Standard Format for Importing Questions

Introduction

Respondus will import multiple choice, true or false, essay (or long answer), fill in blank (short answer), and multiple response (multi-select) questions. The types of questions used in courses at CNA are multiple choice, matching and essay.

The plain text file used to create your quiz questions must be organized in a "standard format" before it can be imported into *Respondus*.

Required Elements

Multiple Choice Type Questions

Each question must begin with a question number, followed by a period. The question stem must follow the question number with one space between the question number and the stem.

single space

Example

```
1. What is the name of the most
commonly used lamp for home lighting?
```

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Important: Questions must be in proper numerical sequence (i.e., 1, 2, 3, 4, …). If you skip a number (i.e., 1, 2, 4, 5, …), the file will not import into *Respondus*.

Each answer/distractor must begin with a letter (a-z), followed by a period and single space.

single space

Example

```
1. What is the name of the most
commonly used lamp for home lighting?
a. Fluorescent
*b. Incandescent
c. High Intensity Discharge
d. Halogen
```

The correct answer is indicated by placing an asterisk (*) directly in front of the answer choice.
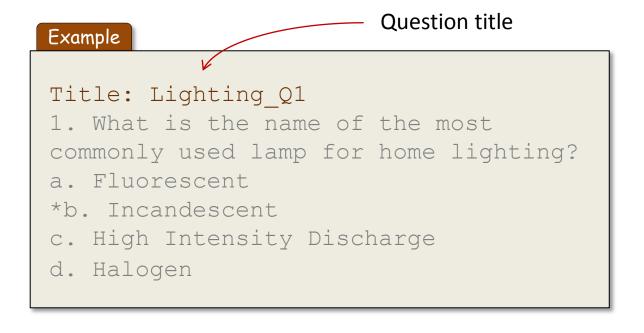
Important: Do not put a space between the asterisk and the answer choice).

Multiple Choice Type Questions (cont'd...)

Optional Elements

A "title" can be imported with each question. If a title is not provided, the first 20 characters from the question wording will be used as that question title. Titles must be placed at the beginning of questions and begin with "Title:" followed by the title itself.

It is <u>recommended</u> that you use a title for each question, such as a unit title and question number.

Question title

Example

```
Title: Lighting_Q1
1. What is the name of the most
commonly used lamp for home lighting?
a. Fluorescent
*b. Incandescent
c. High Intensity Discharge
d. Halogen
```

True or False Type Questions

The process of importing "true and false" questions is very similar to that used for importing multiple choice questions (see above). The following example shows how to format a true or false question for importing purposes.

> **Example**
>
> ```
> 1. The name of the most commonly used
> lamp for home lighting is incandescent.
> *a. True
> b. False
> ```

It's important to note that the "True" answer choice must be listed prior to the "False" answer choice in order for *Respondus* to recognize it as a true or false question type.

> **Note:** If you forget to select a correct answer, *Respondus* will automatically select choice "a" as the correct answer. So be careful or you could end up with providing wrong answers. However, you will be warned if a question does not have an answer selected for it prior to completing the import.

Matching Questions

Required Elements

The first line must begin with "Type: MT". This is followed by the "title" (which is optional), the question number, and the question stem.

Each answer (which consists of both parts of a correct match) must begin with a letter (a-z) followed by a period "."

The two parts of the match must be separated with "=" symbol. Spaces before or after the "=" symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match.

Example

```
Type: MT
Title: Scientific discoveries
1. Match the correct name to the
discovery or theory.

a. Michelson-Morely = Speed of light
b. Einstein = Theory of Relativity
c. Marconi = radio waves
```

"Multiple Response" Questions

The logic for importing questions that allow multiple responses (named "Multi-Select" questions in *Desire2Learn*) is similar to what is described above for importing multiple choice questions. The primary difference is that the first line of the formatting must begin with "Type: MR". This is followed by the "Title" (which is optional), the question number, and the question wording. Each correct answer is designated with an asterisk.

Example

```
Type: MR
1. Which of the following individuals
are credited with determining the exact
speed of light?

a) Albert Einstein
*b) Albert Michelson
*c) Edward Williams Morley
d) Thomas Edison
```

Essay or Long Answer Type Questions

Long answer question types allow students to enter complete sentences or paragraphs for their answer. A correct answer can be entered for feedback purposes; however, most course management systems still require the answer to be graded manually by the instructor.

Required Elements

The logic for importing essay type questions (named "Long Answer" questions in *Desire2Learn*) is similar to what is described for 'Multiple Choice' and 'True or False' questions. The primary difference is that the first line of formatting must begin with "Type: E". This is followed by the "Title" (which is optional), the question number, and the question wording..

Indicate question type

Example

```
Type: E
Title: Lighting_Q3
1. How is the Michelson-Morley experiment
related to Albert Einstein's theory of
relativity?
```

Essay or Long Answer Type Questions (cont'd...)

Optional Elements

If you are importing an essay question, you can supply an 'answer key' immediately after the question wording, beginning the answer with **a.** followed by a single space.

Example

```
Type: E
Title: Lighting_Q3
1. How is the Michelson-Morley
experiment related to Albert Einstein's
theory of relativity?
a. In 1887, Albert Michelson and Edward
Morely carried out experiments to
detect the change in speed of light due
to ether wind when the Earth moved
around the sun. The result was
negative. They found the speed of light
is always the same regardless of
Earth's motion around the sun.
```

Once the import file is organized to the specifications described above, it should be saved as a plain text (.txt) file. It is then ready to be imported by *Respondus*.