

# Text Format for CTL to import quizzes/questions into EduCat:

Quizzes may be created using Microsoft Word or Notepad as long as the specific format is followed (see below).

E-mail the file as an attachment to [ctl@nmu.edu](mailto:ctl@nmu.edu). The CTL staff will then take the .txt, .docx. or .doc file and load the questions into the specified course. Note: If using Microsoft Word, you must turn off automatic numbering in order to place the asterisk in front of the correct response. The file cannot be imported if the asterisk is not in front of the correct answer.

Please include the following in the email:

- Name of course as it appears in EduCat (short name will suffice) i.e. **PY560TG**.
- Whether you would like the questions loaded into a testbank category only, or into a quiz with the same name containing all of the questions as well.
- The section in your course where you would like the quiz loaded i.e. **Topic 3** or **Week 7**.

## Question format examples

**Multiple Choice (single answer) questions must be formatted as follows:**

1. The capitol of the United States is  
a. Atlanta  
b. Baltimore  
c. Richmond  
\*d. Washington D.C.

2. The mascot of NMU is  
a. Bucky Badger  
b. Goldy Gopher  
\*c. Wildcat Willy  
d. Brutus Buckeye

**The format includes:**

- No auto format in Word, all lines must be left justified.
- No line space after the question text.
- An asterisk " \* " before the identifier for the correct answer.
- Exactly 1 line space between questions.

**True/False questions must be formatted as follows:**

1. One plus one = two

\*a. True

b. False

2. England recognized the independence of the United states in 1800.

a. True

\*b. False

**Multiple Choice (multiple response) must be formatted as follows::**

Type: MR

1. Which of the following colors are on the French flag? (check all that apply)

a. Orange

\*b. White

\*c. Red

d. Green

\*e. Blue

**\*Note**, it is necessary to include **Type: MR** on the line before every multiple response question.

**Essay Questions must be formatted as follows:**

Type: E

1. Describe the economic factors that played an important role in Civil War.

Type: E

2. Discuss the significance eBooks will have on the future of publishing and education.

**\*Note**, it is necessary to include **Type: E** on the line before every essay question.

**Matching Questions must be formatted as follows:**

Type: MT

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

a. Michelson-Morely = Speed of light

b. Einstein = Theory of Relativity

c. Marconi = radio waves

**\*Note**, it is necessary to include **Type: MT** on the line before every matching question.

**Short Answer/Fill in the blank can be formatted as follows:**

Type: S

5. Who is known as the "father of television"?

a. Zworykin

b. Vladimir Zworykin

c. Vladimir Kosma Zworykin

**\*Note**, it is necessary to include **Type: S** on the line before every short answer question.

## To turn off automatic numbering in Word:

### Windows Instructions:

1. Click the Microsoft Office Button and click 'Word Options.'
2. Click 'Proofing.'
3. Click 'AutoCorrect Options', and then click the 'AutoFormat As You Type' tab.
4. Under 'Apply as you type', select or clear the 'Automatic bulleted lists' check box or the 'Automatic numbered lists check box'.

### Mac Instructions:

1. From the "Tools" menu in Word, select "AutoCorrect."
2. Click the "AutoFormat as You Type" tab.
3. Remove the check mark in front of "Automatic numbered lists" and click the "OK" button.

For single answer multiple choice or true/false questions only, there is a second option for providing answers

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

Example:     **Answers:**  
                  **1. A**  
                  **2. C**  
                  **3. B**