**Sample Multiple Choice/True and False Format for Respondus**

If test questions are taken from a test generation software, check if there is an option to export the questions into a Blackboard, Moodle or QTI format which can be imported into Canvas more easily compared to manually entering them. If not, try exporting it into a plain text, RTF or Word format to work with. We can use Respondus to batch import questions into Canvas.

Some formatting is required before importing questions into Respondus. Questions have to be formatted in either of the two ways:

**Format one**:

In this format, you will have the question number, followed by either a parenthesis or a dot, one space, and then the question. After the question, have the answers in the following format: a(b,c,d), followed by a parenthesis or dot, one space, the answer choice. The letter choices before an answer (a, b, c,d) can be either uppercase or lowercase. Use an asterisk before correct answer.

1**) Who determined the exact speed of light?**

**a. Albert Einstein**

**\*b. Albert Michelson**

**c. Thomas Edison**

**d. Guglielmo Marconi**

**2) Albert Michelson determined the exact speed of light?**

**\*a. True**

**b. False**

**Format two:**

Similar in format to the above, except that you include correct answers in the “answers” area at the end of document instead of using an asterisk before each correct answer:

1**) Who determined the exact speed of light?**

**a. Albert Einstein**

**b. Albert Michelson**

**c. Thomas Edison**

**d. Guglielmo Marconi**

**2) Albert Michelson determined the exact speed of light?**

**a. True**

**b. False**

**Answers:**

**1. b**

**2. a**

For other question types, such as fill in the blank, and essay questions, you will need to include the type before the questions. Ask Berlin Fang for help if you deal with these types of questions, or read [this document](http://respondus.com/downloads/Respondus40UserGuideIMS.doc) for instructions.

Abbreviations for common questions types:

* MC = Multiple Choice (usually you do not need to provide the type. By default, Respondus recognizes this type)
* TF = True/False (usually you do not need to provide the type. By default, Respondus recognizes this type)

For more complex question types, you may need to enter them in Canvas directly to avoid errors. But here are the abbreviations if you intend to use Respondus to build them.

* MR = Multiple Response/Answer
* MT = Matching
* FB = Fill in the Blank/Short Answer
* ES = Essay/Paragraph