1. Before starting this tutorial, be sure to view the formatted questions at the end of this PDF to ensure your questions are formatted correctly. This will ensure your questions import correctly.

2. Select the correct Blackboard (Blackboard 7.x-9.x) from the ‘Current Personality:’ dropdown menu.

3. Click ‘Import Questions’.

4. A pop-up window will appear, in the first dropdown menu select the file type of the questions you would like to import. Be sure to note the file extensions referenced in each option, such as (DOC) and (DOCX). Each extension represents a different file type.

5. Once you’ve selected the file type you will click ‘Browse’ next to the file name box. Search through your files and locate the correct file in which you would like to import and click ‘Open’.

6. Under the heading ‘Choose where to add the new Questions’ select what you would like to do with the new questions. By default ‘Create a new document, named:’ is selected. For this tutorial, keep that button selected and enter in the name for the imported exam.

7. Click ‘Preview’

8. Click ‘Finish’

9. Click ‘OK’

10. The questions have now been imported into Respondus.

11. Click on the ‘Preview & Publish’ tab to preview the imported questions.

12. To preview the exam, click on the ‘Preview the File’ button.

13. You can now go back and edit questions within Respondus or publish the exam to Blackboard.
Use the formatting below to ensure your questions import correctly into Respondus.

1. Who was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*?
   a. Donatello
   b. Leonardo da Vinci
   c. Giotto
   *d. Michaelangelo

2. This German composer is known for the following works: *Magnificat*, *Christmas Oratorio*, and the *Brandenburg Concertos*.
   a. Handel
   b. Beethoven
   *c. Bach
   d. Brahms

3. |   | X | Y |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>XX</td>
<td>XY</td>
</tr>
<tr>
<td>X</td>
<td>XX</td>
<td>XY</td>
</tr>
</tbody>
</table>
Which of these is the correct sequence?
   a. XX
   b. YX
   *c. XY
   d. XX

4. Is this these American Flag?
   *a. True
   b. False
Here is an additional formatting style you may find easier to use to import questions

1) On what day did that Japanese attack Pearl Harbor?
   a) December 5th, 1942  
   b) December 7th, 1942  
   c) December 5th, 1941  
   d) December 7th, 1941

2) Which of the following professional sports teams isn’t located in Ohio?
   a) Bengals  
   b) Blue Jackets  
   c) Cavaliers  
   d) Red Wings

3) What distance is a half-marathon?
   a) 13.1 Miles  
   b) 19.3 Miles  
   c) 15.5 Miles  
   d) 26.2 Miles

4) What was the last state to join the union of the United States of America, bringing the total number of states to 50?
   a) California  
   b) Alaska  
   c) Hawaii  
   d) Oregon

Answers:
   1) d  
   2) d  
   3) a  
   4) c

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.