

# Import Formatted Questions File to Respondus

## Introduction

Respondus facilitates upload of an exam or question pool to Blackboard. This handout provides instructions for uploading a properly formatted file to Respondus. Once you have uploaded the file, see the handout Upload Respondus Questions File to Blackboard.

## Upload formatted questions file to Respondus

1. Click Import Questions.  
NOTE: Close the text file on your computer before attempting to import it.
2. Follow the instructions in the figure below.

The screenshot shows the 'Import Questions' dialog box with the following fields and options:

- 1. Select the file to Import:**
  - Click **Browse.**
  - Select and open txt file.
  - Type of file: Plain Text
  - File name: practice-quiz.txt
  - Image Folder: C:\Users\jdhari5\Documents\PHE -
- 2. Choose where to add the new Questions:**
  - Append the questions to the current document.
  - Create a new document, named: Practice Test (Type Exam/Survey name. Select Exam or Survey. Leave Use "stem" unchecked.)
  - Type of file to create: Exam (selected), Survey
  - Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...
- 3. Use the Preview button to check for problems:** Preview (Click Preview. Check Warnings below.)
- 4. Press the Finish button to complete the process.** Finish (Click Finish.)

**Preview results:**

| # | Title           | Question Wording   |
|---|-----------------|--|
| 1 | North Carolina  | North Carolina is located in which state?                |
| 2 | There are three | There are three seasons in each year.                    |
| 3 | If I have 20 pe | If I have 20 people, how many groups of four can I have? |
| 4 | Which of the f  | Which of the following is not an animal?                 |
| 5 | The Iditarod do | The Iditarod dog sled race takes place in Florida .      |

**Warnings and Notes:**  
\* 1 duplicate question titles were changed by adding a '2' (or 3,4...)  
For interpretation of warnings, see below.

When Finish is clicked, a dialog box that says File Saved will display. Click OK.

## Tips

There are multiple warnings you might get in the Warnings and Note box above.

### Warnings you can ignore

- X duplicate question titles were changed by adding a '2' (or 3,4...).  
(This means that there are multiple identical question stems. Respondus can handle this.)

### Warnings you must correct in the text file

- These questions had no answer (so answer set to 'a'): 7  
(This means that question 7 was not assigned a correct answer.)
- Question(s) were missing (left out of number sequence), invalid, or type 'matching'  
(Question number skipped, space lacking between question or answer period and text.)