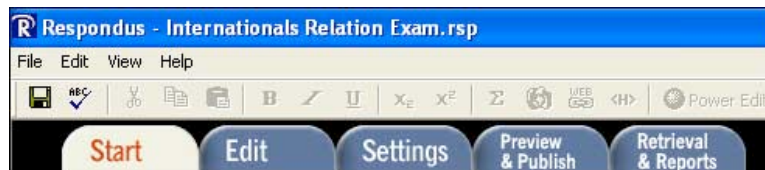


# Using Respondus

Respondus is a Windows-only application for creating and managing exams that can be printed to paper or published directly to Blackboard. Here is a brief overview of the application after you have downloaded, installed, and entered the registration info.

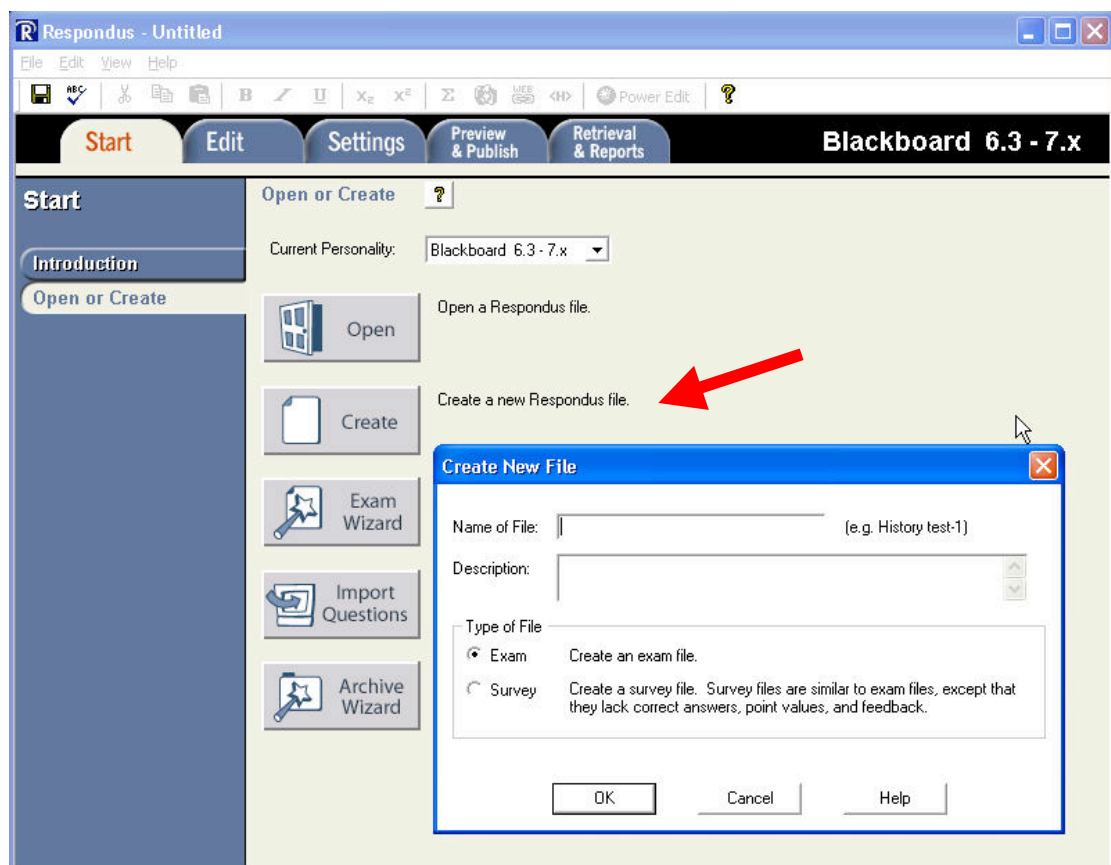
## CREATE A NEW QUIZ


To create and publish a new exam in Respondus, begin with the Start Tab.




Select **Create**.

In the new window, type the name and a description of the file. When finished, select **OK**.



 A new screen takes you to the **Edit Tab**.



 We can create an exam or a survey. We'll create an exam.

Create a new Respondus file.

**Create New File** ✕


Name of File:  (e.g. History test-1)

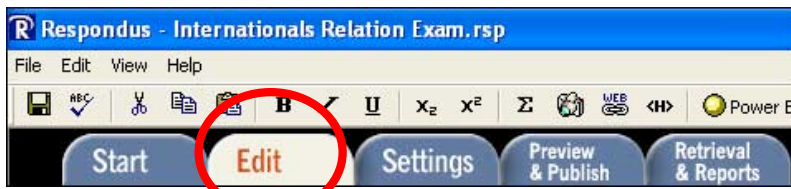
Description:

Type of File

Exam Create an exam file.

Survey Create a survey file. Survey files are similar to exam files, except that they lack correct answers, point values, and feedback.

 A new screen takes you to the **Edit Tab**.



 **Note:** Every question type in Respondus has options. First we'll look at the end options, and then the different kinds of questions.

5. Point Value

6.

- **GoTo Multiple Choice (MC) Option 5** – set the **Point Value** of the question.
- **MC Option 6**
  - **Add to End of List** adds the question you created to the end of the Question List.
  - **Insert into List** adds the question you created into the Question List where you select.
  - **Clear Form** deletes all the text you typed for that question, starting over.
  - **Preview** displays how the question will look in Bb.



The **Question List** stores all the questions you created or imported.

Question List			
#	Title	Format	Question Wording
1	<a href="#">Subject:Terrorism</a>	Mult. Choice	What one of these is not a terrorist organization?
-			



There are 15 types of questions you can create in Respondus:

- Multiple Choice
- True and False
- Essay / Short Answer
- Matching
- Ordering
- Fill in the Blank
- Multiple Answers
- Calculated
- Jumbled Sentence
- Either / Or
- Rile Response
- Opinion Scale
- Numeric
- Quiz Bowl
- Fill in Multiple blanks



## Multiple Choice, True and False, and Essay/Short Answer (the other options)

- **Multiple Choice -**  
**Title of Question** - Identify the question in the first box.  
**Question Wording** - Type the question in the second box.  
Enter the answers in the third set of boxes.

**Multiple Choice** ?

1. Title of Question

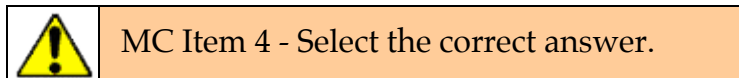
2. Question Wording

3. Answers: (PageDown moves to next answer)  Randomize

A	Al-Qaeda
B	Hamas
C	Hezbollah
D	Doctors without Borders

4. Select Correct Answer  5. Point Value

6.



C  
Doctors without Borders

D

4. Select Correct Answer  5. Point Value

6.




- **True and False.**

True and False ?

1. Title of Question

2. Question Wording

3. Select Correct Answer 

TRUE

FALSE

4. Point Value

5.

- **Essay/Short Answer.** Students type a response to your question.

Essay/Short Answer ?

1. Title of Question

2. Question Wording


3.  Publish as Short Answer instead of as Essay

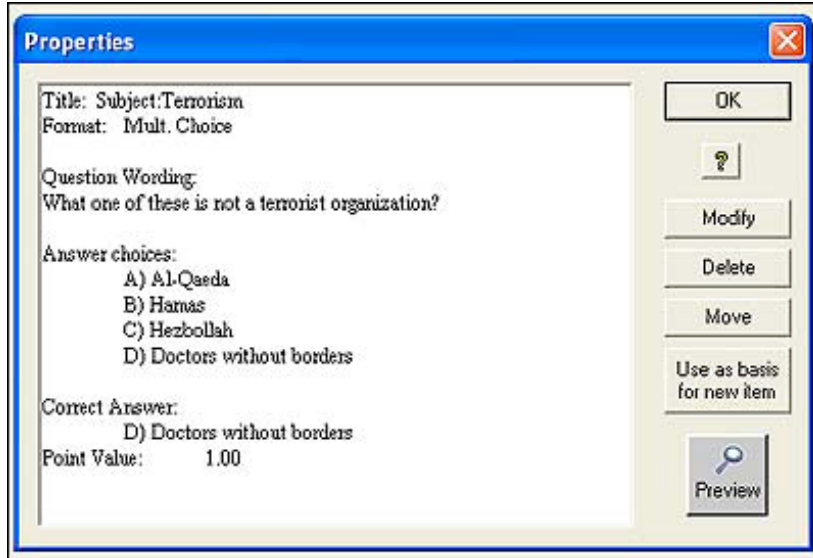
4. If using feedback, enter the correct answer

5. Point Value  6. Grading method: Manual

7.

Bb grades objective questions. The instructor grades subjective questions.


 To edit your question, select it by clicking the **Question Title** (the blue underlined text that looks like a hyperlink). The following window appears.

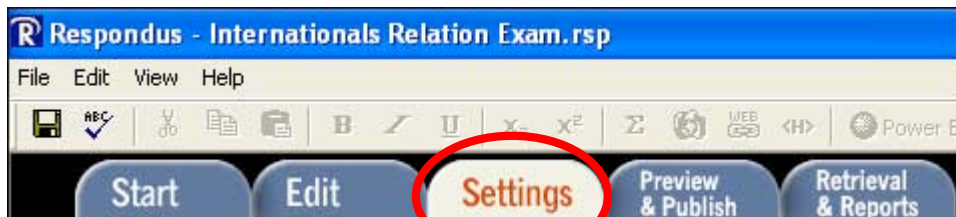


**Modify:** The question opens in the Respondus editor so you can change and save it.

**Delete:** Remove the question.

**Move:** Change the position of the question in the Question List.


 After you have created, added, and edited all the questions on the question list, select the **Settings Tab**.



The **Settings Tab** has 3 options on the left side panel:



Most of the settings in these options are explained in Respondus. This broad overview of each of the options touches on some of the more advanced features.

 The **Settings Tab** can be crucial to your exam! Verify all the options and check your settings.



## RANDOM BLOCKS

A set of questions from which random items are selected.

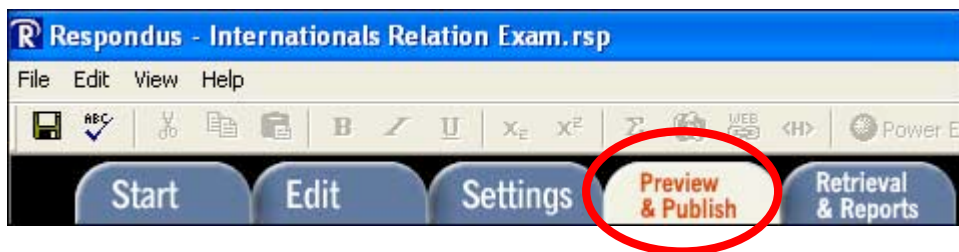
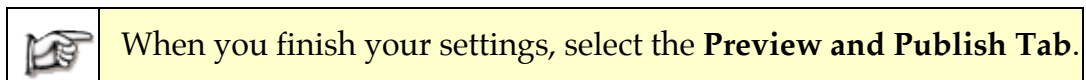
## AVAILABILITY

Set the parameters in this window, i.e., the amount of time a student is given to take the quiz and when it is made available.

## OTHER SETTINGS

Set the Feedback and Presentation modes.

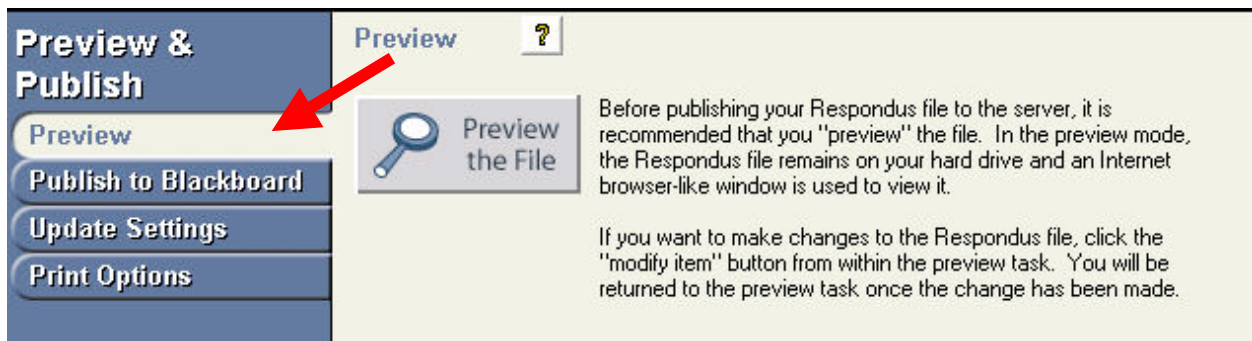
Use as **New Defaults** or **Restore Default Settings** buttons will change your settings.



This is where you finish and send your Exam to Bb. Most of the options are explained in Respondus. Images and explanations of some critical settings are covered here.

## PREVIEW

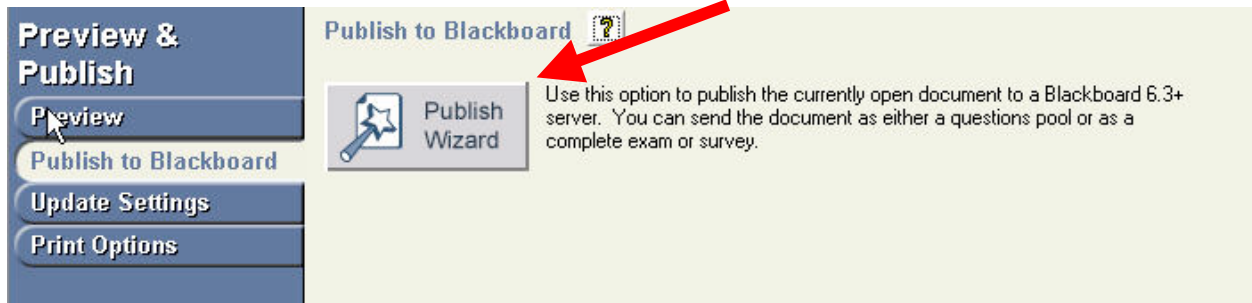
Before you publish your exam to Bb, Respondus recommends that you preview it.





## PUBLISH TO BLACKBOARD

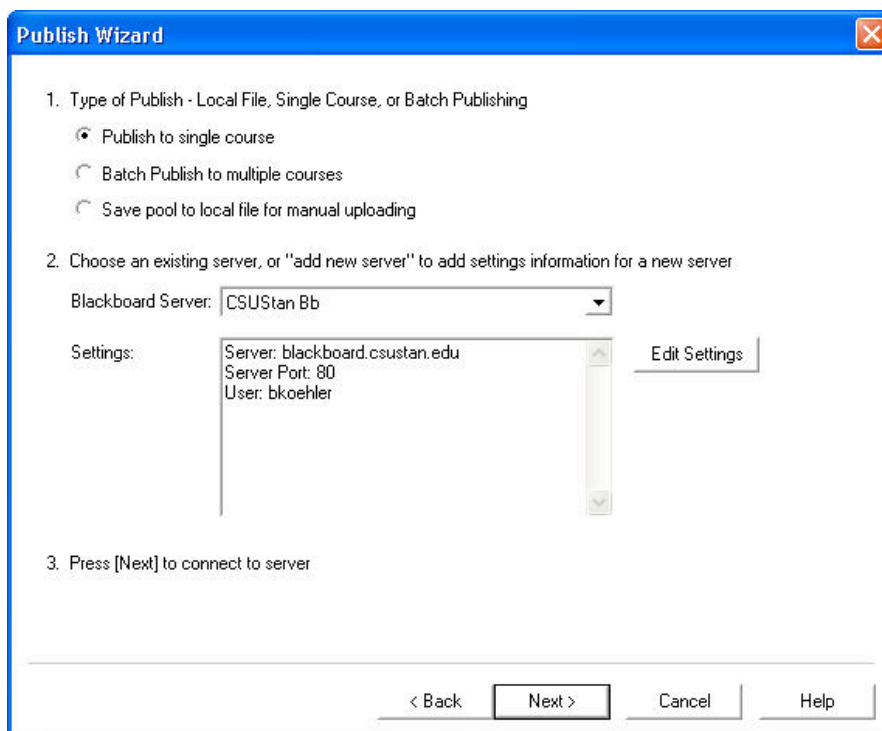
Select **Publish Wizard** to finish sending the exam you created to your course.



A new window opens when you click **Publish Wizard**. Select or set as needed.

1. **Type of Publish – Local File, Single Course, or Batch Publishing** (see screen shot)  
Publish to a single course,  
Batch Publish to multiple courses, or  
Save pool to local file for manual uploading.
2. **Server settings**  
Click **Edit Settings**

	<p>Bb Server – for #2 select <b>Add New Server</b> – follow the prompts. Your Settings should look like this when done. <b>Server:</b> blackboard.csustan.edu <b>Server Port:</b> 80 <b>User:</b> yourBbID</p>
--	--





Click **Next** to select the class or classes to create a new exam, to replace an existing exam, to create or replace a pool, and to set options.

**Publish Wizard**

1. Choose Course to publish to  
Blackboard Help & Support (1111-Bb-Help-Support)

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam qz2

Replace existing Exam

Pool

Create new Pool qz2

Replace existing Pool

3. Additional options for Exam/Survey

Apply Random Blocks to Exam

Apply Settings to Exam

Link Exam to Content Area and make available

< Back Next > Cancel Help

Click **Next**.

Select the Content Area to publish the exam.

**Publish Wizard**

Click on the area or folder to link to, then press [Next]

If you want to create a new folder to link the exam to, you must choose [Cancel] and create the folder using your browser, then press [Publish] again.

Content Areas

- Area or Folder

Content Areas

- Getting Started
- Building Your Course
- Managing Your Course
- Training - Support
- Online Documentation
- Step-by-Step Guides
- Bb Resources

< Back Next > Cancel Help

The screen displays the progress in publishing the exam to Bb.



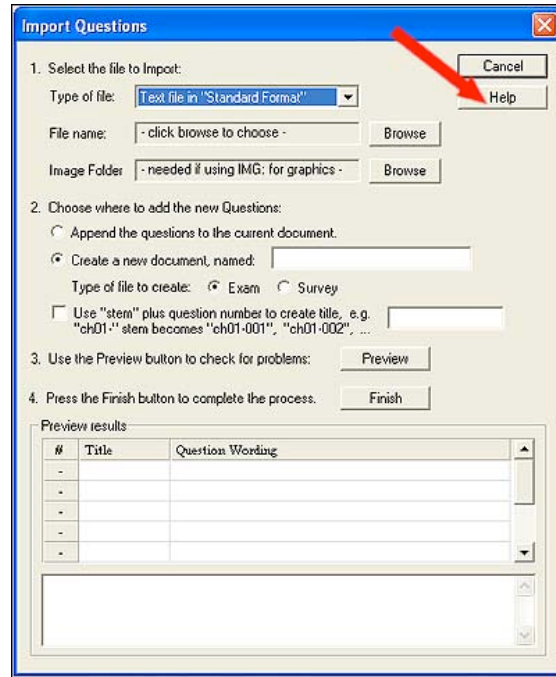
**Do not close or quit Respondus until it says it has successfully completed the process.**

## IMPORTING QUESTIONS

You may import questions from a word processor.

Respondus imports multiple-choice, true-false, essay, fill-in-the-blank, and multiple-answer questions.

See the online help in the application for full information



Respondus imports Plain Text (txt), Rich Text (rtf), Microsoft Word, and comma separated (csv) files.  
Before importing a text file into Respondus, read the online help or the Respondus User Guide for formatting information.

Sample questions formats for Multiple Choice and True/False:

Title: Speed of Light

1. Who determined the exact speed of light?

- a. Albert Einstein
- \*b. Albert Michelson
- c. Thomas Edison
- d. Guglielmo Marconi

Title: Speed of Light2

2. Albert Michelson determined the exact speed of light.

- \*a. True
- b. False



Begin each question with a number followed by either a period or a closed parenthesis.  
Mark each correct answer with an asterisk (\*).



## Get CSU Respondus

<http://www.csustan.edu/blackboard/FacultyHelp/Tests/Respondus-bb9.html>  
Bb entry page > Faculty Videos, Files, and Documents > Tests/Respondus

Enter the following when installing:

Institution Name: California State University Consortium

Local Support Contact: Bob Koehler, [bkoehler@csustan.edu](mailto:bkoehler@csustan.edu), 667-3898

Installation Password:

Contact BbSupport for Password - [bbsupport@csustan.edu](mailto:bbsupport@csustan.edu)

After installing, run *Check For Updates* under the Help Menu.  
We are currently using Respondus Campus Edition 4.