Preparing Questions for Respondus to Upload to Canvas

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Introduction

In order to successfully upload questions for quizzes or quizzes into Canvas, they must first be formatted correctly. This document provides instructions on how to format each question type that Respondus accepts and how to format the document for successful upload.

Respondus accepts the following document formats:

- Plain text (.txt)
- Rich-text (.rtf)
- MS Word (.doc)
- Tab/comma delimited (.csv)
- StudyMate Class Server (.xml)

Respondus allows the following answer types:

- Multiple choice
- True-false

- Essay
- Fill-in-the-blank
- Matching
- Multiple answer questions

The formatting required for all file formats except .csv files is described in the section titled 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 the steps in Importing Your Quiz Into Canvas

The Standard Format for Importing Documents

The plain text, rich-text, or MS Word file must be organized in a "Standard Format" before it can be imported into Respondus. Part of the "Standard Format" is that questions must not be in table formatting within the Word document. If you have questions in a table, please follow the procedure for "Saving Your Word Document as a Plain Text to Get Rid of Word Formatting Issues." The Standard Format for multiple-choice questions has *required elements* and *optional elements*, each of which is described below. This section is followed by an explanation of the formatting required for true/false, essay, fill in the blank, and multiple answer questions.

Saving Your Word Document as a Plain Text to Get Rid of Word Formatting Issues

When you import a quiz or questions into Canvas using the instructions, Importing Your Quiz into Canvas Using Respondus, you may encounter the error after the "Preview" step during question import, where nothing is displayed in the preview box. You know you have questions, but for some reason, Respondus cannot read your questions. Are your questions in a table within Word? If so, they must be extracted from table formatting in order to be uploaded correctly. Now, instead of copying and pasting or, even worse, retyping every question, you can actually simply *save the file as a plain text document to get the text alone*. Follow these steps:

1. Firstly, prepare your questions as instructed within this document within the table; otherwise, once you save the file as plain text, it will be too difficult to see where you need to insert correct formatting.
2. Once the questions include the required elements, go to File -> Save As ->

Required Elements (Multiple Choice)

Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".

Example: **3)**
Example: **3.**

The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: **3) Who determined the exact speed of light?**
Example: **3. Who determined the exact speed of light?**

Each *answer* must begin with a letter (A-T) followed by a period "." or a parentheses ")".

Example: **3) Who determined the exact speed of light?**

a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

Optional Elements *(Multiple Choice)*

A "title" can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example: **Title: Speed of Light**
3) Who determined the exact speed of light?

a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

For imports into an exam file, *correct answers* can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

Example: **Title: Speed of Light**
3) Who determined the exact speed of light?

a. Albert Einstein
***b) Albert Michelson**
c) Thomas Edison
d. Guglielmo Marconi

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

Example:
Answers:
1. A
2. C
3. B

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. Don't worry, you will be warned if a question does not have an answer selected for it prior to completing the import. (Note that survey files should not have "correct answers" indicated. If you are importing questions into a survey file, any correct answer designations will be ignored.)

With an Exam file, *general feedback* can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example:
Title: Speed of Light
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

(Note: if you are importing questions into a survey file, all feedback designations will be ignored.)

To import feedback for individual answer choices of *multiple-choice* questions, place the feedback immediately after the answer choice and begin the line with the **@** symbol. There must be at least one space between the @ symbol and the feedback text.

Example:
Title: Speed of Light
3) Who determined the exact speed of light?

a. Albert Einstein

@ No. Albert Michelson determined the exact speed of light.

***b) Albert Michelson**
@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

c) Thomas Edison
@ No, Thomas Edison did not determine the exact speed of light.

d. Guglielmo Marconi
@ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

Importing True or False Questions

The process of importing "true or false" questions is similar to that used for importing multiple-choice questions (see above). Both of the following examples are valid ways to format a true or false question for importing purposes.

Example: **3) Albert Michelson determined the exact speed of light?**

***a) True**
b) False

Example: **3) Albert Michelson determined the exact speed of light?**

***a. T**
b. F

It's important to note that the "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true or false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).

To include a "title" or "feedback" with the true or false question, follow the same formatting rules described above for multiple-choice questions. For instance,

Example: **Title: Light speed**
3) Albert Michelson determined the exact speed of light?

~ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

@ Incorrect. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

***a. True**
b. False

A second way to designate a correct answer for a true or false question is to place it in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.) The correct answer for a true and false question can be designated in three ways: (1) the complete word "True" or "False," (2) the letter "T" or "F," or (3) the alphabetical letter "A" (for true) or "B" (for false). For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are "true":

Example:
Answers:
1. True
2. T
3. A

Importing Essay Questions

The logic for importing essay questions is similar to what is described above for Multiple Choice and True & False questions. The primary difference is that the first line of formatting must begin with "Type: E". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:
Type: E
Title: Michelson-Morely experiment

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

If you are importing an essay question into an Exam file, you can supply an answer two different ways. First, you may provide an answer immediately after the question wording, beginning the answer with "a." or "a)" (without the quotes).

Example:
Type: E
Title: Michelson-Morely 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 speed of light due to ether wind when the Earth moved

around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in the theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

The second way to supply an answer for an essay question is to place it in a list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading "Answers:" and must be positioned at the end of the file. The answer to an essay question should begin with the corresponding question number, followed by either a period "." or a parentheses ")". This is then followed by a space and then the answer.

Example:
Answers:
1. A
2. C
3. B
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. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in the theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.
5. B

Again, all answers are ignored if they are imported into survey files.

Importing Fill-in-the-Blank Questions

Fill-in-the-blank questions may be imported by starting the first line of formatting with "Type: F". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:
Type: F
Title: Who invented television?
5. Who is known as the "father of television"?

Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer or accommodate for abbreviations, spelling mistakes, etc.

Example:
Type: F
Title: Who invented television?
5. Who is known as the "father of television"?

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

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.

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

Importing Matching Questions

The process of importing a "matching" question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with "Type: MT". This is followed by the "title" (which is optional), the question number, and the question wording.

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

Example:
Type: MT
Title: Scientific discoveries

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

Spaces before or after the "=" symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match. 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.

Importing "Multiple Answers" Questions

The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice questions. (Multiple Answers questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "Type: MA". This is followed by the "Title" (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk.

Example: **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**

To include a "title" or "feedback" with the Multiple Answers question, follow the same formatting rules described above for multiple choice questions. For instance,

Example: **Title: Speed of Light**
3) Which of the following individuals are credited with determining the exact speed of light?

~ Yes. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

@ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

a. Albert Einstein
***b. Albert Michelson**
c. Thomas Edison
***d. Edward Williams Morley**

A second way to designate correct answers for questions with multiple answers is to place them in a list of correct answers at the end of the file. The list must begin with the word "Answers:"

and must be positioned at the end of the file. If a question has been designated as a Multiple Answers type using "Type: MA", then correct answers can be shown in a list in one of three ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple answer questions.

Example: **Answers:**
1. B D
2. B, D
3. B,D

Important: Once the import file is organized to the specifications described above, it should be saved to MS Word (.doc), rich-text (.rtf), or a text (.txt) file. It is then ready to be imported by Respondus.

Importing Images with Questions

Images embedded in MS Word files will import automatically. However, it is possible to import images with rich-text or txt files using an alternate method. First, be sure that the images in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: **[img: "filename.jpg"]** . The word "filename.jpg" should be replaced with the actual file name.

Example: **3) The interferometer, shown here [img: "interferometer.jpg"], was used by which of the following scientists.**
a. Albert Einstein
***b. Albert Michelson**
c. Thomas Edison
d. Vladimir Zworykin

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:
[img: "interferometer.jpg" "Picture of an interferometer"].

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear inline with the question text.

Importing HTML with Questions

It is possible to import blocks of HTML so that they are treated by Respondus as HTML rather than standard text. This is accomplished by placing the tag **[HTML]** immediately before the block of HTML and another tag **[/HTML]** immediately after the block of HTML. So, for example, if you imported the following line containing a html coded link you would put:

[HTML] CLICK HERE [/HTML] to download Respondus.

it would appear as follows when viewed in Canvas:

CLICK HERE to download Respondus.

Of course, keep in mind that HTML will have variable results if you print the exam from Respondus rather than using it exclusively within online examinations.