Format for Importing Multiple Choice Questions into Repondus Campuswide

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Respondus will import multiple choice questions that are formatted in a specific way. A plain text, rich-text, or Microsoft 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 noted below.

Multiple Choice Required Elements

Each question must begin with a question number, followed by either a period "." or a parentheses ")". The question wording must follow the question number. (NOTE: at least one space must be between the question number and the question wording.)

Example:

3) Who determined the exact speed of light?

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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 Element: Designating the Correct Answer

To designate the correct answer, put a * in front of the letter for the correct answer choice.

Example:

3) Who determined the exact speed of light?
a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

Additional Optional Elements include question title, answer list, feedback, and point value.

For more information on formatting Required and Optional Elements see the topic "Standard Format for Importing Questions" found in the Respondus Campuswide software under the Help menu.

Importing Images with Questions

Images embedded in Microsoft Word files will import automatically. However, it is possible to import images with rich-text and text files using alternate methods. First, be sure the images are 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.

Example: 3) The interferometer, shown here [img: "interferometer.jpg"], was used by which of the following scientists.
a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
d. Vladimir Zworykin

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:

Example:

[img: "interferometer.jpg" "Picture of an interferometer"].

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.

For more information, see the topic "Importing Images with Questions" found in the Respondus Campuswide software under the Help menu.

Adapted from Help found in Respondus 4.0.