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.

A new screen takes you to the Edit Tab.

Select Create.

In the new window, type the name and a description of the file. When finished, select OK.
We can create an exam or a survey. We’ll create an exam.

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.

- **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.

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Format</th>
<th>Question Wording</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Subject Terrorism</td>
<td>Mult. Choice</td>
<td>What one of these is not a terrorist organization?</td>
</tr>
</tbody>
</table>

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.

**MC Item 4 - Select the correct answer.**
• **True and False.**

![Image of True and False question form]

1. Title of Question: Subject: Terrorism
2. Question Wording: Doctors without borders is a terrorist organization?
3. Select Correct Answer: TRUE
   - [ ] TRUE
   - [ ] FALSE
4. Point Value: 1.00
5. Add to End of List, Insert into List, Clear Form, Preview

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

![Image of Essay/Short Answer question form]

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: 0.50
7. Add to End of List, Insert into List, Clear Form, Preview

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.

When you finish your settings, select the Preview and Publish Tab.

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.

Before publishing your Respondus file to the server, it is recommended that you "preview" the file. In the preview mode, the Respondus file remains on your hard drive and an Internet browser-like window is used to view it.

If you want to make changes to the Respondus file, click the "modify item" button from within the preview task. You will be returned to the preview task once the change has been made.
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

   - **Bb Server** – for #2 select **Add New Server** – follow the prompts.
   - **First Item** – use `https://blackboard.csustan.edu/webapps/login/`

   Your Settings should look like this when done:
   - **Server Name:** blackboard.csustan.edu/
   - **Server Port:** 80
   - **Login Port:** 443
   - **User name:** yourBbID  **Password:** yourBbPW
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](image)

Click **Next**.

Select the Content Area to publish the exam.

![Publish Wizard](image)

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

**Warning:** 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 Light 2**
   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, 667-3898
- Installation Password:
  - Contact BbSupport for Password - bbsupport@csustan.edu

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