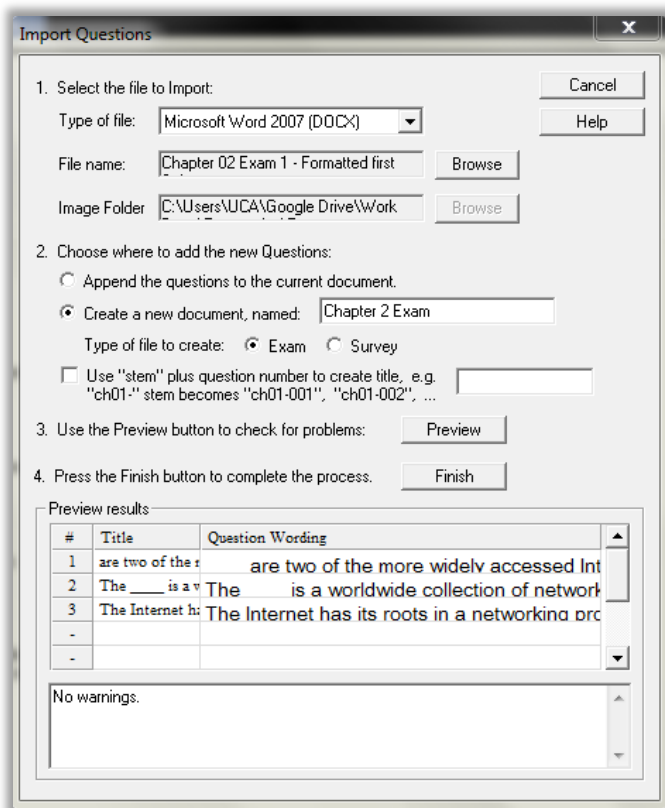


# Importing a Test from Microsoft Word to Respondus 4.0

1. Open the test you wish to import in Microsoft Word.
2. Ensure the test questions and answers are formatted correctly for Respondus. (See *Test Question Formatting for Respondus Import* tutorial.)
3. Open the Respondus 4.0 software and click on the Import Questions button from the start page (shown right).
4. From the new dialogue box (shown below), choose the type of file the test is saved as. (Hint: If you use Microsoft Word 2007 or newer, the file type is most likely *Microsoft Word 2007(DOCX)*.)
5. Click the Browse button and navigate to where the original Word document is saved on your computer.
6. Give the new test a name or choose to add these questions to the currently opened test.
7. Click the Preview button to ensure all of the test questions are showing up correctly. Questions can be seen in the Preview Results box at the bottom of the window. Any questions that return problems should be shown just below the Preview Results.



- a. If there are problem questions that need altered, open the original document in Microsoft Word and make all necessary corrections. Once the corrections are made, return to this window in Respondus. From this window, you can click the Browse button to try again with the newly saved version of the document.
- b. If there are no problems and all of the questions are showing up correctly, click the Finish button to complete the process.
8. The new test has now been saved in Respondus and is currently open. There is now opportunity to adjust questions from within Respondus. Once all necessary changes (if any) have been made to the test, save it in Respondus.
9. To upload the questions from Respondus to Blackboard, follow the steps in the *Publishing a Test to Blackboard Using Respondus* tutorial.

Additional materials referenced in this tutorial can be found at <http://uca.edu/idc/techresources>.