

Format Requirements for Importing "Multiple Choice" Files

StudyMate can import multiple choice questions from a MS Word document (.doc), a rich-text file (.rtf), or a text file (.txt). The .doc and .rtf files cannot contain images or embedded objects, such as tables. (If a StudyMate warning indicates that the document being imported contains images or embedded objects, the easiest way to strip these items is to save the file to .txt format.)

Multiple Choice items must be organized in the "Standard Format" before it can be imported. The Standard Format for multiple choice questions has *required elements* and *optional elements*, each of which is described next.

"Standard Format" for Multiple Choice Imports: *Required Elements*

Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".

Example: **3)**

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The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: **3) Who determined the exact speed of light?**

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Each *answer* must begin with a letter (A-J) followed by a period "." or a parentheses ")".

Example:

3) Who determined the exact speed of light?

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

"Standard Format" for Multiple Choice Imports: *Optional Elements*

A *Title* can be imported with each multiple choice question. If a title is not provided for a question, the first set of characters of the question wording will be used as the question title in StudyMate. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example:

Title: Speed of Light

3) Who determined the exact speed of light?

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

The correct answer for a multiple choice question can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do not put a space between the asterisk and the answer choice).

Example:

Title: Speed of Light

3) Who determined the exact speed of light?

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

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.

Example:

Answers:

- 1. A**
- 2. C**
- 3. B**

Note that only letters "A-J" should be used to indicate a correct answer since StudyMate activities only support a maximum of 10 answer choices per question. Also note that any text that appears after the answer list will be ignored.

If neither of the above methods is used to specify a correct answer, StudyMate will automatically select the letter "A" as the correct answer. You will be warned if a question does not have a correct answer specified for it prior to completing the import.

Answer "Feedback" can be imported with multiple choice questions by placing the feedback immediately after the question wording and beginning the line with the @ symbol. (Note: There must be at least one space between the @ symbol and the feedback text.)

Example:

Title: Speed of Light

3) Who determined the exact speed of light?

@ Albert Michelson was the first American to win the Nobel Prize in Physics (1907) for his measurements of the speed of light. His experiments laid the groundwork for Einstein's Theory of Relativity.

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

The "Topic" and "Difficulty" level of *Multiple Choice* questions can also be specified in a file prior to the import.