

# Respondus

VERSION 4.0

This packet contains two quick-start guides:

- an instructor quick-start guide
- a quick-start to formatting guide

For a complete user's guide, please visit:

<http://www.respondus.com/products/userguide.shtml>

For individual support, please contact the Office of  
Instructional Technology @ ext. 1703



vermont technical college  
office of instructional technology



### WHAT IS RESPONDUS?

Respondus is a Windows-based authoring tool that makes it easy to create and manage exams for Blackboard, ANGEL, Desire2Learn, eCollege, Moodle, and other learning systems.

### INSTALLATION

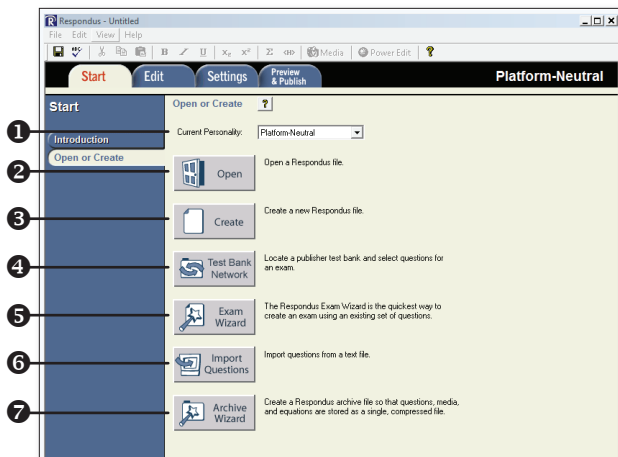
To install the Campus-wide version of Respondus:

- Your institution will provide you the download and activation information for Respondus.
- The name of the installation program is "Respondus4Campus.exe." Double-click the file to run it.
- Once installed, start Respondus and enter the Institution Name and Activation Password provided by your institution.

To install the Single-user version of Respondus:

- Download the Respondus software from [www.respondus.com](http://www.respondus.com).
- Locate the file downloaded and double-click it to start the setup program.
- After installation, start Respondus to obtain the Product ID number.
- Return to the Respondus web site to obtain a 30-day activation password or a permanent activation password.
- Enter the activation password in the Respondus software as prompted.

### THE START MENU



- 1 **Personality** - select the course management system being used with Respondus.
- 2 **Open** - open an existing Respondus file.
- 3 **Create** - create a new file.
- 4 **Test Bank Network** - locate a publisher test bank and select questions for an exam.
- 5 **Exam Wizard** - create a new exam by copying questions from other Respondus files.
- 6 **Import Questions** - import questions from MS Word, Rich Text, QTI and other formats.
- 7 **Archive Wizard** - create a zip archive of a Respondus file, including all pictures and media.

### REGISTER A PUBLISHER TEST BANK

Thousands of publisher test banks are available in Respondus format (free to instructors who adopt a participating textbook).

1. On the Start menu in Respondus, select the **Test Bank Network** button.
2. The first option, "Search for a publisher test bank" will open a browser window and enable you to search for the textbook adopted for your course.
3. For the textbook selected, click "More Information" and submit the request form for the test bank.
4. The publisher receives the request and will send you the File Code and Password via email within 1-3 days.
5. When the File Code and Password is received, start Respondus and return to the **Test Bank Network** wizard.
6. Select the second option, "Register a test bank using a file code and password".
7. Enter the File Code and File Password (if required) provided by the publisher, along with the information requested. This will register the test bank with this copy of Respondus. It won't be necessary to repeat the process again on this computer.
8. Once the test bank is registered, select the third option on the **Test Bank Network** wizard, "Select questions from one of the following publisher test banks".

Questions can now be copied from the test bank to the currently open Respondus file.

### USING THE EXAM WIZARD

Use the Exam Wizard to create a new exam by copying questions from other Respondus files.

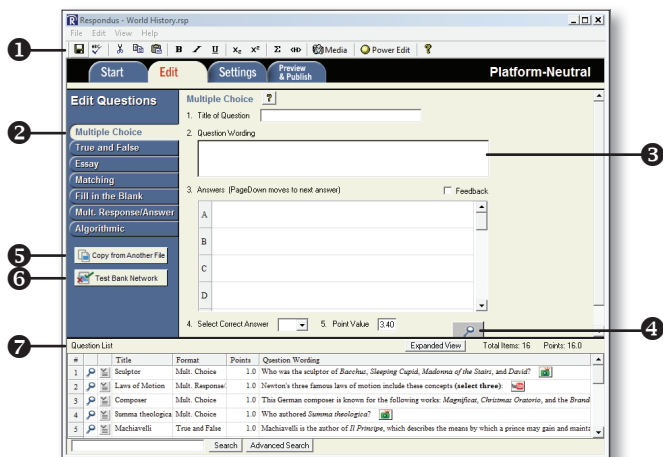
1. From the Start menu, select the **Exam Wizard**.
2. Select the first option to *Create a new exam and copy questions to it*. Click **Next**.
3. Enter a name and description for the new file. Click **Next**.
4. Select the Respondus "source" files from where the exam questions will be copied. Click **Next**.
5. From the pull-down list, select one of the source files from the previous step.
6. Select either the **Automatic Selection** or **Manual Selection** option and then select questions from the source file.
7. Add the selected questions to the list in the lower section by selecting **Add to End of List** or **Insert into List**.
8. Repeat steps 5 to 7 until the desired questions are selected. Click **Next**.
9. The new file has been created. Choose from the options shown and click **Finish**.

## IMPORTING QUESTIONS FROM OTHER FORMATS

Existing questions can be imported from other file formats, such as MS Word.

1. From the Start menu, select **Import**.
2. Select the **Type of File** being imported (MS Word, Rich Text, CSV).
3. Make sure that the file to be imported follows the formatting guidelines provided in the online help (very important).
4. **Browse** to and select the file being imported.
5. **Preview** the import results to check for errors, then click **Finish** to complete the import.

## OVERVIEW OF EDIT MENU



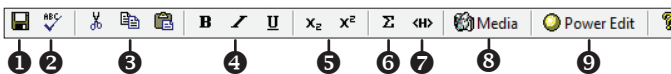
- 1 **Toolbar** - provides tools for formatting a question or adding equations, images or media files.
- 2 **Question Types** - click a tab to view the template for a question type.
- 3 **Question Template** - the question wording and content are entered in a template.
- 4 **Preview** - displays the question as it will appear in an online assessment.
- 5 **Copy from another file** - a tool for copying questions from another Respondus file.
- 6 **Test Bank Network** - copy questions from a previously registered publisher test bank to this Respondus file.
- 7 **Question List** - lists the questions in the file; use the drop-down context menu to edit a question.

## USING THE EDIT MENU

Use the Edit menu to create or edit questions.

1. Select a question type from the tabs along the left.
2. Enter the question text in the question template.
3. Add formatting to the question text using the toolbar options.
4. Specify the correct answer (if applicable) and the point value.
5. Click the **Preview** button to preview the question.
6. When ready, click the **Add to End of List** or **Insert into List** button.
7. The question will appear in the **Question List** at the bottom of the screen.

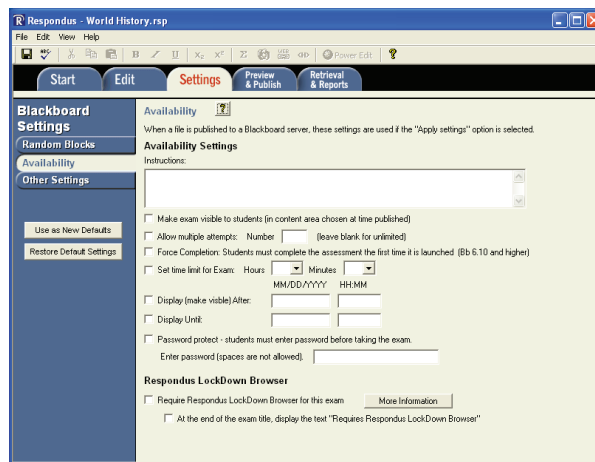
## THE EDIT TOOLBAR



The Edit Toolbar provides tools for formatting text or adding equations, tables, images and other media.

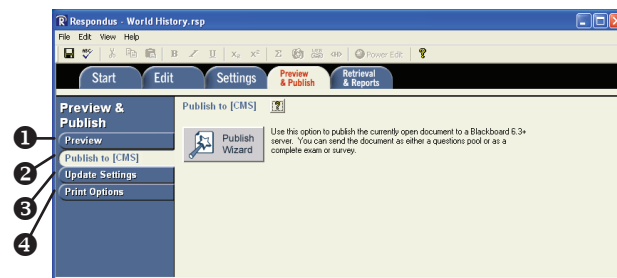
- 1 **Save File** - save the currently open file.
- 2 **Spell checker** - spell check the file.
- 3 **Cut, Copy and Paste** - copy text to/from a text entry field.
- 4 **Bold, Italic, Underline** - add bold, italic or underline formatting.
- 5 **Superscript and Subscript** - add superscript or subscript formatting.
- 6 **Equation Editor** - launches the equation editor.
- 7 **HTML Editor** - add a block of HTML to a question.
- 8 **Media Wizard** - add images, audio, video, and other files; embed files from other servers (e.g. YouTube, Picasa).
- 9 **Power Edit** - provides a larger edit window and includes other tools like bulleted lists, fonts, table editor, etc.

## THE SETTINGS MENU



The Settings menu displays the exam settings available for the course management system (CMS) that was selected on the Start menu. Select the exam settings prior to publishing the exam to your CMS. (See the user guide for your CMS, or the online help in Respondus, to learn more about these settings.)

## THE PUBLISH MENU



- 1 **Preview** - preview the exam before printing or publishing it.
- 2 **Publish to [CMS]** - publish the exam to your online course using the Publish Wizard.
- 3 **Update Settings** - update the settings for an existing exam in a CMS.
- 4 **Print Options** - print the exam or save it to MS Word or Rich Text Format.

## USING THE PUBLISH WIZARD

Use the **Publish Wizard** to publish exams directly to your online course.

1. From the Preview & Publish menu, select the **Publish to [CMS]** tab and then click the **Publish Wizard** button.
2. To publish the exam to a single course, select the **Publish to single course** option.
3. Click the **Edit Settings** button if you haven't previously provided server information for your online course. (Otherwise, click **Next** and skip to step 5.)
4. A screen will appear that looks similar to the one below (each course management system is different, so your display may differ):
  - Enter the URL for the login page of your course management system.
  - If prompted, enter the URL for a page within one of your courses.
  - Click the **Extract** button.
  - Enter a description for your server ("My Online Course").
  - Enter your User Name and Password for your online course.
  - Select the *Remember my User Name and Password* box if it isn't a shared computer.

The screenshot shows a dialog box titled "Server and Course". It has a close button (X) in the top right corner. The dialog contains the following elements:  
- A title bar: "Server and Course"  
- A close button (X) in the top right corner.  
- A text area: "To automatically set the server information for your institution:"  
- Three buttons: "OK", "Cancel", and "Delete".  
- Step 1: "1. Open your browser, go to the Blackboard 'Login' page where you type in your name & password, copy the 'Address' of the page from the browser to the box below. (If you type your name & password into a small grey popup window, leave the box blank.)"  
- A text input field for the address.  
- Step 2: "2. In your browser go to the course you want to use, then go to the 'Control panel' page and copy the Address into the box below"  
- A text input field for the address.  
- Step 3: "3. Press Extract"  
- An "Extract >>" button.  
- A table of fields:  
 - "Server name, e.g. 'bboard1.univ.edu'" (text input)  
 - "Course ID, e.g. '\_2\_141'" (text input)  
 - "Login type" (dropdown menu, currently showing "JSP-1")  
 - "Login page" (text input)  
 - "Institution code" (text input)  
 - "Server Port" (text input, showing "80")  
 - "Secure Server?" (checkbox, unchecked) with text "Yes, HTTPS:// always"  
 - "Login Port:" (text input, showing "0") with text "If HTTPS used only for login, otherwise set to 0"  
 - "LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443"  
- A section titled "The information below must be entered manually:"  
 - "Description" (text input)  
 - "Version" (dropdown menu, showing "Version 5.3-7.x")  
 - "(text to display in the server selection list, e.g. 'My Bb server')"  
 - "User name" (text input)  
 - "Password" (text input)  
- A checkbox: "Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!"

- Click the **OK** button to close the window and click **Next** to continue to the next page of the wizard.
5. The wizard will display a screen that looks similar to the one below (each course management system is different, so your features and display may differ):
    - Choose the course from the pull-down list.
    - Enter a name for the exam.

The screenshot shows a dialog box titled "Publish Wizard". It has a close button (X) in the top right corner. The dialog contains the following elements:  
- A title bar: "Publish Wizard"  
- A close button (X) in the top right corner.  
- Step 1: "1. Choose Course to publish to"  
- A dropdown menu showing "History 110".  
- Step 2: "2. Create or Replace Exam/Survey or Pool"  
- "Exam/Survey"  
- "Create new Exam" (radio button, selected) with a text input field containing "History 110 - Exam 1".  
- "Replace existing Exam" (radio button, unselected) with a dropdown menu.  
- "Pool"  
- "Create new Pool" (radio button, unselected) with a text input field.  
- "Replace existing Pool" (radio button, unselected) with a dropdown menu.  
- Step 3: "3. Additional options for Exam/Survey"  
- "Apply Random Blocks to Exam" (checkbox, checked)  
- "Apply Settings to Exam" (checkbox, checked)  
- "Link Exam to Content Area and make available" (checkbox, checked)  
- Buttons: "< Back", "Next >", "Cancel", and "Help".

- Select additional options for the exam.
  - Click **Next** to continue.
6. The exam will now be published to the specified course. When the publishing process is completed, click the **Finish** button.

## PRINTING AN EXAM

1. From the Preview & Publish menu, select the **Print Options** tab.
2. Select an option: **Exam** or **Exam with Answer Key** or **Answer Key only**. Click the **Settings** button to the right to further adjust the settings.
3. Click the **Edit Headers** button to modify the text that will appear at the top of each page.
4. To print multiple variations of the exam (with randomized question orders in each), change the pull-down list to the desired number of exam variations.
5. Click the **Print Preview** button to display the exam output in a window.
6. Click the **Save to File** button to save the exam to MS Word, Rich Text Format or Text format. Or, click the **Send to Printer** button to print the exam directly.

## RETRIEVING AN EXAM FROM A CMS

Respondus will "retrieve" an exam from a course management system, which then allows the file to be edited, published to another online course, or printed using Respondus.

1. From the Retrieval & Reports menu, select the **Retrieve Questions** tab.
2. Choose the CMS Server from the list.
3. Choose the Course from the list.
4. Select the Exam from the list.
5. Enter a name for the Respondus file that will be created once the exam is retrieved.
6. Click the **Retrieve** button to complete the download process and to create the new Respondus file.

## OTHER TRAINING & SUPPORT RESOURCES

- **Online Help** - press F1 in Respondus to get context-sensitive help.
- **User Guide** - download the Respondus user guide from <http://www.respondus.com/download>.
- **Demo Movies** - view demonstration and training movies at <http://www.respondus.com/demo>.
- **Knowledgebase** - <http://www.respondus.com/esupport>.
- **Ticket-based Support**<sup>1</sup> - <http://www.respondus.com/esupport>.

<sup>1</sup> If your institution has a campus-wide license of Respondus, contact your local support representative before opening a support ticket at [www.respondus.com](http://www.respondus.com).

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### *The Standard Format for Importing*

Respondus will import multiple choice, true-false, essay, short answer, matching, and multiple response questions. The plain text, rich text, or MS Word file must be organized in the “Standard Format” before it can be imported into Respondus. The Standard Format for multiple choice questions has *required elements* and *optional elements*, each of which is described below. This is followed by an explanation of the formatting required for true-false, essay, short answer, matching and multiple response questions.

#### Required Elements (*Multiple Choice*)

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

Example:       **3)**

Example:       **3.**

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?**

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

Each *answer choice* (distractor) must begin with a letter (A-Z) 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**

#### Optional Elements (*Multiple Choice*)

A *Title* can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. 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**

For questions being imported to an Exam file, *correct answers* 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 the answers should start on the following line (no blank lines are allowed). Note that any text after the answer list will be ignored.

Example:       **Answers:**  
                  **1. A**  
                  **2. C**  
                  **3. B**

If neither method is used to select a correct answer, Respondus will automatically select the letter “A” as the correct answer. Don’t worry, you will be warned if a question does not have an answer selected for it prior to completing the import.

With an Exam file, *feedback* for individual answer choices can be imported by placing the feedback immediately after the answer choice and by beginning the line with the @ symbol. 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?**

**a. Albert Einstein**  
                  **@ No. Albert Michelson determined the exact speed**  
                  **of light.**

**\*b) Albert Michelson**  
                  **@ Yes. Albert Michelson won the Nobel Prize for**  
                  **Physics for determining the exact speed of light.**

**c) Thomas Edison**  
                  **@ No, Thomas Edison did not determine the exact**  
                  **speed of light.**

**d. Guglielmo Marconi**  
                  **@ No. Marconi did not discover the exact speed of**  
                  **light, but he did win the Nobel Prize for Physics**  
                  **for his work with radio waves.**

“General Feedback” can be imported in a similar way, but it must appear immediately after the question wording and before any of the answer choices. The line must also begin with the @ symbol, and 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**  
**@ No. Albert Michelson determined the exact speed of light.**

**\*b) Albert Michelson**  
**@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.**

**etc.**

As shown in the previous example, both types of feedback can be used within a single question.

Point values can be set for each question or for a group of questions. Points are set by adding “Points:” followed by a space and the point value. The points value is used for the next question and all following questions until a new point value is set.

Example:      **Points: 2.5**

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

**....**

**4) Who determined the exact speed of sound?**

Both questions 3 and 4 will be given a value of 2.5 points.

#### Importing True and False Questions

The process of importing a “true and false” question is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

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

**\*a) True**  
**b) False**

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

- \*a. T**
- b. F**

It's important to note that the "True" (or "T") answer choice must be listed above the "False" (or "F") answer choice in order for Respondus to recognize it as a true and false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question.)

To include a "title" or "feedback" with the true and false question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:       **Title: Light speed**  
**3) Albert Michelson determined the exact speed of light?**

**@ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.**

**\*a. True**

**@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.**

**b. False**

**@ The correct answer is True. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.**

A second way to designate a correct answer for a true and false question is to place it in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and the answers should start on the following line--no blank lines are allowed. The correct answer for a true and false question can be designated in three ways: (1) using the complete words "True" and "False," (2) using the letters "T" and "F," or (3) using the alphabetical letters "A" (for true) or "B" (for false). For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are "true":

Example:       **Answers:**  
**1. True**  
**2. T**  
**3. A**

### Importing Essay Questions

The logic for importing essay questions (also known as "essay" or "open-ended" questions) is similar to what is described above for multiple choice questions. The primary difference is that the first line of formatting must begin with "Type: E". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:       **Type: E**  
**Title: Michelson-Morely experiment**



**4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?**

If you are importing an essay question into an Exam file, you can supply an answer two different ways. First, you may provide an answer immediately after the question wording, in which the answer begins with "a." or "a)" (without the quotes).

Example:      **Type: E**  
                 **Title: Michelson-Morely experiment**

**4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?**

**a) In 1887, Albert Michelson and Edward Morely 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.**

The second way to supply an answer for an essay question is to place it in the list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading "Answers:" and must be positioned at the end of the file. An essay answer should begin with the corresponding question number, followed by either a period "." or a parentheses ")". This is then followed by a space and then the answer itself.

Example:      **Answers:**  
                 **1. A**  
                 **2. C**  
                 **3. B**  
                 **4. In 1887, Albert Michelson and Edward Morely 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.**

5. B

### Importing Short Answer Questions

To import a Short Answer question, the first line of formatting must begin with “Type: S”. This is followed by the “Title” (which is optional), the question number, and the question wording.

Example:       **Type: S**  
                  **Title: Who invented television?**  
                  **5. Who is known as the "father of television"?**

Respondus allows you to import only one correct answer per question, but it does permit you to enter multiple forms of that answer.

Example:       **Type: S**  
                  **Title: Who invented television?**  
                  **5. Who is known as the "father of television"?**  
  
                  **a. Zworykin**  
                  **b. Vladimir Zworykin**  
                  **c. Vladimir Kosma Zworykin**

Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

Example:       **Answers:**  
                  **1. A**  
                  **2. C**  
                  **3. B**  
                  **4. C**  
                  **5. Zworykin**  
                  **5. Vladimir Zworykin**  
                  **5. Vladimir Kosma Zworykin**  
                  **6. B**

### Importing Matching Questions

The process of importing a “matching” question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with “Type: MT”. This is followed by the “title” (which is optional), the question number, and the question wording.

Each *answer* (which consists of both portions of a correct match) must begin with a letter (a-z) followed by a period “.” or a parentheses “)”. The two parts of the match must be separated with an “=” symbol and there should not be any hard returns or blank lines within either parts of the answer.

Example:       **Type: MT**  
                  **Title: Scientific discoveries**

- 4) Match the correct name to the discovery or theory.
- a. Michelson-Morely = Speed of light
  - b. Einstein = Theory of Relativity
  - c. Marconi = radio waves

Spaces before or after the “=” symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match. If you plan to list correct answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.

#### Importing Multiple Response Questions

The logic for importing multiple response questions is similar to what is described above for importing multiple choice questions. (Multiple Response questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with “Type: MR”. This is followed by the “Title” (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk.

Example:           **Type: MR**  
**3) Which of the following individuals are credited with determining the exact speed of light?**

- a. Albert Einstein
- \*b. Albert Michelson**
- c. Thomas Edison
- \*d. Edward Williams Morley**

To include a “title” or “feedback” with multiple response questions, follow the same formatting rules described above for multiple choice questions. For instance,

Example:           **Type: MR**  
**Title: Determining Speed of Light**  
**3) Which of the following individuals are credited with determining the exact speed of light?**  
**@ Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.**

- a. Albert Einstein
- @ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.**
- \*b) Albert Michelson**

@ Yes. Albert Michelson is one of the two persons credited with determining the exact speed of light.

etc.

(Note: this example illustrates how to include both “General Feedback” and answer-specific feedback. In most cases, you would include only one type of feedback.)

A second way to designate correct answers for multiple response questions is to place them in 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. If a question has been designated as a Multiple Response type using “Type: MR”, then correct answers can be shown in a list in one of three ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple response questions.

Example:       **Answers:**  
                  1. B D  
                  2. B, D  
                  3. B,D

**Important:** Once the import file is organized to the specifications described above, it should be saved to MS Word (.doc or .docx), rich-text (.rtf) or a text (.txt) file. It is then ready to be imported by Respondus.

#### Importing Images with Questions

Images embedded in MS Word files will import automatically. However, it is possible to import images with rich-text or txt files using an alternate method. First, be sure that the images in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: [ **img: “filename.jpg”** ]. The word “filename.jpg” should be replaced with the actual file name.

Example:       **3) The interferometer, shown here [img: “interferometer.jpg”], was used by which of the following scientists.**  
                  **a. Albert Einstein**  
                  **\*b. Albert Michelson**  
                  **c. Thomas Edison**  
                  **d. Vladimir Zworykin**

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:

[ **img: “interferometer.jpg” “Picture of an interferometer”** ].

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear inline with the question text.