



Thommen's Timely Technology Tips "Get from Here to There" (Importing Questions into ANGEL)

Frequently I am asked: "I have a test that is in a computer file. How can I translate it into an online assessment?"

My answer: There are two options open to LCC faculty: 1) use the question import facility that is built into ANGEL or 2) use a program that is available to all LCC faculty called Respondus.

Respondus is available for free download in the Respondus Faculty Group, on the ANGEL server. If you want to be added to the Respondus Faculty Group, send me an e-mail request.

Importing Questions Using the ANGEL "Copy and Paste Questions" Tool

Before importing questions using this tool the, user is required to reformat each question that they wish to import using a word processor. The specifics of this reformatting are spelled out in the initial question import screen or in the ANGEL help files when you search for the text: "**Copy and Paste Questions.**" How long this reformatting process takes is dependent on the number of questions to be imported and your skills in using the automation features (i.e., macros, cut, copy and paste) found in most word processors.

1. Create a new assessment from the **Add Content** menu or open a previously created assessment.
2. Click on the **Add Question** link for the question set.
3. Click on the **Copy and Paste Questions** link. The **Add Question** window and the **ANGEL import** box will appear.
4. Open your formatted word document, mark all the questions to import, and copy the questions into the cut and paste buffer (Press Ctrl – C).
5. Return to ANGEL and paste (Press Ctrl – P) all of the previously copied questions into the **ANGEL import** box in the **Add Question** window.
6. Click the OK button. If formatting is not correct, an error message will be displayed and you can correct the problem in the **ANGEL import** box in the **Add Question** window.

Importing Questions Using Respondus

While using Respondus requires that you down load, install, and learn to use a new program, it is worth the effort if you have many tests or large number of questions to import. Respondus requires much less reformatting of the original document, imports a number of file formats (.TXT, .RTF, .DOC, and .CSV), automatically includes graphics and formulae in .DOC files, and can print hard copies of any imported tests with little additional effort.

1. To see tutorials outlining the Respondus import process, go to the <http://www.respondus.com/products/demos.shtml> link and click on the "**Importing Questions with Respondus**" movie link.
2. To see a movie outlining how to publish a Respondus assessment to ANGEL, go to the above link and click on the "**Publishing an Assessment to a Course Management System**" ANGEL movie link.

This timely tip can also be found at:

ANGEL → Faculty Community Group > Content > Tps&Trks > TTTT

And on the web → http://www.lcc.edu/cte/resources/thommen_tips/

