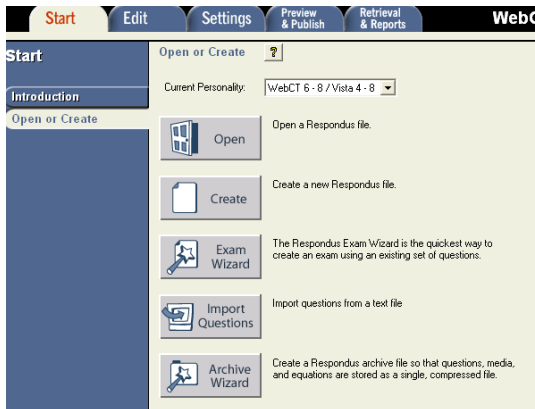


## How to import other quiz types into Respondus



On the **Start** tab, click on **Open or Create** from the left hand menu and click on the **Import Questions** button.

Please note: To successfully import documents into Respondus they have to be formatted correctly. See the document called *Standard Format for Importing Questions* for more information.

Choose the type of file that you want to import from the **Type of File** drop down list.

Use the **Browse** buttons to locate the file and image

folder you want to import.

Choose whether to add the questions to a new document or a current document and whether you want to create a quiz or a survey.

Add in stem details if you want to use this kind of nomenclature. Use the **Preview** button to display your results in the **Preview results** section (it is good practice to do this as there are many points that this process can fail at, these are mostly related to question formatting).

Click **Finish** to complete the process.

