

Respondus

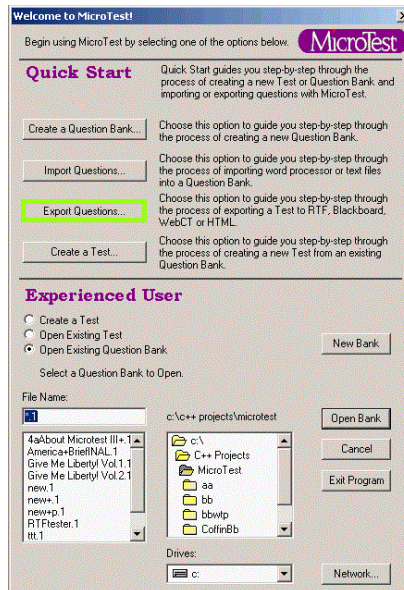
Exporting Questions from MicroTest to Respondus

- **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”:

Exporting Questions

Follow the steps presented below to export Questions from a Question Bank.

1. Open or Create a Test
2. Select Export Format
3. Specify name and location of the export file

IMPORT QUESTIONS STATUS

Bank name: Not Specified
 Test Name: Not Specified
 Export Format: Not Specified
 Export File: Not Specified

Step 1 of 3: Open or Create a Test

The questions Exported from MicroTest Pro are specified by first creating a test.

If you have an existing test to use for the export click the Open Existing Test button.

If you want to create a new test click the Use Creating a New Test Quick Start to be guided through the process of creating a test.

Click Next when you are done.

Open Existing Test... ?
Use Creating a New Test Quick Start ?

Stop
Back
Next

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

Exporting Questions

Follow the steps presented below to export Questions from a Question Bank.

1. Open or Create a Test
2. Select Export Format
3. Specify name and location of the export file

IMPORT QUESTIONS STATUS

Bank name: Not Specified
 Test Name: Not Specified
 Export Format: Not Specified
 Export File: Not Specified

Step 2 of 3: Select Export Format

The questions Exported from MicroTest Pro can be in one of four formats. Choose the format you would like by clicking the button next to your choice below.

When you choose a format and click Next a dialog allowing you to set options specific to that format will appear. Set the options as you desire and click OK.

Click Next when you are done.

☐

Text or RTF file

☐

Blackboard

☐

WebCT

☐

HTML

Stop
Back
Next

4. Click “Finished”:

Export Questions from MicroTest Pro

Follow the steps presented below to Export the Questions in a Test.

- ✓ 1. Open or Create a Test
- ✓ 2. Select Export Format
- ✓ 3. Initiate Question Export

EXPORT TEST QUESTIONS STATUS

Bank name: meal management
 Bank File name: meal managemex.1
 Test File name: Test1.tst
 Questions to Export: 120
 Export Type: Text or RTF File

Step 3 of 3: Initiate Question Export

All the information needed to begin exporting questions from MicroTest Pro has been specified.

When you click the Finished button below dialogs requesting information specific to the export format you selected will appear.

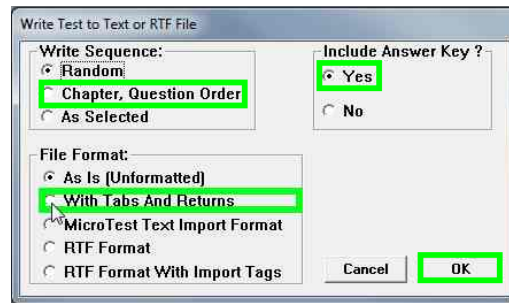
Click Finished to begin the export process.

Back
Finished
Stop

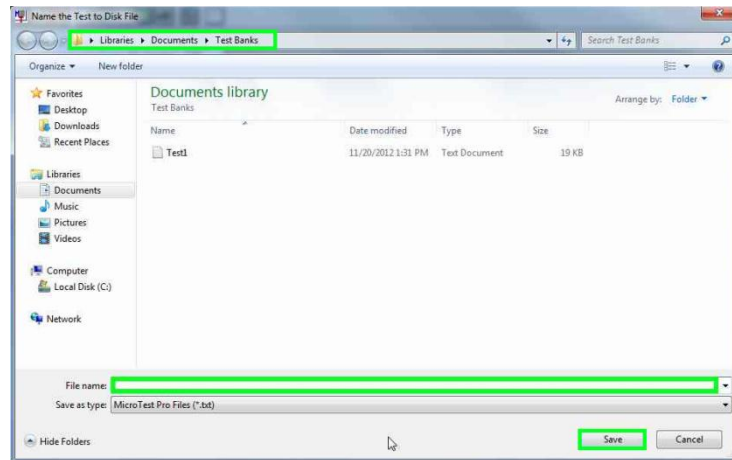
5. Choose the proper export format:

- For Write Sequence, choose “Chapter, Question Order”
- For File Format, choose “With Tabs and Returns”
- Choose “Yes” to include the Answer Key

- Click OK



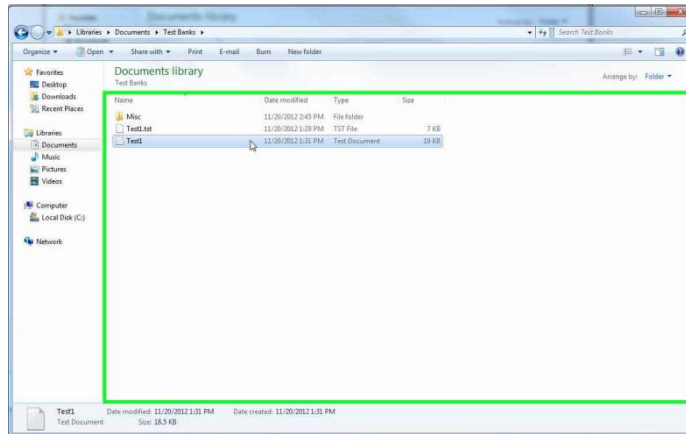
6. Name the file, making note of the name and location, and click "Save":



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:

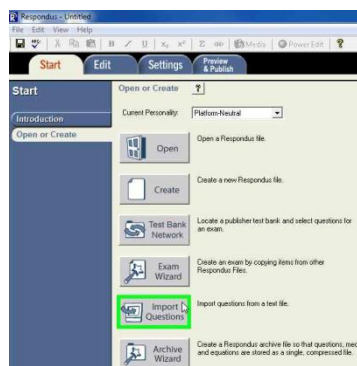


- Next, manually edit the text using this .pdf as a guide (This will be a time consuming process depending on the number of questions you have. Unfortunately, there is no quicker way to achieve the correct format for Respondus) [[Insert link to Respondus format Guide .pdf file here](#)]

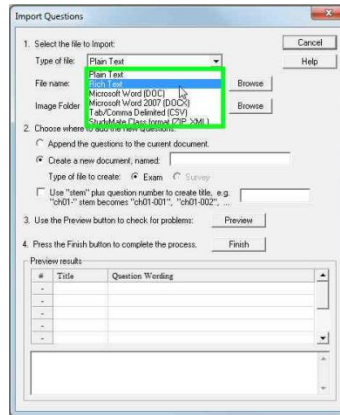
Importing Test Questions into Respondus

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

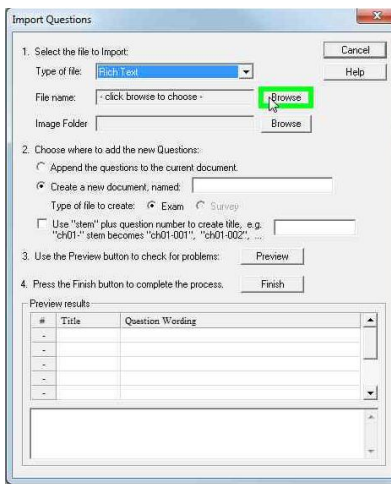
- Open Respondus and click on “Import Questions”:



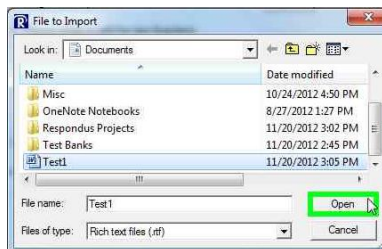
- Choose the appropriate file type from the drop down menu:



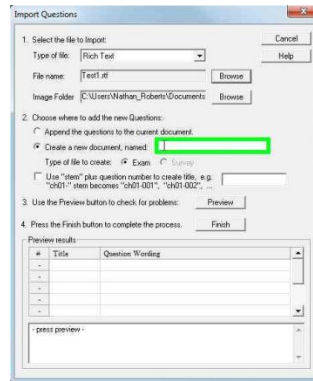
3. Click "Browse."



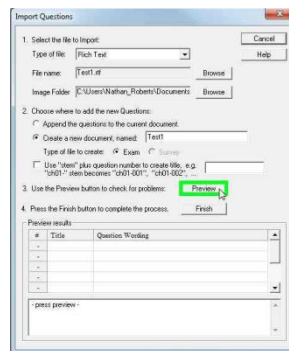
4. Select the file and click "Open":



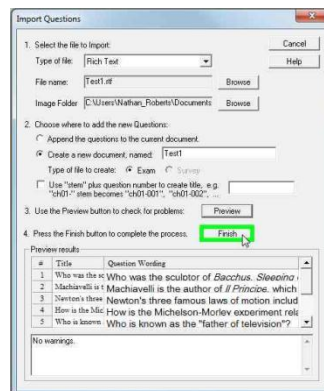
5. Name the new document you are creating in Respondus:



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

File name: test1.rtf

Image Folder: C:\Users\Mathan_Roberts\Documents

2. Choose where to add the new Questions:

☐ Append the questions to the current document

☒ Create a new document

Type of file to create: Response

☐ Use "stem" plus question

☐ Use "stem" plus question

3. Use the Preview button

4. Press the Finish button

Preview results:

#	Title
1	Who was the sculptor of <i>Bacchus</i> . Sleeping
2	Machiavelli is the author of <i>The Prince</i> , which
3	Newton's three famous laws of motion include
4	How is the Michelson-Morley experiment related
5	Who is known as the "father of television"?

No warnings.

File Saved.

OK