

# Importing Questions from a Word Document into ExamSoft

Questions must be in a specific format in order for ExamSoft to recognize and import them. In Microsoft Word, you will need to ensure that multiple choice questions are formatted as shown below.

- 1. Who is the UMass Dartmouth mascot?
- a. Bernie the pirate
- \*b. Arnie the corsair
- c. Charlie the conqueror
- d. Carl the bulldog

### Formatting specifications:

- Questions must start with a number followed by a period and then a space. [1.]
- Answers must start with a letter and be followed by a period and then a space. [a. ]
- Indicate which answer is correct by typing an asterisk before that answer. [\*b.]
- You CANNOT use the automatic numbering list function in word. Each piece of the question must be on its own line and you must type out each question number and answer choices (1., a., b., etc.)
- Answers choices cannot be indented.
- The document must be uploaded in Rich Text Format. You can save your Word document in this format by going to File > Save As, choosing a place to save it, and then choosing "Rich Text Format" from the save as type drop-down list below the file name.
- Formatting specifications for question types other than multiple choice can be found here: <u>http://instructionaldev.umassd.edu/files/2018/06/guidelines.pdf</u>

### Step 1:

Once your document of questions is ready, navigate to the ExamSoft login page: <u>examsoft.com/umassdnursing</u>.

Click the "Login" button under "Administrators/Faculty" and use your UMassD credentials to login.

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Exam Takers		Minimum
Login	Login using your Examsoft Id	iPad Us
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## Step 2:

Go to the "Questions" area and click on the folder for your course under the term you are teaching in.

Note: If there is no folder for your course please contact Instructional Development to have one created.

<b>∜ExamSo</b>	oft Questi	ons Rubr	ics
Home > Questions	1		
Question	S		
Create M/C	Create T/F	Create E	ssay
Questions by Folder	Questions by Ca	tegory	
Search Folders	×	#	÷
ITEMS		0	-iji-
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- TST 101-7	101 (JSmith)	0	S.
1	Refresh Tree		

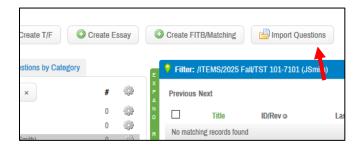
# Step 3:

Place your mouse arrow over the gear icon to the right of the name of your course and choose "**New Folder**." Name this folder whatever you are calling the exam (e.g. Exam 1, Final Exam, Midterm) and then click the "**Create**" button.

ITEMS     0     2025 Fall     0	© D R No matching	
- TST 101-7101 (JSmith) 0 Refresh Tree	New Folder B Edit Folder	Create Folder
	Delete Folder	Title:
	Export Questions »	Destination: TST 101-7101 (JSmith)
	Create New Question »	Cancel Create

## Step 4:

Click the "Import Questions" button.



## Step 5:

Under "RTF Import":

- Use the "Change Folder" button to select the folder you created in step 3.
- Click on the **paper clip file button** to attach your RTF document with questions.
- Check the "Import with HTML tags" and "Import all questions as draft" boxes.
- Choose "Clean MSWord Formatting" from the filter drop-down list.

RTF Import	
In MS Word®, Select 'Save as' and select Rich Text Format (*.rtf). Formatting Instructions * Sample File	
Folder:	Change Folder Exam 1
File: (1)	41.7 KB exam.rtf Remove file
Import with HTML tags	$\checkmark$
Import all questions as draft	$\checkmark$
Select Appropriate Filter For Import (Optional)	
Clean MSWord Formatting	~
Next	

## Step 6:

If all questions were formatted correctly, ExamSoft will recognize them and confirm how many will be imported. Click the "**Import Valid Questions**" button to finish importing the questions.

If ExamSoft cannot import some of your questions, it will show which ones caused errors. Go back into your rtf document to check their formatting and then repeat Step 5 & 6 to import the updated version.

RTF/TXT	Validatior	1												
You have som 1) Open the fil the corrected 2) Import only	e options: e in MS Word®, RTF file the valid questio	takes. Check out th correct any issues, ons, but keep track ( hem (i.e. don't reim	, cancel thi of which o	is import, then nes failed so y	reimport vou can						•			
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Previous 1 N	ext						Show: 10	0   25   50	100   1	250				
Sequence	Seq In File	Folder	Туре	Item Text	Α	В	С	D	Е	Answer Key	Proportionate	Rationale	Categories	Item Gro
1	1	ITEMS/2025 Fall/TST 101-7101 (JSmith)/Exam 1	M/C	What color is the sky?	Blue	Yellow	Orange	Green		a				
Previous 1 N		1 Results						0   25   50						

## Step 7:

Click the "Go to Folder" button to return to the folder with your imported questions.

