How do I create a proper formatted MS Word doc that will import into Respondus?

1. Ensure that the tool is switched on to display paragraph marks and other hidden formatting. If the background colour of the icon is orange, it is selected.
2. Ensure that there is NO formatting in the document, i.e. NO Heading1, heading2, etc. NO tabs. Remove all formatting by selecting all text (Ctrl-A) and click on the clear formatting icon.
3. Ensure that each question has a correct answer otherwise Respondus will select option A as the correct response.
4. DO NOT add question types which are not supported by Respondus - it will simply not import.

Example:

Correctly formatted document

1. In which sentence is punctuation used incorrectly?¶
a. Normally, spoken English is less formal than written English.¶
*b. You haven't seen my hat: have you?¶
c. Watch out!¶
d. "Give him a camera so he can, as Mary calls it, 'start shooting'," said David.¶
¶
2. In writing a letter, which elements are included in the signature box?¶
a. A complimentary closure¶
b. Your written signature¶
*c. Your address¶
d. Your typed name¶
¶
3. Which of the following sentences correctly uses punctuation?¶
a. Most of the time I come home late from work.¶
b. I don't want to be found especially in this state before my parents come home.¶
*c. Before entering, he polished his shoes.¶
d. Stay positive Jane, and don't forget to smile!¶

Example:

Incorrectly formatted document

Tabs

No indication of which answer option is the correct answer (e.g. *b. The ….)

1→In which sentence is punctuation used incorrectly?¶

a→Normally, spoken English is less formal than written English.¶

b→You haven't seen my hat: have you?¶

c→Watch out!¶

d→"Give him a camera so he can, as Mary calls it, 'start shooting'," sa

¶

2→In writing a letter, which elements are included in the signature box

a→A complimentary closure¶

b→Your written signature¶

c→Your address¶

d→Your typed name¶

¶

3→Which of the following sentences correctly uses punctuation?¶

a→Most of the time I come home late from work.¶

b→I don't want to be found especially in this state before my parents come home.¶

c→Before entering, he polished his shoes.¶

d→Stay positive Jane, and don't forget to smile!¶