

# Importing a Text File into Respondus

(USM recommends using a plain text file for imports, but Respondus does accept Word, CSV and RTF files.)

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. You may use the Notepad to create a standard text file.

## Standard Format for a Text File

If necessary, review the format for the 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 preceded 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 the 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 football team  
\*b. A tool for creating and managing exams  
c. The name of a country  
d. None of the above

~ 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 by following previous described standards.

### 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 by following previous described standards.

### 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

Feedback can also be given by following previous described standards.

Example of a plain text file. This example can be imported into Respondus and used to generate a quiz or test.



- 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

- 2) Respondus is a tool for creating and managing exams.
- \*a. True
  - b. False

Type: E

- 3) 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. R. . P. £ will save you hours on each project.

Type: F

- 4) Respondus is used to generate
- a. Tests
  - b. Quizzes
  - c. Exams
  - d. Weekly Exams

Type: MT

- 5) 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

Type: MA

- 6) Respondus is a software used to
- \*a. Generate Quizzes and Exams
  - \*b. Upload a text file into an eLearning software
  - c. Measure the temperature
  - d. Produce on Line movies