

How to Use Respondus for Creating Exams

Part I: Format the Document

You can create the following types of questions in a Word document for importing into Respondus:

- Multiple Choice
- True False
- Multiple Response
- Matching
- Essay (Paragraph)

Multiple Choice and True False

Each question should be on its own line and should begin with the question number followed by a period and space. Each answer option should be on its own separate line immediately following the question. The correct answer should be indicated by using an asterisk (*) directly preceding the correct option without a space. See the example below:

1. How many colors are in a rainbow?

a. four

b. five

*c. six

2. There are six colors in a rainbow.

*a. True

b. False

Multiple Response

Formatted similar to the regular multiple choice question, but with the identifier **Type: MR** added on a separate line before the question.

Type: MR

3. Which of these colors appear in a rainbow? (Select all that apply)

*a. red

b. black

*c. purple

Matching Questions

Matching questions should be preceded by the line **Type: MT** to indicate the Matching question type. Each question should be on its own line and should begin with the question number

followed by a period and space. Each answer option should be on its own separate line immediately following the question. To create a matching pair, place an equals sign (=) between each correct pair. See the example below.

Type: MT

4. Match the color with the order it appears in a rainbow.

- a. Red = First
- b. Yellow = Second
- c. Orange = Third
- d. Green = Fourth
- e. Blue = Fifth

Essay (Paragraph) Questions

Blackboard has what is called a "paragraph" question type, which is the closest thing to an open-ended essay style question. To create a question of this type, precede the question with **Type: E** to indicate an essay question.

Type: E

5. Why are rainbows so popular? Identify at least three instances of where rainbows appear in popular culture.

Note: When you have finished adding your questions to your file, export the file as a text document so that it will be ready for import into Respondus

Sample of the Test

1. Which term best describes the shape of a rainbow?
 - A. Circle
 - B. Ellipse
 - C. Oval
 - *D. Arc

2. How many colors are there in a rainbow?
 - A) Three
 - B) Four
 - C) Five

*D) Six

3. Which color is the first color in a rainbow ?

*A) Red

B) Orange

C) Green

D) Blue

4. There are six colors in the rainbow.

*A) True

B) False

Type: MT

5. Match the following city with the correct country.

a. NewYork = United States

b. Toronto = Canada

c. London = Great Britain

d. Sydney = Australia

Type: MR

6. Which of the following are fruits? (select all that apply)

*a. Apples

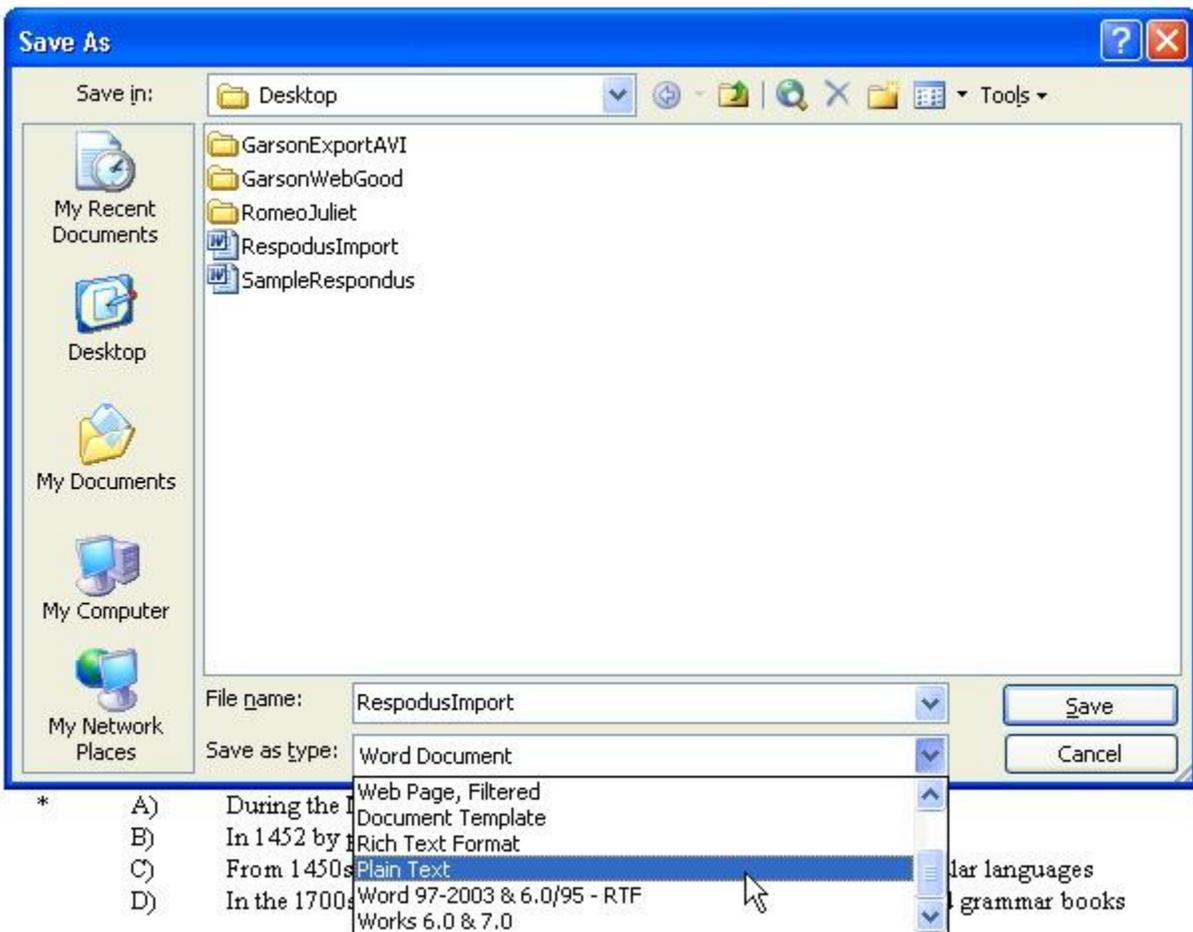
*b. Pears

c. Spinach

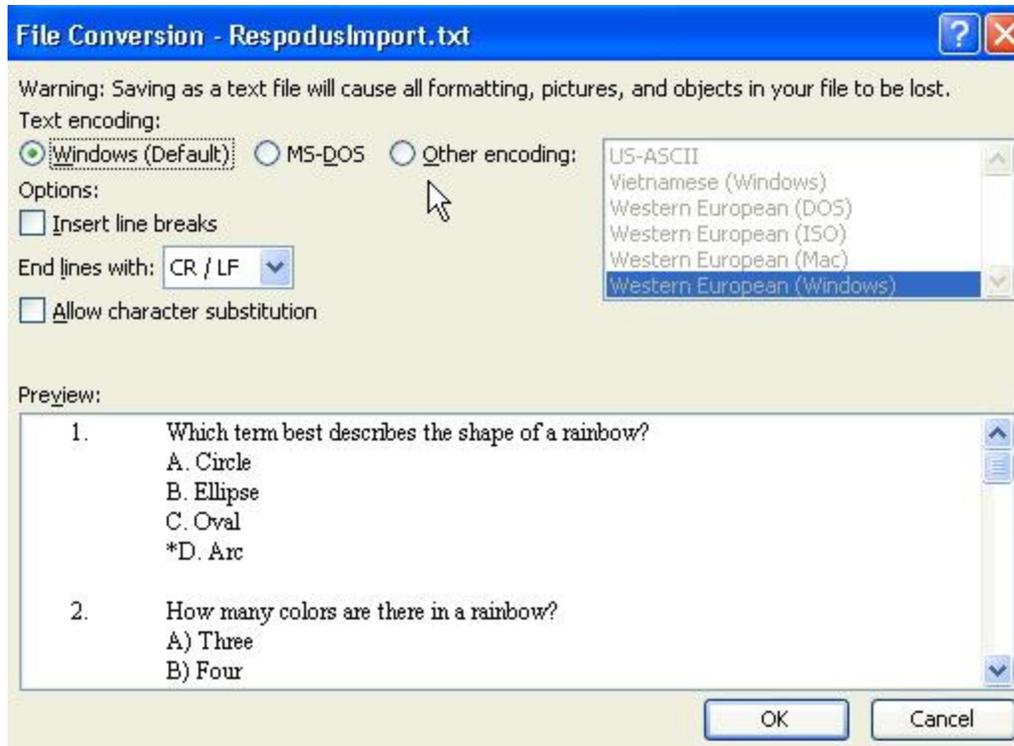
Part II: Convert Word Document into a Text File

When you are finished making your questions, you will need to export the file as a Text Document to be able to import it into Respondus.

1. Go to **File -> Save As**. Click the down arrow next to the *Save as type*: drop down menu at the bottom of this dialogue box.
2. Select **Plain Text** (you may need to scroll the box to see this option) and then click the **Save** button.



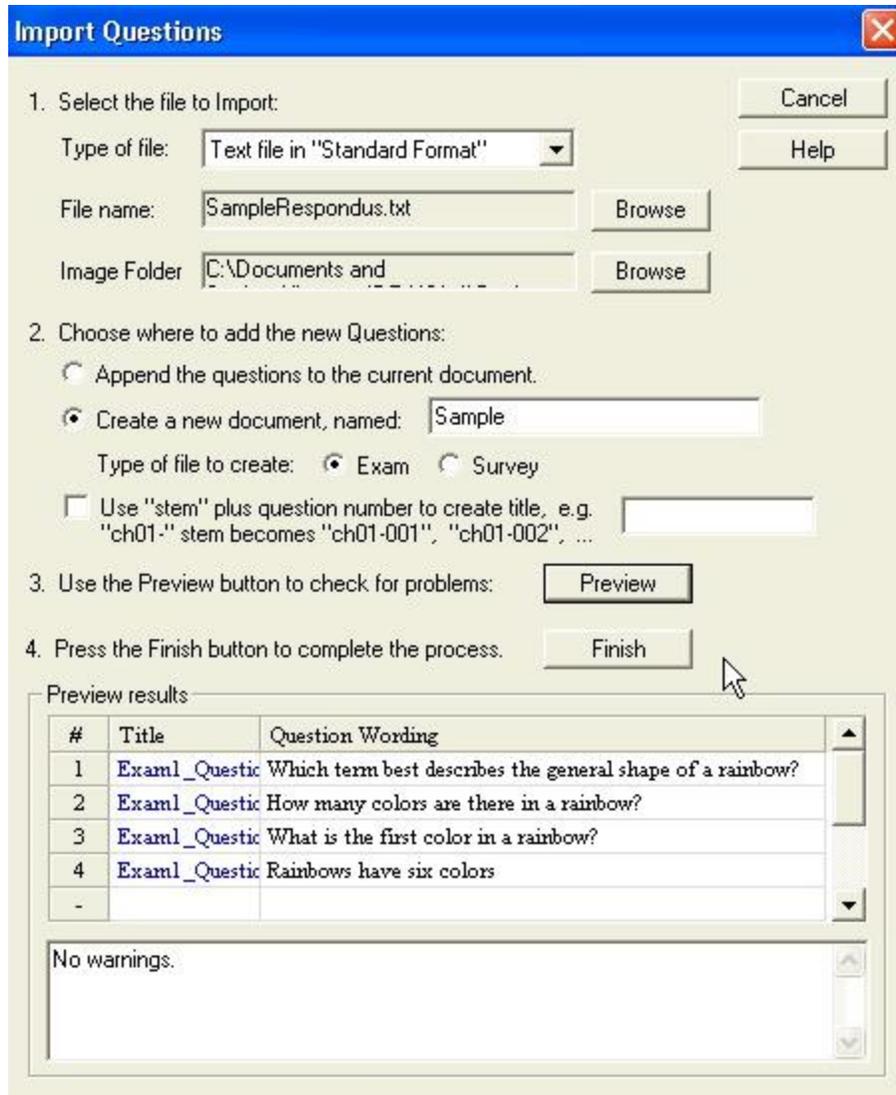
3. You will get the File Conversion window. Use the Windows Default and click OK. Your file will save. You are now ready to import files into Respondus.



Part III: Import Word Document into Respondus

NOTE: In order to use this feature, you will need to have your file saved in the appropriate text format. See the [Formatting a Word Document for Respondus Import](#) page for more information.

1. From the **Start** tab, set your **Current Personality** to *Blackboard 7.x-9.x* in the pulldown menu.
2. Click on the **Import Questions** button. A new window will appear.



3. Click on the **Browse** button next to the *File Name* option. In the window that appears, locate the file that you want to import and double click on it.

4. Enter the name for the newly imported file in the textbox and indicate if the questions belong in a survey or exam.

5. Click the **Preview** button. Respondus will attempt to import your questions. If there are no errors, you can click on the Finish button to complete the import. If you have errors, verify the format of your document and try the import again.

Part IV: Troubleshooting Your Import

Problem: Answers Not Found.

Solution: Check that you have placed asterisks next to the correct answers. Make sure there are no spaces between the asterisk and the answer's letter.

Problem: Questions are Not Found.

Solution: Verify the following items:

- You separated questions by placing a blank line (double space) between the last answer option and the next question.
- You have a number, period and space preceding each question.
- You are not duplicating question numbers.