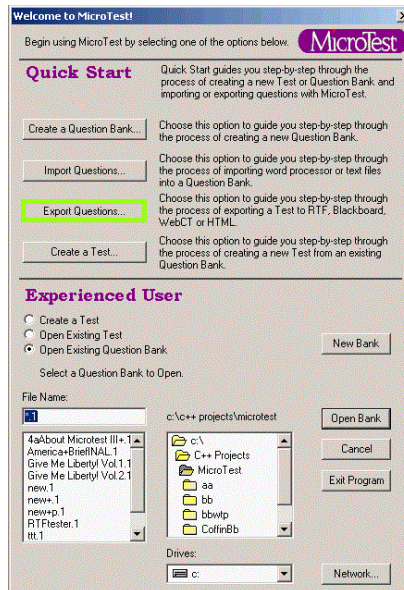# Respondus

Exporting Questions from MicroTest to Respondus

- **Exporting from the MicroTest Quick Start Menu**
- **Manually Editing the Export File for Respondus**
- **Importing Test Questions into Repsondus**

In order to move test questions from MicroTest to Respondus, you must first export your questions from MicroTest and create a text file.

Exporting from the MicroTest Quick Start Menu

1. From the Quick Start menu, click "Export Questions":

2. Click on either "Open Existing Test" or "Use Creating a New Test Quick Start":

3. Select "Text or RTF File" as your export format and click "Next":

4. Click "Finished":

5. Choose the proper export format:
   - For Write Sequence, choose "Chapter, Question Order"
   - For File Format, choose "With Tabs and Returns"
   - Choose "Yes" to include the Answer Key

- Click OK
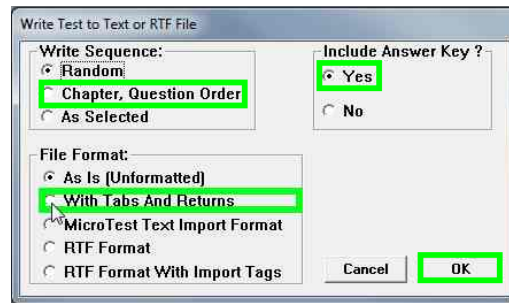
6. Name the file, making note of the name and location, and click "Save":
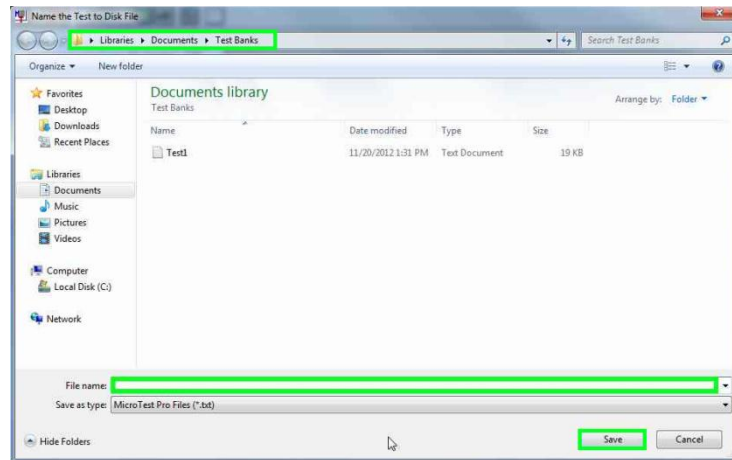
Manually Editing the Export File for Respondus

Respondus will not accept a .txt file in the format MicroTest uses for export. In order to import your questions into Respondus, you must manually edit the document you just created.

1. First, open the MicroTest export document you just created:

2. Next, manually edit the text using this .pdf as a guide (This will be a time consuming process depending on the number of questions you have. Unfortunately, there is no quicker way to achieve the correct format for Respondus) [Insert link to Respondus format Guide .pdf file here]
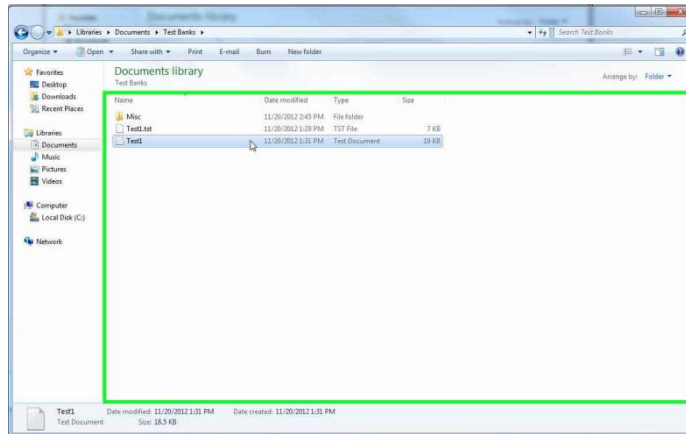
Importing Test Questions into Repsondus

Once you have the document in the correct format, you will be able to import it into Respondus.

1. Open Respondus and click on "Import Questions":
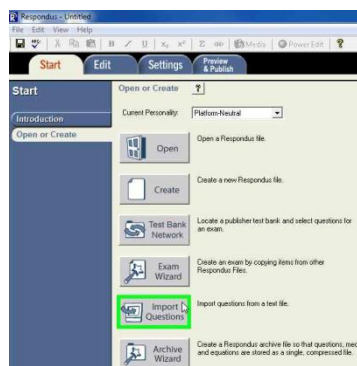
2. Choose the appropriate file type from the drop down menu:

3. Click "Browse."
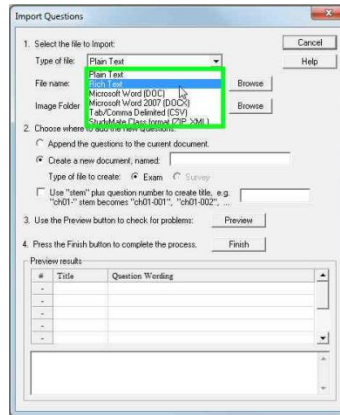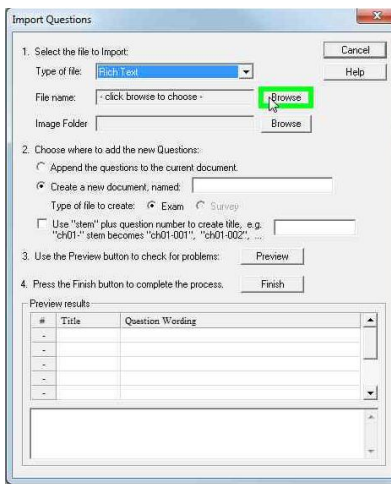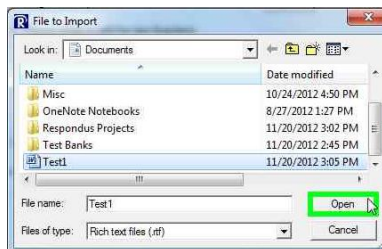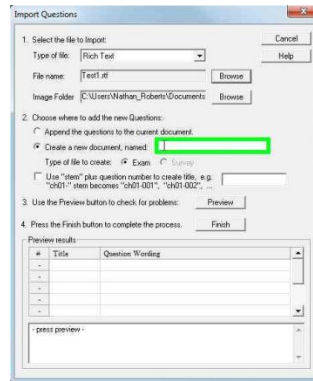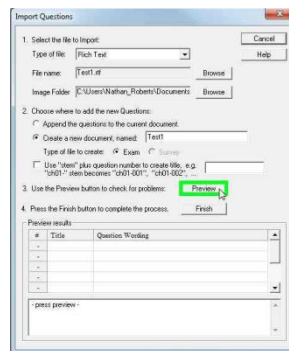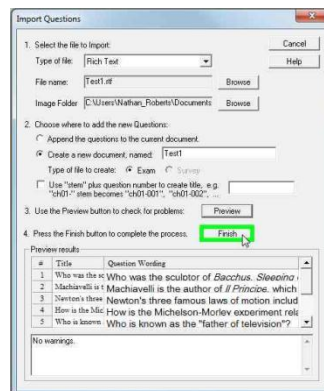

4. Select the file and click "Open":

5. Name the new document you are creating in Respondus:

6. Click "Preview" and be sure to check for Warnings in the dialog box at the bottom of the menu:

7. Click "Finish":

8. Click "OK":

Import Questions

1. Select the file to import:

Type of file: Rich Text

Help

File name: Test1.rtf   Browse

Image Folder: C:\Users\Nathan_Roberts\Documents   Browse

2. Choose where to add the new Questions:

○ Append the questions to the current document.

● Create a new docu...

Type of file to creat...

□ Use "stem" plus qu...
   "ch01-" stem beco...

3. Use the Preview button ...

4. Press the Finish button t...

Respondus

⚠ File Saved.

OK

Preview results

#	Title	Question Wording
1	Who was the sc...	Who was the sculptor of *Bacchus*, *Sleeping*
2	Machiavelli is t...	Machiavelli is the author of *Il Principe*, which
3	Newton's three ...	Newton's three famous laws of motion includ
4	How is the Mic...	How is the Michelson-Morley experiment rela
5	Who is known...	Who is known as the "father of television"?

No warnings.