Importing a Text File into Respondus

(Respondus User Guide)

Respondus is able to import Multiple Choice, True-False, Essay, Fill in the Blank and Multiple Answer questions. The text file must be in a standard format.

Standard Format for a Text File

Review the formats for different types of questions.

Importing Multiple Choice Questions

Each question must begin with a question number followed by either a period or parentheses.

Example: 1) or 1.

The question itself must be proceeded with at least one space.

Example: 1) What is Respondus?

               1. What is Respondus?

Each answer must begin with a letter followed by either a period or parentheses.

1) What is Respondus?

a. The name of a football team

b. A tool for creating and managing exams

c. The name of a country

d. None of the above

To indicate which is te correct answer, place an asterisk in front of the correct answer.
Example:

1) What is Respondus?
a. The name of a football team
*b. A tool for creating and managing exams
c. The name of a country
d. None of the above

Giving Feedback

Feedback can be imported by placing a ~ (tilde) in front of the feedback that should be issued for a correct answer. The @ symbol can be used for feedback given to an incorrect answer. There must be at least one space to the right of the ~ or @ and the text you want displayed for the feedback.

Example:

1) What is Respondus?
a. The name of a frisbee team
*b. A tool for creating and managing exams
c. The name of a country
d. None of these

~ Correct. Respondus is a tool for creating and managing exams.

@ Incorrect. The correct answer is that Respondus is a tool for creating and managing exams.

Importing True or False Questions

Importing true or false questions is done the same way as multiple choice questions.

Example:

1) Respondus is a tool for creating and managing exams.
*a. True
b. False

To indicate which is the correct answer, place an asterisk in front of the correct answer.

Important: The *true* answer choice must be listed prior to the *false* answer choice in order for Respondus to recognize it as a true and false question type.

Giving Feedback

Feedback can be imported by placing a ~ (tilde) in front of the feedback that should be issued for a correct answer. The @ symbol can be used for feedback given to an incorrect answer. There must be at least one space to the right of the ~ or @ and the text you want displayed for the feedback.

Importing Essay Questions

To import an essay question, the first line must begin with **Type: E**

Example:

Type: E
1) Please give a detailed essay describing what Respondus is.
a. Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard. Exams can be created offline using a familiar Windows environment, or moved to an eLearning system. Respondus will save you hours on each project.

Fill in the Blank Questions

To import a fill in the blank question, the first line must begin with **Type: F**

Example:

Type: F
1) Respondus is used to generate
a. Tests
b. Quizzes
c. Exams
d. Weekly Exams

Feedback can also be given.

Importing Matching Questions

To import a matching question, the first line must begin with **Type: MT**

Each answer must contain 2 parts. The 2 parts of the match must be separated with an =
Spaces before or after the = are allowed.

Example:

Type: MT
1) Please match the correct software to its function.
a. Microsoft Word=Word Processor
b. Microsoft Excel=Spreadsheet
c. Respondus=Test Generator
d. Microsoft Access=Database

Feedback can also be given.

Importing Multiple Answer Questions

Multiple answer questions are similar to multiple choice questions; the difference being that there is more than one correct answer.

To import a multiple answer question, the first line must begin with **Type: MA**

Example:

Type: MA
1) Respondus is a software used to
*a. Generate Quizes and Exams
*b. Upload a text file into an elearning software
c. Measure the temperature
d. Produce on line movies