Importing Questions

Respondus allows you to import multiple choice, true-false, essay, fill in the blank, matching, and multiple answer questions from a file. The questions must be organized in a format that is acceptable to Respondus and the file must be stored in one of the following formats: plain text (.txt), rich-text (.rtf), MS Word (.doc and .docx), tab/comma delimited (.csv) format, StudyMate Class format (.zip and .xml).

The formatting required for all file formats except for .csv files is described in the section entitled The Standard Format for Importing Documents. The formatting required for .csv files is described in the section Importing Tab/Comma Delimited Files (CSV). Once the file is in the Standard Format, follow these steps to import it into Respondus.

Starting the Import

To start the import, select the **[Import Questions]** task from the *Start* menu.

Step 1

The first step is to select the type of file that will be imported. The "Standard Format" for organizing questions is the same for Plain Text (.txt), Rich Text (.rtf) files, and Microsoft Word (.doc and .docx) files. Files that are in rich text (.rtf) and MS Word (.doc and .docx) format will retain some of the enhanced question formatting such as bold, italic, underline, superscript, and subscript. Embedded graphics can only be imported if the file is in Microsoft Word (.doc) format, although an alternative method is available for .rtf and .txt files (see Importing Images). Note that certain types of enhanced formatting cannot be imported. If the enhanced formatting causes a problem with an import, consider saving the file to rich text or plain text format and then try the import again.

Note: Importing questions from the Microsoft Word .docx format requires that Word 2007 or Word 2010 be installed on the same computer. The docx format has better support for importing text with formatting like auto-numbers and auto-letters.

Next, use the **[Browse]** button to locate and select the file to be imported.

Images embedded in MS Word files will import automatically. However, if images are being imported with csv, rich-text, or txt files (see Importing Images with Questions), browse to the folder that contains those images.

Step 2

Specify whether the questions should be appended to the currently open file or whether to create an entirely new file. If you select the second option you will need to enter the name of the file to be created and indicate whether the file should be an "Exam" or "Survey."

Each question being imported will have a "title". If you don't specify a title for each question in the text file itself (discussed below), Respondus will automatically use the first 20 characters of the question wording as the question title. Alternatively, titles can be based on a specific "stem" (or string of text) which will then be followed by consecutive numbering starting with 001. For example, if you select the "Use stem..." checkbox and enter the text "Chapter1-", the title for the first question being imported will be Chapter1-001, the title for the second question will be Chapter1-002, and so on. (You are *not* required to enter a stem phrase--this feature is entirely optional.)

Step 3

Click the **[Preview]** button to preview the file being imported and to see if there are any warning messages. If warning messages are shown at the bottom of the screen, you need to determine whether to make changes to the text file or whether to continue with the import.

Note that some warning messages can be ignored. For instance, Respondus might give the warning *"2 duplicate titles were changed by adding `2' (or 3, 4...)"*. This is simply indicating that two of the question titles for the file being imported are identical (remember, question titles are generated from the first 20 characters of the question wording). Since two question titles in Respondus cannot be identical, the warning message is simply indicating that the duplicate title is having a number such as "2" added to the end of it to make it distinct. This change does not affect the question itself (titles aren't displayed during an exam), so most users can safely ignore this warning.

Step 4

If you are satisfied with how the results look in Preview, click **[Finish]** to complete the import. The file has now been created or appended. Switch to the *Edit* menu to modify the file, or go to the *Preview* tab to view the file using a browser-like window.

See also
.