

Respondus 4.0

Formatting Guide

Question File Preparation for Blackboard Graded-Tests (quizzes and tests)

These instructions show you how to format questions for import into Respondus for upload into Canvas exams. After entering questions, save the file either in the Word (.docx) format Word 97-2003 (.doc) format.

Turn off Auto-Format in Word Before You Type

*** If you use Word's auto-format feature to number your questions or answers, you will not be able to use the asterisk to mark the correct answer.

- A. **Recommended method:** Turn off auto-formatting and manually type in your numbers and letters. To turn off auto-formatting, follow these steps.
 1. In Word 2013-2016: click **File > Options > Proofing > AutoCorrect Options**
 2. Click **AutoFormat** > uncheck **Automatic bulleted lists**.
 3. Click **AutoFormat as you Type** > uncheck **Automatic bulleted lists** and **Automatic numbered lists**. > **OK**

OR Strip Formatting from Existing Text in a Word Document

- A. **Recommended method:** for an existing Word document
 1. Select all (Ctrl+A).
 2. On the **Home** tab > expand the **Styles** menu
 3. Click **Clear Formatting**
- B. **Alternate method:** for an existing Word document
 1. Save document as a .txt file (strips all formatting)
 2. Re-open the document and add any asterisks, bold, italics, underlines, images, tables
 3. Save document as a .docx or a .doc file

Multiple-Choice Questions

A. Required elements:

1. Question number, followed by a period or parentheses
2. Question wording. Leave at least one space between the question number and the question
3. Question answers. Each answer must begin with a letter followed by a period or parentheses
4. Correct answer. Insert an asterisk (*) before the correct answer (no spaces).

B. Example:

1. Tornadoes most often move toward what direction?
a) West
*b) Northeast
c) Southwest
d) Northwest
e) Southwest

C. Optional feedback can be added.

1. Correct answer. Place the tilde “~” symbol in front of the feedback for the correct answer
2. Incorrect answer. Place the @ symbol in front of the feedback for the incorrect answers
 - NOTE. Put a space between the symbol and the feedback. Enter the feedback before the answers.
 - Example:
 2. Who determined the exact speed of light?
~ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.
@ No. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light.
a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

True/False Questions

- A. Use the same four required elements as multiple-choice questions
- B. The “True” (or “T”) answer must be listed before the “False” (or “F”) answer. (If “False” appears first in the list, the question will be imported as a “multiple choice” question). The example has optional feedback:
Example:

Albert Michelson determined the exact speed of light?
~ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.
@ Incorrect. Albert Michelson determined the exact speed of light and won the 1907

Nobel Prize for Physics for his efforts.

- *a. True
- b. False

Essay Questions

- A. The first line must begin with “Type: E” and is followed by the question number and the question wording.

Example:

Type: E

How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?

Fill in the Blank Questions.

- A. The first line must begin with “Type: F” and is followed by the question number and the question wording. Add the variations of your correct answer (remember to add common misspellings if you accept them).

Example:

Type: F

4) Who is known as the "father of television"?

- a. Zworykin
- b. Vlad Zworykin
- c. Vladimir Zworykin
- d. Vladimir Kosma Zworykin

Matching Questions

- A. The first line must begin with “Type: MT” and is followed by the question number and the question wording.
- B. Each answer must begin with a letter (followed by a period or parentheses).
- C. The two parts of the match must be separated with an “=” symbol, and there should not be any hard returns or blank lines within either parts of the answer.
- D. 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

6) 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-Answers Questions

- A. Formatting is similar to multiple-choice questions, with the first line beginning with “Type: MA”.

Example:

Type: MA

Which of the following individuals are credited with determining the exact speed of light?

- a. Albert Einstein
- *b. Albert Michelson
- c. Thomas Edison
- *d. Edward Williams Morley

Add an Image to a Question

A. Recommended method:

1. Copy the image: right click on the image and select Copy Image OR use the snipping tool or other screen capture tool and then choose Copy
2. Move the cursor to where you want the image and Paste the image in

Add HTML web links to a Question

A. Recommended method:

1. Copy the URL (web address) and paste it into your question

B. Alternate method:

1. Type "CLICK HERE" (or some other words you want to be the link)
2. Highlight the words and right click them
3. Select Hyperlink
4. Paste or type the the URL (web address) in the Address box
5. Click OK

Saving Your File

Save your document as a Word Document (.docx) or a Word 97-2003 Document (.doc).