

# Formatting Exams for Respondus 4.0 in Microsoft Word

Formatting questions correctly in Microsoft Word is a necessary step before uploading your exams to Respondus 4.0. Respondus exams can be exported directly to Canvas.

If you are re-formatting text in an existing document, highlight all text (**Ctrl-A**) before changing any formatting settings.

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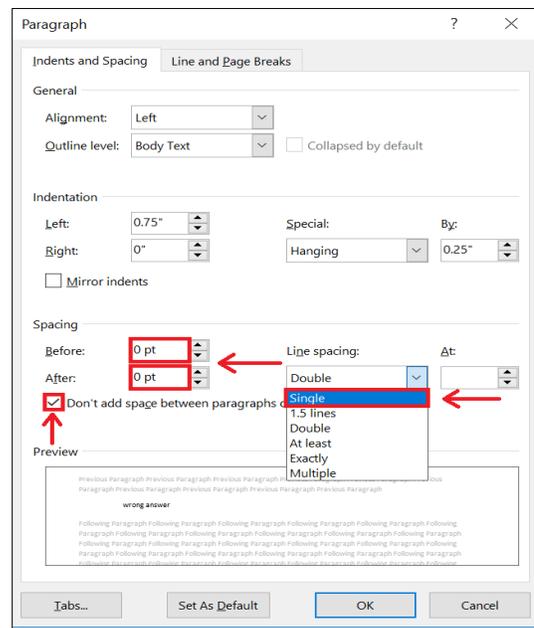
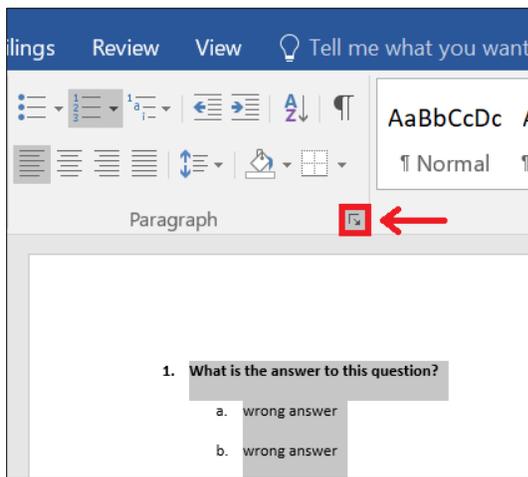
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Apply these formatting rules to the entire document.	
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The default question format recognized by Respondus. Refer to this section for general question formatting instructions (required <i>and</i> optional steps).	
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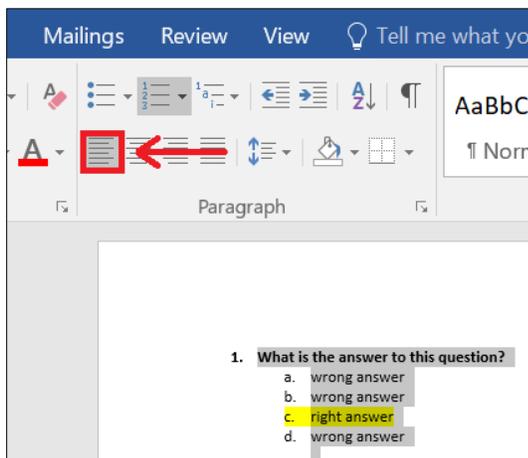
## General Formatting

1. Delete all header and footer text, fill in the blank titles such as “Name:\_\_\_\_\_” or “Date:\_\_\_\_\_,” exam titles, instructions, and any other unnecessary text at the top and bottom of each page. Exam titles and additional information can be added to the exam after it is exported to Canvas.

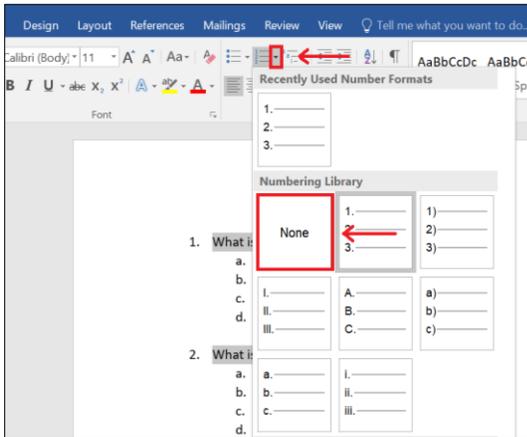
2. Open the **Paragraph** menu. Highlight all existing text (if applicable). Select **Single** from the Line Spacing drop-down menu. Set the **Before** and **After** spacing to **0 pt**. Check the box next to **Don't add space between paragraphs of the same style**. Click **OK**.



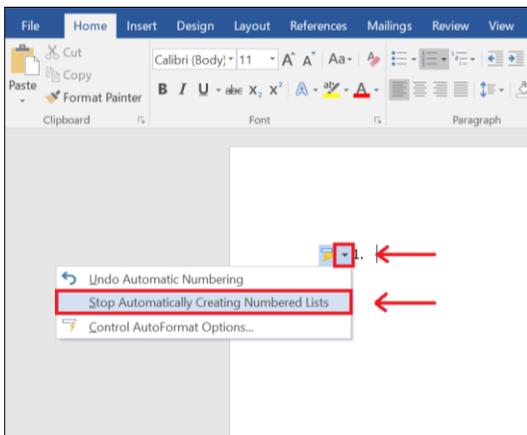
3. Align all text to the **Left**.



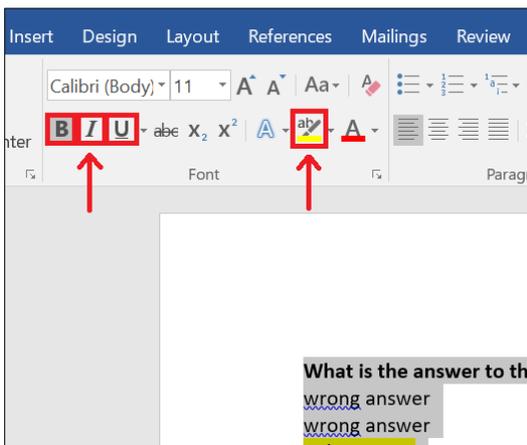
4. Remove any indentations (i.e. uses of the Tab key or auto-formatted lists). For existing auto-formatted numbered and bulleted lists, highlight the text and open the **Numbering** menu. Select **None** to undo the auto-formatting. Delete any remaining indentations.



When starting new lists, Word will default to auto-formatting and the **AutoCorrect Options** menu will pop up. Click the down arrow and select **Stop automatically creating numbered lists**.



5. Remove any font formatting (i.e. bold, italicized, underlined, or highlighted text).



## Multiple Choice

### 1. *Required* – Question

Each question must begin with a **question number**, followed by a **period or close parenthesis**, a single **space**, and then the question wording. Either of the following examples are acceptable:

1. question

or

1) question

### 2. *Required* – Possible answers

Each answer must begin with an **answer letter**, followed by a **period or close parenthesis**, a single **space**, and then the answer wording. Either of the following examples are acceptable:

a. answer

or

a) answer

### 3. *Required* – Correct answer

Each correct answer can be indicated in one of two ways. First, an **asterisk** can be added in front of the correct answer letter; do not add a space between the asterisk and answer letter:

1. question

a. wrong answer

b. wrong answer

\*c. right answer

d. wrong answer

Or, instead of asterisks, an answer list can be added to the end of the document after *all* of the exam questions; any text after the answer list will be ignored. Answer lists must begin with the word **Answers**, followed by a **colon**. Answers should begin on the following line:

Answers:

1. c
2. b
3. d

#### 4. *Optional* – Points

Respondus will automatically make each question worth 1 point if point values are not provided. To assign specific point values throughout the exam, write the word **Points**, followed by a **colon**, a single **space**, and then the number of points. The point value will apply to all of the questions that follow it until a new point value is specified:

Points: 5

1. Is this question worth 5 points?

- \*a. yes
- b. no

2. Is this question worth 1 point?

- a. yes
- \*b. no

Points: 2.5

3. Is this question worth 2.5 points?

- \*a. yes
- b. no

In this example, questions 1–2 are worth 5 points, and question 3 is worth 2.5 points

#### 5. *Optional* – Feedback

Feedback about each question can be provided to students on the review page of their completed exam. Information about correct answers can be indicated with a **~** symbol (tilde), followed by a single **space**. Information about incorrect answers can be indicated with an **@** symbol, followed by a single **space**.

For general feedback, write the information between the question and answer options:

1. Which member of The Beatles wrote the song *Yesterday*?

~ Yes. Paul McCartney wrote the song *Yesterday*.

@ No. The correct answer is Paul McCartney.

- a. George Harrison
- \*b. Paul McCartney
- c. Ringo Starr
- d. John Lennon

For answer-specific feedback, write the information on the following line of each answer option:

1. Which member of The Beatles wrote the song *Yesterday*?

a. George Harrison

@ No. George Harrison did not write the song *Yesterday*.

\*b. Paul McCartney

~ Yes. Paul McCartney wrote the song *Yesterday*.

c. Ringo Starr

@ No. Ringo Starr did not write the song *Yesterday*.

d. John Lennon

@ No. John Lennon received a song credit but did not write the song *Yesterday*.

## 6. *Optional* – Question titles

Respondus will automatically generate question titles when viewing uploaded exams in the Edit Menu. If a title is not provided, the first 20 characters from the question will be used as the question title. To assign a specific title, write the word **Title**, followed by a **colon**, a single space, and then the question title (20 characters or less). The question should begin on the following line:

Title: Yesterday

1. Which member of The Beatles wrote the song *Yesterday*?

- a. George Harrison
- \*b. Paul McCartney
- c. Ringo Starr
- d. John Lennon

In this example, if a title is was not specified the question title would have been "Which member of The ".

## True or False

### 1. *Required* – True before False

In order for Respondus to recognize a question as a True or False question, true must be listed *before* false in the list of possible answers. If false is first on the list Respondus will import the question as a Multiple Choice question.

### 2. *Required* – Question and possible answers

Follow steps 1–2 of the Multiple Choice section to correctly format the question and possible answers.

The “true” answer wording can be written as **True** or **T**.  
The “false” answer wording can be written as **False** or **F**.  
Either of the following examples are acceptable:

1. The sky is blue.

- a. True
- b. False

or

2. The sky is blue.

- a. T
- b. F

### 3. *Required* – Correct answer

Follow step 3 of the Multiple Choice section to correctly format the correct answer in one of two ways. First, an asterisk can be added in front of the correct answer letter:

1. The sky is blue.

- \*a. True
- b. False

Or, if you choose to use an answer list at the end of the document instead of asterisks to indicate correct answers, true answers can be written as **True**, **T**, or **a**, and false answers can be written as **False**, **F**, or **b**. Any of the following examples are acceptable:

Answers:

1. True

or

Answers:

1. T

or

Answers:

1. a

#### 4. *Optional* – Points, feedback, and question titles

Follow steps 4–6 of the Multiple Choice section to correctly format the addition of points, feedback, and question titles.

## Multiple Response

### 1. *Required* – Type

In order for Respondus to recognize a question as a Multiple Response (a.k.a. multiple answer) question, a Type must be designated before the question begins. To assign a Multiple Response answer type, write the word **Type**, followed by a **colon**, a single **space**, and then the letters **MR**. The question should begin on the following line:

Type: MR

### 2. *Required* – Question and possible answers

On the line following the Type, follow steps 1–2 of the Multiple Choice section to correctly format the question and possible answers:

Type: MR

1. In which of these years did The Dodgers win the World Series? (choose 2)

- a. 1959
- b. 1966
- c. 1978
- d. 1988

### 3. *Required* – Correct answer

Follow step 3 of the Multiple Choice section to correctly format the correct answer in one of two ways. First, an asterisk can be added in front of each correct answer letter:

Type: MR

1. In which of these years did The Dodgers win the World Series? (choose 2)

- \*a. 1959
- b. 1966
- c. 1978
- \*d. 1988

Or, if you choose to use an answer list at the end of the document instead of asterisks to indicate correct answers, use a single **space**, a **comma**, or a **comma** and single **space** between the correct answer letters. Any of the following examples are acceptable:

Answers:

1. a d

or

Answers:

1. a,d

or

Answers:

1. a, d

#### 4. *Optional* – Points, feedback, and question titles

Follow steps 4–6 of the Multiple Choice section to correctly format the addition of points, feedback, and question titles.

## Matching

### 1. *Required* – Type

In order for Respondus to recognize a question as a Matching question, a Type must be designated before the question begins. To assign a Matching answer type, write the word **Type**, followed by a **colon**, a single **space**, and then the letters **MT**. The question should begin on the following line:

Type: MT

### 2. *Required* – Question and answers

On the line following the Type, follow steps 1–2 of the Multiple Choice section to correctly format the question and answers.

In the case of Matching questions, each answer will consist of both parts of a correct match. Parts are separated by a single **space**, an = symbol (equal), and another single **space**:

Type: MT

1. Match the following superheroes with their alter egos.

- a. Superman = Clark Kent
- b. Batman = Bruce Wayne
- c. Spiderman = Peter Parker
- d. Iron Man = Tony Stark
- e. Captain America = Steve Rogers
- f. The Hulk = Bruce Banner

### 3. *Not Required* – “Correct answer”

Unlike other question types, Matching questions do *not* indicate correct answers with asterisks, as the “possible answers” already include the correct match. Do not include asterisks next to answer letters.

Or, if you choose to use an answer list at the end of the document to indicate correct answers, simply skip the number for all questions that are of the Matching type.

#### 4. *Optional* – Points, feedback, and question titles

Follow steps 4–6 of the Multiple Choice section to correctly format the addition of points, feedback, and question titles.

## Fill-in-the-Blank

### 1. *Required* – Type

In order for Respondus to recognize a question as a Fill-in-the-Blank (a.k.a. short answer) question, a Type must be designated before the question begins. To assign a Fill-in-the-Blank answer type, write the word **Type**, followed by a **colon**, a single **space**, and then the letter **F**. The question should begin on the following line:

Type: F

### 2. *Required* – Question and possible answers

On the line following the Type, follow steps 1–2 of the Multiple Choice section to correctly format the question and possible answers.

In the case of Fill-in-the-Blank questions, Respondus will allow only one correct answer per question, but you can enter multiple forms of that answer. Either of the following examples are acceptable:

Type: F

1. Who is the Chancellor of College of the Canyons?

a. Dianne Van Hook

or

Type: F

1. Who is the Chancellor of College of the Canyons?

a. Dianne Van Hook

b. Dr. Dianne Van Hook

c. Dr. Van Hook

In the first example, a student will only receive points for this question if they write “Dianne Van Hook.” In the second example, a student will receive points for this question if they write “Dianne Van Hook,” “Dr. Dianne Van Hook,” or “Dr. Van Hook.”

### 3. *Required* – Correct answer

Unlike other question types, Fill-in-the-Blank questions do *not* indicate correct answers with asterisks, as the possible answers are all correct answer options.

If you choose to use an answer list at the end of the document to indicate correct answers, write the answer *wording*, not the answer letter. Repeat the question number to enter multiple forms of the answer (if applicable):

Answers:

1. Dianne Van Hook

or

Answers:

1. Dianne Van Hook

1. Dr. Dianne Van Hook

1. Dr. Van Hook

### 4. *Optional* – Points, feedback, and question titles

Follow steps 4–6 of the Multiple Choice section to correctly format the addition of points, feedback, and question titles.

## Essay

### 1. *Required* – Type

In order for Respondus to recognize a question as an Essay question, a Type must be designated before the question begins. To assign an Essay answer type, write the word **Type**, followed by a **colon**, a single **space**, and then the letter **E**. The question should begin on the following line:

Type: E

### 2. *Required* – Question

On the line following the Type, follow step 1 of the Multiple Choice section to correctly format the question:

Type: E

1. What was the cause of WWI?

### 3. *Optional* – Correct answer

Unlike other question types, Essay questions do *not* require an answer to be provided with the question. If you choose to supply an answer it will be revealed to students on the review page of their completed exam.

Answers can be provided in one of two ways. First, the answer can be written immediately after the question as answer letter “a.”:

Type: E

1. What was the cause of WWI?

a. Tensions had been brewing throughout Europe for years. Alliances between European powers, the Ottoman Empire, Russia, and other parties were threatened by this political instability. The event that ignited WW1 was the assassination of Archduke Franz Ferdinand, heir to the Austro-Hungarian Empire, by the Serbian nationalist Gavrilo Princip. Austria-Hungary and other countries used the incident as justification for war.

Or, if you choose to use an answer list at the end of the document to indicate correct answers, write the answer *wording* after the question number, not the answer letter:

Answers:

1. Tensions had been brewing throughout Europe for years. Alliances between European powers, the Ottoman Empire, Russia, and other parties were threatened by this political instability. The event that ignited WW1 was the assassination of Archduke Franz Ferdinand, heir to the Austro-Hungarian Empire, by the Serbian nationalist Gavrilo Princip. Austria-Hungary and other countries used the incident as justification for war.

4. *Optional* – Points and question titles

Follow steps 4 and 6 of the Multiple Choice section to correctly format the addition of points and question titles. Feedback is not necessary if an answer has been provided.