Topic: Required Elements (Multiple Choice)

Each question must begin with a question number, followed by either a period "." or a parentheses ")".

Example:

3)

3.

The question wording must follow the question number.
(Note: at least one space must be between the question number and the question wording.)

Example:

3) Who determined the exact speed of light?

3. Who determined the exact speed of light?

Each answer must begin with a letter (A-Z) followed by a period "." or a parentheses ")".
(Note: at least one space must be between the answer number and the answer wording.)

Example:

3) Who determined the exact speed of light?

a. Albert Einstein

b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi

Optional Elements (Multiple Choice)

A Title can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at
the beginning of a question and begin with **Title:** followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example:

**Title: Speed of Light**

3) Who determined the exact speed of light?

a. Albert Einstein

b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi

For questions being imported to an Exam file, correct answers can be indicated in two ways.

**Option One:**

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

NOTE: The answers are shown with either a parenthesis OR a period behind the answer option.

Example:

**Title: Speed of Light**

3) Who determined the exact speed of light?

a. Albert Einstein

* b) Albert Michelson (Correct Answer)

c) Thomas Edison

d. Guglielmo Marconi

**Option Two:**

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and the answers should start on the following line (no blank lines are allowed). Note that any text after the answer list will be ignored.

Example:
Answers:

1. A
2. C
3. B

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. Don't worry, you will be warned if a question does not have an answer selected for it prior to completing the import.

**Feedback: Optional**

*Feedback* for individual answer choices can be imported by placing the feedback immediately after the answer choice and by beginning the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

*Example:*

Title: Speed of Light

3) Who determined the exact speed of light?

a. Albert Einstein

@ No. Albert Michelson determined the exact speed of light.

*b) Albert Michelson

@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

* c) Thomas Edison

@ No, Thomas Edison did not determine the exact speed of light.

* d. Guglielmo Marconi

@ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.
General feedback, which provides feedback for an overall question (opposed to feedback for individual answers), must appear immediately after the question wording and before any of the answer choices. The line must also begin with the @ symbol, and there must be at least one space between the @ symbol and the feedback text.

Example:

Title: Speed of Light

3) Who determined the exact speed of light?

@ Albert Michelson was the first American to win the Nobel Prize in Physics (1907) for his measurements of the speed of light. His experiments laid the groundwork for Einstein's Theory of Relativity.

a. Albert Einstein

@ No. Albert Michelson determined the exact speed of light.

*b) Albert Michelson

@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

etc.

As shown in the previous example, both types of feedback can be used within a single question (although this is not typically done).

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.