

Formatting Documents For Respondus Import

Standard File Formats for Importable Documents

Documents can be saved in Microsoft Word 2007 (.docx) or 2003 (.doc) format in order to be imported into Respondus. Either "Rich Text Format" (.rtf) or "PlainText" (.txt) format will work as well. You cannot import .wps (Works) files.

Formatting Multiple Choice Questions

Questions should begin with the question number, followed by a period or parentheses (not both), one space between the period or parentheses, the actual text for the question, end with a question mark.

Answers should begin with the letter A-Z, followed by a period or parentheses, one space between the period and the parentheses, the actual text for the answer and an asterisk in front of the indices to specify which answer is correct.

Example(s):

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

-or-

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

Formatting True and False Questions

Questions should begin with the question number, followed by a period or parentheses (not both), one space between the period or parentheses, the actual text for the question, end with a question mark.

Answers should begin with the letter A-Z, followed by a period or parentheses, one space between the period and the parentheses, the actual text for the answer and an asterisk in front of the indices to specify which answer is correct.

Example(s):

1. Albert Michelson determined the exact speed of light?

*a. True

b. False

-or-

1. Albert Michelson determined the exact speed of light?

*a) True

b) False

Formatting Paragraph (Essay) Questions

Questions should begin with a "Type:", then one space, and a designation of "P" on the first line; on the second line place the question number, followed by a period or parentheses (not both), one space between the period or parentheses, and the actual text for the question. If you would like to include a specified answer it should begin with the letter A-Z, followed by a period or parentheses, one space between the period and the parentheses and then actual text for the answer.

Example:

Type: P

4. How is the Michelson-Morley experiment related to Albert Einstein's theory of relativity?

a. In 1887, Albert Michelson.....

-or-

Type: P

4. How is the Michelson-Morley experiment related to Albert Einstein's theory of relativity?

a) In 1887, Albert Michelson.....

Formatting Short Answer Questions

Questions should begin with a "Type:", then one space, and a designation of "S" on the first line; on the second line place the question number, followed by a period or parentheses (not both), one space between the period or parentheses, and the actual text for the question.

Answer (or answers if there are multiple ways to say the same thing) should begin with the letter A-Z, followed by a period or parentheses, one space between the period and the parentheses and then actual text for the answer (s). There is no designation of a correct answer as any of the iterations would be acceptable.

Example:

Type: S

4. Who Invented television?
a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin

-or-

Type: S

4. Who Invented television?
a) Zworykin
b) Vladimir Zworykin
c) Vladimir Kosma Zworykin

Formatting Matching Questions

Questions should begin with a "Type:", then one space, and a designation of "MT" on the first line; on the second line place the question number, followed by a period or parentheses (not both), one space between the period or parentheses, and the actual text for the question.

Answers should begin with the letter A-Z, followed by a period or parentheses, one space between the period and the parentheses and then the two concepts joined by an equals sign to designate their relationship. There is no designation of a correct answer as any of the iterations would be acceptable.

Example:

Type: MT

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

-or-

Type: MT

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

Formatting Multiple Response Questions

Questions should begin with a "Type:", then one space, and a designation of "MT" on the first line; on the second line place the question number, followed by a period or parentheses (not both), one space between the period or parentheses, and the actual text for the question.

Answers should begin with the letter A-Z, followed by a period or parentheses, one space between the period and the parentheses and then the text of the answer. To designate the correct answers from the list place an asterisk before the answer letter.

Example:

Type: MT

4. 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 Morely

-or-

Type: MT

4. 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 Morely

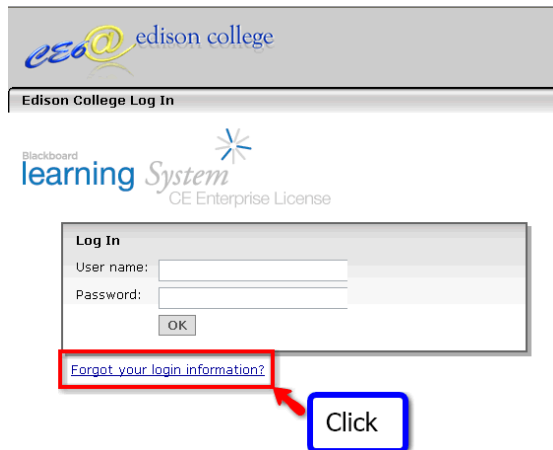
Formatting Images into Questions

In the past, special formatting was needed in order to get images such as graphs, tables, pictures, or other illustrations to import into Respondus Exams from a pre-formatted document. Respondus has now full integrated Microsoft Word 2007 (.docx) so that any images inserted into a formatted Word document will import to Respondus.

Just complete the question and answer with the appropriate format as listed on the previous pages, insert the image file wherever you choose, and resize or crop the image accordingly to best fit the question.

The image can be inserted anywhere, just make sure you have a space following the number of the question, or Respondus will not be able to decipher that you are starting a new question:

1. The following is an tutorial for:



- a. where to login to CE6
- *b. how to retrieve a lost password
- c. the lost and found at Edison State
- d. how to use your mouse