Question Type Formatting Guidelines and Examples:

Each question must begin with a number and you cannot skip numbers.

Each answer must begin with a letter (A-T) followed by a period “.” or a parentheses “)”. You can use either one but you cannot mix and match.

Answers can be added to each question or you can create an answer key at the end of your document.

**Multiple Choice Question**

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| 3. Who determined the exact speed of light?  a. Albert Einstein  \*b. Albert Michelson  c. Thomas Edison  d. Guglielmo Marconi  4. Albert Michelson determined the exact speed of light in?  a. 1984  \*b. 1887  c. 1008  d. 2015 |

**True and False Question**

Both of the following examples are valid ways to format a true and false question for importing purposes.

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| 3) Albert Michelson determined the exact speed of light?    \*a) True  b) False      3) Albert Michelson determined the exact speed of light?    \*a. T  b. F |

**Essay Question**

For Essay questions you must indicate the type as shown here. The primary difference is that the first line of formatting must begin with “Type: E”. This is followed by the “Title” (which is optional), the question number, and the question wording.

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

Answer Key formatting.

The second way to supply an answer for an essay question is to place it in a list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading “Answers:” and must be positioned at the end of the file.

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| Answers:  1. A  2. C  3. B |

**Fill in the Blank Question**

Fill in the blank questions may be imported by starting the first line of formatting with “Type: F”. This is followed by the “Title” (which is optional), the question number, and the question wording.

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| Type: F  Title: Who invented television?  5. Who is known as the "father of television”? |

Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer.

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| Type: F  Title: Who invented television?  5. Who is known as the "father of television"?    a. Zworykin  b. Vladimir Zworykin  c. Vladimir Kosma Zworykin |

Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

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| Answers:  1. A  2. C  3. B  4. C  5. Zworykin  5. Vladimir Zworykin  5. Vladimir Kosma Zworykin  6. B |

**Mulitple Fill in Blanks Question**

Fill in multiple blanks questions may be imported by starting the first line of formatting with “Type: FMB”. This is followed by the “Title” (which is optional), the question number, and the question wording with the words to be filled in provided in [square brackets]. The wording can include up to 10 [words] to be filled in, each of which can have up to 20 correct answers.

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| Type: FMB  Title: Multiple blanks  5. A [rose] by any other [name] would smell as [sweet]. |

Respondus allows multiple correct answers per blank to be specified by separating each correct answer inside the brackets with commas.

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| Type: FMB  Title: Multiple blanks  5. A [rose, red flower] by any other [name] would smell as [sweet, good]. |

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**Matching Question**

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 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.

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| Type: MT  Title: Scientific discoveries    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.

**Multiple Answers Question**

The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice questions. (Multiple Answers 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”. This is followed by the “Title” (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk.

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| Type: MA  3) Which of the following individuals are credited with determining the exact speed  of light?   a. Albert Einstein  \*b. Albert Michelson  c. Thomas Edison  \*d. Edward Williams Morley |

**Importing Images with Questions**

Images embedded in MS Word files will import automatically. However, it is possible to import images with rich-text or txt files using an alternate method. First, be sure that the images in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: [ img: “filename.jpg” ] . The word “filename.jpg” should be replaced with the actual file name.

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| 3) The interferometer, shown here [img: “interferometer.jpg”], was used by which of  the following scientists?  a. Albert Einstein  \*b. Albert Michelson  c. Thomas Edison  d. Vladimir Zworykin |

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:

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| [img: “interferometer.jpg” “Picture of an interferometer”]. |

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear in-line with the question text.