

# Quiz or Test Import Options

We have software and can import multiple choice, true-false, fill-in-the-blank, matching, multiple response, and essay questions from Microsoft Word into the question bank of your Canvas course.


Please use the instructions below to format your test questions for compatibility with the import software. Once formatted send the following to LTS Operations & Scanning ([cns61@uwec.edu](mailto:cns61@uwec.edu)):

1. Formatted quiz documents.
2. Date of the quiz or test.
3. Course name, term, department, number, and section.

Please allow 5-8 business days for the question import process to be completed.

Make an appointment with Tiffany Lewis ([lewistg@uwec.edu](mailto:lewistg@uwec.edu)) for assistance with creating a quiz or a test once the questions are imported into course.

## Multiple Choice

- ◆ Start each question with a number followed by either a period or a parentheses symbol.
  - ◆ Use one space between the question number and the question wording.
  - ◆ Begin each answer with a letter (A-Z or a-z) followed by a period or a parentheses symbol.
  - ◆ Place an asterisk \* symbol directly in front of the **correct** answer choice with NO space between them.
- HINT:** You can highlight  correct answers instead of using an asterisk if you prefer, but it may take extra time to be imported.
- ◆ **OPTIONAL:** A title can be imported with each question and must be placed above a question and begin with "Title:" followed by the text for the title.

### EXAMPLES:

1. Who determines the exact speed of light?

a. Albert Einstein

\*b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi


OR

1) Who determines the exact speed of light?

- a. Albert Einstein
- b. **Albert Michelson**
- c. Thomas Edison
- d. Guglielmo Marconi

## True or False

The process is similar to *Multiple Choice*.

- ◆ **IMPORTANT:** The true answer choice must be listed first.
  - ◆ Place an asterisk \* symbol directly in front of the **correct** answer choice with NO space between them.
- HINT:** You can highlight  correct answers instead of using an asterisk if you prefer, but it may take extra time to be imported.

### EXAMPLES:

- |  |  |
|--|--|
| 2. Albert Michelson determined the exact speed of light. | 2) Albert Michelson determined the exact speed of light. |
| *a. True   | *a. T  |
| b. False   | b. F   |

OR

- |  |  |
|--|--|
| 2. Albert Michelson determined the exact speed of light. | 2) Albert Michelson determined the exact speed of light. |
| a. True  | a. T   |
| b. False   | b. F   |

## Fill-in-the-Blank

The process is similar to *Multiple Choice*.

- ◆ **IMPORTANT:** Start the first line with "Type: F" followed by an optional "Title:"
- ◆ Include a question number and the question wording.
- ◆ Enter at least one correct answer; you can enter multiple forms of the answer.

### EXAMPLE:

Type: F

3. Who is known as the "father of television"?
- a. Zworykin
  - b. Vladimir Zworykin
  - c. Vladimir Kosma Zworykin

## Matching

The process is similar to *Multiple Choice*.

- ◆ **IMPORTANT:** Start the first line with "Type: MT" followed by an optional "Title:"
- ◆ Include a question number and the question wording.
- ◆ Separate the two parts of the match with an equals "=" symbol (a space before and after is optional) with no hard returns or blank lines within either part of the answer.

### EXAMPLE:

Type: MT


4. Match the correct name to the discovery or theory.

- a. Michelson-Morley = Speed of light
- b. Einstein = Theory of Relativity
- c. Marconi = Radio waves

## Multiple Response or Multiple Select

The process is similar to *Multiple Choice*.

- ◆ **IMPORTANT:** Start the first line with "Type: MR" followed by an optional "Title:"
- ◆ Include a question number and the question wording.
- ◆ Place an asterisk \* symbol directly in front of each correct answer choice with NO space between them.

**HINT:** You can highlight  correct answers if you prefer, but it may take extra time to be imported.

### EXAMPLES:

Type: MR

5. Which of the following individuals are credited with determining the exact speed of light?

- a. Albert Einstein
- \*b. Albert Michelson
- \*c. Edward Williams Morley
- d. Thomas Edison

OR

Type: MR

5) Which of the following individuals are credited with determining the exact speed of light?

- a. Albert Einstein
- b. Albert Michelson
- c. Edward Williams Morley
- d. Thomas Edison

## Essay

The process is similar to other types of questions.

- ◆ **IMPORTANT:** Start the first line with "Type: E" followed by an optional "Title:"
- ◆ Include the question number and the question wording.

### EXAMPLE:

Type: E

6. How is the Michelson-Morley experiment related to Albert Einstein's theory of relativity?