North Carolina A&T State University
## Blackboard Faculty Support

Importing Tests from Microsoft Word into Respondus

Prior to beginning the import process, format the test questions in Microsoft Word using the **Standard Respondus Format for Microsoft Word Questions** handout (www.ncat.edu/~training/blackboard). After the questions have been formatted and saved properly, **close** the test.

1. Open Respondus.

2. Before importing the test questions, you can assign a point value for the group of questions you are importing. If you do not assign a point value, each question will be imported from MS Word with a value of one (1) point.

3. To assign a point value, go to the **File** menu and select **Preferences**.
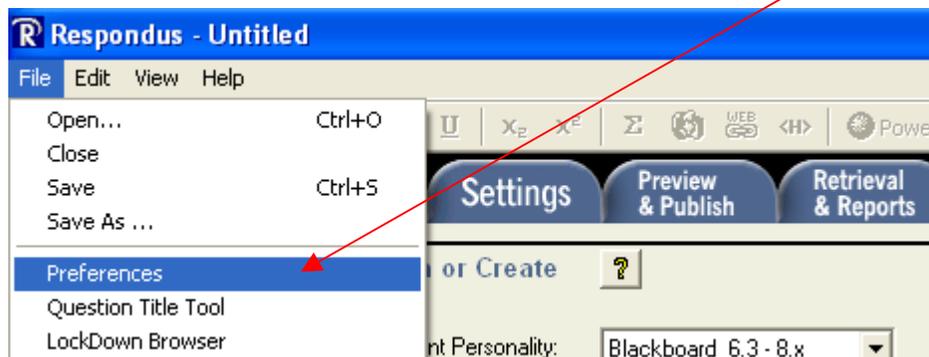
4. On the **Preferences** window, click the **Edit & Publish** tab at the top.
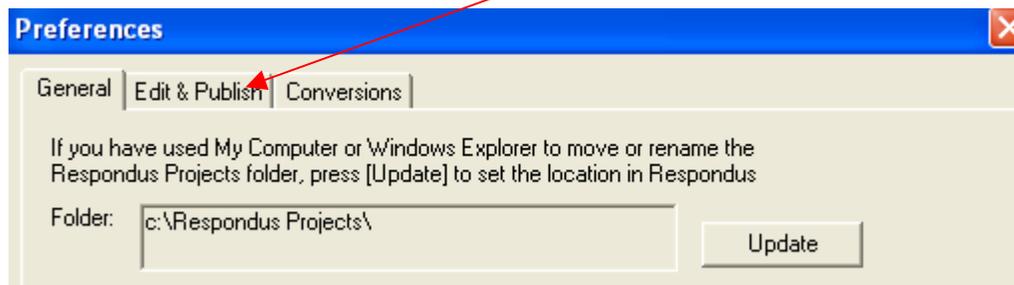
5. In the **Point value for questions** section, type in the desired point value for each question that you are importing. (The point value can be changed once the questions have been imported, but the value must be changed for each individual question!)
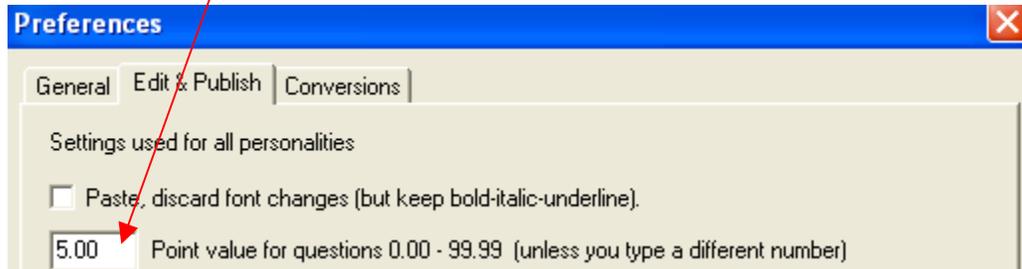

6. Click **OK**. After assigning a point value, you are ready to import questions from Microsoft Word.

7. Under the **Start** tab at the top, select the **Import Questions** option.
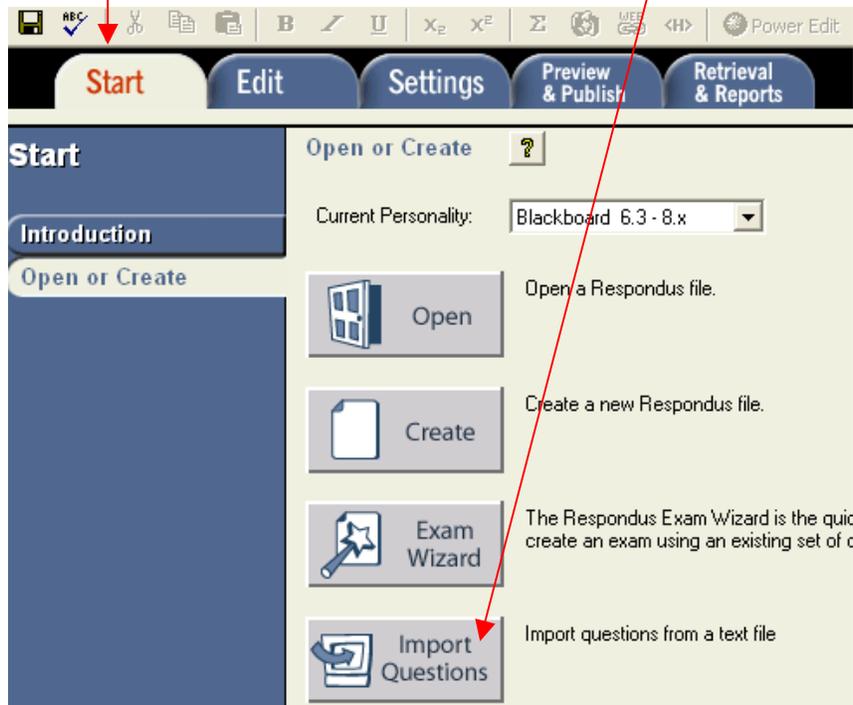
8. On the **Import Questions** window, select the file to import under the **Type of File** drop-down menu. Choose the file type that you used when saving your document in MS Word (plain text, rich text, or MS Word).
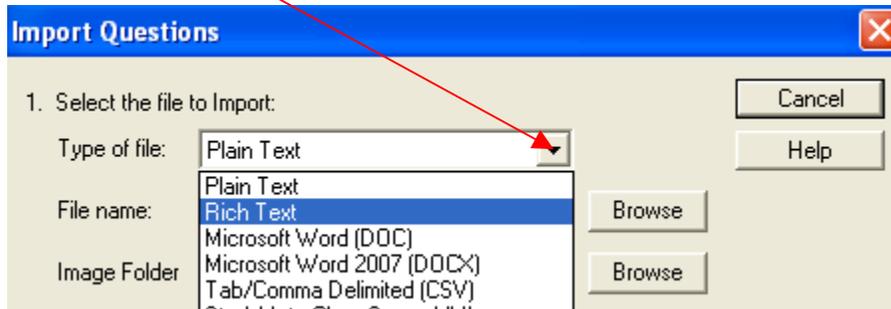

9. Next to **File name**, click **Browse** and attach the test that you have prepared in Microsoft Word.
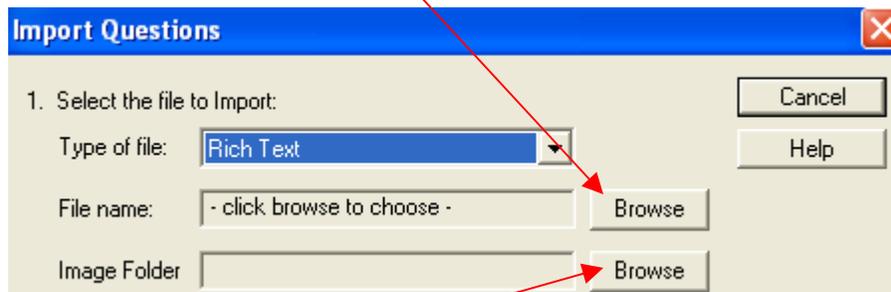
10. If you added image tags to the questions in the file (Rich Text or Plain Text), click **Browse** next to the **Image Folder** option. Select and attach the folder that contains all of your test question images. If you embedded your images into a (.doc) file, you will not need to attach a folder. [See **Inserting Images into Word Documents (for Respondus)** handout for more information.]

11. Under **Choose Where to Add the New Questions**, you can do the following:

    Append the questions to the current document: This option allows you to add the questions you are importing to a set of questions that you may already have opened in Respondus. This option is great for building "pools" of questions.

Create a new document, named: This option allows you to create a new test in Respondus using the questions you are importing from Microsoft Word.
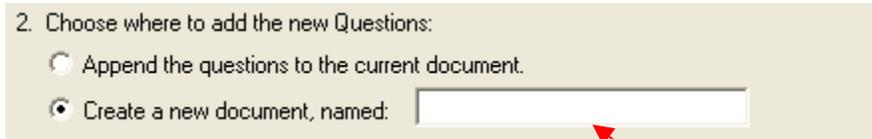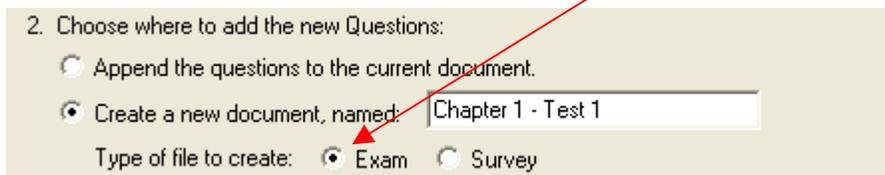
> 2. Choose where to add the new Questions:
>   ○ Append the questions to the current document.
>   ● Create a new document, named: [   ]

12.   If you select **Create a new document named**, type a name for the test.

If you select **Append the questions to the current document**, the questions will be added to the test that you already have opened in Respondus. No additional test/document name is needed.

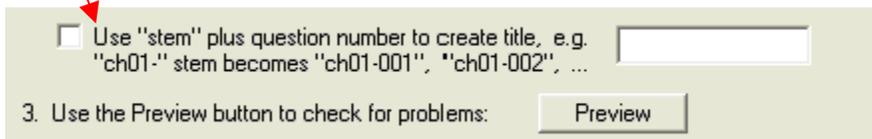13.   Select whether the questions will be imported as **Exam** or **Survey** questions.

> 2. Choose where to add the new Questions:
>   ○ Append the questions to the current document.
>   ● Create a new document, named: [Chapter 1 - Test 1]
>   Type of file to create: ● Exam   ○ Survey

14.   Add a **stem** or identifier for this group of questions.

> ☐ Use "stem" plus question number to create title, e.g.
>   "ch01-" stem becomes "ch01-001", "ch01-002", ...   [   ]
>
> 3. Use the Preview button to check for problems: [Preview]

For example, if you use the following stem: **ch1test1-** each question will be numbered in Respondus using that particular stem. The numbering would appear as follows:
ch1test1-001
ch1test1-002   ← ***Respondus adds question numbers to the stem.**
ch1test1-003

If you import and combine different groups of questions (by appending questions to the current document), you can assign each group a different stem. This would allow you to easily identify each question when you have a large pool containing multiple questions. Stems can be based on names, objectives, chapters, units, etc. **Stems are recommended for each import.**

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15. To add a stem, check the box beside the stem option and then type the name of the stem (no spaces or special characters -you can use a dash).

16. Click the **Preview** button. The **Preview** button is not optional. This button scans the test to make sure there are no errors. Some examples of errors include: not identifying the correct answer for a question or placing too much space at the top of the test in Microsoft Word.

17. After the **Preview** button has been clicked, you will receive the results in the **Preview Results** window. The **Preview Results** window will show the **Title** of each question (created using the **Stem**) and a display of each question that you are importing.
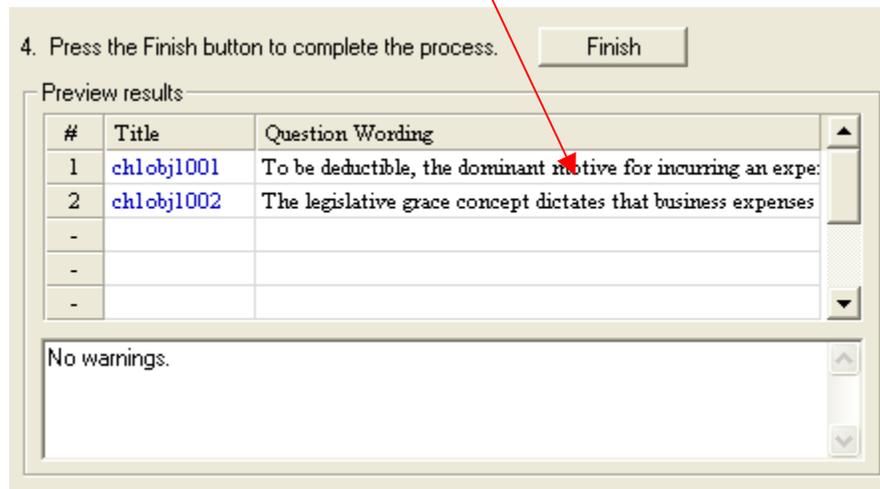
18. Any **errors** or **warnings** would appear in the box below the **Preview Results** window. A message of **No Warnings** indicates that the test was free of errors.

19. If there are no errors, click the **Finish** button. You will receive a message that the file has been imported and saved (imported into Respondus).

If there are multiple errors, consider canceling the import process and correcting the errors on the original MS Word document. Retry the import process once the errors have been corrected.

20. After you click **Finish** and you receive the **File Saved** message, the questions will appear under the **Edit** tab in Respondus.

21. If you are ready to publish the test to Blackboard, follow the *Publishing a Respondus Exam to Blackboard* handout (www.ncat.edu/~training/blackboard).