



WEBCT — RESPONDUS IMPORTING QUESTIONS

IMPORTING QUESTIONS

Before you can import questions, you must be sure they are in the standard format required by Respondus. All files for importing must be text (txt or rtf) files. Examples of the required format are given below. For details and other options, see the user's guide. Check out the video clip from Respondus on importing! If you are using tests from a publisher, you might also want to view the video clip on Publisher Files.

Formatting:

For multiple choice questions:

Title: Best College

1. What is the best college in the world.
 - *a) Phoenix College
 - b) ASU
 - c) Yale
 - c) Stanford

For short answer questions:

Type: S

Title: Who invented television?

5. Who is known as the "father of television?"
 - a. Zworykin
 - b. Valdimir Zworykin
 - c. Valdimir Kosma Zworykin

For paragraph questions (essay):

Type: P

Title: Michelson-Morley 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 the speed of light due to ether wind when the earth moved around the sun. etc..



Click on the **Import Questions** button on the **Start** menu.

1. Browse to select the import file (rtf or txt file).
2. Select "append" or "create new document."
3. Click the **Preview** button.
4. Click the **Finish** button.
 - Any problems with the import questions will display in the Preview Results area.

Import Questions
✕

1. Select the file to Import: Cancel

Type of file: Text file in "Standard Format" ▼ Help

File name: - click browse to choose - Browse

Image Folder - needed if using IMG: for graphics - Browse

2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named:

Type of file to create: Exam Survey

Use "stem" plus question number to create title, e.g.
"ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems: Preview

4. Press the Finish button to complete the process. Finish

Preview results

#	Title	Question Wording
-		
-		
-		
-		
-		