

Respondus 4.0 Formatting Guide



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Respondus allows you to import multiple choice, true-false, essay, fill in the blank, fill in multiple blanks, matching, ordering, jumbled sentence, and multiple answer questions from a file. The questions must be formatted appropriately for Respondus to recognize them and **contained** in a file type Respondus is compatible with. (.txt, .rtf, .doc, .docx, .csv) Microsoft .docx files has better support for importing text with formatting (bold, italic, super script, sub script, etc.)

Required Elements (Multiple Choice)

1) or 1.	Questions must begin with numbers, followed by a parenthesis “)” or period “.”. A space should be between the question number and wording.
a. or A.	Answers must begin with A-Z, followed by a parenthesis “)” or period “.”. Answers can be in lowercase or caps. A space should be between the answer and wording.

Example:

- 1) Who determined the exact speed of light?
- a. Albert Einstein
 - b. Albert Michelson
 - c. Thomas Edison
 - d. Guglielmo Marconi

Correct Answer

b.	Answers for multiple choice, True & False, and multiple answer is indicated by an asterisk “” in front of the answer.
or	
Answers: 1. C 2. E 3. D	OR you can place the correct answers at the end of the file. Must begin with “Answers:”

Optional Elements (Multiple Choice)

Feedback

~	Can be used for general feedback for correct answers
@	Can be used for general feedback for incorrect answers
@	If you want to provide feedback for individual questions place after each answer, both correct and incorrect.

Example:

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

Type: E – Essay

Type: F – Fill in the Blank

Type: MT – Matching

Type: MA – Multiple Answers

Essay Questions

For essay questions it is important to note that the instructor will manually grade these question types in the learning management system. It will not automatically grade these questions.

Required element: **Type: E**

Example:

Type: E

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

Answer:

If you want to put the correct answer you will follow your question with an a) and typed answer of if you are using and Answer list just type response for the number.

Type: E

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

Fill in the Blank/Short Answer

Required element:

Type: F

Correct answers can be provided after the question. Notice the example given, where the instructor provides acceptable submissions.

Type: F

Title: Who invented television?

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

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

Note: If students misspell the answer, it will be counted as wrong. It is good practice to make your students aware of this in the instructions of the exam/quiz.

Correct 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**.

Answers:

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

Matching Questions

Required Elements:

Type: MT

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

Type: MT

- 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

Note: 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.

Multiple Answers

Required Elements:

Type: MA

Asterisks before each correct answer

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

If placing correct answers in bottom of page:

Answers:

1. B D


2. B, D

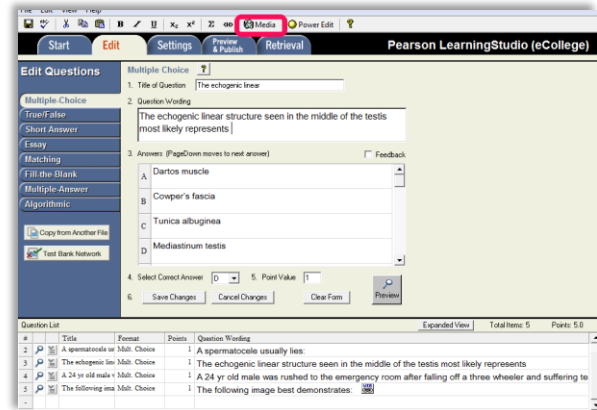
3. B, D

Note: To include “title” or “feedback” with the multiple answer question, follow the same formatting rules described in the [multiple choice questions](#).

Importing Images, Audio, and Video Files into Respondus

Images embedded in MS Word files will import automatically. If you want to add images after importing an exam follow the steps below.

1. Open your exam in Respondus.
2. Select the Edit Tab in Respondus.
3. Select the question you want to add the image to by clicking *Edit* under the  icon.
4. **Click** in the “Question Wording” area.
5. **Click** the “Media” icon in the toolbar.

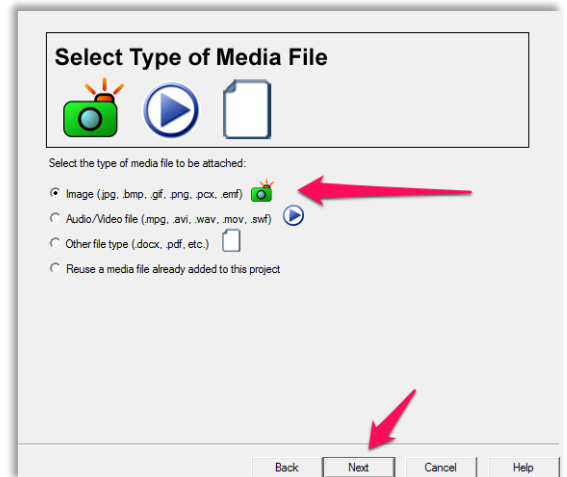


6. A new dialogue box will appear. Select one of the options.

- *Upload a media file from my computer from my computer*, if you have the file saved on your computer.
- *Link to a media file on a web server*, if you have a url address to an outside source.
 - Linking to YouTube videos may not work properly. If you need assistance connecting to a site, contact ETCI department.



7. Select the first option for images and **click** next.
 - If uploading an audio/video file, you will need to select the appropriate video player.
8. Browse for the file and **click** next.
 - Optional: add an Alt Text for ADA screen readers.
9. Choose a scaling percent for the image.



10. Click Finish.