



Respondus: Format Questions for Batch Upload to Respondus

Introduction

It is possible to upload an exam or a question pool to your Blackboard course. This is done using Respondus, what is available to all faculty at UNCG. This handout summarizes the question format required for multiple choice or multiple answer, true/false, and essay questions. (For short answer and matching as well as for other options such as feedback and image file upload, please see Respondus Help, Start Menu, Importing Questions to Respondus.)

Once your file is formatted, you will import it into Respondus. Then, you will either upload it to the Pool Manager of your Blackboard course or you will create an exam or survey in Respondus and upload it to your Blackboard course.



Do not put more than 200 questions in a Blackboard questions file.

Reformatting your questions file

Usually, instructors find that the format they are using for their printed tests is very similar to the format required for upload to Respondus. Thus reformatting time is minimal. It is important that your file be in text or rich text format before uploading to Respondus.

To save your file as .txt or .rtf

1. Open your questions file in your word processor.
2. Choose File, Save As.
3. In the Save as Type drop down menu, choose either Text (.txt) or Rich Text Format (.rtf) and click Save.



Use rich text format when your questions have bold, italics, underling, super or sub scripts. Other formatting may be lost.

Rules for all Questions

- Put each question and answer on its own line.
- Each question begins with a question number followed by either a period or parenthesis. There should be a space between the period or parenthesis and the question text.
- Each answer begins with a letter (a-t) followed by either a period or parenthesis. There should be a space between the period or parenthesis and the answer text.
- Recommended: Title questions so they can be searched in Blackboard.

Multiple Choice or Multiple Answer Questions

Follow the general rules above, placing an * to the left of the correct answer(s).

<p>Example: multiple choice Title: Addition 1) $2 + 2 =$ a. 8 b. 3 *c. 4 d. 15</p>	<p>Example: multiple answer Title: Sky 2. What color(s) is the sky? *a) blue *b) gray *c) violet d) green</p>
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True False Questions

The format for true false questions is the same as for multiple choice questions with two additional requirements:

1. The answer "True" must always be the first answer choice.
2. It is possible to use True or False or T or F as answer choices.

<p>Example: True False Title: Addition 1) $2 + 2 = 4$ *a. True b. False</p>	<p>Example: True False Title: Addition 2. $3 + 5 = 9$ a) T *b) F</p>
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Essay Questions

To identify your question as an essay, you must preface the question by "Type: E." Then, type your question number and question text following the general rule for question formation above.

Example:

Type: E

Title: Greensboro

1. Describe springtime in Greensboro, North Carolina. (Please limit your answer to 50-75 words.)

Note: Rather than using the * to denote the correct answer in each question, you can list the correct answers at the end of the question list. Skip a line between the end of the final question and then use the following format.

Answers:

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