



Respondus Test Software

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Create and Format the Test in Word

Word is the most commonly used application for Respondus, however, Respondus will also accept text (.txt) and rich text format (.rtf) files from other applications.

Basic Formatting

- 1. There should be no headers, headings, or footers in the document.
- 2. Each question needs to be preceded with "TYPE:" except for **Multiple Choice** and **True / False**. See examples in <u>Formatting Specific Question Types</u>.
- 3. Each question should begin with a number followed by a period "." or right parenthesis ")".
- 4. The question should follow the question number with one space after the period or right parenthesis.
- 5. Each answer choice should begin with an upper or lower case letter followed by a period or right parenthesis.
- 6. Correct answers are designated by placing an asterisk BEFORE the answer choice with NO spaces. (This can be difficult in Word so you may have to save the document as "plain text" and then go back and edit the document.)



Instructional Technology Services



Formatting Specific Question Types

Multiple Choice

This is the default question type so you don't need to add the "TYPE".

1. Who determined the exact speed of light? a. Albert Einstein

- *b. Albert Michelson
- c. Thomas Edison

True / False

If the True answer is typed first you don't need to add the "TYPE". If not, it defaults to Multiple Choice. True/False questions can use answer choices "True" or "T" and "False" or "F."

2) Albert Michelson determined the exact speed of light?*a. Trueb. False

Multiple Answers

Type: MA

IA

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

Essay

Type: E (*No correct answers are needed for essay type questions. Providing an answer is optional.*)

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

Jumbled Sentence

Type: JUM (words to jumble are in brackets)

5. [Dream] as if you'll [live forever], [live] as if you'll [die tomorrow].

Fill in the Blank

Type: F (only <u>one</u> correct answer per question, but multiple forms of that answer can be provided)

- 6) _____ is known as the "father of television".
- a. Zworykin
- b. Vladimir Zworykin
- c. Vladimir Kosma Zworykin

Matching

Type: MT (spaces before and after the equal sign are optional)

7. Match the correct name to the discovery or theory.

- a. Michelson-Morely = Speed of light
- b. Einstein = Theory of Relativity
- c. Marconi = radio waves

Ordering Questions

Type: ORD (answers must be in correct order)

8) Put the following presidents into chronological order of service:

- a. George Washington
- b. John Adams
- c. Thomas Jefferson
- d. James Monroe

Images with Questions

Images embedded in Word will import automatically into Respondus. Images can also be inserted manually into text files by using specific formatting. Images must be gif, jpg, or jpeg formats. Place the following tag where the image should appear: [img: "filename.jpg"] using the actual name of the file in place of filename.jpg. You can even add ADAcompliant text for students using screen readers by placing text within quotes right after the filename.

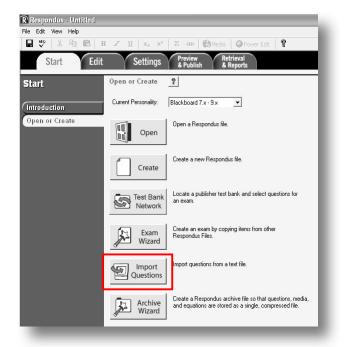
[img: "stonehenge.jpg" "Picture of Stonehenge"]



Import the Test into Respondus

Once you have finished formatting your document, you can save and import it straight into Respondus.

- 1. Launch Respondus
- 2. Click the Start tab
- 3. Click on Import Questions
- Select the type of file to be imported (txt, doc, docx)
- 5. Click Browse next to "File name" to locate file
- 6. Click Open
- 7. Type a name in "Create new document" (e.g. YourInitials_Test1_Summer2016)
- 8. Select Exam for "Type of file"
- 9. Click Preview (required)
- 10. Check for warnings. Ignore duplicate question title warnings.
- 11. Click Finish



| | | - | | | | |
|---|---|--|---|--|----------------------|------|
| Гуре | e of file: | Plain | n Text 🗾 | | | Help |
| File | name: | ED60 | 00_SP08_test1.txt | Browse | | |
| mag | ge Folder | C:\D | ocuments and Settings\Andrea | Browse | | |
| Cho | ose where | e to add | d the new Questions: | | | |
| • | Append th | ne ques | stions to the current document. | | | |
| • | Create a r | new do | cument, named: ED600_SP08_ | Test1 | | |
| | | | eate: | | | |
| | | | | | | |
| | | | question number to create title, e. comes "ch01-001", "ch01-002", | 9 | | |
| Jse 'res: evie | "ch01-" s the Previo s the Finis ew results | tem be ew butt | comes "ch01-001", "ch01-002", ton to check for problems: | 9. Preview Finish | | |
| Jse 'res: evie # | "ch01-" s the Previo s the Finis ew results Title | tem be ew butt h butto | comes "ch01-001", "ch01-002", ton to check for problems: | Preview Finish | | |
| Jse res: evie # 1 | "ch01-" s the Previo s the Finis ew results Title Who de | tem be ew butt h butto termin | comes "ch01-001", "ch01-002", ton to check for problems: | Preview Finish | | _ |
| Jse res: evie # 1 2 | "ch01-" s the Previo s the Finis ew results Title Who de Albert M | tem be ew butt h butto termin fict | comes "ch01-001", "ch01-002", ton to check for problems: | Preview Finish | [^] light? | |
| Jse res: evie # 1 2 3 | "ch01-" s the Previous s the Finis ew results Title Who de Albert M How is t | tem be ew butt h butto termin Aicl | comes "ch01-001", "ch01-002", ton to check for problems: on to complete the process. Question Wording e Who determined the exact speed tuestion items should approximation items should approximation. | Finish of light? ear here | °light? d to Albe | nt E |
| Jse res: # 1 2 3 4 | "ch01-" s the Previous s the Finis ew results Title Who de Albert M How is t Who is | tem be ew butt h butto termin fict the : Q kno a | comes "ch01-001", "ch01-002", ton to check for problems: Question Wording e Who determined the exact speed Question items should appe fter you click Preview abo | Preview Finish of light? ear here ove. | d to Albe | n E |
| Jse res: evie # 1 2 3 | "ch01-" s the Previous s the Finis ew results Title Who de Albert M How is t Who is | tem be ew butt h butto termin fict the : Q kno a | comes "ch01-001", "ch01-002", ton to check for problems: on to complete the process. Question Wording e Who determined the exact speed tuestion items should approximation items should approximation. | Preview Finish of light? ear here ove. | d to Albe | nt E |



Preview and Edit the Test in Respondus

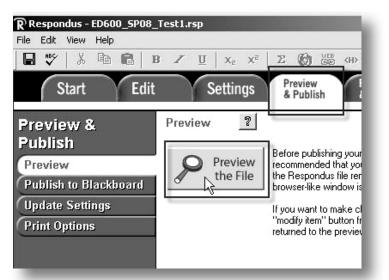
Preview allows you to check question wording and answers. You can correct errors and make changes.

NOTE: You can randomize all answer choices for all questions! Click File => Preferences => Edit / Publish => Randomize. Don't randomize answer choices if you use answers such as "all of the above" or "both a and c are correct."

- 1. Click the **Preview & Publish** tab
- 2. Click on **Preview the File**
- Click Next to cycle through the questions. This view is similar to how the assessment will appear in Blackboard. Click Modify Item to make changes. Save and return to preview remaining items.

| Question 1 | Mult. Choice | (2.00 points) |
|-------------------|---|---------------|
| G | uestion: Who determined the exact speed of light? | |
| | a. Albert Einstein | |
| | b. Albert Michelson | |
| | c. Thomas Edison | |
| | d. Guglielmo Marconi | |
| | | |
| Feedback | | |
| 0.0% a . | | |
| 100.0% b . | | |
| 0.0% c. | | |
| 0.0% d . | | |

4. Click **Close** when finished.





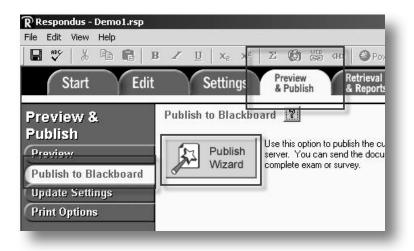


Publish the Test to Blackboard

NOTE: If you are NOT using Respondus in SDSU's FIT Center, please <u>Connect Respondus</u> to the Blackboard Server prior to completing this procedure.

In this final step, you will connect to Blackboard by selecting the server and entering your Blackboard username and password.

- 1. Click the Preview & Publish tab
- 2. Click Publish to Blackboard
- 3. Click Publish Wizard



| h Wizard | | | | |
|---------------------------------------|--|--|--|---|
| Type of Publish - Lo | cal File, Single Course, or Batch Pu | Iblishing | | |
| Publish to single | course | | | |
| C Batch Publish to | o multiple courses | | | |
| C Save pool to loo | cal file for manual uploading | | | |
| anana ana | F | settings informatio | on for a new server | |
| Settings: | Úser: | | Edit Settings | |
| Press [Next] to conr | l | | | |
| | < Back | Next > | Cancel | Help |
| | Type of Publish - Lo Publish to single Batch Publish to Save pool to loc Choose an existing s Blackboard Server: Settings: | Type of Publish - Local File, Single Course, or Batch Pu Publish to single course Batch Publish to multiple courses Save pool to local file for manual uploading Choose an existing server, or "add new server" to add Blackboard Server: Blackboard@SDSU Settings: Server: Pott: 443 (Secure Server, all pages HTTPS User: [User/Password will not be saved] Press [Next] to connect to server | Type of Publish - Local File, Single Course, or Batch Publishing Publish to single course Batch Publish to multiple courses Save pool to local file for manual uploading Choose an existing server, or "add new server" to add settings informatic Blackboard Server: Blackboard@SDSU Settings: Server: Port: 443 (Secure Server, all pages HTTPS) User: User:/Password will not be saved.) Press [Next] to connect to server | Type of Publish - Local File, Single Course, or Batch Publishing Publish to single course Batch Publish to multiple courses Save pool to local file for manual uploading Choose an existing server, or "add new server" to add settings information for a new server Blackboard Server: Blackboard@SDSU Settings: Server: blackboard.sdsu.edu Server Port: 443 (Secure Server, all pages HTTPS) User: (User/Password will not be saved.) Press [Next] to connect to server |

4. Choose Publish to single course

5. Select the server (Blackboard@SDSU)

6. Click Next



- 7. Click the drop-down menu to choose the course.
- 8. Verify the exam name. Change it if desired so that you will recognize it in Blackboard.
- 9. Deselect all additional options if you are not using Random Blocks.
- 10. Click Next.
- 11. Wait for the message, "Completed successfully" to appear
- 12. Click Finish

Now What?

Now you can deploy the test in Blackboard as you would with any Blackboard test or survey. Once published to Blackboard, the test resides in the Test manager (Control Panel => Course Tools => Tests, Surveys and Pools). You can edit the test or set your test options just like any other Blackboard test.

| с. р. г. ю | | 45 | |
|---|--------------------|----|---|
| Create or Replace Exam/Surv Exam/Survey | ey or Pool | | |
| Create new Exam | ED600_SP08_Test1 | | |
| C Replace existing Exam | | | • |
| Pool | • | | |
| C Create new Pool | ED600_SP08_Test1 | | |
| C Replace existing Pool | | | • |
| . Additional options for Exam/S | urvey | | |
| C Apply Random Blocks to E | xam | | |
| Apply Settings to Exam | | | |
| 🔲 Link Exam to Content Area | and make available | | |
| | | | |





Other Helpful Procedures

Connect Respondus to the Blackboard Server

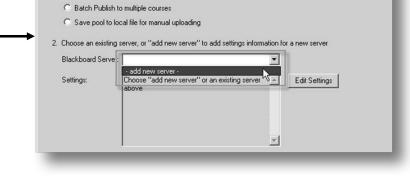
NOTE: If you are using Respondus in SDSU's FIT Center, you do not need to complete this step.

The first time you use Respondus and publish to Blackboard, you will need to enter the settings that connects Respondus to the Blackboard Server at SDSU. Once you complete this process, you only need to click on the server name to publish Respondus files.

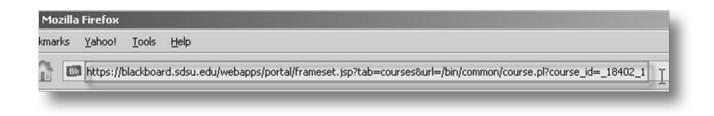
blish Wizard

Publish to single course

- 1. Launch Respondus
- 2. Click the **Preview & Publish** tab
- 3. Click **Update Settings**
- 4. Select add new server
- 5. Select No, I want to enter the settings manually
- Go to your browser and copy the Blackboard login URL (the page where you enter your username and password): https://blackboard.sdsu.edu/
- 7. Paste the login URL into Respondus (box number 1)
- 8. Return to the web browser and log into Blackboard
- 9. Enter any one of the courses you teach and copy the URL



1. Type of Publish - Local File, Single Course, or Batch Publishing



×



- 10. Paste the URL into Respondus (box number 2)
- 11. Click **Extract** to have Respondus do the URL deciphering (box number 3)
- 12. In the Description, enter Blackboard@SDSU
- Type in your Blackboard UserName and Password to connect to Blackboard. (Note: if you do not share your computer, you can click **Remember my UserName and Password** to retain the login information on <u>your</u> computer.)
- 14. Select **OK**. You should now be able to see your course list by pressing the drop-down menu next to "Choose Course".

| T | r and Course | |
|-------------------------|--|------------|
| | t the server information for your institution: | OK |
| & password, copy th | ser, go to the Blackboard "Login" page where you type in your name he "Address" of the page from the browser to the box below. me & password No a small grey popup window, leave the box blank.) | Cancel |
| | ard.sdsu.edu/webapps/login/ | Delete |
| | go to the course you want to use, then go to the "Control panel" page ss into the box below | |
| https://blackbo | ard.sdsu.edu/webapps/portal/frameset.jsp?tab=cour | |
| 3. Press Extract | Server name, e.g. "bboard1.univ.edu" Course ID, e.g. "_2_141 | 1" |
| Extract >> | blackboard.sdsu.edu _18402_1 | - |
| | Login type Login page Institutio | on code |
| | JSP-1 Vwebapps/login?new_loc=%2Fwebapp 0 | |
| | Server Port 443 Secure Server? 🔽 Yes, HTTPS:// | always |
| | Login Port: 0 If HTTPS used only for login, otherwis | e set to 0 |
| | LDAP & Kerberos logins may need to manually set Type=PL-1, Login | |
| | | ipoli ilo |
| The information belo | ow must be entered manually: | |
| Description Black | board@SDSU Version 6.3-7.x | Y |
| (text to display in the | e server selection list, e.g. "My Bb server") | |
| Username 80625 | 6380 Password | |
| | | |





Export a Respondus Test as a Word Document

- 1. Click the Preview and Publish tab
- 2. Click Print Options
- 3. Select the desired format (exam, exam with answer key, answer key only)
- 4. Click the **Settings** button to the right of the desired format and select which features you would like to include (such as the question number)
- 5. Click OK.
- 6. Click Print Preview to preview the test
- 7. Click Save to File

Print a Respondus Test

- 1. Click the Preview and Publish tab
- 2. Click Print Options
- 3. Select the desired format (exam, exam with answer key, answer key only)
- 4. Click the **Settings** button to the right of the desired format and select which features you would like to include (such as the question number)
- 5. Click OK.
- 6. Click Print Preview to preview the test
- 7. Click Save to File or Send to Printer

Download a Blackboard Test into Respondus

- 1. Click the Retrieval & Reports tab
- 2. Click Retrieve Questions
- 3. Make sure that the server is Blackboard@SDSU
- 4. Click Next
- 5. Log in with your Blackboard username and password
- 6. Choose a course to retrieve from, select an exam, and enter a name
- 7. Click Next
- 8. Wait for the program to export the test and click **OK** when the "File Saved" message appears
- 9. Click Finish