



Using Microsoft Word to Format a Test for Respondus

Question Type	Directions	Example
Multiple Choice	<p>Questions begin with the question number, followed by a period or parentheses (not both), one space between the period or parentheses, the actual text for the question, end with a question mark.</p> <p>Answers should begin with the letter A-Z, followed by a period or parentheses, one space between the period and the parentheses, the actual text for the Answer, and an asterisk in front of the indices to specify which answer is correct.</p>	<p>1. Who determined the exact speed of light? a. Albert Einstein *b. Albert Michelson c. Thomas Edison d. Guglielmo Marconi</p>
True / False	<p>Questions begin with the question number, followed by a period or parentheses (not both), one space between the period or parentheses, the actual text for the question, end with a question mark.</p> <p>Answers should begin with the letter A-Z, followed by a period or parentheses, one space between the period and the parentheses, the actual text for the answer and an asterisk in front of the indices to specify which answer is correct.</p>	<p>1. Albert Michelson determined the exact speed of light? *a. True b. False</p>
Essay or Short Answer	<p>Questions should begin with the following "Type:", then one space, and a designation of "E" on the first line; on the second line place the question number, followed by a period or parentheses (not both), one space between the period or parentheses, and the actual text for the question</p>	<p>Type: E 4. How is the Mechleson-Morely experiment related to Albert Einstein's theory of relativity? a. In 1887, Albert Michelson.....</p>
Matching	<p>Questions should begin with a "Type:", then one space, and a designation of "MT" on the first line; on the second line place the question number, followed by a period or parentheses (not both), one space between the period or parentheses, and the actual text for the question.</p> <p>Each answer (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period or a parentheses. The two parts of the match must be separated with an "=" symbol and there should not be any hard returns or blank lines within either parts of the answer.</p>	<p>Type: MT 4. Match the correct name to the discovery or theory. a. Michelson-Morely = Speed of light b. Einstein = Theory of relativity c. Marconi = radio waves</p>
Fill in the Blank	<p>Questions should begin with the following "Type:", then one space, and a designation of "F" on the first line; on the second line place the question number, followed by a period or parentheses (not both), one space between the period or parentheses, and the actual text for the question.</p> <p>Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer.</p>	<p>Type: F 5. Who is known as the "father of television"? a. Zworykin b. Vladimir Zworykin c. Vladimir Kosma Zworykin</p>
Images	<p>Questions with images will be imported directly from Word.</p> <p>If these images were cropped inside Word, the full image is imported, not the cropped image. If you only need a portion of an image, crop it outside of Word (in Paint for example) then put it in the Word document prior to importing to Respondus.</p>	
Hints / Tips	<p>If you are working in Word file that is using automatic numbering, it may be difficult for you to insert the asterisk where needed. In that case highlight the area that is numbered automatically and remove numbers / letters (format menu > bullets & numbers> choose NONE). Then insert the numbers and letters manually.</p> <p>Crop all of your pictures before inserting them into Word.</p> <p>Be extra careful about spacing in Microsoft Word. Too many spaces after a period WILL result in an error.</p> <p>Always check in Blackboard after publishing to make sure the test is actually in the course.</p>	

Please contact iSITE Service Desk for any issues you may have:

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Submit a Support Request Ticket:

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