


## Import Lessons from Microsoft Word

The Import from Word feature will allow you to quickly import RTF-formatted questions into CPS. At this time you will not be able to import tables from Word into CPS. To import your files

1. Open your file in Microsoft Word. You will need to format your document before importing it. Please see [CPS Import from Word Format](#) for more information.
2. Click the **Save as** option from the **File** menu. The Save as window will open.
3. From the **Save as type** pull-down menu, save the file as a **Rich Text Format (\*.rtf)** document.

 **NOTE:** Make sure you save your file in a folder that you can find later. To save a file to a particular location, use the **Save in** pull-down menu.

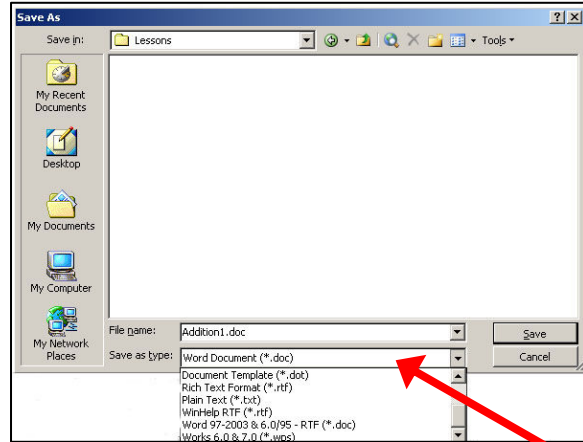




Figure 52: Saving a file as an RTF document in Microsoft Word

 **NOTE:** You will not be able to import tables from your RTF document into CPS.

4. Open CPS from your desktop icon.
5. Click on the **Lessons** tab.
6. Click . A pop-up menu appears.
7. Choose **Import...**
8. Click on the **Browse** button. The Open dialog box will appear. Use the **Look in:** pull-down menu to view the folder your file is in. Use the **Files of Type** pull-down menu to view RTF files.
9. Click **Open** and CPS will begin importing your files from Word.

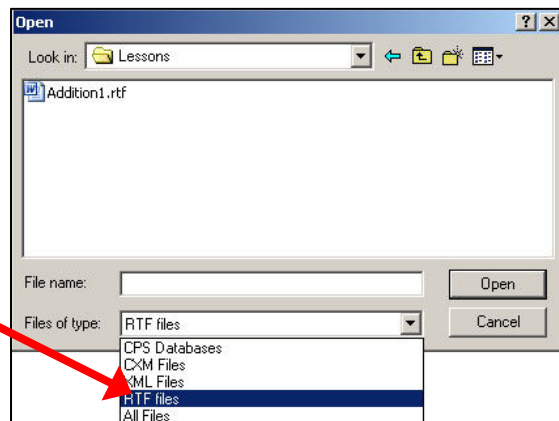



Figure 53: Importing an RTF lesson into CPS

 **NOTE:** You can import files from other word processors, such as MS Works, WordPerfect, or Word Pad as long as you can save the files as RTF.

## CPS Import from Word Format

Before using the Import from Word feature, your question and answer stems must be formatted so they can be imported into CPS. Use the following table and the example below the table to properly label your questions. Please remember that a Question Type label is required for each different type of question.

Table 1: Import from Word format

Label	Description
TITLE:	Lesson title (required)
True/False	True or False question type
Multiple Choice	Multiple-choice question type; up to 8 multiple-choice answers (MC8)
Yes/No	Yes or No question type
Numeric	Numerical answers question type (RF only)
ANS:	Answer to the question (required)
STO: and OBJ:	State Standards or Objectives (not required)
MOE:	Margin of Error (not required): CPS can accept a range of answers for a numeric question (RF only)
NOT:	Notes (not required)

Example:

**TITLE:** *this label signals the title to your lesson. (Required)*

**Addition1** *the title of your lesson*

**True/False** *this label identifies the question type (Required)*

1. Four plus seven equals twelve.

ANS: F *the "ANS" label identifies the correct answer. You must include the colon ":" (Required)*

**Multiple Choice** *this label signals the start of a different question type. (Required)*

4. The sum of 11 and 5 is

- a. 15
- b. 16 *Use a., b., c., and so on to mark answer choices (Required)*
- c. 12
- d. 7

ANS: B

STO: Understanding Numbers

OBJ: 3-4.2 *You can include the standards and objectives on the same line as the answer stem.*

NOT: CPS supports up to eight multiple-choice answers (MC8) *an optional Note.*

**Numeric** *this label signals the start of a different question type (Required)*

6. What is 12 plus 13?

ANS: 25

MOE: 1 *the Margin of Error means that CPS will count the answer correct for any response ranging 1 more or less than the actual answer (24 – 26)*

**TITLE: Addition1**

**True/False**

1. Four plus seven equals twelve.

ANS: F

**Multiple Choice**

4. The sum of 11 and 5 is

a. 15  
b. 16  
c. 12  
d. 7

ANS: B                      STO: Understanding Numbers                      OBJ: 3-4.2  
NOT: CPS supports up to eight multiple-choice answers (MC8).

**Numeric**

6. What is 12 plus 13?

ANS: 25                      MOE: 1

Figure 54: Creating a correctly imported RTF lesson

### Additional Rules for Formatting and Importing

Below are some additional rules for importing your RTF document into CPS.


- ✦ **Title your lesson** - Remember to include the **Title** stem so that CPS can find the title to your lesson.
- ✦ **Question Type (required)** - Make sure you use a new Question Type label each time you change question types. Put the label above your question. Press the **Enter** or **Return** key and move to the next line.
- ✦ **Question Stem (required)** - Number your questions, put a period after the number, then put at least one white space (**Spacebar** or **Tab** key). After the white space, type the text for your question. If you are making an essay question, you may use multiple paragraphs. Press the **Enter** or **Return** key to start a new question or enter the answer stem.
- ✦ **Answer Stem (required)** - Always put your answer stem (ANS: ) on a new line. If you do not put any information after ANS:, your question will be imported as a performance question. However, you must have an answer after the ANS: if you are using multiple-choice, true/false, yes/no, or numeric questions.
- ✦ **Standards and/or Objectives (not required)** - Including Standards and/or Objectives in your RTF document is optional. You may put them on the same line as your answer stem. After STO:, OBJ:, or NOT:, type your information. Whatever you type after STO: or OBJ: will be the Standard or Objective name when the file is imported to CPS.
- ✦ **Margin of Error (not required)** - When you use MOE:, you can set CPS to accept a range of answers for a numeric question. This feature only works with the RF systems.

- ✦ **Use only supported features for import**
  - Superscript
  - Subscript
  - Pictures (.bmp, .gif, .jpg)
  - Charts
  - Symbols
  - Strikeout
  - Font (size, type, and color)

## Import ExamView Lessons

You can import ExamView 5 or earlier tests and quizzes into CPS. You can then engage these tests or quizzes just like any other CPS lesson. However, you will not be able to edit the questions of an imported ExamView lesson in CPS. To import an ExamView lesson

1. Open CPS from your desktop icon.
2. Click the *Lessons* tab.
3. Right-click on the **ExamView** folder in the lesson side. A pop-up menu appears.
4. Choose **Add file**. The Add Files window appears.
5. Browse through your computer until you find the ExamView file you would like to import.
6. Click **Open**.

 **NOTE:** If you're importing an ExamView file for the first time, a pop-up window will appear, and ask you to choose your state. After you select your state from the pull-down menu, you can engage your ExamView lesson.

The ExamView file imports to the ExamView folder in the *Lessons* tab. You can engage this lesson like any other CPS lesson.

## Set ExamView Options

When you import ExamView lessons into CPS, you can alter the ExamView options to filter out certain question types, change your state standards, and change the magnification on ExamView questions. To set your ExamView options

1. Open CPS from your desktop icon.
2. From the **Settings** menu, choose **ExamView Settings**. The ExamView Options window appears.
  - ✦ **Question Types** – Select the question types you would like to display in CPS. Any question types with checkmarks will be available in CPS; CPS will filter out unchecked question types.
    - True/False (default)
    - Modified True/False (default)
    - Multiple Choice (default)