

Format Questions for Respondus

Introduction

Respondus facilitates upload of an exam or question pool to Blackboard. This handout provides instructions for formatting multiple choice, multiple answer, true/false, and essay questions for Respondus.

Once you have formatted your file, you will import it to Respondus and then upload it to the Tests, Surveys, or Pools area of your Blackboard course. To download Respondus, see the Download Respondus handout.

Caution

Respondus is a Windows only application.

Formatting your questions file

The format for a Respondus file is similar to a hard copy test. It is necessary to create or save the questions as a text (txt) file. It is also important to follow the spacing directions precisely. Do not use tabs or indentations for spacing.

Rules for all questions

1. Put each question and answer on its own line.
2. Each question begins with a question number followed by either a period or a parenthesis. There should be *one* space between the period or parenthesis and the question text.
3. Each answer begins with a letter (a-t) followed by either a period or parenthesis. There should be *one* space between the period or parenthesis and the answer text.
4. There should be one skipped line between each question-answer group.

Multiple Choice and multiple answer questions

- Follow the guidelines above and put an asterisk before the correct answer.

Example:

```
1. The capital of North Carolina is
a. Charlotte
b. wilmington
*c. Raleigh
d. winston-salem

2. UNC Greensboro is in what city?
a. Asheville
b. Greenville
c. Raleigh
*d. Greensboro
```

True/False questions

- Follow the rules for all questions.
- The answer True must be the the first answer choice.
- True or False as well as T or F will work.

Example:

```
1. Asheville is in the North Carolina mountains.  
*a. True  
b. False  
2. Greensboro is in the North Carolina mountains.  
a. T  
*b. F
```

Essay questions

- Identify your essay question by prefacing it with Type: E.
- Type the question number and question text following the rules for all questions above.

Example:

```
Type: E  
1. what did you do on your summer vacation?  
2. what state is Chapel Hill in?  
a. Virginia  
*b. North Carolina  
c. Delaware  
d. Georgia
```

Tip

- Rather than using the asterisk (*) to denote the correct answer in each question, it is possible to list the correct answers at the end of the question list. Skip a line between the last answer choice of the final question and then use the following format.

Answers:

1. true
2. a
3. b
4. false
5. c