

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 library of your D2L 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. Course name, department, number, and section.
3. Indicate if you wish to have the answer options for each question randomized.

Please allow 3-5 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 your question library.

## Multiple Choice

- ◆ Start each question with a number followed by either a period or a parentheses symbol; numbering is not viewable in D2L.
- ◆ 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. D2L changes the letters to numbers when imported.
- ◆ 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.
- ◆ **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. The first 20 characters from the question wording are used as the question title if no title field exists. If the title exceeds 20 characters, the remaining characters are dropped during the import.

### 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.

### EXAMPLES:

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

OR

- |   |  |
|---|--|
| 2. Albert Michelson determined the exact speed of light.<br>a. True<br>b. False | 2) Albert Michelson determined the exact speed of light.<br>a. T<br>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"?
- Zworykin
  - Vladimir Zworykin
  - 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.
- Michelson-Morley = Speed of light
  - Einstein = Theory of Relativity
  - 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.

### 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 *Multiple Choice* questions; the question type in D2L is *Long Answer*.

- ◆ **IMPORTANT:** Start the first line with "Type: E" followed by an optional "Title:"
- ◆ Include the question number and the question wording.
- ◆ **OPTIONAL:** Supply a sample answer for you to use when grading; refer to second option in the table below.

### EXAMPLES:

Type: E

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

Type: E

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

a) In 1887, Albert Michelson and Edward Morley carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.