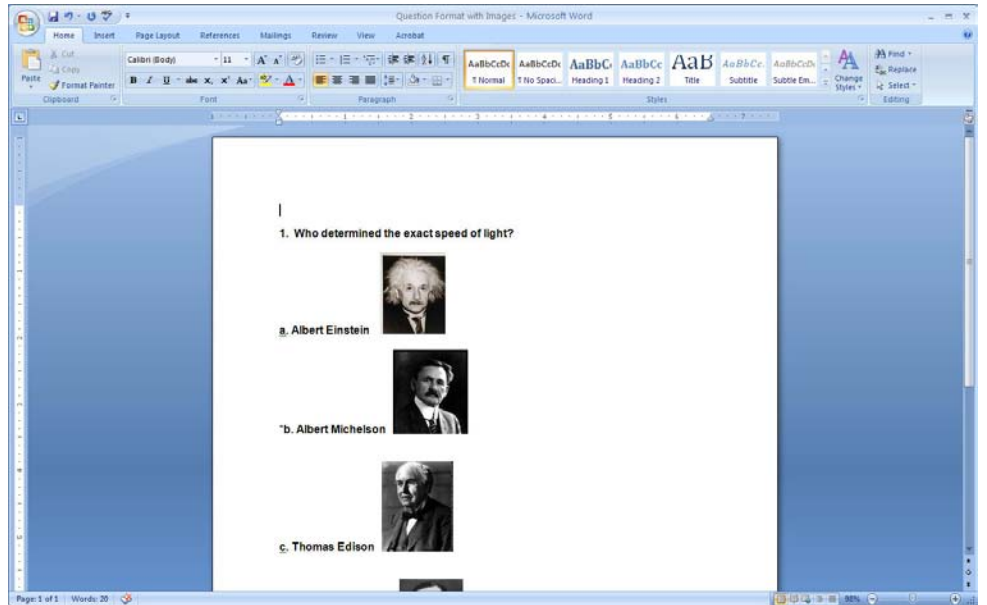


Directions

1. Start with a properly formatted MS Word Document.



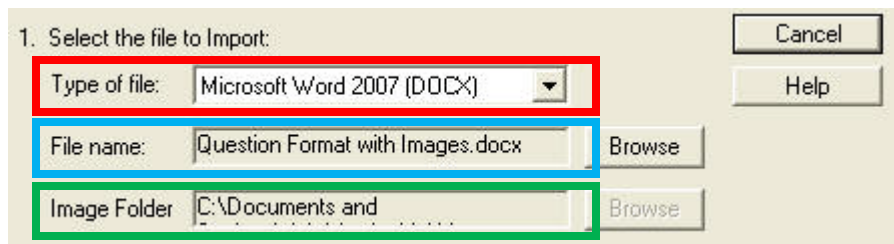
2. Open Respondus and set the current personality to WebCT 6-8/Vista 4-8.



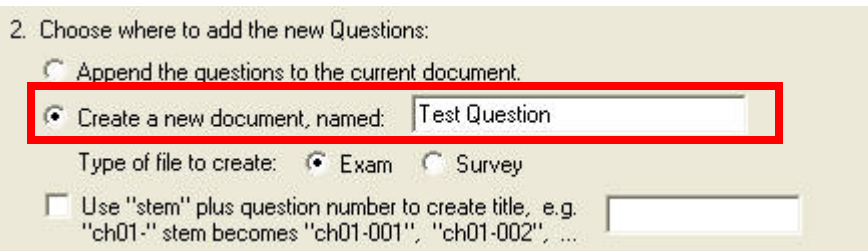
3. Click Import Questions.



4. Select the proper file type and the File Name from your computer. The Image Folder will automatically be included.



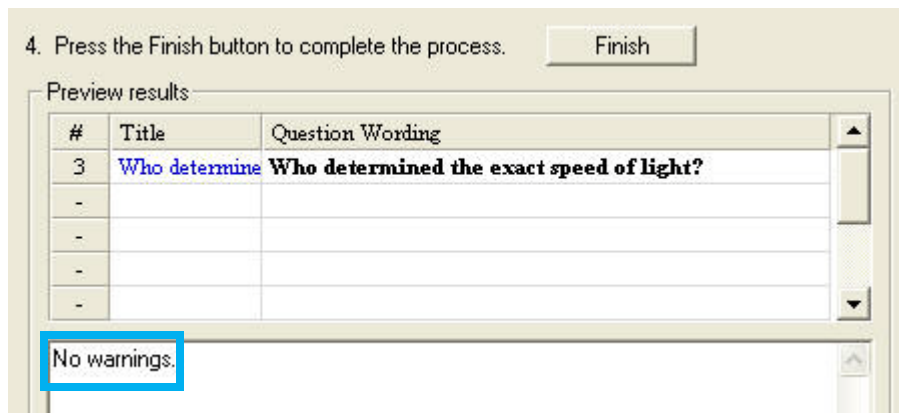
5. Chose where to add the new question. Usually you will be creating new test, so select **Create a new document, named:**



6. Click Preview



7. You should see a message indicating 'No Warnings' or if there are warnings such as a question without a correct answer, it will be listed here.



7. Click Finish

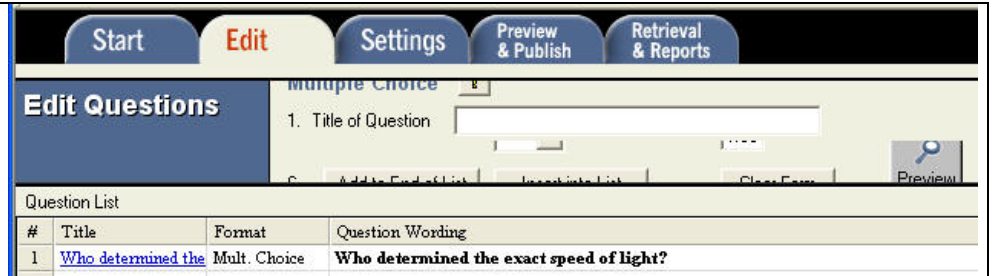


8. Click OK.



9. Your questions will appear in the queue under the Edit Tab.

10. Congratulations the quiz has been successfully imported into Respondus.



The screenshot shows the Respondus 'Edit Questions' interface. At the top, there are navigation tabs: 'Start', 'Edit' (highlighted in red), 'Settings', 'Preview & Publish', and 'Retrieval & Reports'. Below the tabs, the 'Edit Questions' section is visible, showing a 'Multiple Choice' question format. The question title is '1. Title of Question'. Below the title, there are buttons for 'Add to End of List', 'Insert into List', 'Close Form', and 'Preview'. A 'Question List' table is displayed below the question editor.

#	Title	Format	Question Wording
1	Who determined the	Mult. Choice	Who determined the exact speed of light?