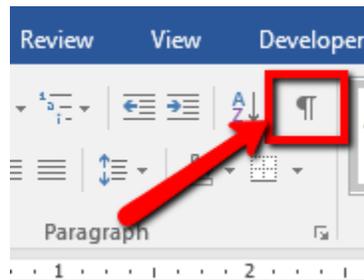# Test Conversion: Word to Blackboard

TLT can import tests created in Word or a text file, as long as the file is formatted correctly. We recommend when editing in Word, show all formatting symbols to ensure that you do not have extra spaces, tabs, and paragraphs in your final Word document. You can show these symbols by pressing the Paragraph symbol in the toolbar.

Multiple Choice Questions Format

Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".

Example:	`3)`
Example:	`3.`

The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example:	`3) Who determined the exact speed of light?`
Example:	`3. Who determined the exact speed of light?`

Each *answer* must begin with a letter (A-T) followed by a period "." or a parentheses ")".

Example: `3) Who determined the exact speed of light?`

```
a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi
```

Optional Elements

A "title" can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example: `Title: Speed of Light`
             `3) Who determined the exact speed of light?`

1

```
a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi
```

For imports into an exam file, *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 answer choice).

Example: **Title: Speed of Light**
             3) Who determined the exact speed of light?

             a. Albert Einstein
             *b) Albert Michelson
             c) Thomas Edison
             d. Guglielmo Marconi

With an Exam 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. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. 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.

             a. Albert Einstein
             *b) Albert Michelson
             c) Thomas Edison
             d. Guglielmo Marconi

True and False Questions Format

The process of importing "true and false" questions is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

Example: **3) Albert Michelson determined the exact speed of**
             light?

             *a) True
             b) False

Example: **3) Albert Michelson determined the exact speed of light?**

*a. T
b. F

It's important to note that the "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true and false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).

To include a "title" or "feedback" with the true and false question, follow the same formatting rules described above for multiple choice questions. For instance,

Example: **Title: Light speed**
3) Albert Michelson determined the exact speed of light?

~ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

@ Incorrect. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

*a. True
b. False

Essay Questions Format

The logic for importing essay questions is similar to what is described above for Multiple Choice and True & False questions. The primary difference is that the first line of formatting must begin with "Type: E". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example: **Type: E**
Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?

If you are importing an essay question into an Exam file, provide an answer immediately after the question wording, beginning the answer with "a." or "a)" (without the quotes).

Example: **Type: E**
Title: Michelson-Morely experiment

4) 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.
```

"Multiple Answers" Questions Format

The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice questions. (Multiple Answers questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "Type: MA". This is followed by the "Title" (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk.

Example:
```
Type: MA
3) Which of the following individuals are credited
with determining the exact speed of light?

a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
*d. Edward Williams Morley
```

To include a "title" or "feedback" with the Multiple Answers question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:
```
Title: Speed of Light
3) Which of the following individuals are credited
with determining the exact speed of light?

~ Yes. Albert Michelson and Edward Williams Morley
collaborated on a series of experiments that
eventually led to the exact determination of the speed
of light.

@ No. Albert Michelson and Edward Williams Morley
collaborated on a series of experiments that
eventually led to the exact determination of the speed
of light.

a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
*d. Edward Williams Morley
```

Fill in the Blank Questions Format

Fill in the blank questions may be imported by starting the first line of formatting with "Type: F". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:
```
Type: F
Title: Who invented television?
5. Who is known as the "father of television"?
```

Only one correct answer per question is allow, but you can enter multiple forms of that answer.

Example:
```
Type: F
Title: Who invented television?
5. Who is known as the "father of television"?

a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin
```

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. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear after the question wording

Multiple Fill in the Blanks Questions Format

Fill in multiple blanks questions may be imported by starting the first line of formatting with "Type: FMB". This is followed by the "Title" (which is optional), the question number, and the question wording with the words to be filled in provided in [square brackets]. The wording can include up to 10 [words] to be filled in, each of which can have up to 20 correct answers.

Example:
```
Type: FMB
Title: Multiple blanks
5. A [rose] by any other [name] would smell as
[sweet].
```

Multiple correct answers per blank are allowed, but needs to be specified by separating each correct answer inside the brackets with commas.

Example:
```
Type: FMB
Title: Multiple blanks
5. A [rose, red flower] by any other [name] would
smell as [sweet, good].
```

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. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear after the question wording

Example:
```
Type: FMB
Title: Multiple blanks
```

```
5. A [rose, red flower] by any other [name] would
smell as [sweet, good].

~ Correct. Well done.

@ Incorrect. A rose by any other name would smell
as sweet – or – A red flower by any other name   would
smell as good.
```

Matching Questions Format

The process of importing a "matching" question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with "Type: MT". This is followed by the "title" (which is optional), the question number, and the question wording.

Each *answer* (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period "." or a parentheses ")". The two parts of the match must be separated with an "=" symbol and there should not be any hard returns or blank lines within either parts of the answer.

Example:
```
Type: MT
Title: Scientific discoveries

4) Match the correct name to the discovery or theory.
a. Michelson-Morely = Speed of light
b. Einstein = Theory of Relativity
c. Marconi = radio waves
```

Spaces before or after the "=" symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match.

Ordering Questions Foramt

Ordering questions may be imported by starting the first line of formatting with "Type: ORD". This is followed by the "Title" (which is optional), the question number, the question wording, and the answer choices which must be in the correct order.

Example:
```
Type: ORD
Title: Presidential Order
5. Put the following presidents in order of
service?
a. George Washington
b. John Adams
c. Thomas Jefferson
d. James Madison
e. James Monroe
```

Each *answer* (**which must be in the correct order**) must begin with a letter (a-t) followed by a period "." or a parentheses ")".

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. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example:

```
Type: ORD
Title: Olympic Order
5. Put the following Summer Olympic host cities  in
chronological order of when they hosted the      Olympics?

~ Correct. You know your Olympic history.

@ Incorrect. Montreal, Moscow, Los Angeles, Seoul
and Barcelona are the correct order.

a. Montreal, Canada
b. Moscow, Soviet Union
c. Los Angeles, United States
d. Seoul, South Korea
e. Barcelona, Spain
```