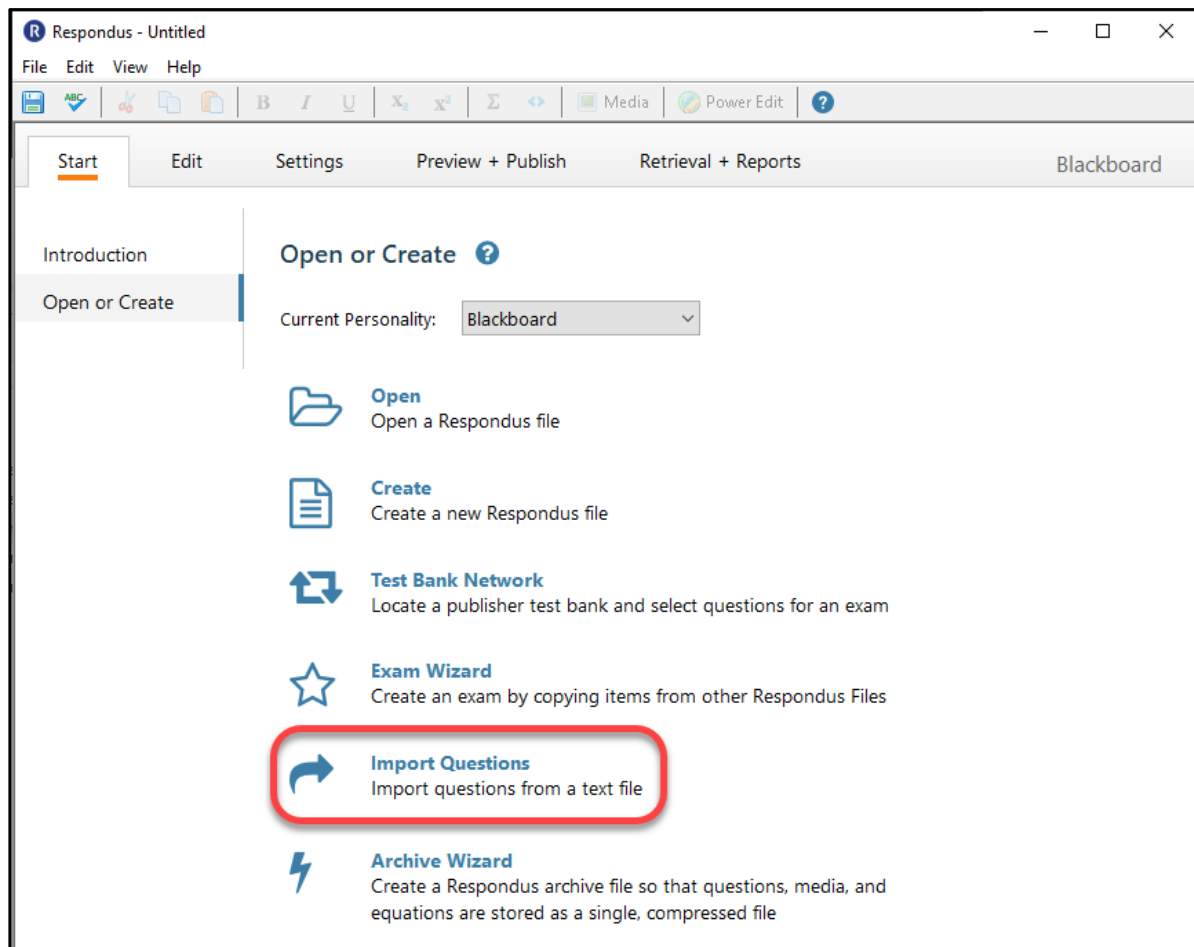


CREATING EXAM FROM A WORD DOCUMENT

1 Start tab – Import Questions

From the *Start* menu, select the **Import Questions** button to import questions from a file.

Note: The file must be in the Respondus “Standard Format” before it can be imported.
(See *Sample exam* at the end of this document.)



The Import Questions dialog box will open.

The 'Import Questions' dialog box is shown with the following elements and numbered steps:

- Step 1:** Select the file to Import: Type of file: **Plain Text** (dropdown menu).
- Step 2:** File name: - click browse to choose - (text field) with a **Browse** button.
- Step 3:** Image Folder (text field) with a **Browse** button.
- Step 4:** Choose where to add the new Questions:
 - ☐ Append the questions to the current document.
 - ☒ Create a new document, named: (text field).
 - Type of file to create: ☒ Exam ☐ Survey.
 - ☐ Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ... (text field).
- Step 5:** Use the Preview button to check for problems: **Preview** button.
- Step 6:** Press the Finish button to complete the process: **Finish** button.

Below the steps is a 'Preview results' section with a table:

#	Title	Question Wording
-		
-		
-		
-		
-		

At the bottom of the dialog box is a large empty text area.

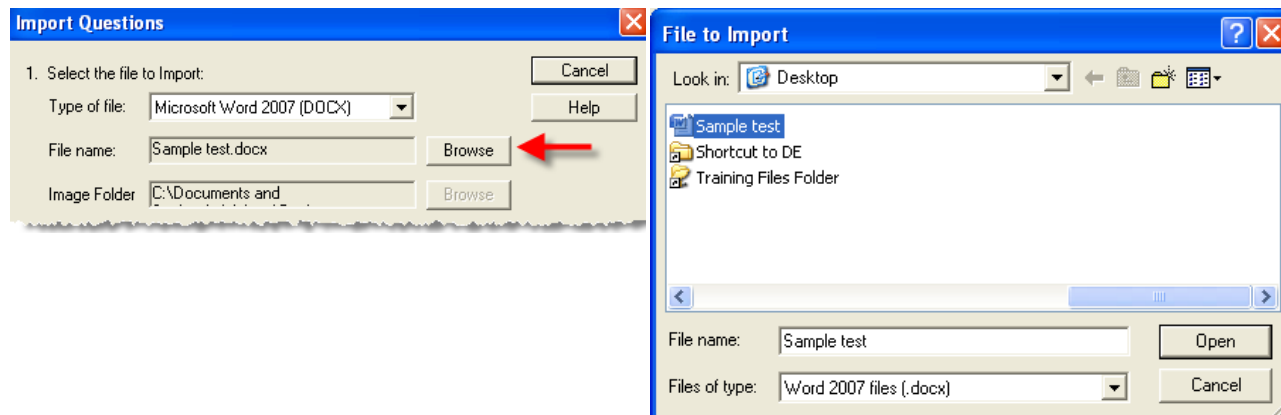
Step 1: Select the *type of file* to Import. The file can be plain text (recommended), rich text, Microsoft Word, tab/comma delimited or a StudyMate file.

The 'Import Questions' dialog box is shown with the 'Type of file' dropdown menu open, displaying the following options:

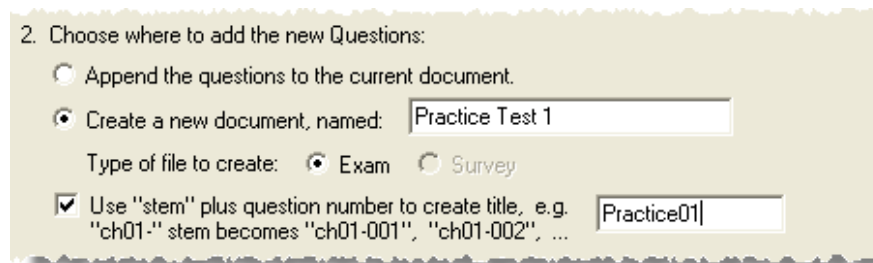
- Plain Text
- Rich Text
- Microsoft Word (DOC)
- Microsoft Word 2007 (DOCX)
- Tab/Comma Delimited (CSV)
- StudyMate Class Server XML

The other elements of the dialog box are the same as in the first screenshot, including the 'File name', 'Image Folder', and 'Choose where to add the new Questions' section.

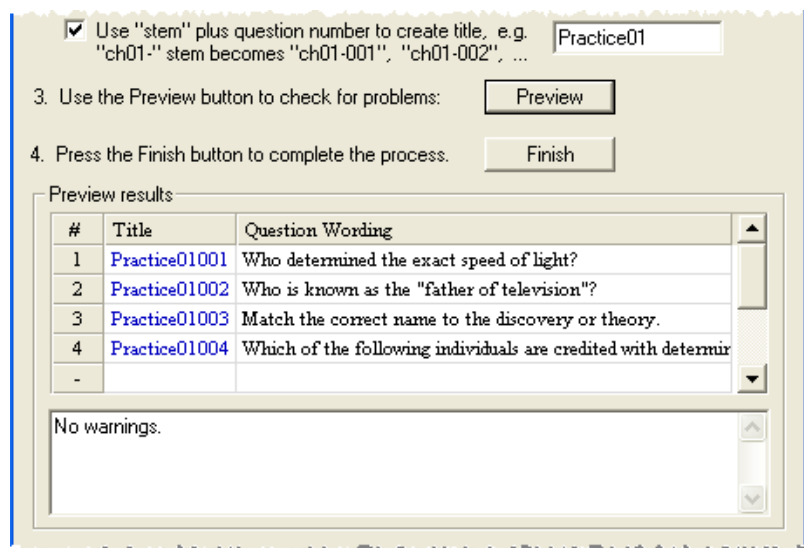
Step 2: Use the **Browse** button to locate and select the test file. (If you have images, select the folder where the images are stored.)



Step 3: Specify whether to append or create a new exam. (Select the “stem” checkbox to allow the system to create a title with each question.)



Step 4: Click the **Preview** button to preview the file. Preview allows you to see if there are problems with the test file. The results will display in the Preview results area and any warnings regarding the file will appear. (If there are problems with the file, correct the errors and then try the process again.)



Step 5: Click the **Finish** button. A message will display that the file has been saved. Click **OK**.

SAMPLE EXAM (STANDARD FORMAT)

Include a title, question preceded by a number and right parenthesis or period, then the response(s). If the question is not multiple choice, you start with the question type. Put an asterisk in front of the correct answer for multiple choice questions. Optional feedback is preceded with an @ sign.

Title: Speed of Light

1) Who determined the exact speed of light?

a) Albert Einstein

*b) Albert Michelson

c) Thomas Edison

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

d) Guglielmo Marconi

Type: S

Title: Who invented television?

2. Who is known as the "father of television"?

a. Zworykin

b. Vladimir Zworykin

c. Vladimir Kosma Zworykin

Type: MT

Title: Scientific Discoveries

3) Match the correct name to the discovery or theory.

a. Michelson-Morely = Speed of light

b. Einstein = Theory of Relativity

c. Marconi = radio waves

Type: MR

Title: Determining Speed of Light

4) Which of the following individuals are credited with determining the exact speed of light?

a) Albert Einstein

*b) Albert Michelson

@ Yes. Albert Michelson is one of the 2 persons credited with determining the exact speed of light.

*c) Edward Williams Morley

@ Yes. Edward Williams Morley is one of 2 persons credited with determining the exact speed of light.

d) Guglielmo Marconi

IMAGES

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 "alt text" for screen reader applications, 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 being imported must be placed in a single folder. During the import process, the location of the image folder is specified in the first step. After the import is complete, the images will appear inline with the question text.