

Using Respondus to Import Quizzes from MS Word into Respondus then into Blackboard

Introduction

Using a **txt** file, Respondus will import:

- p. 1 multiple choice,
- p. 3 true-false,
- p. 4 essay,
- p. 5 fill in the blank,
- p. 6 matching,
- p. 7 multiple answer questions, and
- p. 8 images.

Important! If your test already exists as a Word document, open it and "Save as" a txt document. Close the original Word doc and open up the txt document. This will eliminate all auto-formatting that can interfere with creating the Standard Format.

The **txt** file must be organized in a "Standard Format" explained below before it can be imported into Respondus.

Step 1 – Format test/quiz questions in Standard Format

The Standard Format for multiple choice questions has required elements and optional elements, each of which is described below. This section is followed by an explanation of the formatting required for true/false, essay, fill in the blank, and multiple answer questions.

Required Elements (Multiple Choice)

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

Example: 3)
Example: 3.

The question wording must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: 3) Who determined the exact speed of light?
Example: 3. Who determined the exact speed of light?

Each answer must begin with a letter (A-T) followed by a period "." or a parentheses ")". Not case sensitive.

Example: 3) Who determined the exact speed of light?

- a. Albert Einstein
- b. Albert Michelson
- c. Thomas Edison
- d. Guglielmo Marconi

Correct answers can be indicated in two ways:

First, you may place an asterisk (*) directly in front of the answer choice (do not put a space between the asterisk and the answer choice). *NOTE: Word autoformatting prevents the insertion of an asterisk before an answer choice; eliminate autoformatting by saving your test as a txt document (see Important! Box at top of page 1.)*

Example:

Title: Speed of Light

3) Who determined the exact speed of light?

- a. Albert Einstein
- *b) Albert Michelson
- c) Thomas Edison
- d. Guglielmo Marconi

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

Example: Answers:

- 1. A
- 2. C
- 3. B
- 4. B

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. Don't worry, you will be warned if a question does not have an answer selected for it prior to completing the import. (Note that survey files should not have "correct answers" indicated. If you are importing questions into a survey file, any correct answer designations will be ignored.)

Importing general feedback

With an Exam file, general feedback can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example:

Title: Speed of Light

3) 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

(Note: if you are importing questions into a survey file, all feedback designations will be ignored.)

To import feedback for individual answer choices of multiple-choice questions (only available with Blackboard 6 and higher), place the feedback immediately after the answer choice and begin the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

Example:

Title: Speed of Light

3) Who determined the exact speed of light?

a. Albert Einstein

@ No. Albert Michelson determined the exact speed of light.

*b) Albert Michelson

@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

c) Thomas Edison

@ No, Thomas Edison did not determine the exact speed of light.

d. Guglielmo Marconi

@ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

(Note: if you are importing questions into a survey file, all feedback designations will be ignored.)

Importing True and False Questions

The process of importing "true and false" questions is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

Example	3) Albert Michelson determined the exact speed of light? *a) True b) False
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Example:	3) Albert Michelson determined the exact speed of light? *a. T b. F
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It's important to note that the "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true and false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).

To include a "title" or "feedback" with the true and false question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:

Title: Light speed

3) Albert Michelson determined the exact speed of light?

~ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

[blank line is optional]

@ Incorrect. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

*a. True

b. False

A second way to designate a correct answer for a true and false question is to place it in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file.

(Note: Any text after the answer list will be ignored.) The correct answer for a true and false question can be designated in three ways: (1) the complete word "True" or "False," (2) the letter "T" or "F," or (3) the alphabetical letter "A" (for true) or "B" (for false). For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are "true":

Example:

Answers:

1. True

2. T

3. A

Importing Essay Questions [Note: this are actually MC questions where the answers are short essays]

The logic for importing essay questions is similar to what is described above for Multiple Choice and True & 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.

Example:

Type: E

Title: Michelson-Morely experiment

4. How is the Michelson-Morley experiment related to Albert Einstein's theory of relativity?

If you are importing an essay question into an Exam file, you can supply an answer two different ways. First, you may provide an answer immediately after the question wording, beginning the answer with "a." or "a)" (without the quotes).

Example:

Type: E

Title: Michelson-Morely experiment

4) How is the Michelson-Morely 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. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

The second way to supply an answer for an essay question is to place it in a list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading "Answers:" and must be positioned at the end of the file. The answer to an essay question should begin with the corresponding question number, followed by either a period "." or a parentheses ")". This is then followed by a space and then the answer.

Example:

Answers:

1. A

2. C

3. B

4. 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. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

5. B

Again, answers will be ignored if they are imported into survey files.

Importing Fill in the Blank Questions

Fill in the blank questions may be imported by starting the first line of formatting with "Type: F". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:

Type: F

Title: Who invented television?

5. Who is known as the "father of television"?

Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer.

Example:

Type: F

Title: Who invented television?

5. Who is known as the "father of television"?

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

Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

Example: Answers:

- 1. A
- 2. C
- 3. B
- 4. C
- 5. Zworykin
- 5. Vladimir Zworykin
- 5. Vladimir Kosma Zworykin
- 6. B

Importing Matching Questions

The process of importing a "matching" question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with "Type: MT". This is followed by the "title" (which is optional), the question number, and the question wording.

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

Example:

Type: MT

Title: Scientific discoveries

4) Match the correct name to the discovery or theory.

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

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. If you plan to list correct

answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.

NOTE: the number of “question” items must equal the number of “answer” items and each must be unique, i.e., you can’t use an “answer” item more than once.

Importing "Multiple Answers" Questions

The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice questions. (Multiple Answers questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "Type: MA". This is followed by the "Title" (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk.

Example: Type: MA

3) 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

To include a "title" or "feedback" with the Multiple Answers question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:

Title: Speed of Light

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

~ Yes. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

@ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

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

A second way to designate correct answers for questions with multiple answers is to place them in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. If a question has been designated as a Multiple Answers type using "Type: MA", then correct answers can be shown in a list in one of three ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple answer questions.

Example: Answers:

1. B D
2. B, D
3. B,D

Important: Once the import file is organized to the specifications described above, it should be saved to a rich-text (.rtf) or a text (.txt) file. It is then ready to be imported by Respondus.

Importing Images with Questions

It is possible to import images along with question text. The images must be in gif, jpg, or jpeg format and a tag must be placed at each location in the text file where the image should appear. The image tag would follow this sequence: [img: "filename.jpg"]. *Note: the images need to be correctly sized, so you may need to experiment ahead of time.*

Example:

3) The interferometer, shown here [img: "interferometer.jpg"], was used by which of the following scientists.

- a. Albert Einstein
- *b. Albert Michelson
- c. Thomas Edison
- d. Vladimir Zworykin

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:

[img: "interferometer.jpg" "Picture of an interferometer"].

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear inline with the question text.

Troubleshooting Tips:

There **MUST** be a blank line between the question and the answers.

There **MUST** be a space between the letter designation for answers and the answer text:

a. cat not a.cat

Multiple choice and true/false do not require a "Type:" designation. All the others do.

How to download and install Respondus on your desktop PC

Start/Control Panel/Add or remove programs/Add Programs

Click on Respondus

Click on Add

Step 2 - Import questions into Respondus

Open Respondus application

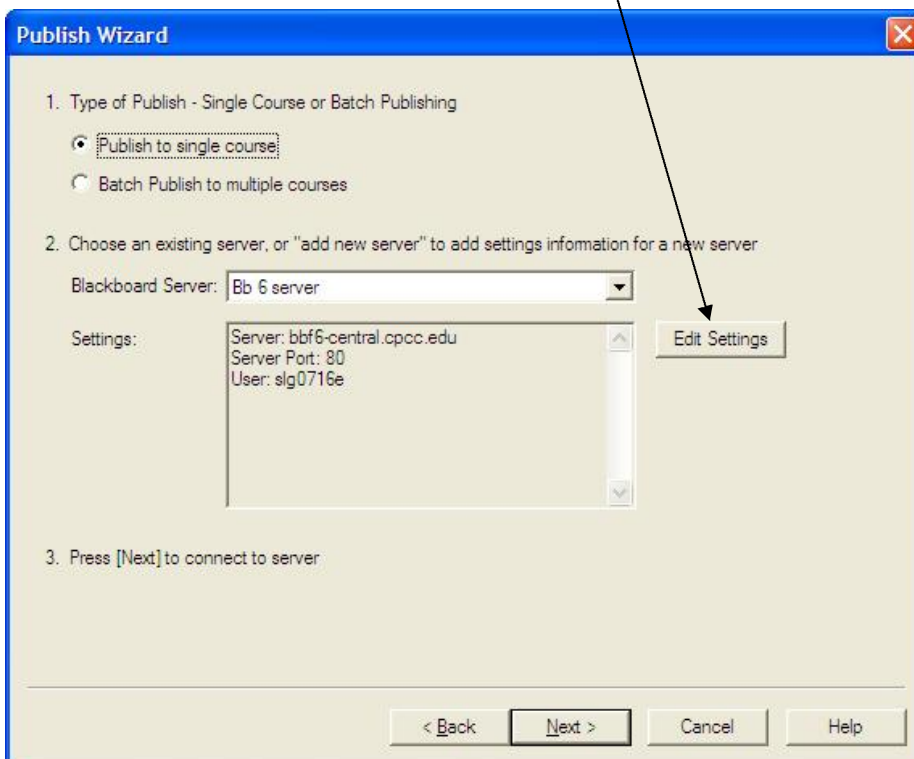
Click on Import Questions

1. Text file in "Standard Format"
 - a. Browse for your txt file
 - b. Browse for your image file (if you have one)
2. Create a new document, named: [type a name]
 - a. Click on Exam
3. Preview
 - a. Look for errors, problems that need correcting
 - b. Correct them in the txt file and try importing again
 - c. When your questions look okay in the preview...
4. Click Finish
 - a. Your quiz questions are saved in a file that can now be "published" to the Test manager in your Blackboard course website

Step 3 - Publish questions from Respondus to your Bb Course as a Test

Do this from the computer that you will generally always use for this purpose so that the settings will be preset for future uploading. In other words, do it once and then it's easy!

1. Login to Blackboard and go to the Control Panel of your destination course (the course into which you plan to upload the quiz questions). Leave this browser window open.
2. Open Respondus
3. Select Open
4. Select and Open the quiz file that you wish to upload (you named in when you uploaded the txt file in the previous procedure.)
5. Click on the fourth tab at the top called Preview & Publish
6. It is recommended that you Preview your questions before publishing them. Make sure that they appear correctly. You can edit them easily, e.g., you notice that the correct answer is not properly identified; or that there are typos.
7. Click on Publish to Blackboard in the left hand menu.
8. click on Publish Wizard
9. Select Publish to single course –or- to multiple courses
 - a. The first time you do this, click on Edit Settings



1. This is the URL from the SNAP login screen.

2. Copy and paste the Web address of the Control Panel page of your destination course

3. Then click on Extract; the boxes should fill-in similar to the screen at right

4. Then type in [Your Course Shell ID] in Description

5. Type in your User ID and password

6. Click OK at the top right hand corner.

Blackboard Server and Course

To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type your name & password into a small grey popup window, leave the box blank.)

2. In your browser go to the course you want to use, then go to the "Control panel" page and copy the Address into the box below

3. Press Extract

Server name, e.g. "bboard1.univ.edu" Course ID, e.g. "_2_141"
 blackboard.cpsc.edu _29612_1

Login type Login page Institution code
 JSP-1 /webapps/login 0

Server Port: 80 Secure Server? Yes, HTTPS:// always

Login Port: 0 If HTTPS used only for login, otherwise set to 0

LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

The information below must be entered manually:

Description: EDU7400-50 Summer06 Version: Version 6.3-7.x

(text to display in the server selection list, e.g. "My Bb server")

User name: slg0716e Password: *****

Remember my User Name and Password (save them on this computer) --
 If this is a shared computer, un-check this box!

Buttons: OK, Cancel, Delete

7. This returns you to the Publish Wizard screen (not shown here). Press Next.

1. Select your destination course from the dropdown menu

3. Select the option you wish:
 New or replace exam
 New or replace pool

4. Leave all boxes unchecked

4. Click next

Publish Wizard

1. Choose Course to publish to
 2006SU_EDU7400_50: TAKING AN ONLINE COURSE (2006_SU_EDU_7400_50)

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam Test1

Replace existing Exam

Pool

Create new Pool

Replace existing Pool

3. Additional options for Exam/Survey

Apply Random Blocks to Exam

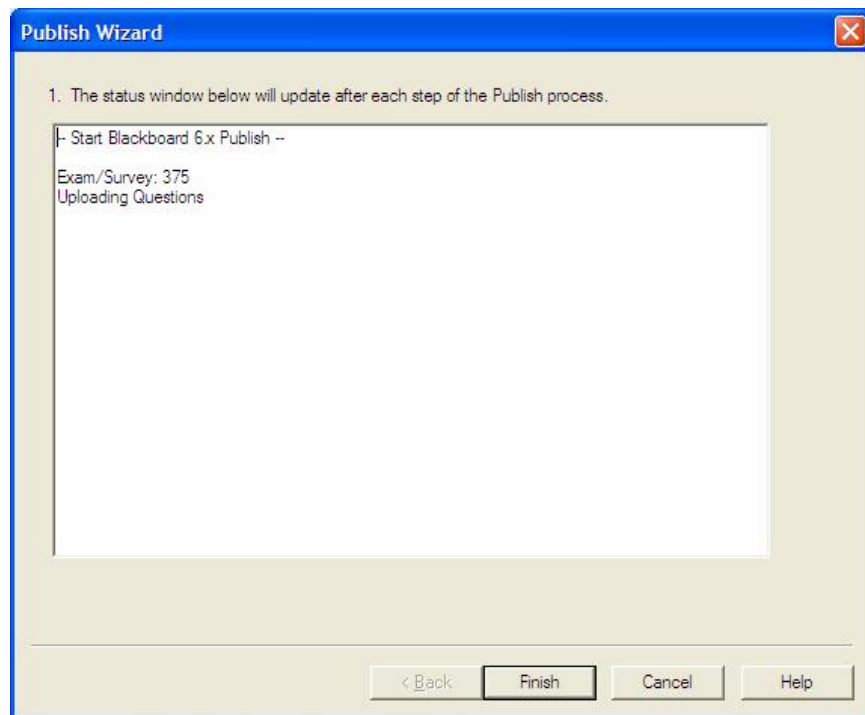
Apply Settings to Exam

Link Exam to Content Area and make available

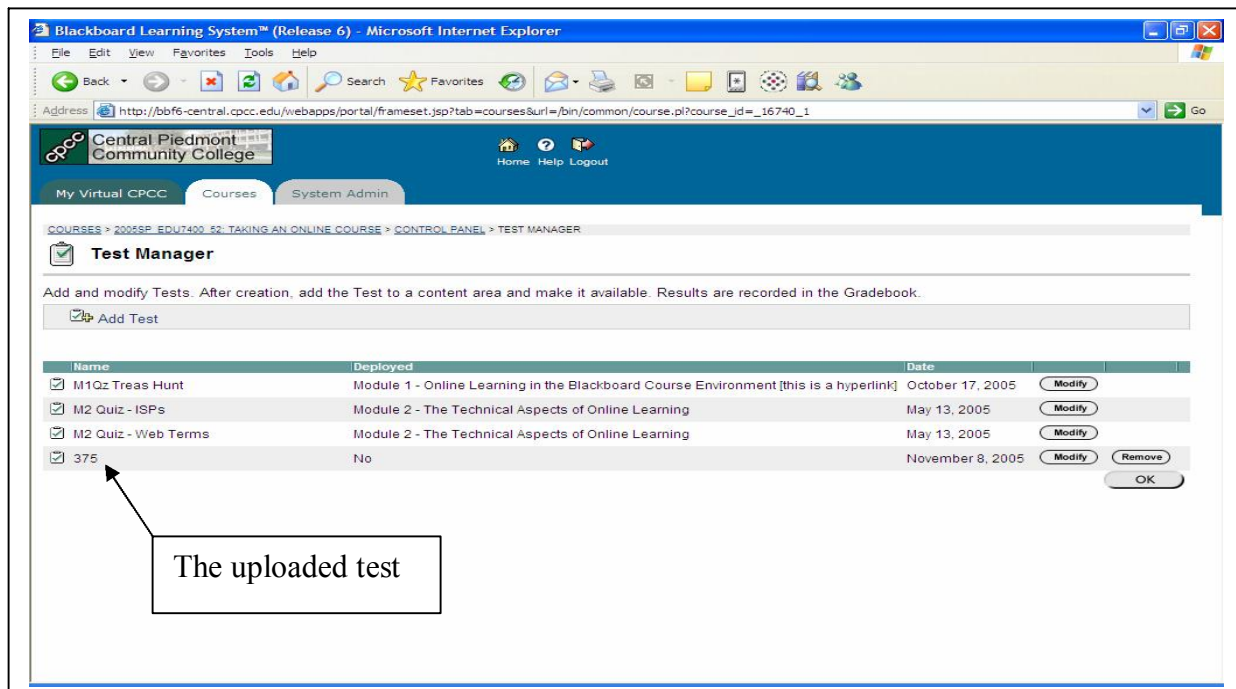
Buttons: < Back, Next >, Cancel, Help

NOTE: the default question value in Respondus is 1 point. If you wish to change this to 2, etc. you should create a new Pool and then create a test in Bb from the pool adjusting the default points in the Creation Settings.

If all went well, you will be taken to a screen that indicates your questions are being uploaded. This may take awhile, so you can do something else.



8. When it says the uploading is complete, you can go to your destination course and you will see the test in the Test manager or the questions in the new Pool. You can edit questions here if you notice errors.



Modified by Lane Grann-Stahl 4-12-07