

## Instructor Resource for Creating Assessments Using Respondus

### **The Standard Format**

- Questions should be written using Microsoft Word. If you do not have Microsoft word, it is free to download for faculty. Save the document either as **.doc** or **.docx**
- Create a file name for the assessment that is specific to your course. Be sure to include the Course ID, the week the assessment occurs in and the current semester (e.g. COM100\_Week2\_S116)

Respondus will import multiple choice, true/false, essay, short answer, matching, multiple choice, ordering and jumbled sentence questions. Each question type discussed in this document is set-up as the “standard format.” Please pay close attention to the formatting and spacing in each question.

Every question must be numbered. The following is standard formatting for numbering:

- Every number must either be followed by a period “ . ” Or a parentheses “ ) ”
- There must a space between the question and the period or parentheses.

3) What is the capital of South Carolina?

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### **Correct answers can be indicated in two ways:**

- First, you may place an asterisk ( \* ) directly in front of the answer choice (do **not** put a space between the asterisk and the correct answer). Please refer to the “Helpful Formatting Tip” section at the end of this document if you need to instructions for turning off the automatic formatting feature in Word.
- The second option is to place a list of the correct answers at the end of the file. This list must begin with the word “ Answers: “ and it must be positioned at the end of the file.

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### **Multiple-Choice Sample Question and Answer**

1. What is the capital of South Carolina?
  - a. Boston
  - b. Columbus
  - c. Raleigh

\*d. Columbia

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**True/False Sample Question and Answer (“True” must always appear as the first option)**

2. Raleigh is the capitol of South Carolina.

a. True

\*b. False

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**Essay Sample Question and Answer** (Also referred to as “parragraph” or “open-ended” questions)

- **Type: P** must appear in the first line of formatting
- **Letter (A)** in front of the answer followed by a period or parentheses.

Type: P

3. How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?

a. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

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**Matching Sample Questions and Answers**

- **Type: MT** must appear in the first line of formatting
- **The “ = “ symbol must be used** to separate two matching parts

Type: MT

5. Match the correct name to the discovery or theory.

a. Michelson-Morely = Speed of light

b. Einstein = Theory of Relativity

c. Marconi = radio waves

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**Multiple Response Sample Questions and Answers**

(Similar to multiple choice questions, but student can select one or more answers)

- **Type: MR** must appear in the first line of formatting
- **Mark all Correct Answers** with an asterisk\*

Type: MR

6. Which individuals are credited with determining the exact speed of light?
- a. Albert Einstein
  - \*b. Albert Michelson
  - c. Thomas Edison
  - \*d. Edward Williams Morely

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### Ordering Sample Questions and Answers

- **Type: ORD** must appear in the first line of formatting
- **Answers Must Appear in Correct Order**

Type: ORD

7. Put the following presidents in order of service.
- a. George Washington
  - b. John Adams
  - c. Thomas Jefferson
  - d. James Madison
  - e. James Monroe

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### Jumbled Sentence Questions

- **Type: JUM** must appear in the first line of formatting
- **Phrase** using [square brackets] to select words to jumble

Type: JUM

8. A [rose] by [any other name] would smell] as [sweet].

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### Optional Assessment Elements

- Importing images with Questions
  - To import an image with any question, **insert the image using Microsoft word** and place below the question.

Sample of Multiple Choice question with image:

9. What is the capital of South Carolina?



- a. Boston
- b. Columbus
- c. Raleigh
- \*d. Columbia

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### Optional Assessment Elements (Continued)

- Adding Feedback to a question

Feedback is used for **Multiple Choice, True/False, Short Answer, Matching, Multiple Response and Ordering.**

- With an assessment file, general feedback can be imported 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.

- Example:      Title: Speed of Light  
3) Who determined the exact speed of light?  
~ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

@ No. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light.

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## Helpful Formatting Tip

### Turn on or off automatic formatting options

Depending on the settings, Word can automatically format text as you are typing your document. For example, if you type a number followed by a period or hyphen, followed by a space or tab, followed by text, Word makes the text a numbered list. This will prevent you from inserting an “ \* “ at the beginning of your correct answers. Please follow the steps below to turn off the numbered list auto format feature.

1. Click the *File* tab.
2. Under *Help*, click *Options*.
3. Click *Proofing*.
4. Under *AutoCorrect Options*, click *AutoCorrect Options* button.
5. Click the *AutoFormat As You Type* tab.
6. Select or clear the check box for *Automatic numbered list* and then click *OK*.