Off-line Question Authoring
Paste and Import from Text

Mneme - Assignments, Tests & Surveys

➤ 📄Download instructions & examples as PDF

➤ See sample text file (select all, copy and paste it into a practice site)

📖 Paste & Import from Text - Steps

A. Type your questions in a text editor, following the below format specifications.

1. Multiple-Choice (Single Answer)
2. Multiple-Choice (Multiple Answer)
3. True / False
4. Fill-in-the-Blank
5. Essay
6. Matching

7. Survey - Multiple-Choice (Single Answer)
8. Survey - Multiple-Choice (Multiple Answer)
9. Survey - True / False
10. Survey - Fill-in-the-Blank
11. Survey - Essay / Short Answer
12. Survey - Matching

B. Select all and copy your questions (CTRL + C or Apple Key + C on the Mac).

C. Go to your site's Question Pools >> Import >> Import from Paste. Place your cursor inside the text box and paste your questions (CTRL + V or Apple Key + V on the Mac)

D. Click on OK.

A new pool will be created and the questions will be imported into it.

🛠 Format Rules & Guidelines

Introduction: The paste and import functionality is PLAIN text only. Formatting or Word styles will NOT be retained when you paste your questions into the text box. It's a plain browser text box. If you author with Word, be sure to change your Word settings to disable curly quotes or curly apostrophes, as they will not be understood nor translated when pasted as plain text.

If you want to see what your questions will look in plain text, paste them into a plain text editor first (i.e. Notepad) or, better yet, work with a plain text editor when authoring your questions.

1. Include the following three (optional) properties at the top of your questions to set the title, description, and the point value of each question of your new pool.

Title:
Description:
Points:

If no *title* is included, an "Untitled" pool is created. If no *points* are included, the importer will assign the value of zero (0) to the pool. *Description* is

optional, too.

The colon is <u>required</u>. A space may or may not follow the colon. Case **in**sensitive.

2. Separate each question with a blank line. Each question and its elements (i.e. answers, feedback, hint, etc.) <u>must be a group</u>, with no line breaks in between. <u>A new, blank line signals the start of a new question</u>.

3. An asterisk (*) <u>must</u> precede correct choices, with no space between the asterisk (*) and the choice; if a space follows the asterisk (*), the question will be ignored by the importer.

    Note: A correct choice in multiple-choice <u>is required</u> or the question will be treated as a fill-in type.

4. You <u>must</u> use numbers or letters for your answer choices - either one is supported (i.e. a. b. c. d. or A. B. C. D. or 1. 2. 3. 4.). Case **in**sensitive. <u>A period is required</u> after the number or letter. You <u>must</u> <u>add a space</u> following the period and before the start of your choices.

    Note: Letters and numbers are not required in front of true / false.

5. Do <u>not</u> number your questions. The importer will strip out numbers (i.e. 1. 2. 3. etc.) if they are included. Numbered questions in randomized assessments would not be good.

6. *Optional* question elements include:

    Feedback: (or General Feedback:)
    Hint:
    Model Answer:
    Shuffle
    Reason

    The colon is <u>required</u> in ***hint, feedback and model answer***. Case **in**sensitive.

    A space may or may not follow the colon. If a colon is not included, the line's data is ignored by the importer.

    It does not matter in which order you list these elements. They must follow the answers.

    Once feedback, hint, model answer, and survey are listed, no more choices are taken.

    If the word "**Shuffle**" is added at the end of a multiple-choice question (below the choices), the shuffle box is checked in the imported question.

    If "**Reason**" is added at the end of a multiple-choice question, the Reason box is checked in the imported question and students will be asked to provide rationale for their answer.

7. Fill-in questions may be textual or numeric. If numbers are included in the blanks, the importer will consider the fill-in-the-blank question numeric and mark it as such.

8. The Fill-in question is imported with "case sensitive" and "any order" UNCHECKED!

9. Essay questions are set to "Inline Submission" upon import.

10. Adding the word 'Survey' at the very end of a question makes it a survey question.

    a. Add one asterisk (*) in front of **one** of the choices of a question to import it as a **single** multiple-choice *survey* question.

    b. Add an asterisk (*) in front of **at least two choices** of a question to mark it as a **multiple-select** multiple-choice **survey** type.

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Formats Supported

The paste and import functionality of Mneme Test Center supports the following:

► All question types of Mneme - Test Center are supported. The only exception is "Task" questions; they are not supported. Use the essay question instead.

► The export file format of Respondus is supported - all question types. The only exception is the matching question with uneven pairs; it is not supported.

IMPORTANT: When working with Respondus export files, you MUST remove blank lines from within questions. For example, Respondus separates general feedback from the question body and the matches from the choices with an extra blank line. You must eliminate all extraneous lines within a question. Keep each question as one group. A new line signifies the start of a new question!

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Sample Questions

1. Multiple-Choice (Single Correct Answer, 3 examples)

Which country has the airline KLM?
a. Canada
b. Germany
*c. The Netherlands
d. China
e. Italy
Feedback: This is not easy to figure out from the acronym alone.
Hint: This country is in Europe
Shuffle
Reason

Where would a "troglodyte" live?
*1. In a cave
2. Up a tree
3. Underwater

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2. Multiple-Choice (Multiple-Select Answer, 2 examples)

What two letters are worth the most in a game of Scrabble?
1. A
2. K
*3. Q
4. M
*5. Z
shuffle
reason

Which are the three primary colors of light?
*A. Red
*B. Blue
*C. Green
D. Orange
E. Purple
hint: You can do a Google search
feedback: that's right.

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3. True / False (3 examples)

The initials for YMCA stand for Young Men's Christian Association
*True
False

President Richard Nixon gave the order to withdraw from Vietnam.
*1. True
2. False
reason

The capital city of Morocco is Rabat.
*A. True
B. False

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4. Fill-in-the-blank (5 examples)

After how many years of marriage would you celebrate your ruby anniversary?
{40|forty}

What is the only sign of the zodiac not named after a living creature? {Libra}

The Nile River is {4000|4200} miles long.
Hint: Think high number
Feedback: It is definitely a surprising fact!

The Andes mountain range runs along the west coast of South America for over
{3500|4500} miles.

After how many years of marriage would you celebrate your ruby anniversary?
a. 40
b. forty
General Feedback: good job

Note: The format of the last fill-in question above is based on Respondus.

5. Essay (2 examples)

What were the factors that motivated President Richard Nixon to give the order to withdraw from the Vietnam War?

Tell us where you expect to be 10 years from now.
Model answer: I'll be the CEO of my own company

6. Matching (2 examples)

Match the capitals with the countries.
[Ottawa] 1. Canada
[Athens] 2. Greece
[Canberra] 3. Australia
[London] 4. England
[Beijing] 5. China
[Minsk] 6. Belarus
[Kiev]

Match the capitals with the countries.
[A] 1. Canada
[B] 2. Greece
[C] 3. Australia
[D] 4. England
[E] 5. China
[F] 6. Belarus
A. Ottawa
B. Athens
C. Canberra
D. London
E. Beijing
F. Minsk

Note: The format of the second matching question above is based on Respondus.

Survey Questions

7. Survey - Multiple-Choice (Single Answer)

Rate the contents of this course.
*a. Excellent
b. Good
c. Average
d. Weak
survey

8. Survey - Multiple-Choice (Multiple Answer)

Which of the following platforms do you work with? (Check all that apply)
*1. Unix
*2. Windows
3. Mac
4. PC
5. I don't touch computers
survey

9. Survey - True / False

Final exams ought to be abolished.
1. True
2. False
survey

Education is the road to a better life.
True
False
Survey

10. Survey - Fill-in-the-Blank

What is your favorite means of communication? { }
survey

Every Saturday afternoon, you can find me at { }, enjoying { }.
survey

11. Survey - Essay

What would you do differently in this course?
survey

What was the highlight of this course for you?
Survey

12. Matching

Match the following subjects and your feelings toward each.
[Favorite] 1. Literature
[Enjoyable] 2. Geography
[Boring] 3. History
[Fun!] 4. Mathematics
[Challenging]
survey