

## Respondus - Best Practices

1. Open the original test document in Microsoft Word and save it as a new .docx document using the correct naming format. Note: DO NOT replace the original document. This way, if a mistake is made, you still have the original to refer to.

Examples: COMS101\_Ch\_01\_PUB\_8ed\_042012  
COMS101\_Qz\_01\_SME\_042012

2. Under the Insert tab, select Header. Type the name of the file into the header and close it.
3. Turn on Paragraph Marks in Word by clicking on the ¶ button on the Home tab.
4. If the answer key is not a separate document, write down the answers – you'll use them later.
5. Go through the entire document and make changes according to these rules:
  - Remove all titles that may be present for sections.
  - Verify that all numbering is continuous. Even if the document contains more than one kind of question, the numbering should not restart.
  - All letters used to designate possible answers should be lower-case.
  - There should be no line breaks except for a single break between a last answer and the next question.
  - For a True/False question: True should always be choice "a." and False should always be choice "b."
  - Some question types need designations. The most common are:
    - o Matching - Type: MT
    - o Essay - Type: E
    - o Multiple Answer- Type: MA
  - Use an asterisk (\*) to designate correct answers. The asterisk should be the closest character to the left margin.  
Note: An asterisk can't be added to the front of a list developed by Word. Type the list in manually, or add the asterisks after step 6.
6. Remove any unnecessary MS formatting code that may interfere with Respondus.
  - Ctrl + A to select all text, then Ctrl + X to cut.
  - Open a new document in Notepad
  - Ctrl + V to paste into Notepad
  - Ctrl + A to reselect all text in Notepad, then, Ctrl + X to cut.
  - Return to the document and Ctrl + V to paste the now "clean" text in Word.  
Note: This will remove any intentional bold or italics, too.

7. Save the document and close.

# Example Questions

1. To copy and paste using hot keys:

- \*a. Select the text and press Ctrl + C to copy, then Ctrl + V to paste
- b. Fire up the printer and break out the glue
- c. It's not possible
- d. All of the above

2. It is important to correctly format your documents for Respondus.

- \*a. True
- b. False

Type: MT

3. Match the following

- a. Apple = Red
- b. Banana = Yellow
- c. Orange = Orange
- d. Kiwi = Brown

Type: E

4. Explain the difference between an Apple and an Orange.

Type: MA

5. 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

**Tip:** To add feedback to your questions, use the format below.

6. In Respondus, line breaks and spaces really don't matter.

@ Sorry, please review the tutorial again.

~ Yes, line breaks and spaces are very important. Respondus won't read documents correctly if they do not have the appropriate line breaks and spaces.

- a. True
- \*b. False

Note: The "@" symbol designates feedback which will appear if the student chooses an incorrect answer. The "~" symbol designates feedback which will appear if the student chooses the correct answer.