Standard Format for Importing Questions

Respondus will import multiple choice, true or false, essay (long answer), fill in blank (short answer), and multiple response (multi-select) questions. For the purpose of these instructions, the terms "long answer" and "essay" will be used interchangeably; the terms "short answer" and "fill in blank" will be used interchangeably; and "multiple response" and "multi-select" will be used interchangeably.

Before a plain text, rich-text, or MS Word file can be imported into Respondus, it must be organized into a "Standard Format." The Standard Format for multiple choice, true or false, essay, fill in blank, and multiple response questions are described in theses instructions.

Once your file is organized to the specifications described below, save it as a MS Word (.doc), rich-text (.rtf) or a text (.txt) file. It will then ready to be imported by Respondus.

Required Elements for Multiple Choice Questions

‹ Question Number: Each question must begin with a number, followed by either a period "." or a parentheses ")".

> Example*: 3)*

> Example: *3.*

‹ Question Wording: The question wording must follow the question number. 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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‹ Answer: 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*

Optional Elements for Multiple Choice Questions

Titles
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

Correct Answers
For imports into an exam file, correct answers can be indicated in two ways.

1. 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

2. 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

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

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.

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

You can be set point values 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 or False Questions

The process of importing "true and false" questions is similar to that used for importing multiple choice questions. 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 or 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 or 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.
> *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 (named "Long Answer" questions in Desire2Learn) is similar to what is described for Multiple Choice and True or 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 Short Answer Questions

To import a Short Answer question, the first line of formatting must begin with "Type: S". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example: Type: S
Title: Who invented television?

5. Who is known as the "father of television"?

You can import only one correct answer per question, but it is possible to enter multiple forms of that answer.

Example: Type: S
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 Blank Questions

Fill in multiple blank 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]. Up to 10 words can 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 @ symbol in front of the feedback. There must be at least one space to the right of the @ symbol 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].
> @ 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 process of importing a "matching" question is similar to what is described 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 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* (must be in the correct order) must begin with a letter (a-t) followed by a period "." or a parentheses ")".

Feedback can be imported by placing the @ symbol in front of the feedback. If feedback is placed before the first answer then it is imported as general feedback. If feedback is placed after an answer it becomes feedback for that answer.

Example: Type: ORD
Title: Olympic Order

5. Put the following Summer Olympic host cities in chronological order of when they hosted the Olympics?

@ Montreal, Moscow, Los Angeles, Seoul and Barcelona are the correct order.
a. Montreal, Canada
@ Montreal 1976
b. Moscow, Soviet Union
@ Moscow 1980
c. Los Angeles, United States
@ Los Angeles 1984
d. Seoul, South Korea
@ Seoul 1988
e. Barcelona, Spain
@ Barcelona 1992

Importing "Multiple Response" Questions

The logic for importing questions that allow multiple responses (named "Multi-Select" questions in Desire2Learn) is similar to what is described above for importing multiple choice questions. 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 elsewhere for multiple choice questions.

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 for 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