

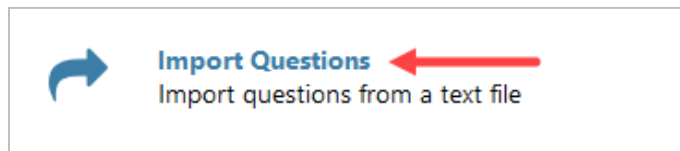
# RESPONDUS: IMPORT QUESTIONS

Instructors can import a properly formatted Word, RTF, or TXT document with quiz/test questions that can be published to ulearn.

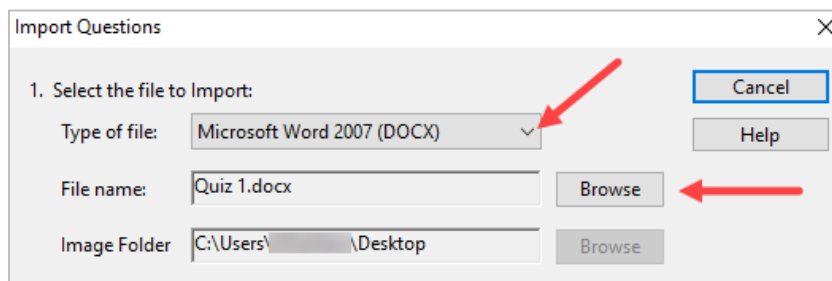
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## Instructions

1. Open Respondus and click on Import Questions.



2. In the Import Questions window, select the Type of File to import from the drop down box. Select "doc" or "docx" for Microsoft Word documents. Click the Browse button to locate the test file on the computer.



### Note:

MS Word and text documents must be formatted correctly. Download the [Standard Format for Respondus](#) instructions on how to format existing tests so they can be correctly imported into Respondus.

3. Choose where to add the new Questions. Select Append the questions to the current document that is open or Create a new document. If creating a new test, type a test name in the text box provided.

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2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named:

Type of file to create:  Exam  Survey

Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

4. Click the Preview button. Questions will be displayed in the Preview results window. Errors during the import process will be displayed in the box located below the Preview results box.

3. Use the Preview button to check for problems:

4. Press the Finish button to complete the process.

Preview results

#	Title	Question Wording
1	Because com	Because common sense is _____, it ignores facts that challenge
2	mile Durkheim	Émile Durkheim agreed with Comte that:
3	According to	According to Durkheim, as the division of labor becomes more s
4	Social solidari	Social solidarity, or social cohesiveness and harmony, accordin
5	coined the ter	_____ coined the term sociology and is often described as the "1
6	are aspects of	_____ are aspects of social life, external to the individual, that ca

Warnings and Notes:  
\* 3 question(s) had a duplicate question title changed by adding a '2' (or 3,4...):  
8, 9, 10

## Note:

If warnings are received, you must check the formatted document to ensure you have not missed marking any correct answers and/or have any other formatting issues. Warnings with "duplicate question title" are OK and will import without issue.

5. Press the Finish button to complete the process.

4. Press the Finish button to complete the process.

6. Click OK after the file is saved.

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7. [Follow this user guide to publish](#) the test or quiz to ulearn.