Question Types for Use within Respondus

The Standard Format for Importing

Respondus will import multiple choice, true or false, essay (long answer), fill in blank (short answer), and multiple response (multi-select) questions. (In this documentation, the terms “long answer” and “essay” will be used interchangeably; the terms “short answer” and “fill in blank” will be used interchangeably; and “multiple response” and “multi-select” will be used interchangeably. The reason for this is to use terminology that is similar with other Respondus documentation and products.)

The plain text, rich-text, or MS Word file must be organized in a “Standard Format” before it can be imported into Respondus. The Standard Format for multiple choice questions has required elements and optional elements, each of which is described below. This section is followed by an explanation of the formatting required for true or false, essay, fill in blank, and multiple response questions.

Required Elements (Multiple Choice)

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-Z) 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 (Multiple Choice)

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?

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

For questions being imported to 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

- The second option is to place a list of correct answers at the end of the file. The list must begin with the word “Answers:” and the answers should start on the following line (no blank lines are allowed). Note that any text after the answer list will be ignored.

Example:

Answers:

1. A
2. C
3. B

If neither method is used to select a correct answer, Respondus will automatically select the letter “A” as the correct answer. Don’t worry, you will be warned if a question does not have an answer selected for it prior to completing the import.
**Feedback for individual answer choices** can be imported by placing the feedback immediately after the answer choice and by beginning the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

Example: Title: Speed of Light
3) Who determined the exact speed of light?
   a. Albert Einstein
      @ No. Albert Michelson determined the exact speed of light.

      *b) Albert Michelson
      @ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

   c) Thomas Edison
      @ No, Thomas Edison did not determine the exact speed of light.

   d. Guglielmo Marconi
      @ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

**General feedback**, which provides feedback for an overall question (opposed to feedback for individual answers), must appear immediately after the question wording and before any of the answer choices. The line must also begin with the @ symbol, and there must be at least one space between the @ symbol and the feedback text.

Example: Title: Speed of Light
3) Who determined the exact speed of light?
   @ Albert Michelson was the first American to win the Nobel Prize in Physics (1907) for his measurements of the speed of light. His experiments laid the groundwork for Einstein’s Theory of Relativity.

   a. Albert Einstein
      @ No. Albert Michelson determined the exact speed of light.

      *b) Albert Michelson
      @ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

      etc.

As shown in the previous example, both types of feedback can be used within a single question (although this is not typically done).
**Point values** can be set for each question or for a group of questions. Points are set by adding “Points:” followed by a space and the point value. The points value is used for the next question and all following questions until a new point value is set.

Example: Points: 2.5

3) Who determined the exact speed of light?

....

4) Who determined the exact speed of sound?

Both questions 3 and 4 will be given a value of 2.5 points.

**Importing True or False Questions**

The process of importing “true or 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 or 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 or 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 or 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.

  *a. True
  @ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.
b. False
@ The correct answer is True. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

A second way to designate a correct answer for a true and false question is to place it in a list of correct answers at the end of the file. The list must begin with the word “Answers:” and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

The correct answer for a true and false question can be designated in three ways:
(1) the complete word “True” or “False,”
(2) the letter “T” or “F,” or
(3) the alphabetical letter “A” (for true) or “B” (for false).

For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are “true”:

Example: Answers:
1. True
2. T
3. A

**Importing Essay Questions**

The logic for importing essay questions (named “Long Answer” questions in Desire2Learn) is similar to what is described for multiple choice and true or 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, you can supply an answer two different ways.

- First, you may 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.

The second way to supply an answer for an essay question is to place it in a list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading “Answers:” and must be positioned at the end of the file. The answer to an essay question should begin with the corresponding question number, followed by either a period “.” or a parentheses “)”. This is then followed by a space and then the answer.

Example:  
Answers:  
1. A  
2. C  
3. B  
4. 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.  
5. B

**Importing Short Answer Questions**

To import a Short Answer question, the first line of formatting must begin with “Type: S”. This is followed by the “Title” (which is optional), the question number, and the question wording.

Example:  
Type: S  
Title: Who invented television?  
5. Who is known as the “father of television”?

You can import only one correct answer per question, but it is possible to enter multiple forms of that answer.

Example:  
Type: S  
Title: Who invented television?  
5. Who is known as the “father of television”?  
a. Zworykin  
b. Vladimir Zworykin  
c. Vladimir Kosma Zworykin
Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

Example: Answers:
1. A
2. C
3. B
4. C
5. Zworykin
5. Vladimir Zworykin
5. Vladimir Kosma Zworykin
6. B

Importing Multiple Fill in the Blanks Questions

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].

Respondus allows multiple correct answers per blank 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 @ symbol in front of the feedback. There must be at least one space to the right of the @ symbol 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].

@ A rose by any other name would smell as sweet
– or – A red flower by any other name would smell as good.
**Importing Matching Questions**

The process of importing a “matching” question is similar to what is described 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-z) 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. If you plan to list correct answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.

**Importing Ordering Questions**

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 “)”.  

Feedback can be imported by placing the @ symbol in front of the feedback. If feedback is placed before the first answer then it is imported as general feedback. If feedback is placed after an answer it becomes feedback for that answer.

Example:

Type: ORD
Title: Olympic Order
5. Put the following Summer Olympic host cities in chronological order of when they hosted the Olympics?
@ Montreal, Moscow, Los Angeles, Seoul and Barcelona are the correct order.

a. Montreal, Canada
@ Montreal 1976

b. Moscow, Soviet Union
@ Moscow 1980

c. Los Angeles, United States
@ Los Angeles 1984

d. Seoul, South Korea
@ Seoul 1988

e. Barcelona, Spain
@ Barcelona 1992

Importing “Multiple Response” Questions

The logic for importing questions that allow multiple responses (named “Multi-Select” questions in Desire2Learn) is similar to what is described above for importing multiple choice questions. (Multiple Response questions are, essentially, multiple choice questions in which more than one correct response can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with “Type: MR” (as an alternative, you can use “Type: MA” which stands for “Multiple Answers”). This is followed by the “Title” (which is optional), the question number, and the question wording. Each correct answer is designated with an asterisk.

Example:

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

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

e. Barcelona, Spain
@ Barcelona 1992

To include a “title” or “feedback” with the Multiple Response question, follow the same formatting rules described elsewhere for multiple choice questions. For instance,
Example:  
Type: MR  
Title: Determining Speed of Light  
3) Which of the following individuals are credited with determining the exact speed of light?  
@ 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  
@ 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.  

*b) Albert Michelson  
@ Yes. Albert Michelson is one of the two persons credited with determining the exact speed of light.  

*c) Edward Williams Morley  
@ Yes. Edward Williams Morley is one of the two persons credited with determining the exact speed of light.  

(Note: this example illustrates how to include both “General Feedback” and answer-specific feedback. In most cases, you would include only one type of feedback.)

A second way to designate correct answers for multiple response questions is to place them in a list of at the end of the file. The list must begin with the word “Answers:” and must be positioned at the end of the file. If a question has been designated as a Multiple Response type using “Type: MR”, then correct answers can be listed three different ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple response questions.

Example: Answers:  
1. B D  
2. B, D  
3. B,D

Important: Once the import file is organized to the specifications described above, it should be saved to MS Word (.doc and .docx), rich-text (.rtf) or a text (.txt) file. It is then ready to be imported by Respondus.

Importing Images with Questions

Images embedded in MS Word files will import automatically. However, it is possible to import images with rich-text or txt files using an alternate method. First, be sure that the images in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: [ img: “filename.jpg” ] . The word “filename.jpg” should be replaced with the actual file name.
Example: 3) The interferometer, shown here [img: “interferometer.jpg”], was used by which of the following scientists.
   a. Albert Einstein
   *b. Albert Michelson
   c. Thomas Edison
   d. Vladimir Zworykin

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:
[ img: “interferometer.jpg” “Picture of an interferometer” ].

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear inline with the question text.

Importing Tab/Comma Delimited Files (CSV)

Questions can be imported from tab/comma delimited files (.csv). This type of importing is best done by someone who has experience with databases or CSV-structured files.

The CSV file can have a maximum of 34 columns. If all columns are used, they should follow this order:

The first column, “Type” should use the two-letter abbreviation shown below:

MC = Multiple Choice
TF = True or False
MR = Multiple Response (Multi-Select)
FB = Fill in the Blank (Short Answer)
ES = Essay (Long Answer)

The following columns must always be present in the .csv file: Type, Title/ID, Points, and Question Wording, although the Points and Title/ID columns can be empty. If the Type is “ES” (essay), no further columns are required. If the Type is “MC” (multiple choice), “MR” (Multiple Response), “FB” (Fill in the Blank), or “TF” (True or False) there must also be a Correct Answer column (although for FB questions, this column is not used and can be blank). For MC, MR, and FB questions, “Choice 1” column must also be present.

If the “Points” column is not empty, the value can range from 0-100 and will be rounded to two decimal places. If no value is provided, Respondus will assign the point value of 1.00.
The **formatting requirements** for the “Correct Answer” column depend on the question type:

**MC** - Supports numbers 1-10 or letters A-J (ignoring the case)

**TF** - Supports numbers (1,2) and letters (A,B), where 1/A= true, 2/B= false. The words “true” and “false” are also supported. Capitalization is ignored for all answer types.

**MR** - Supports a list of numbers/letters within the range of 1-10 or A-J. The numbers/letters must be separated by a comma or space; all must be contained within quotes. (e.g. "a,c,h,j" or “a c h j”). A trailing separator (e.g. "1,4," ) is acceptable.

**ES** - (This column isn’t used; use the Choice 1 column instead)

**FB** - (This column isn’t used, use the Choice # columns instead)

The following notes will be helpful in the development of your CSV file:

- At the current time, the Topic, Difficulty, and Meta fields are being ignored and discarded. We are specifying these fields now so that they will be compatible with a future version of Respondus that will support them.

- Blank lines between records are ignored.

- Embedded line breaks within quotes are supported.

- Literal column separators (within quotes) are supported.

- Literal quotes (2 quote characters in sequence) are supported.

The following notes are specific to the feedback fields:

- all feedback columns are optional

- general feedback is not supported for essay questions

- correct answer feedback is only supported for the Blackboard Learning System

- incorrect answer feedback is only supported for the Blackboard Learning System

- choice-specific feedback is only supported for Multiple Choice question types

- choice-specific feedback for more than 2 answer choices is not supported for TF questions

- choice-specific feedback is not supported for answer choices which do not exist
To import the tab/comma delimited file with Respondus, select the “Import Questions” task from the Start menu in Respondus. Change the “Type of File” to “Tab/Comma Delimited (CSV)” and then browse to the file. A window will open and ask you to describe the type of data being imported (plain text or HTML, the number of header rows to skip, the type of delimiter, etc.). The Preview allows you to look at the data before the import is complete. If everything looks good, click OK to close the window.

If the CSV file contains HTML, it is possible to include image links such as `<img src="filename.jpg">`. (Notice that any single quote in the HTML must be changed to a pair of quotes in the HTML.) If images are referenced in the CSV file using HTML, then select the location of the image folder next.

Finally, select from the remaining options that are available from the “Import Questions” task. Click Finish to complete the import.

**Random Sections**

Armstrong eClassroom/D2L supports the creation of "Random Sections," which are sets of questions that are randomly selected during a quiz. Before creating a random section in Respondus, it is important that questions intended for these sets be organized and grouped properly. For example, if the fifth question in the quiz is going to be randomly selected from a set of three questions, then those three questions should be grouped together at 5, 6, and 7 in the file. Make sure your questions are organized in this manner before continuing.

1. To create a random section, go to the Settings menu and select the "Random Sections" tab. Click the Random Sections button to continue.

2. Then select the option "Add New Set" and enter the first and last numbers -- that is, the range -- of the questions that will comprise the set. For instance, if you want questions 5, 6, and 7 to be the basis of a question set, you would enter 5 as the first question and 7 as the last question in the set.
   - If you want all of the questions in the set to be shown randomly during the quiz, select the "All" option.
   - If, however, you want a smaller number of questions from the set presented during the quiz, choose the "Select Number" option and provide the desired number. For example, if you want only one question from questions 5-7 asked during the quiz, you would enter the number 1.

3. You are then asked to provide a point value for the set. (All questions in a set must have the same point value.)

4. Finally, click the "Add New Set" button to finish the creation of the set. In the list below, a letter representing the question set will appear next to each question that is contained in the set. This allows you to easily see which questions are grouped together.

The letters representing each set also provide the basis for editing a question set. For instance, if the letter “C” appears next to a set of questions, and you want to edit this particular question set, select the option "Modify or Delete Existing Set" and select "C" from the pull-down list. The current settings for that question set will be displayed and several new options will appear in the lower section of the screen: Save Changes, Cancel Changes, and Delete Set.
In order for random section settings to be included with the quiz when it is published to Armstrong eClassroom, you must select the checkbox "Apply Random Sections" on the Publish to Desire2Learn wizard. Conversely, if you do not want random section settings uploaded with the quiz when it is published to Armstrong eClassroom/D2L, leave this box unchecked.

**How to Save New Default Settings**

In Respondus there are two types of default settings: the original settings as displayed in Armstrong eClassroom, and a second set of default settings that you can determine yourself. To save your own default settings, select the options you want across the setting tabs. Then click the [Use as New Defaults] button on the left side of the screen. From this point forward, all new files created in Respondus will have the new default settings attached to them.

If you modify the settings and later wish to restore the default settings (either your own default settings or Armstrong eClassroom’s), simply click the [Restore Default Settings] button. You will be asked which settings you want to restore.
Publish

The Publish to Desire2Learn wizard is available from the Preview & Publish menu and it guides a user through the steps of publishing a quiz to the Armstrong eClassroom/D2L server.

Information should be entered about the Armstrong eClassroom server and your Port of Armstrong account. (This information can be stored for future use, enabling this step to be bypassed after the initial setup.) From the Desire2Learn Server list, select “Add New Server.” A window will open.
1. First, as instructed on the screen, open a web browser and login to your Armstrong eClassroom course. Select a course and then copy the complete URL for this page and paste it in the field provided. (The easiest way to copy a URL displayed by a browser is to highlight it with a mouse, click the right mouse button, and select "copy". Then go to the appropriate field in Respondus, click the right button again and select "paste".) Upon clicking the "Extract" button, Respondus will fill in the Server Domain and port fields. This should populate automatically with Armstrong.view.usg.edu and the Port #443.

2. Now provide a short description for the Desire2Learn server. The server can be called anything you like, such as "D2L server."

3. Enter your Port of Armstrong “User name” and “Password”. If you want Respondus to remember the User Name and Password for future sessions, and this is your computer, select the "Remember my User Name..." setting. Click [OK] in the top right-hand corner to close the Server Information window.

4. Click “Next” to continue. If the connection is successful, the next page of the wizard will appear.
5. On the next page of the wizard, you are prompted to select a course from the pull-down list. Now decide whether to create or replace a quiz, self-assessment, or question library section that already exists in the Desire2Learn course.
   - To create a new quiz, select that option and enter a name for the quiz.
   - To replace an existing quiz (self-assessment or question library section), click the "replace existing quiz" option and select the quiz from the pull-down list. (Note that a quiz can only be replaced if it has not yet been administered to students.)
   Additional options can be selected at this point. Settings can be applied as can random sections.

6. Click [Next] and Respondus will begin publishing the quiz and settings to the Desire2Learn course. A status report appears during the publishing process. For a typical quiz, the publishing process takes 20-40 seconds. This can increase to several minutes or more if a large number of media files are being uploaded or if the server connection is particularly slow. You will know that the publish process is complete when the phrase "Completed successfully" appears in the "status" window.

7. After a quiz is published to Desire2Learn, it is recommended that you go to the course and confirm that everything appears as expected.
Printing Options

Respondus allows you to format and print exams/surveys directly from the software. It is also possible to save an exam to MS Word format for further enhancement and printing.

1. To begin, go to the Preview and Publish menu in Respondus and select the Print Options tab.

2. The screen now displays the printing options available in Respondus. There are three formatting templates from which to select: Exam, Exam with Answer Key, Answer Key Only.

3. Once a template is selected, you can further modify it by clicking the Settings button to its right.

4. If the exam being printed has matching questions, be sure to select the checkbox labeled "Matching, randomize answers" if you want the second set of answers to be randomized. Also, if you have sequential questions that refer to the same image or graphic, you will likely want to select the “Suppress Repeated Images” button so that the image is not repeated with each question.

5. Click the [Edit Headers] button to enter the information you want to appear at the top of each page. Different information can be entered for the second and subsequent pages too.

6. The next section allows up to 10 variations of the exam to be generated. You have the ability to “randomize all” questions in the exam or to have the questions randomized according to question type (i.e., all the multiple choice questions are randomized within a group, all the essay questions are randomized within a second group, and so forth). If you don’t want multiple exam variations, simply retain the “Original Order” option from the pull-down list. (Note: As long as the questions in the exam file remain unchanged, a particular “Exam Variation” will have the same question order each time it is printed or saved to MS Word format. However, if you add or insert new questions, the Exam Variation will differ the next time you print/save an exam or answer key.)

7. It is also possible to specify a range of questions to be included in the exam. If both fields are left blank, all questions will be included.

8. At the bottom of the screen there are three options: Text Preview, Save to File, and Send to Printer. The Text Preview button allows you to preview the contents of the file in a pop-up window. We recommend that you use this option before printing the exam or saving the contents to a file--it is a quick way to identify mistakes. The Save to File option allows the creation of a MS Word file (.doc), a “rich text file” (.rtf), or a standard text file (.txt). The MS Word and .rtf formats will retain enhanced formatting such as bold, italics, and underlining, whereas the .txt format will strip such information. Once a file is saved, it can be opened with a word processor for further formatting and modification.

9. Finally, the Send to Printer option permits you to print directly from Respondus. This task works similar to the printing function in other Windows programs.

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