

Formatting Fill-in-the-Blank Questions

Fill in the Blank questions can be composed in a word processing program (i.e. Microsoft Word) and imported into Blackboard via Respondus. The steps below outline how to properly format the word document that will eventually be imported into Respondus. It is imperative that the document be formatted exactly as described below.

NOTE: Before continuing, turn off any Auto Numbering features within the word processing program to be used, as this may interfere with the Respondus import process.

1. The first line of formatting must begin with the following text: *Type: F*
2. Enter a title (optional), followed by the question number and question text.

EXAMPLE:

| |
|---|
| Type: F Title: Women's Suffrage 5. Which amendment to the U.S. Constitution gave women the right to vote? |
|---|

3. Supply the answer(s) using one of two methods:
 - 3.1. The answer(s) can be provided directly below the question wording, beginning with *a.* or *a)* and continuing with additional letters as need.

EXAMPLE:

| |
|---|
| Type: F Title: Women's Suffrage 5. Which amendment to the U.S. Constitution gave women the right to vote? a. 19 b. 19th c. Nineteen d. Nineteenth |
|---|

-OR-

- 3.2. Another method of indicating correct answers is to create an answer list at the end of the document. The answer list must begin with the word *Answers* followed by a colon. The answer numbers must correspond to the question number. Each answer should begin with a number, a period, and a space.

Corresponds
to Question
Number

Answers:

1. A
2. B
3. D
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.
5. 19
5. 19th
5. Nineteen
5. Nineteenth

NOTE: Only one answer method should be employed within a given document. If asterisks are placed next to the correct answers within the document, the answer list method should not also be used.

4. When finished composing questions and answers, save the file as a rich-text (.rtf) or MS Word (.doc) document.
5. Once the document has been saved, it must be imported into Respondus in order for the questions to then be imported into Blackboard. See the *Importing Questions into Respondus* tutorial for more information.