# RESPONDUS-IMPORT QUESTIONS

With Respondus, it is possible to import multiple choice, true-false, essay, short answer, fill-in-the-blank, matching, and multiple answer type questions. The questions must be organized in a format that is acceptable to Respondus. The file must be stored in Plain Text (.txt), Rich-Text (.rtf), Microsoft Word (.doc), Microsoft Word 2007, 2010, 2013 (.docx), Tab/Comma Delimited (.csv) Format or StudyMate Class Format (ZIP XML).

Information on formatting questions for importing into Respondus can be found on the Respondus page of the Training Assistance Site. Additional information on formatting questions for importing into Respondus can be found in the Respondus Help Menu in the Standard Format for Importing Documents. For information on importing CSV files, see the document on Importing Tab/Comma Delimited Files (CSV) links under the Start Menu option. Once in the Start Menu option click the Importing Questions menu option. To Import the file:

✧ Click the **Import Questions** button on the **Start Menu** (see illustration below).
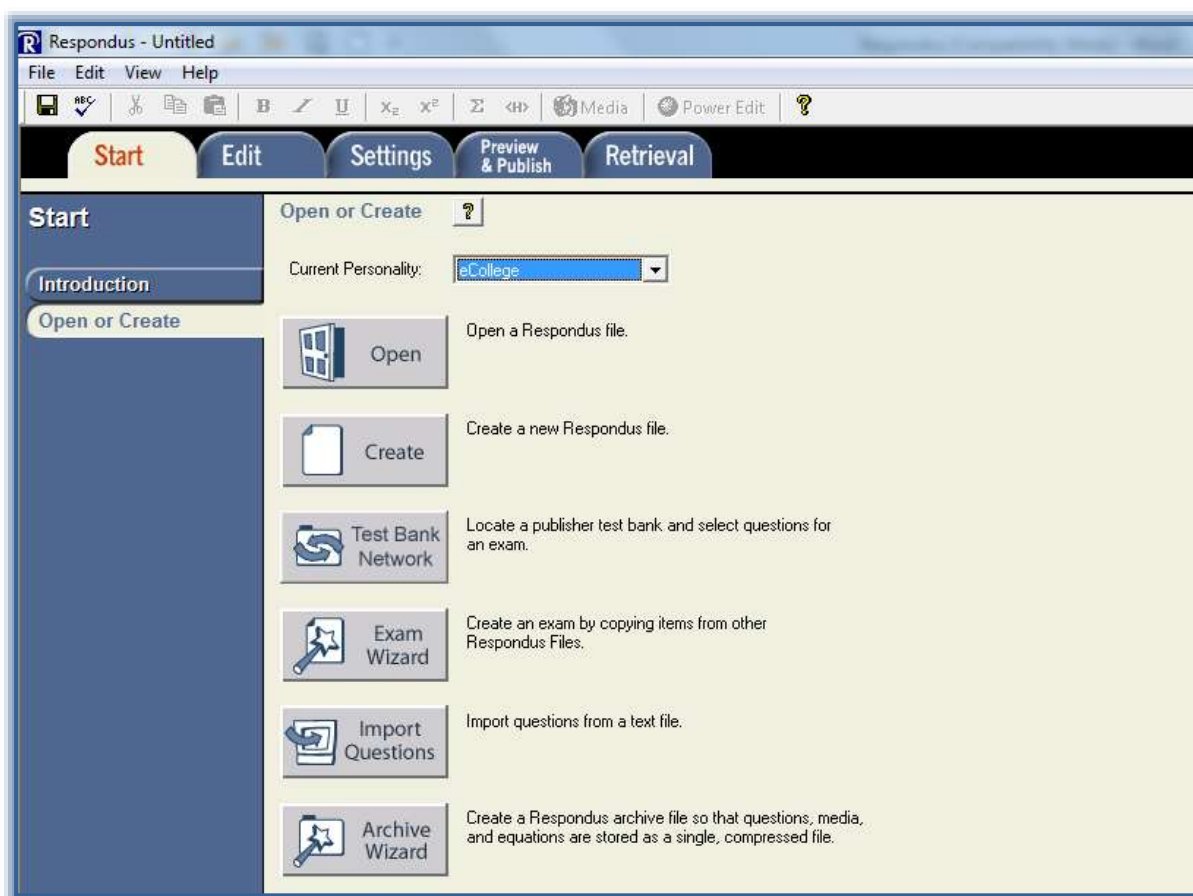
✧ The **Import Questions** window will display (see illustration on next page).
✧ Select the type of file that will be imported from the **Type of file** list.
  ★ The Standard Format for organizing questions is the same for Plain Text, Rich Text, and Microsoft Word files.
  ★ Files that are in Rich Text and Microsoft Word format retain some of the formatting such as bold, italic, underline, superscript, and subscript.
  ★ Embedded graphics can only be imported if the file is in Microsoft Word format.

✱ An alternative method is available for importing graphics in Plain Text and Rich Text format.
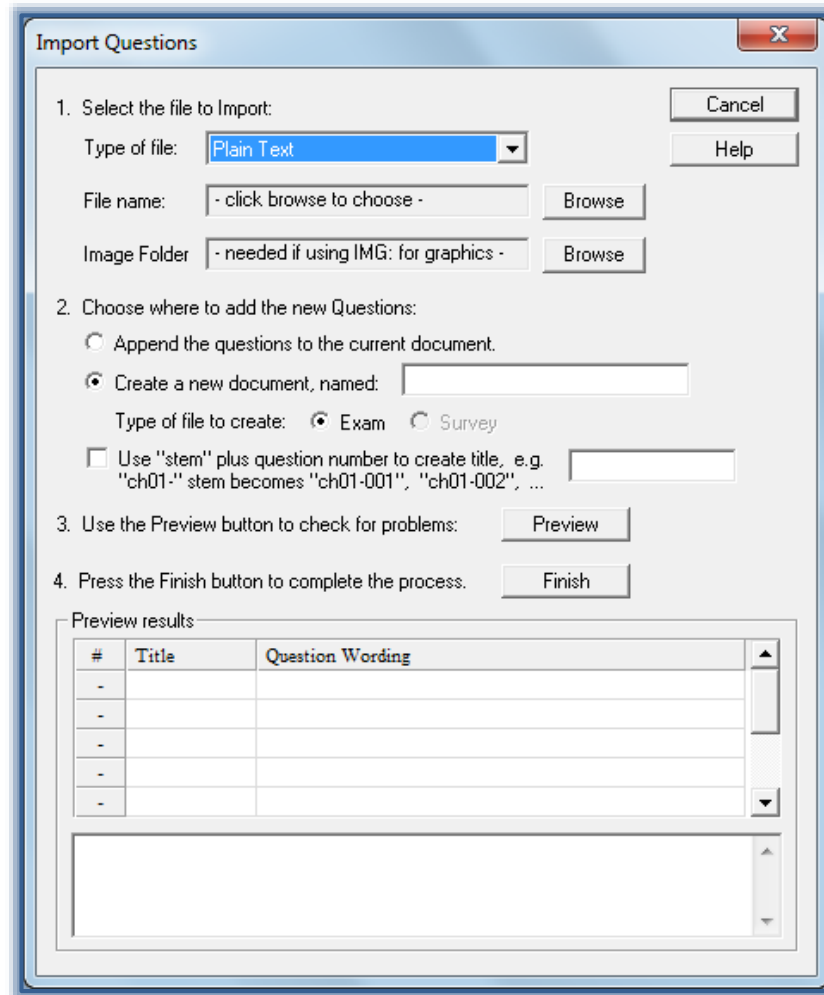
✛ Click the **Browse** button at the end of the **File Name** box.
✛ The **File to Import** window will display.
✛ Select the file that is to be imported.
✛ Click the **Open** button.
✛ Under **Choose where to add the new questions**, select one of the two options.
  ✱ **Append the Question to the Current Document** – This option would be used when the question are to be added to an exam that is currently opened.
  ✱ **Create a New Document Name** – To complete a completely new exam from the Imported File, click this option.
✛ Click the **Preview** button to display a list of the questions in the Imported File and to see if there are any warning messages.
  ✱ The question will appear in the **Preview Results** area (see illustration on next page).
  ✱ Any warning messages will appear in the box at the bottom of the window.
    ⋆ Some of the warning messages can be ignored such as 2 duplicate titles were changed by adding 2, 3, or 4.
    ⋆ This indicates that two of the question titles for the file being imported are identical.
    ⋆ This happens when a title has not been specified for the question.

- Since two questions cannot have the same title, a number is added for those titles that are identical.
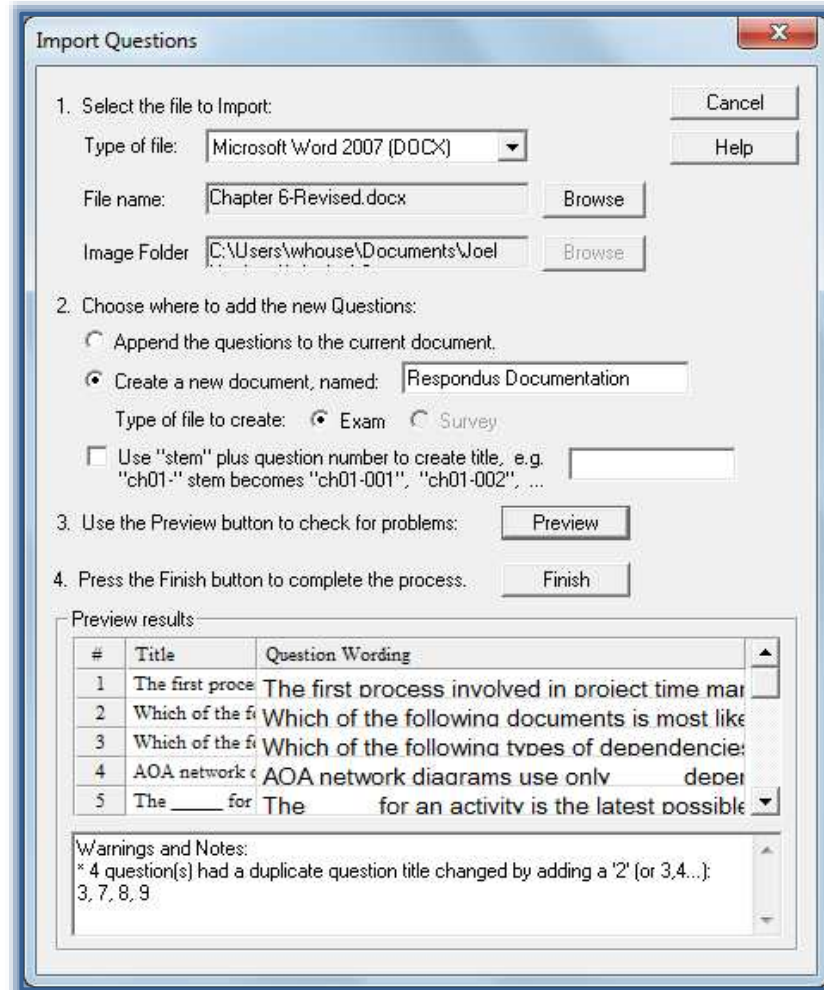
✟ Click the **Finish** button to complete the import.
  ✱ When the Finish button is clicked, the file is either appended or created depending on the option chosen earlier.
  ✱ To modify the file, switch to Edit Mode.
✟ Click the **Preview** tab to view the file in a browser-type window.
✟ Click the **Preview the File** button to scroll through each questions to check for proper formatting.
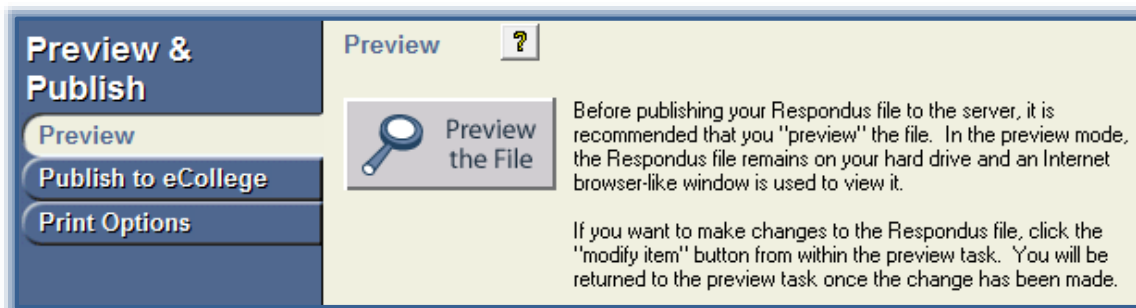
✟ Click the **Next** button to move through the questions.
✟ Click the **Close** button to return to the **Preview** window.