



Respondus: Import Formatted Questions File to Respondus

Introduction

This handout describes how to upload a properly formatted questions file to Respondus.

To upload a formatted questions file

1. Open Respondus, click Start tab, and choose Open or Create from the navigator.
2. Click Import Questions.
3. Under 1. Select the File to Import:
 - If you saved your file as **Plain Text**, choose text file in standard format from the Type of File drop down box.
 - If you saved your file as **Rich Text**, choose rich text in standard format from the Type of File drop down box.
 - To the right of File Name, click Browse. In the File to Import window, navigate to your questions file, select it, and click Open.
4. Under 2. Choose where to add the new questions:
 - Click the radio button to the left of Create a new document, named and type the file name.
 - Under Type of file to create, choose Exam or Survey. (Ignore question stems.)
5. To the right of 3. Use the Preview button to check for problems, click Preview.
 - Respondus will generate a listing of the questions. If it detects any difficulties with the formatting, it will give you that information in the text box under Preview Results. If there are difficulties, you will need to edit the original file and start the import process again. (It may say “Duplicate Question Titles.” You can ignore this.)



Respondus will not upload a file if you have it open in another program. It is necessary to close it first.

6. If the questions look okay and there are no warnings, click Finish to the right of 4. Press the finish button, to complete the process.
 - You should see a dialog box that says File Saved. Click OK.



At this point, it is possible to add questions to the file, copy questions from another Respondus file, or modify a question by clicking a question title from the list. See Respondus Help.