Respondus: Format a Document

An instructor will need to format a document in order to import questions into Respondus. You can find basic formatting below. To view a detailed formatting document go here. The question type needs to be tagged for most question types, but the most common questions types such as true/false and multiple choice questions do not require the question type to be added.

**Standard Format Requirements**

Each question must begin with a number “1” followed by a period “.” or parentheses “)” then a space and followed by the question.

Examples: 1. or 1)

Answer choices must follow with a similar format. Answer choices should begin with a letter “a” through “t”, followed by a period “.” or parentheses “)” then a space and followed by the answer choice. Repeated for every answer choice.

Examples: a. or a)

**Title & Feedback (optional)**

Title can be added to a question by placing “Title:” followed by the title name, on the line above the question.

Example: Title: Multiple Choice Example

Feedback can be added after the question by placing the tilde “~” symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. The feedback must appear before the answer choices.

Examples: Correct: ~ WVU has been growing at a fast pace and has recently added new buildings.
Incorrect: @ Its hard to keep up with all the newly added building to WVU's campus.

**Example Question Format**

Type: MC
Title: Multiple Choice Example
10. How many buildings does WVU have?
*a. 189*
*b. 205*
*c. 157*
*d. 50*

Title: Opinion Scale/Liker
11. Once a Mountaineer, always a Mountaineer
*a. Strongly Agree*
*b. Agree*
*c. Neither Agree nor Disagree*
*d. Disagree*
*e. Strongly Disagree*
*f. Not Applicable*
Type: ORD
Title: Ordering
12. List in order the first four University-observed holidays: *
*a. New Year's Day*
*b. Martin Luther King, Jr. Day*
*c. Good Friday*
*d. Memorial Day*