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Standard Respondus Format for Importing Questions

Basic Guidelines

Respondus is a program that imports an .rtf document and processes it for Blackboard. This saves valuable production time. A Respondus formatted document is not meant to look pretty. It is meant to have a particular format so Respondus reads it correctly.

Below are some basic guidelines as you start writing your assessment.

1. Use the following programs to write all Respondus assessments:
   - On Windows, use Notepad or Notepad ++
   - On a Mac, use TextEdit. Users may have to change encoding to UTF-8.
     - Textedit -> Preferences
     - Open and Save tab
     - Then encoding at the bottom
     - UTF-8

2. Write assessments using **single line spacing** and **single character spacing**; however two spaces between questions are preferred.

3. Name assessments with the course name, lesson/unit number, section number (if applicable), and name of assessment. Use underscores in between each part.

   **Example:**
   
   Math7_L3_Quiz.txt

   This indicates that the document is from math 7, lesson 3 (no section) and is a quiz.

4. At the top of the document, name the quiz/exam exactly as it will be named in the course. This will appear as the name on the content page as well as the name in the LMS (i.e., blackboard), and in the grade book. Also list the total points and individual question-type points.

   **Example:**
   
   Speed of Light Quiz
   
   **Total points = 50**
   
   MC = 3 points
   
   E = 10 points
   
   MT = 5 points

5. You may also add specific directions for the assessment underneath the points. If you do not write any directions, generic directions will be used.

   **Example:**
   
   Directions: The first ten questions are over chapters 1–10 in *Surviving the Applewhites*. Questions 11–15 are asking about verb tenses. Questions 16–20 are about subject-verb agreement.
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PLEASE NOTE: All questions need to be stand alone questions. For any given question, you cannot reference questions together as a group. For example, you may want an image to appear in three questions. You need to make sure that the image is included in each of the three questions, instead of using directions like this: “For questions 8 – 10, use the following image”. Instead, you will need to include directions for each question, something like this: “Use this image to answer the following question.”

Types of Questions

Respondus will import the following types of questions:

- Multiple choice
- Essay
- True or false
- Matching
- Multiple answer

Writing the Question

Each question must begin with a question number, followed by a parenthesis “)”.

Example:

3)

The entire question must follow the question number. (Note: one space should be between the question number and the question wording.)

Example:

3) Who determined the exact speed of light?
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Each question can have 3-5 answer choices.

Each answer must begin with a letter (a-z) followed by a period ".". Notice the correct answer is labeled with * (asterisk) prior to the 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

Feedback

General Incorrect Answer Feedback

General incorrect answer feedback (or explanation) can be imported by placing the feedback immediately after the question and by beginning the line with the @ symbol. There must be one space between the @ symbol and the feedback text.

Example:

3) Who determined the exact speed of light?
@ Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.
a. Albert Einstein
   *b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

Optional Feedback for Individual Answers

Optional feedback (or explanations) for individual answers, multiple choice question type only, can also be imported by placing the feedback immediately after the answer choice and by beginning the line with the @ symbol. There must be one space between the @ symbol and the feedback text.

Example:

3) Who determined the exact speed of light?
a. Albert Einstein
@ No. Albert Michelson determined the exact speed of light.
   *b. Albert Michelson
@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.
c. Thomas Edison
@ No, Thomas Edison did not determine the exact speed of light.
d. Guglielmo Marconi
@ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.
It's important to note that the "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true or false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).

Each question must begin with a question number, followed by a parenthesis ")".

Example:

3) Albert Michelson determined the exact speed of light.

@ The correct answer is True. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

*a. True
b. False
The logic for importing essay questions is similar to what is described above for Multiple Choice and True or False questions. The primary difference is that the first line of formatting must begin with "Type: E" (one space between the colon and the "E"). You must do this for each essay question in the assessment. This is followed by the question number and the question wording.

Example:

Type: E
4) How is the Michelson-Morley experiment related to Albert Einstein’s theory of relativity?

An answer must be provided for each question. The answer should be given using the “a.” notation. These answers are often just suggested responses or sample responses. This is the feedback the student will receive.

Example:

Type: E
4) How is the Michelson-Morley experiment related to Albert Einstein’s theory of relativity?
   a. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth’s motion around the sun. Scientists were puzzled with this negative result, and they didn’t know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source’s motion and observer's movement.
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Matching Questions

The process of importing a "matching" question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with "Type: MT" (one space between the colon and “MT”). You must do this for each matching question in the assessment. This is followed by the question number and the question wording.

Each answer (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period ".". 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.

General incorrect answer feedback (or explanation) can be imported by placing the feedback immediately after the last matching part and by beginning the line with the @ symbol. There must be one space between the @ symbol and the feedback text.

The feedback (optional), if used, must summarize the entire question, not specific matches.

Example:

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
   @ Review Section 1 – Scientific Discoveries for a full explanation on discoveries and theories.

There should be one space before and after the "=" symbol. It is important that an answer only uses the = symbol for the purpose of separating the two parts of the match.
The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice questions. (Multiple Answer questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "Type: MA" (one space between the colon and "MA"). You must do this for each multiple answer question in the assessment. This is followed by the question number and the question wording. Correct answers are designated with an asterisk.

General incorrect answer feedback (or explanation) can be imported by placing the feedback immediately after the question and by beginning the line with the @ symbol. There must be one space between the @ symbol and the feedback text.

Example:

Type: MA
3) Which of the following individuals are credited with determining exact speed of light? Check all correct answer(s).
@ Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.
a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
*d. Edward Williams Morley
Images may be included in questions and/or answer choices.

When choosing images, keep in mind the following items:
- Math Type equations are considered images.
- Please do not use clipart from Microsoft Word. Images from clipart.com are acceptable.
- Images should be .jpgs or .gifs.

If the question has text and an image, write the question and then insert the image. If the answer has an image, place in the answer choice.

Be sure to save as .doc so the images are pulled into Respondus.

**Math Course Writers: All Math equations must be created with Math Type!**

**Example:**

1) Solve for $x$.

$-2x = 10$

a. $x = 5$

* b. $x = -5$

c. $x = 20$

d. $x = -20$

2) The triangle below is a ___________ triangle.

[Diagram of triangle]

a. Acute

b. Right

*c. Obtuse

d. Other
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Test Pools

Each learning objective will have a pool of questions (excluding essay/free response). You will choose how many questions should be displayed to the student. Blackboard will display the amount of questions you requested, but students will not see all of the questions written. All students will not necessarily see the same questions.

See “Test_Pool_Example.rtf” for a completed document.

Example:

Learning Objective 1
Display 2

1) Learning Objective 1, Question 1.
   a. No
   b. You are incorrect
   *c. Yep
   d. Not even close

2) Learning Objective 1, Question 2.
   a. No
   b. You are incorrect
   *c. Yep
   d. Not even close

3) Learning Objective 1, Question 3.
   a. No
   b. You are incorrect
   *c. Yep
   d. Not even close

4) Learning Objective 1, Question 4.
   a. No
   b. You are incorrect
   *c. Yep
   d. Not even close

5) Learning Objective 1, Question 5.
   a. No
   b. You are incorrect
   *c. Yep
   d. Not even close

Learning Objective 2
Display 2

6) Learning Objective 2, Question 1.
   a. No
   b. You are incorrect
   *c. Yep
   d. Not even close

7) Learning Objective 2, Question 2.
Because essay/free response questions generally cover more material and are worth more points, they must be grouped together into one test pool for each assessment.

**Example:**

Type: E

11) What causes the thunder you hear in a thunderstorm?

a. Thunder occurs during thunderstorms as the result of lightning strikes. The electrical charge generated by the clouds produce super heated air, (between 30,000 to 50,000 degrees F) which expands and creates a massive sound wave. This sound wave rattles our windows and announces the presence of an oncoming thunderstorm.