Respondus and Text Documents

If you have your questions in a text document, you may import them directly into Respondus and upload them into GeorgiaVIEW. The text documents must be prepared in a special way. See the Example below.

Note: to get the * in front of the correct letter, you might need to turn off the bullet function in Word. An alternate approach would be to use NotePad (Start > Accessories > NotePad). NotePad does not do the auto bullet. It’s a plain text editor without all the fancy stuff. If you do not have your questions typed out yet, just do them in NotePad. If you do already have them typed out in Word, copy and paste them from Word to NotePad. Note: You will have to “clean up” the spacing a little bit to make the questions and answers look like the examples below.

Multiple Choice Questions

You must place an asterisk (*) directly in front of the answer choice (do not put a space between the asterisk and the answer choice).

Example:

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

Importing True and False Questions

The process of creating a "true and false" question is similar to that used for multiple choice questions (see above).

Example:

3) Albert Michelson determined the exact speed of light?
   *a. T
   b. F
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". This is followed by the "title" (which is optional), the question number, and the question wording.

Each answer (which consists of both portions of a correct match) must begin with a letter (a-z) 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.

Example:

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

Spaces before or after the "=" symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match. If you plan to list correct answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.