Title Text</p> <p>1) Question Text [Answer] Question Text [Answer] Question Text [Answer]. Question Text [Answer] Question Text [Answer]. Question Text [Answer] Question Text</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <p>a) Curve b) Protons c) Neutrons</p> <p><i>NOTE: The feedback must appear after the question wording and before any additional distracters.</i></p>	<p>Type: JUM Title: Water's chemical behaviour</p> <p>1) The key to understanding water's chemical behaviour is its molecular structure. A water molecule consists of two [Hydrogen] atoms bonded to an [Oxygen] atom, and its overall structure is [Bent]. This is because the oxygen atom, in addition to forming bonds with the [Hydrogen] atoms, also carries two pairs of unshared [Electrons]. All of the [Electrons] pairs—shared and unshared—repel each other.</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <p>a) Curve b) Protons c) Neutrons</p>



Multiple Answer	
<p>Type: MA Title: Add Title Text</p> <p>1) Question Text</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <ul style="list-style-type: none">a) Excessive energy*b) Slight bleeding*c) Nausea and/or vomiting*d) Mood swingse) Hunger	<p>Type: MA Title: Signs of pregnancy</p> <p>1) What are some common signs of pregnancy?</p> <p>~ Correct. Optional General feedback @ Incorrect. Optional feedback</p> <ul style="list-style-type: none">a) Excessive energy*b) Slight bleeding*c) Nausea and/or vomiting*d) Mood swingse) Hunger