



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.

The screenshot shows the Microsoft Word interface with the following elements highlighted:

- 2**: The 'Show/Hide Paragraph Marks' icon in the Paragraph group of the ribbon.
- 1**: The 'Clear All Formatting' icon in the Paragraph group of the ribbon.
- 3**: The 'Correct Answer' icon in the Paragraph group of the ribbon.

The document content includes the following questions and options:

1. In which sentence is punctuation used incorrectly?

- a. Normally, spoken English is less formal than written English.
- 3** 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
- 3** 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.
- 3** c. Before entering, he polished his shoes.
- d. Stay positive Jane, and don't forget to smile!

Example:
Correctly formatted document

The screenshot shows a Microsoft Word window titled "example_kob181_chapter8_incorrect.doc [Compatibility Mode] - Microsoft Word". The ribbon includes Home, Insert, Page Layout, References, Mailings, Review, View, Developer, Add-Ins, and Acrobat. The Home ribbon is active, showing Font and Paragraph groups. The Font group shows Arial, size 11, and the Paragraph group shows various alignment and spacing options. The Styles group shows several styles: Emphasis, Heading 1, Normal (selected), Strong, and Subtitle. The document content is as follows:

Tabs

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

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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¶

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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!¶

A callout box on the right side of the document contains the text: "No indication of which answer option is the correct answer (e.g. *b. The)".

Example:
Incorrectly
formatted
document

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