

Rich Text Format (RTF) importing enables users to import multiple questions easily and quickly at once. All questions can be exported from another system or created in a word document and saved as an .rtf file first to be imported into ExamSoft. Questions can also be tagged with categories and saved into folders during this importing process. RTF will import **text only, with no images**.

- Five question types can be entered with the RTF Importer: Multiple Choice, True / False, Multiple Answer (Multiple Select), Essay (Short Response), and Fill in the Blank.
- Formatting of imported questions will **not** be retained (e.g. bold, italics).
- The default question type is **Multiple Choice**.
- The minimum amount of information required for a **Multiple Choice** question is:
 - The question number followed by a parenthesis or period
 - The question text
 - The answer choice letters followed by a parenthesis or period
 - The answer choice text and an asterisk (*) in front of the correct answer choice.
- If the question is not multiple choice, you must identify the type:
 - Multiple Answers** (Type: MA)
 - Essay** (Type: E)
 - Fill in the Blank** (Type: F), where you can have a maximum number of 15 blanks
- No question type is required when importing **True/False**. The first answer choice must *always* be 'True' for the question to be recognized as a True/False question type in the system.

Supported Fonts: Arial, Arial Black, Comic Sans, Courier New, Georgia, Impact, Times New Roman, Trebuchet MS, Verdana
Supported Sizes: 8pt, 9pt, 10pt, 11pt, 12pt, 14pt, 16pt, 20pt, 22pt, 24pt, 26pt, 28pt, 36pt, 48pt, 72pt

You must have the **access rights** to edit the folder paths and category structures to utilize this feature of the RTF importer.

For **Fill in the Blank**, type the question and use one of the five examples below to indicate where the blank is meant to appear:

_____ (five underscores)
 _ 1 _ (two underscores, a number, two underscores)
 [1] (number in brackets)
 [a] (lowercase letter in brackets)
 [A] (capital letter in brackets)

The blank will appear in the question exactly as it is inputted using one of the five methods above.

Example of RTF Minimum Formatting for Each Question Type:

Multiple Choice	True/False	Fill in the Blank
1) Select the best reason people want to come and live in the US today. a. To live in poverty b. To practice religious freedom c. To find war or violence *d. To escape bad governments	2) Ronald Reagan was the 30 th President of the United States. a. True *b. False	Type: F 5) Franklin Roosevelt was the [a] during [b]. a. President b. WWII World War 2 World War II
Multiple Answer	Essay	
Type: MA 3) Which of the following was true of a married woman in the colonial era? a. She would be sentenced to debtors' prison for debts incurred by her husband. *b. She could not vote as her husband's proxy in elections. *c. She generally lost control of her property when she married. d. She was the beneficiary by law of her husband's estate.	Type: E 4) Identify and explain the ideas/beliefs of Manifest Destiny.	

If you are unable to add the * to the correct answer, copy the text from Word and paste it in notepad. From notepad, add the * to the correct answers. Once completed, paste it back into Word.

- The **Fill in the Blank** question type can be used to create short answer questions as well. For **Short Answer** questions, type in five underscores after the question to indicate a need for a response. See the example below.

Example:

Type: F 3) Who was the president during World War II? _____
 a. FDR| Franklin Roosevelt| Franklin Delano Roosevelt

For multiple correct answers, separate them using the pipe "|". The answer should be listed as "a."

- Advanced Formatting Functions** are functions that allow users to enter a folder, a title, identify the question's category path, add instructor rational to a question, and add answer choice comments.
- To provide **Instructor Rationale For a Question**- after the question stem, use the tilde '~' symbol followed by a space to indicate the rationale statement presented to exam takers for the question; despite the answer provided by the exam taker. Note if Rationale is included, it is viewable by Exam Takers.
- Answer Choice Comments**- Use the '@' symbol after an answer choice to indicate the comment being attached to a specific answer choice. There must be at least one space before and after the '@' symbol when including the comments. Note these comments are not viewable by Exam Takers. They are for internal use only.

Example:

Folder: President Title: Immigration to the US Category: American History/Immigration, American History 1) Select the best reason people want to come and live in the US today.

~This will assess reading comprehension, as this was mentioned in the text.

- To live in poverty
- To practice religious freedom
- To find war or violence
- *d. To escape bad governments @ As can be evidenced in the text.

Category path must be exact to import correctly

- Identify subcategory with a / (forward slash)
- Separate categories with a , (comma)



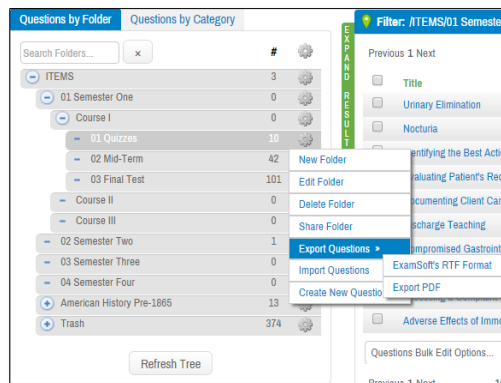
Exporting Questions for Importing

Once Questions have either been created manually or imported into the database, they can be exported into the ExamSoft RTF import format and shared with other Universities and programs. All information associated with the Question is also exported, including, but not limited to, question stem, answer choices, correct answer, and associated categories. Information that is NOT exported includes, but not limited to, question performance history, assessment history, revision history, internal comments, partial credit, inline images, and other attachments. **Note:** Only 250 Questions can be exported at one time.

Questions can be exported into the ExamSoft RTF import format from three places. All Questions are exported and downloaded in “*.zip” format, containing one “*.RTF” file

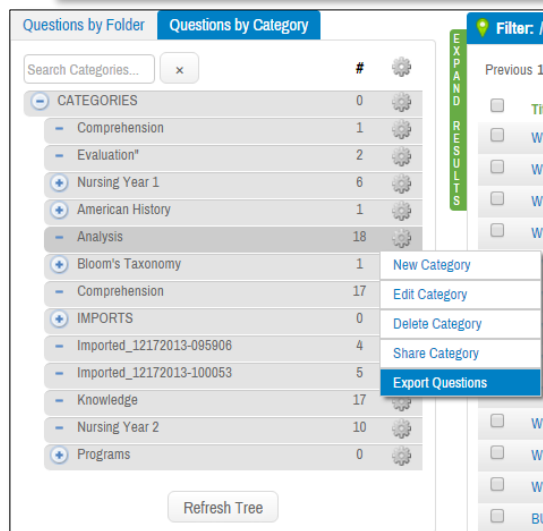
1. Questions by Folder Tree

- To export Questions from the folder tree, begin by navigating to the Questions tab
- Locate the folder containing the Questions you wish to export
- Hover over the Gear icon and select “Export Questions” from the dropdown menu
- Select “ExamSoft’s RTF Format” from the sub-menu
- A modal window will appear warning you of content that cannot be exported. Click Yes to confirm the export



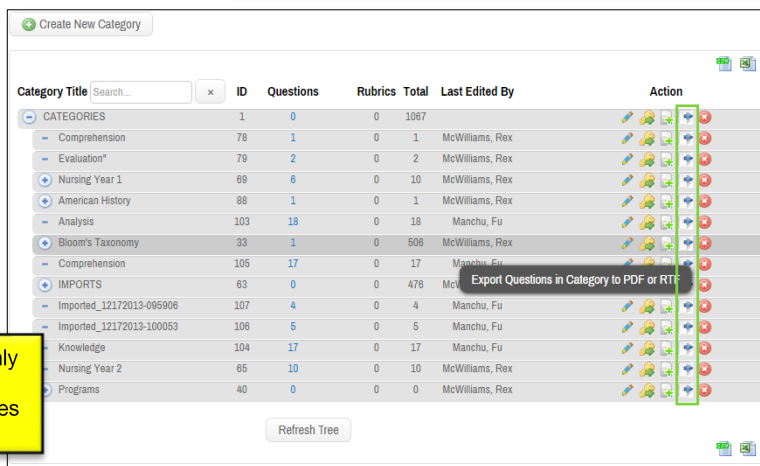
2. Questions by Category Tree

- To export Questions by Category, begin by navigating to the Questions tab
- Select the “Questions by Category” tab to filter the Question tree by Category
- Locate the category tagged with the Questions you wish to export
- Hover over the Gear icon and select “Export Questions” from the dropdown menu
- A modal window will appear warning you of content that cannot be exported. From here, open the dropdown menu and select “RTF” from the list of choices
- Click Yes to confirm the export.



3. From the actions column on the Categories listing page

- Another way to export Questions from a category can be accomplished from the Category tab
- Locate the Category tagged to the Questions you wish to export
- Click on the “Export” icon (located next to the red “X”)
- A modal window will appear warning you of content that cannot be exported. Open the dropdown menu within this window and select “RTF” from the list of choices
- Click Yes to confirm the export



Note: If a Parent category is selected for export, only those Questions tagged with that category will be exported. Any questions tagged with child categories will not be included.

Examples of Simple Question Format

Below is a list of examples of how the RTF questions document should be formatted for importing:

1) Select the best reason people want to come and live in the US today.

- a. To live in poverty
- b. To practice religious freedom
- c. To find war or violence
- *d. To escape bad governments

2) Ronald Reagan was the 30th President of the United States.

- a. True
- *b. False

Type: MA 3) Which of the following was true of a married woman in the colonial era?

- a. She would be sentenced to debtors' prison for debts incurred by her husband.
- *b. She could not vote as her husband's proxy in elections.
- *c. She generally lost control of her property when she married.
- d. She was the beneficiary by law of her husband's estate.

Type: E 4) Identify and explain the ideas/beliefs of Manifest Destiny.

Type: F 5) Franklin Roosevelt was the [a] during [b].

- a. President
- b. WWII|World War 2|World War II

Type: F 6) Who was the president during World War II? _____

- FDR| Franklin Roosevelt| Franklin Delano Roosevelt

Examples of Advanced Options

Below is a list of examples of how the RTF questions document can be formatted with advanced options for importing:

Folder: President Title: Immigration to the US Category: American History/Immigration, American History 1) Select the best reason people want to come and live in the US today.

- a. To live in poverty
- b. To practice religious freedom
- c. To find war or violence
- *d. To escape bad governments

2) Ronald Reagan was the 30th President of the United States.

~Student's should know the order of succession of the presidents of the United States.

- a. True
- *b. False

Type: MA 3) Which of the following was true of a married woman in the colonial era?

- a. She would be sentenced to debtors' prison for debts incurred by her husband.
- *b. She could not vote as her husband's proxy in elections. @ As evidenced in the required reading.
- *c. She generally lost control of her property when she married. @ As evidenced in the required reading.
- d. She was the beneficiary by law of her husband's estate.

Type: E Folder: United States Title: Manifest Destiny Category: American History 4) Identify and explain the ideas/beliefs of Manifest Destiny.

Type: F 5) Fanklin Roosevelt was the [a] during [b].

- a. President Roosevelt was elected in 1932.
- b. WWII|World War 2|World War II

Type: F Folder: President Title: World War II Category: American History/World War II, Presidents/ Roosevelt 6) Who was the president during World War II? _____

- a. FDR| Franklin Roosevelt| Franklin Delano Roosevelt

