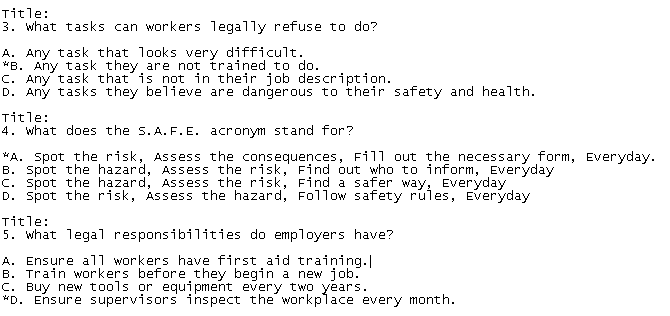
**Learning Respondus**

**Formatting Questions**

**Steps**

1. Open a Note pad or any text editor and copy all content from the file that has question’s and paste them into your text editor
2. Once all content is in the Notepad, format questions to the following image:



\*\*\*\* Notice the asterisk for an answer, as well as the one line spacing

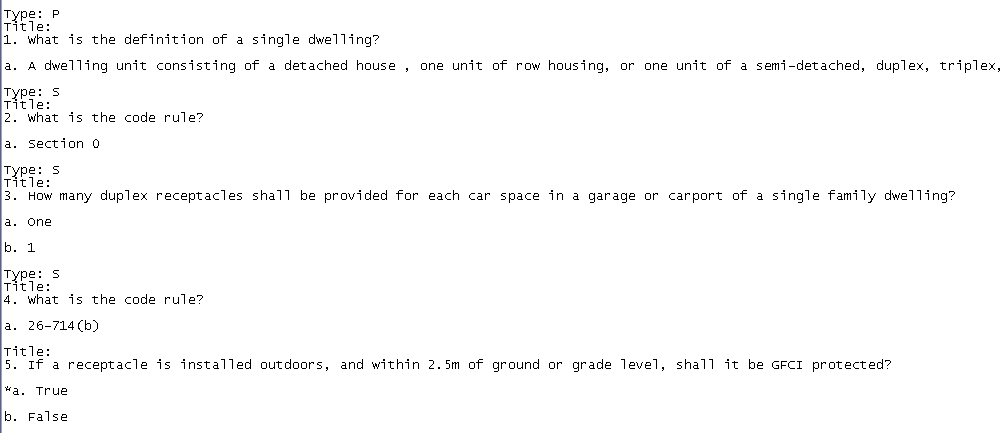
* Questions need one line spacing between each other
* Question title’s need one line spacing from questions
* If the question is short answer or paragraph enter the following

Paragraph = P

Short Answer = S

* Paragraph question types offer the student a text box to write the answer in. This question type is also manually corrected by the instructor.
* Short Answer question types are corrected by the LEARN server and have little difference from other question types in terms of formatting. Many answers can be added to short answer to allow multiple answers with little to more tolerance in spelling.

Review the following question types and there formatting:



More can be found on our Blog site: http://www.rrc.ca/blogs/tltc/video/howto