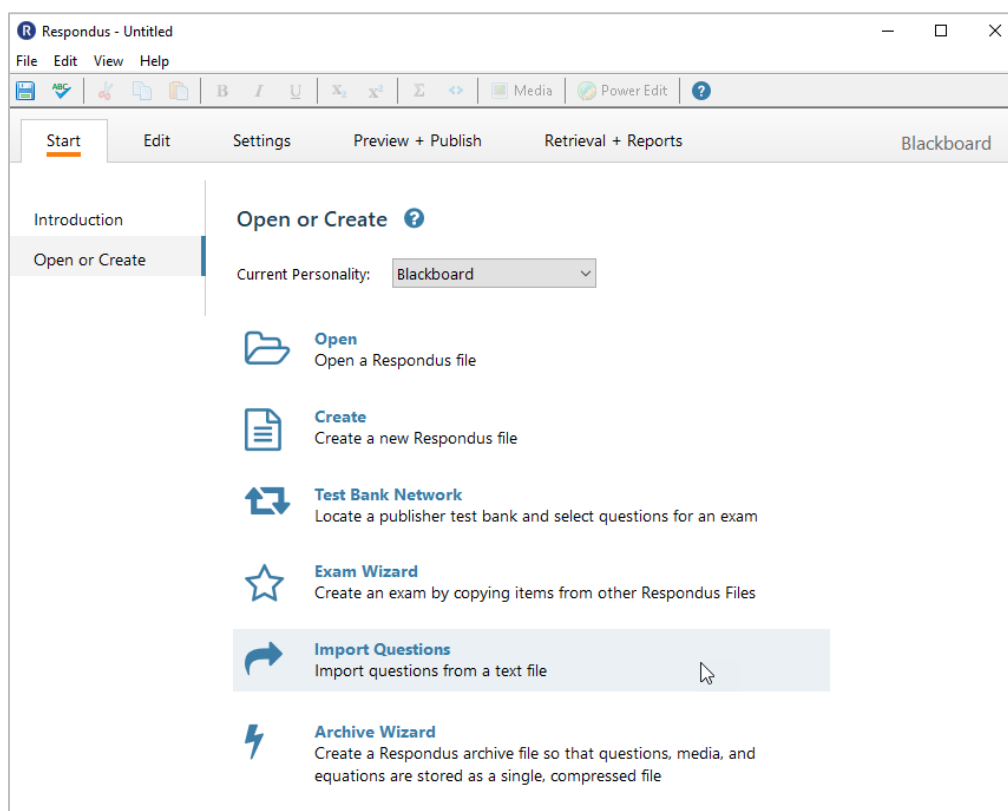# RESPONDUS 4.0 CAMPUS-WIDE: IMPORT QUESTIONS FROM FILES

**Respondus 4.0 Campus Wide has the ability to import exam or survey questions saved in the following file formats:**
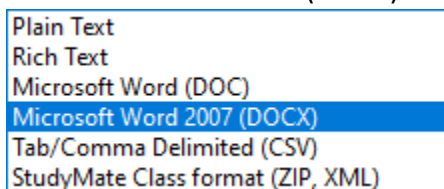
- Plain Text
- Rich Text
- Microsoft Word (.doc)
- Microsoft Word (.docx)
- Tab/Comma Delimted (CSV)
- StudyMate Class format (ZIP, XML)

Below are the steps for creating the new Server Profile for publishing tests to TAMU-CC's Blackboard courses.

1. Launch Respondus 4.0 Campus Wide application.
2. While on the **Start** tab, Ensure Current Personality is set to "Blackboard" then click **Import Questions** button.
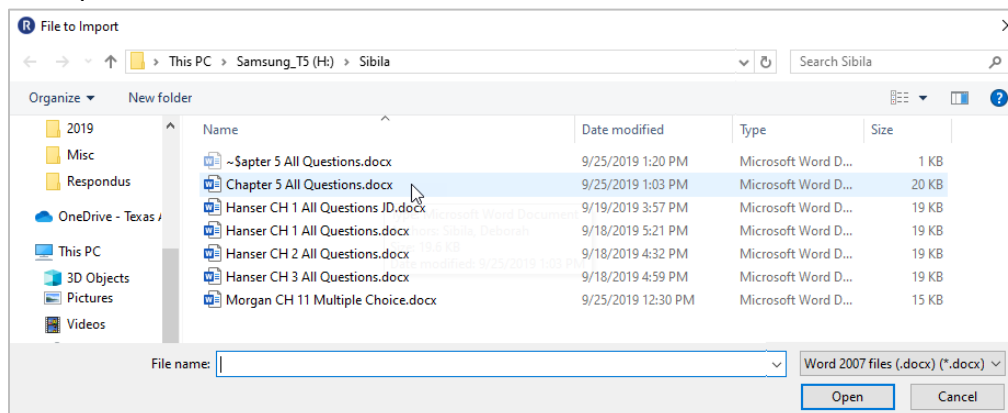


3. On the Import Questions screen, click the dropdown menu in step 1 to select the file type you will be importing**.** For example, if your file was created using MS Word 2007 or later then you would select "Microsoft Word 2007 (DOCX)".
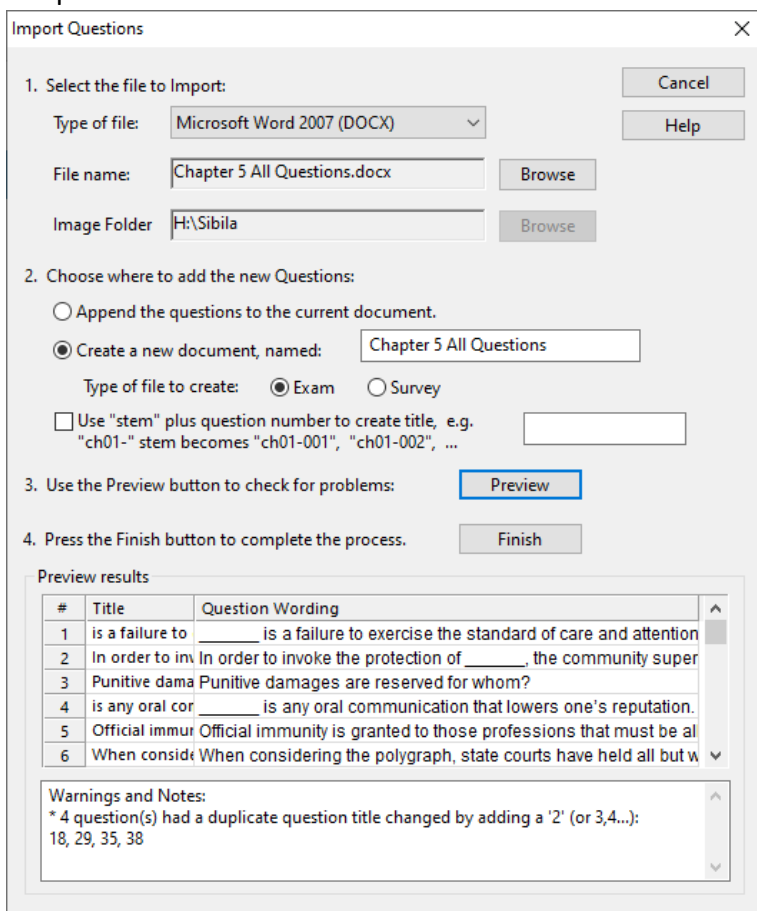
4. Next, click the **Browse** button to open your file explorer and locate the file containing the questions to be imported.
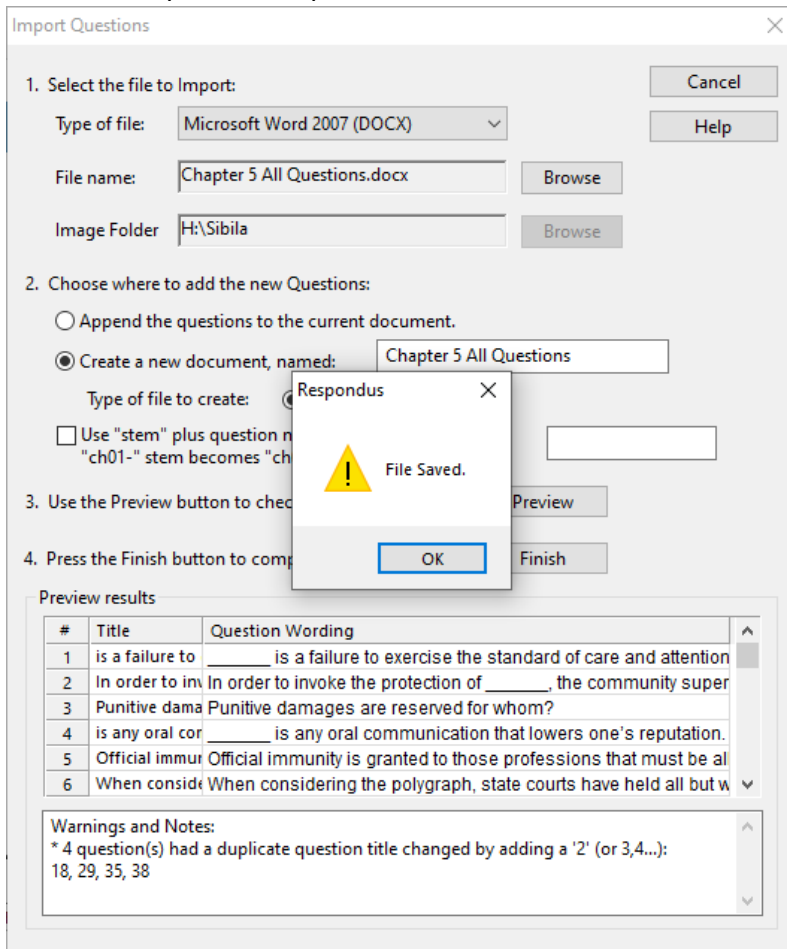


5. In step 2 of the Import Question screen
   a. select the option to Create a new document and provide a name for the file that will be created.
   b. Select if the imported questions will be used for an Exams or Surveys.
   c. Check the checkbox if you elect to use a Stem (provided by you) plus a question number for the question's title.
6. Once the settings have been determined, click the Preview button to process the import and generate a report.



   a. If Errors are identified, cancel the import, correct the errors then repeat the import process.

b. If Warnings are identified, determine if corrective actions are necessary. If not, click **Finish** to finalize the question import.



7. Click **OK** to return to Respondus and the Edit tab.