# [C:\Users\f95gbw\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F2BDB70C.tmp](http://creativecommons.org/licenses/by-nc-sa/4.0/)Copyright 2020, Center for Innovation in Teaching and Learning, Memorial University of Newfoundland.    The content presented, including the supporting resources, is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](http://creativecommons.org/licenses/by-nc-sa/4.0/).

# Formatting Questions to Import into Respondus

The below questions can be copied from this document and pasted into a new document to be used as a test for seeing how the import process works.

## Tips

* Do not use numbered lists for questions. Manually type in the question numbers.
* Images included in your Word document will import to Respondus and then to Brightspace.
* In a multiple choice or true/false question, the correct answer is indicated with an asterisk: **\*** (see examples below the tips)
* Respondus has strict requirements for formatting. If a question is listed as “**1**” instead of “**1.**” the adjoining questions may become entangled and numbered incorrectly.
* Spacing also needs to be followed. For example use:  
   “**1. Question**” NOT “**1 .Question**”  
  “**\*A. answer**” NOT “**\* A answer**”
* Questions types, besides multiple choice and T/F must be indicated by the “Type:” header (see Question Examples).
* Question types supported by Respondus are: Essay (E), Short Answer (S), Fill in the Blanks (FMB), Matching (MT), Ordering (ORD), Multi-Select (MS). Other types supported by Brightspace must be manually setup in Brightspace.
* Math equations will import as images. This is not accessible and you will have to replace the images with the proper equation formula once you edit them in Brightspace.

## Question Examples

1. The constellation labeled as #1 is called:  
  
\*A. Ursa Major  
B. Lyra   
C. Orion   
D. Ursa Minor

2. “Kilo” means:   
\*A. ×103   
B. ×106   
C. ×10-6   
D. ×10-9

Type: ORD  
3. Put the following in order from high to low energy.  
A. gamma-rays  
B. X-rays  
C. ultraviolet  
D. visible  
E. infrared  
F. microwave  
G. radio

4. For the reaction 6CH2O(*aq*) + 4NH3(*aq*) → (CH2)6N4(*aq*) + 6H2O(*l*) the rate of the reaction may be expressed as:



\*A. True  
B. False

Type: MR  
5. Which of the following are the Jovian planets? Select all that apply.  
\*A. Jupiter  
\*B. Saturn  
\*C. Uranus  
\*D. Neptune  
E. Pluto  
F. Mars

Type: FMB  
6. Rigel appears as a bright bluish star, while Betelgeuse appears as a bright reddish star. That means that Rigel is [Hotter, Warmer] than Betelgeuse.

Type: MT  
7. Match the Chemical Symbol to the element.   
A. H = Hydrogen  
B. O = Oxygen  
C. N = Nitrogen  
D. Ca = Calcium  
E. Ba = Barium  
F. Na = Sodium  
G. He = Helium  
H. F = Fluorine  
I. Cl = Chlorine  
J. Br = Bromine

Type: S  
8. Name 3 bright stars of the constellation Ursa Major. Any three - in any order.  
A. Dubhe  
B. Merak  
C. Phecda  
D. Megrez  
E. Mizar  
F. Alkaid

Type: E  
9. How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?