
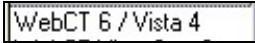




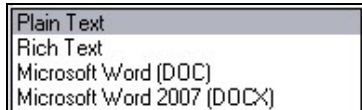
# Importing from a document to Respondus




10/29/2008

Importing a Quiz/Test to Respondus:

Learn how to import a formatted rich text or plain text quiz to Respondus

1. Click the **Current Personality** drop down menu 
2. Click the **WebCT 6/Vista 4** option 
3. Click the **Import Questions** button 
4. Click the **Type of File** drop down menu 
5. **Plain Text** format will be demonstrated here, however, you can choose to import **Rich Text, Microsoft Word 2003, or Microsoft Word 2007 documents as well**. The following steps work the same for each.



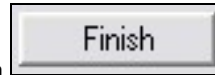
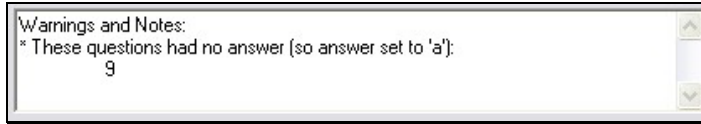
6. Click the File Name **Browse** button 
7. Navigate to the location of the file to import. **Click to select the file**
8. Click the **Open** button 
9. Click the second **radio button** to create a new exam 
10. Enter the **File Name** for the new exam in the corresponding text box

11. Click the **Preview** button 

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12. Any errors in the import due will display below (if errors, correct the plain text or rich text document, and start the process again)



13. Click the **Finish** button to import the exam

This tutorial has demonstrated how to import a formatted rich text or plain text quiz to Respondus

Go to "**CE6 Training Materials**" at <http://training.edison.edu/webct> for more helpful tutorials