Quizzes - 3.2 – Importing Questions through Respondus

Why Do This?

You can author or edit quiz questions comfortably on a word document and then import the word document into Cougar Courses as a category of questions to use in your online quizzes. Sometimes your textbook publisher provides a question bank in the form of a word document. While it's cumbersome to build questions individually within Cougar Courses, you can use Respondus to import a document of questions into Cougar Courses.

Overview

Importing a document of questions is a multi-part process that involves

1. Formatting the questions on your word document
2. Using CougarApps to run Respondus
3. Importing questions into Respondus
4. Previewing questions to confirm accuracy
5. Publishing questions from Respondus into your course in Cougar Courses

Formatting the questions on your word document

Respondus will import multiple choice, true-false, essay, short answer, matching, and multiple response questions. The plain text, rich text, or MS Word file must be organized in the "Standard Format" before it can be imported into Respondus. The Standard Format for multiple choice questions has required elements and optional elements, each of which is described below. This is followed by an explanation of the formatting required for true-false, essay, short answer, matching and multiple response questions.

Multiple Choice

Each question must begin with a question number, followed by either a period "." or a parenthesis ")".
Example: 3)
Example: 3.

The question wording must follow the question number. (Note: at least one space should be between the question number and the question wording.)
Example: 3) Who determined the exact speed of light?
Example: 3. Who determined the exact speed of light?

Each answer choice (distractor) must begin with a letter (A-Z) followed by a period "." or a parenthesis ")".

Example:

3. Who determined the exact speed of light?
a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

Correct answers can be indicated in two ways. First you may place an asterisk (*) directly in front of the answer choice (do not put a space between the asterisk and the answer choice).

Example:

3. Who determined the exact speed of light?
a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and the answers should start on the following line (no blank lines are allowed). Note that any text after the answer list will be ignored.

Example:

Answers:
1. a
2. b
3. c

True/False

3. Albert Michelson determined the exact speed of light?
*a. True
b. False

Other Question Types

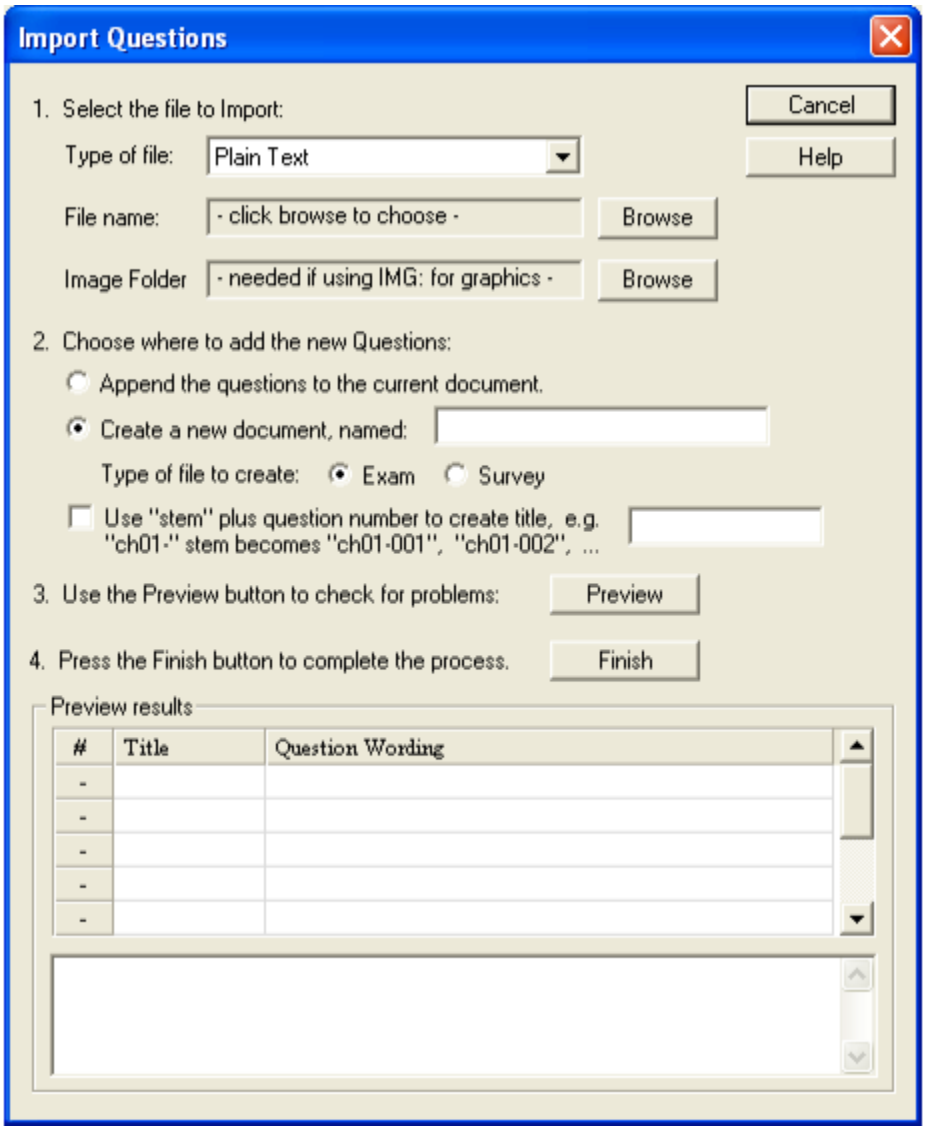
Please see the Respondus Guide for Moodle for examples of formatting other question types.

Using CougarApps to run Respondus

Please visit CSUSM's page on CougarApps to access CougarApps and learn more about it.

Importing questions

Once you are in Respondus, the next step is to import your document of quiz questions. From the Start menu, Select **Import Questions**. The following dialog will appear.

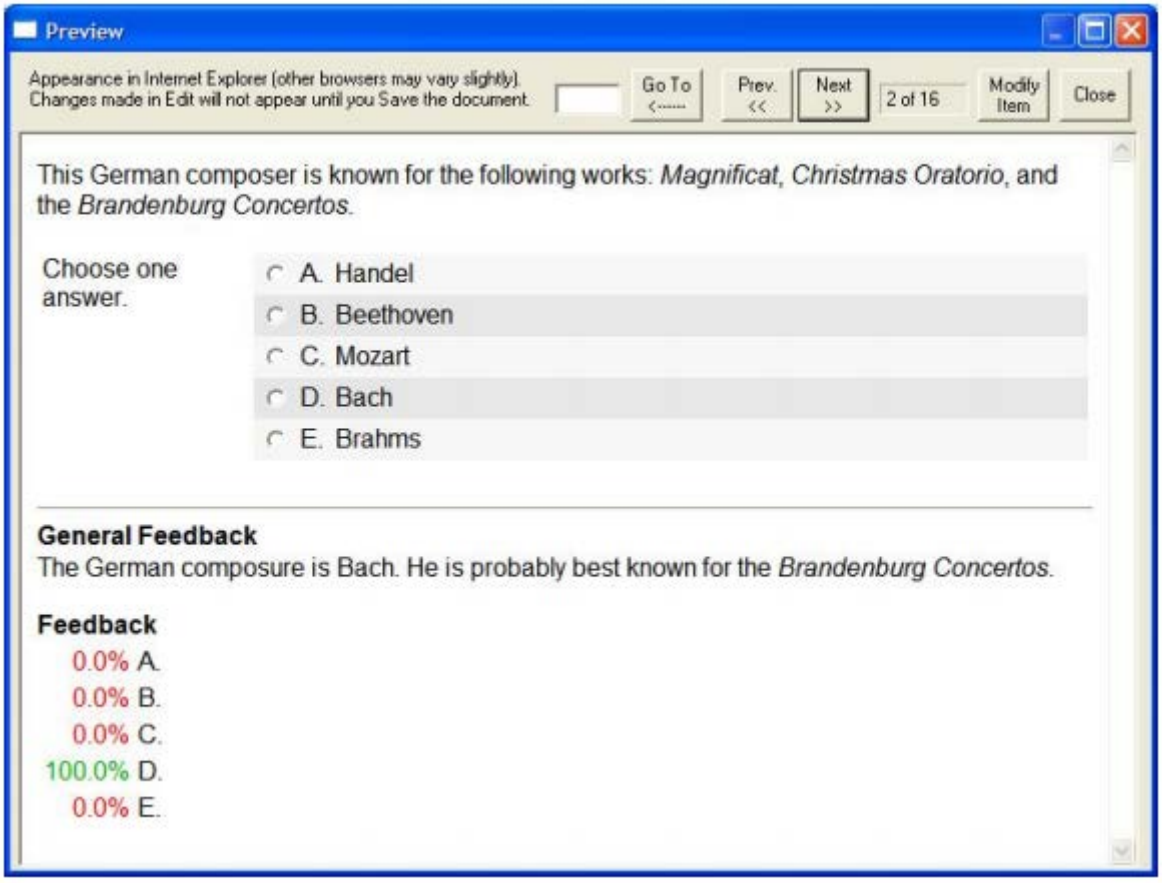


1. Choose the **Type of file** that will be imported. Supported files include .txt, .rtf, .doc, and .docx.
2. Click the **Browse** button to locate and select the file to be imported.
3. Give your document a name. Later, in your question bank, this can be the title of the category. For example, “F17 BIOL 233 Chapter 1.”
4. Check the box to **Use “stem” plus question number**. This will help number your questions in Cougar Courses.
5. In the adjacent text field, type “0.”
6. Click the **Preview** button to check for error warnings.
7. The preview results pane below will indicate if there are any errors detected. If there are errors, check cancel this import and check your document for formatting errors.

8. If the preview is successful, click the **Finish** button.

Previewing questions

1. Towards the top of the screen, select the **Preview & Publish** tab.
2. In the left-hand menu, select **Preview**.

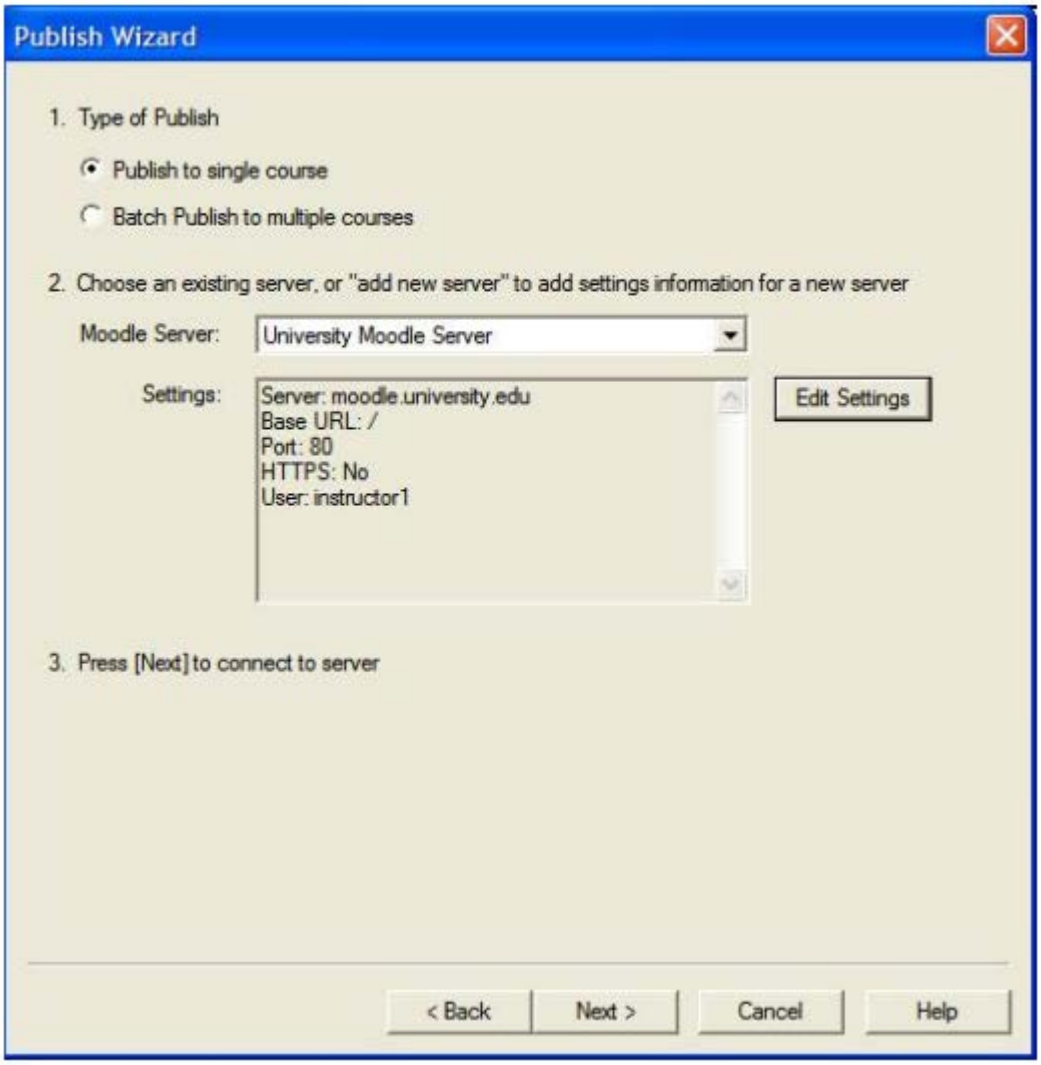


3. Notice the total number of questions being displayed. Does this number match the number of questions in your original document? If not, pay close attention as you click through each question. Some questions may have been erroneously combined into one.
4. Select **Next** to view each question at a time. Confirm the question text, the answer choices, and the correct answer are all accurately displayed.
5. If you find any errors, you may select **Modify Item** to fix the question in Respondus.
6. When you're satisfied, select **Close**.

Publishing to Moodle

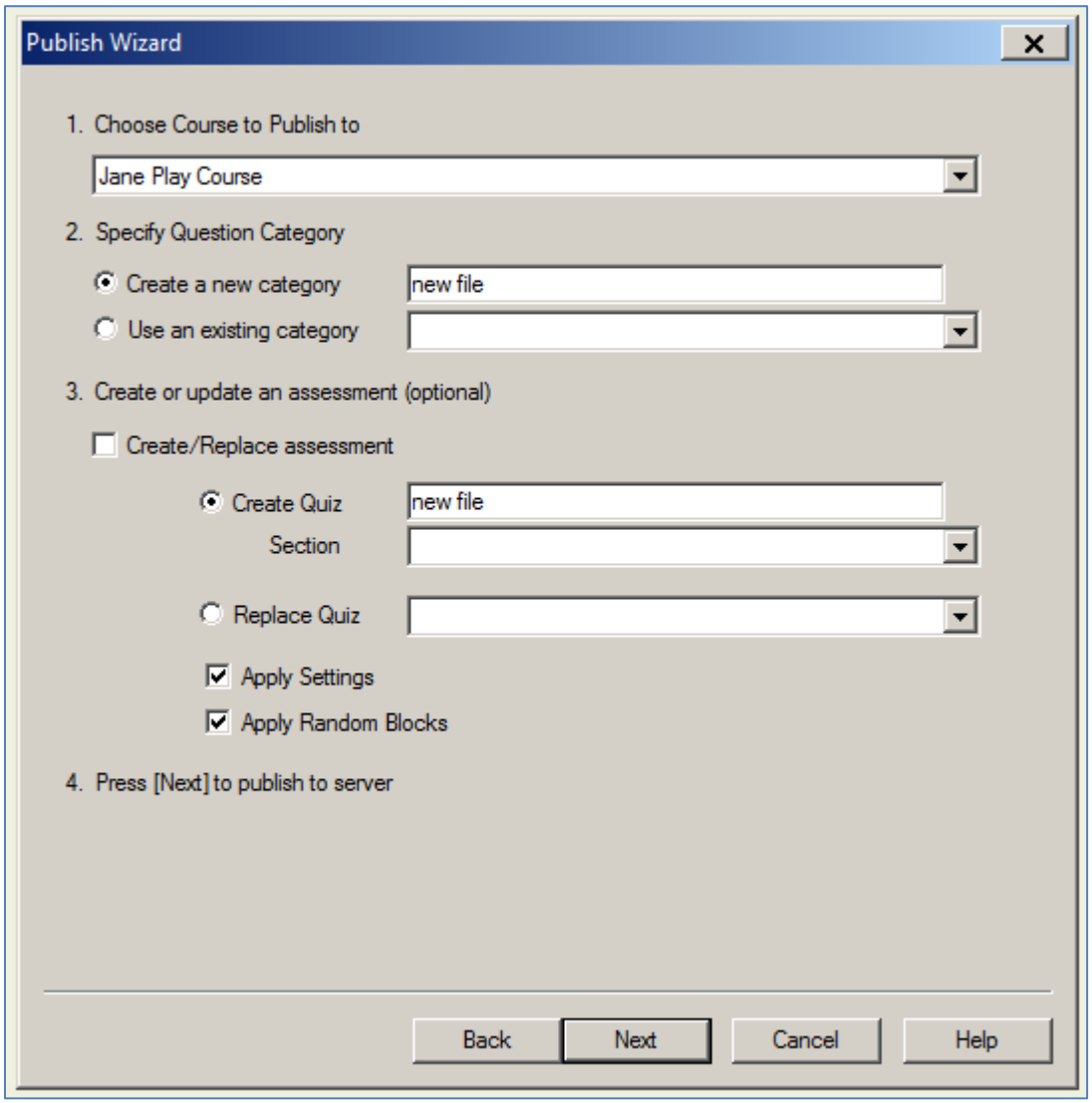
Moodle is another word for Cougar Courses. After previewing your questions, you're ready to publish to Moodle.

1. Remain on or Navigate back to the **Preview & Publish** tab towards the top of Respondus.
2. Select **Publish to Moodle**
3. Leave the default settings on the first page of the Publish Wizard. Select **Next**.



4. You will be prompted to enter your user name and password. Use your normal CSUSM credentials.

5. Choose Course to Publish to.



6. Leave **Create a new category** selected. Edit the title if you choose to.
7. Uncheck the box to **Create/Replace assessment**. It's easier to build your quiz directly in Cougar Courses.
8. Click **Next** when you're ready.

Next Steps

You now have a question bank in your course that you can draw on to add questions to a quiz. The next guides you m ay want to reference are

- Quizzes - 3.2 - Quiz Settings
- Quizzes - 3.2 - Adding Questions from the Question Bank