

Respondus 4.0 Instructor Guide



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Respondus 4.0 Software Guide

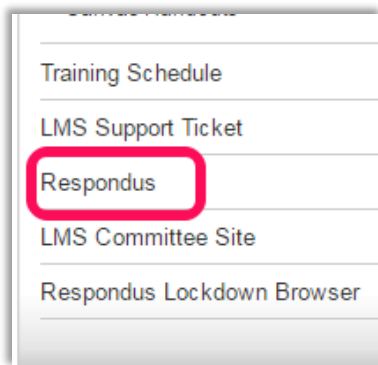
Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to our learning management system. Exams can be created offline using applications you are already familiar with, such as MS Word. Whether you are familiar with online testing or relatively new to it, Respondus will save you hours on each project.

If you need to retrieve exams from Learning Studio you cannot update Respondus.

When opening Respondus you will be prompted to install an update. You just need to click on “Cancel” and it will allow you to continue. We have found that updating the software will not allow you to connect to Learning Studio.

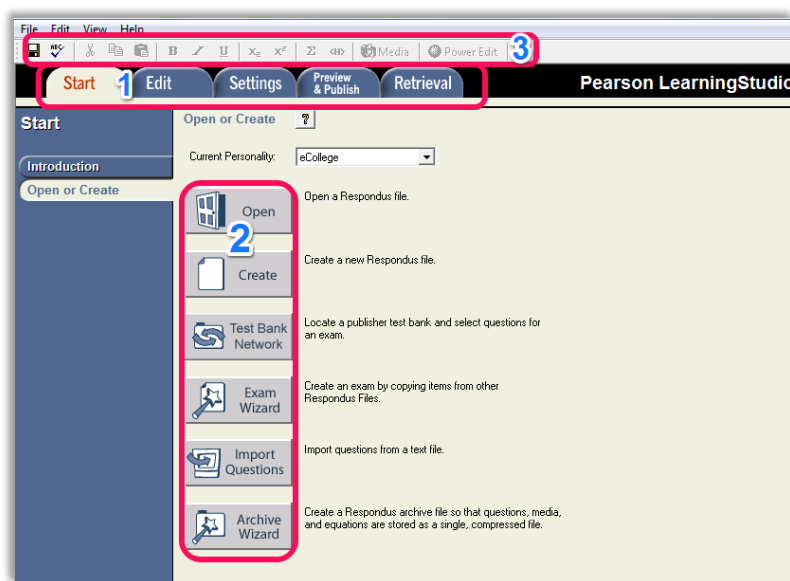
Not updating Respondus will not let you connect to Canvas. There is a Respondus QTI Workaround handout that is available on the ET&OL webpage. This handout shows how to export a QTI file from Respondus and how to upload that file to your course.

The Respondus license information can be downloaded via the Respondus link located on the [ET&OL webpage](#).



Respondus Layout

On the Respondus home screen you will find the Menu tabs (1), the various tools (2) used to create your quiz or exam, and the formatting toolbar (3).



Section 1

- **Start Tab:** Use this tab for opening, creating, or importing an exam.
- **Edit Tab:** Use this tab for editing a quiz or exam you have opened or created in the **Start tab**.
- **Settings Tab:** Use this tab to edit the settings on your exam, such as time allowed, the dates the exam can be taken, or randomized question pools.
- **Preview and Publish Tab:** Use this tab to upload an exam into your course.

Section 2

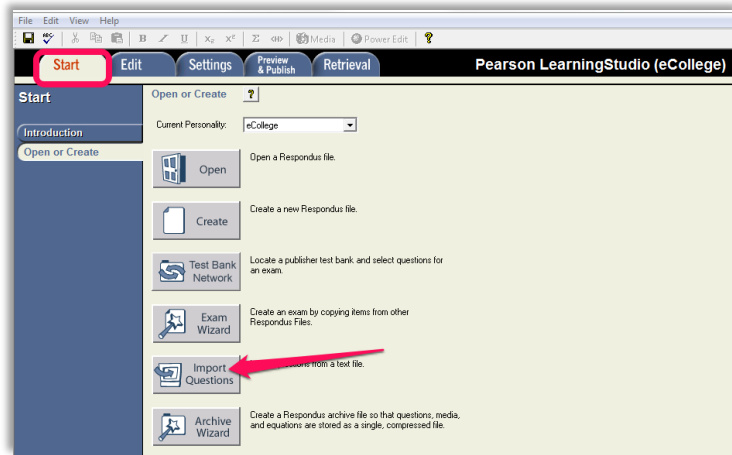
- **Open:** Use this tool if you want to open a previously saved Respondus file (.rsp).
- **Create:** Use this tool if you want to manually create an exam in Respondus.
- **Test Bank Network:** Use this tool if you want browse precompiled exams by publisher. (covered in a separate workshop)
- **Exam Wizard:** This tool is a semi-automated exam creator that guides you through the process of the **Create** tool. (covered in a separate workshop)
- **Import Questions:** Use this tool if you want to import a MS Word document. Respondus will generate the questions and answers based on the format of your document.
- **Archive Wizard:** This tool will create an archive file so that questions, media, and equations are stored as a single file. (covered in a separate workshop)

Section 3

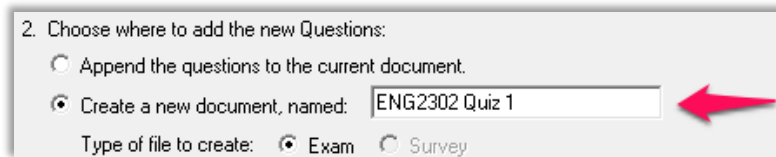
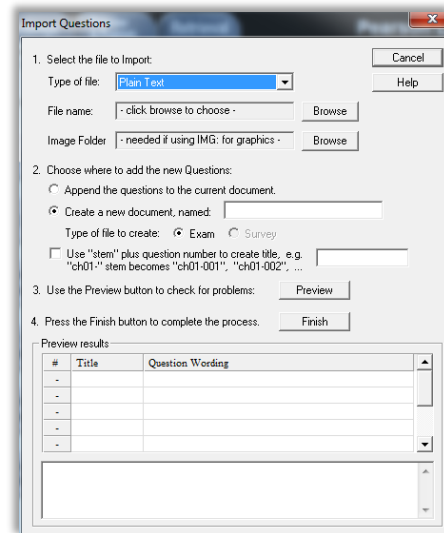
- **Toolbar:** This is a general toolbar like you see in most applications. It contains tools for formatting questions, adding equations, adding images, and adding media files.

Importing MS Word Document into Respondus

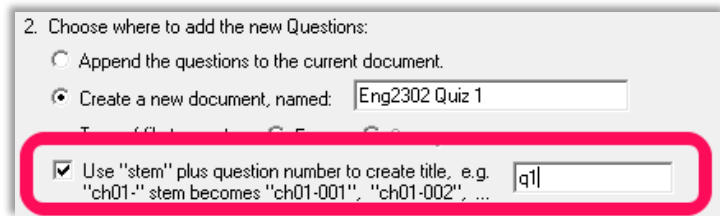
1. Begin by opening Respondus
 - If necessary select **eCollege** in the drop down menu
2. Under the Start tab, **click** "Import Questions".



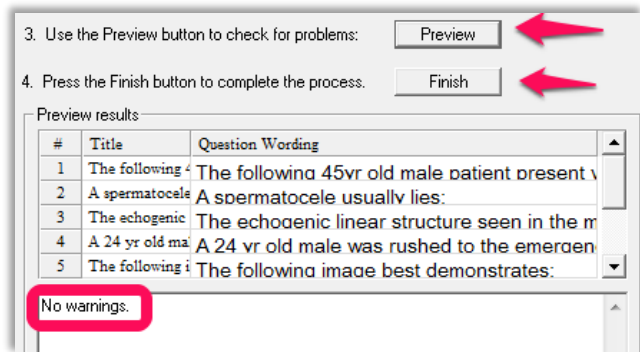
3. You will see a new window appear.
4. Select your file type in the "Type of File" dropdown menu. (.doc, .docx, .rtf)
5. Under file name **Browse** for your file.
 - You are given two options
 - Append the questions to the current document. This is if you are adding questions to a currently open file in Respondus.
 - Create a new document.
6. Name your exam (Ex. ENG2302 Quiz 1)
 - We recommend giving the course number first as you will be developing questions for different courses. This will help you organize your exams/quizzes.



- We also recommend using Stem, ✓ the checkbox
(If you do not use titles for your questions Respondus will default the first 20 characters as the title.)
Create title examples include: "q1-" for quiz 1, "ch1-" for chapter 1, "t1-" for test 1.



- Click "Preview" to check your document's format.
- At the bottom of the dialogue box check for "no warnings".
- If there are warnings you can go back and edit your file in MS Word and reupload the document to Respondus, or edit the exam directly in Respondus using the **Edit** tab. (*The Edit Tab is covered in the section below.*)

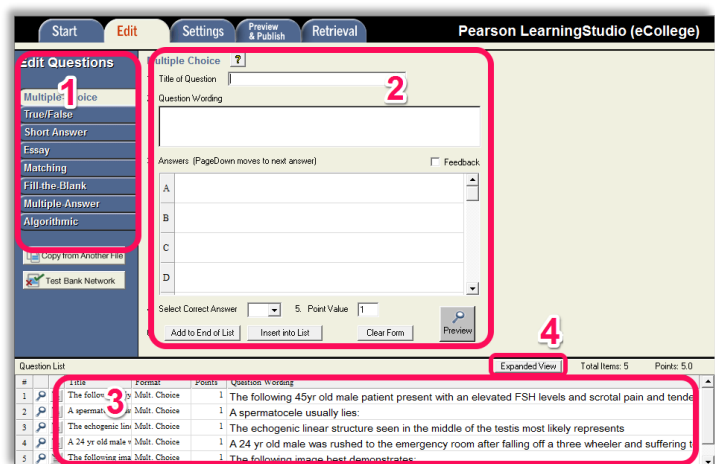


- If no errors arise click "Finish" to save your test in Respondus.
- Your test has been generated. Edits can be made in the **Edit Tab**.

Edit Tab


Once you have created or imported your questions into Respondus you can edit them using the **Edit Tab**.






- Edit Question Type:** In this menu you can change the type of question. (ex. Multiple choice, True or False, short answer, etc.)
- Edit Question Area:** In this dialogue box you can make changes to the title of the question, the wording of the question, answer choices, correct answer, and point value of each question.
- Question List:** The questions that were created or imported will be housed in this area.



- Expanded View:** This button will expand the question list to a full screen view.

Editing a Question in Respondus

- To select a particular question **click** the  icon and then **click** “Edit” from the dropdown menu. This will populate the Edit Question area fields with the text from the exam.
 - The dropdown menu also contains other useful tools such as preview, delete, and move to.
 - The magnifying glass icon can be used to *preview* a question as it will appear during the online exam.

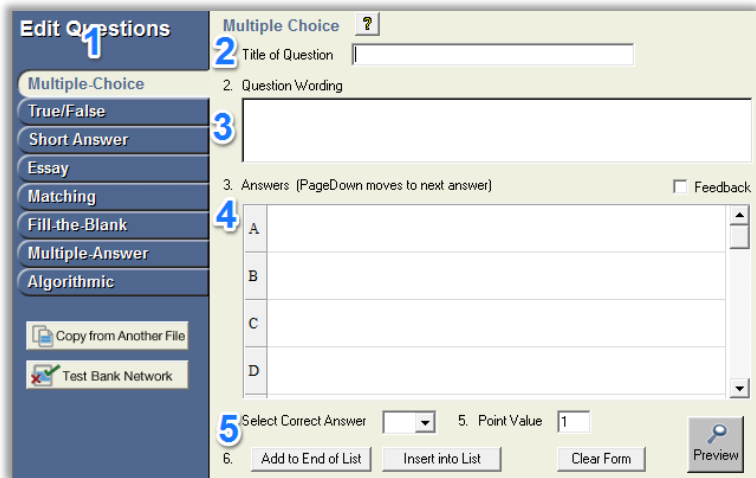
Question List				
#		Title	Format	Points
1		The following 45y	Short Answer	5
2		A spermatocle us	Mult. Choice	1
3		The echogenic lin	Mult. Choice	1
4		A 24 yr old male v	Mult. Choice	1
5		The following ima	Mult. Choice	1

- You can make changes to the points per question in the *Points* column. This is done by selecting question you want to edit the points on and typing in the desired value. *(These changes can also be made in the LMS but the process is much more time consuming.)*
- Once of Edit Question area fields have been populated, make any necessary adjustments to the question.
 - Click** “Save Changes”.
 - Repeat steps 1-3 with other questions as necessary.

Adding Questions When Editing an Exam

- Choose the question type from the “Question Type” menu on the left.
- Title the question.
- Enter the question.
- Fill in remaining fields.
- Click** “Add to End” or “Insert into List”.

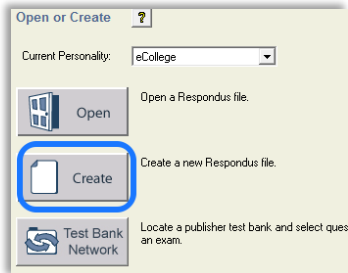
- “Add to End” will add the new question to the end of the exam.
 - “Insert into List” will let you where the question will be placed numerically. Then **click** “OK”.
- Click** “Preview” to display the question as it will appear in an online assessment.
 - Click** the “Save” icon in the upper left corner to save your changes.



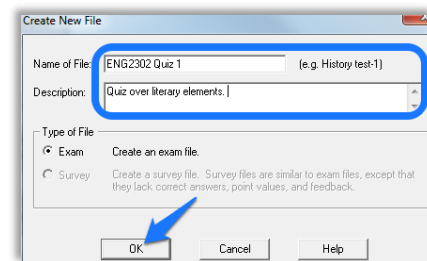
Creating an Exam in Respondus

Instead of importing a previously created MS Word document for an exam, you can create the exam using Respondus.

1. Open Respondus and **click** the “Create” icon.

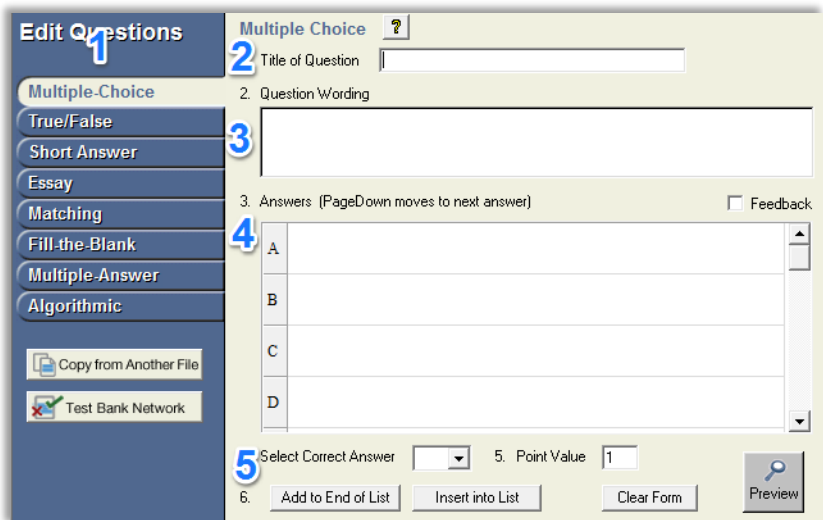


2. In the “Create New File” dialog box, name your exam and enter a short description.
3. Follow the steps below to add questions to the exam.



Adding Questions When Creating an Exam

1. Choose the question type from the “Question Type” menu on the left.
2. Title the question.
3. Type in the question.
4. Fill in the remaining fields.
5. **Click** “Add to End” or “Insert into List”.
6. Continue with steps 1-5 until the exam is complete.
7. **Click** “Preview” to display the question as it will appear in an online assessment.
8. **Click** the “Save” icon in the upper left corner to save your changes.



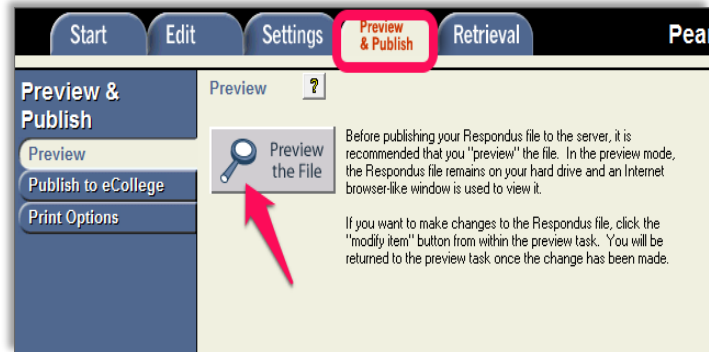
Publish & Preview

Go to the Preview and Publish tab.

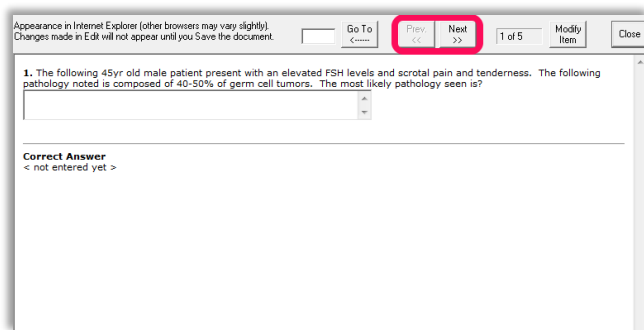
Preview

We highly recommend to first **Preview the File** to make sure that questions and answer choices appear as desired.

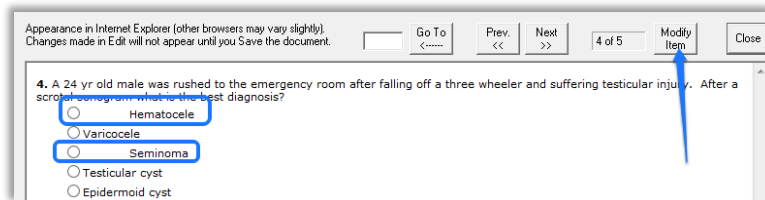
1. Click "Preview the File". The preview dialogue box will appear.



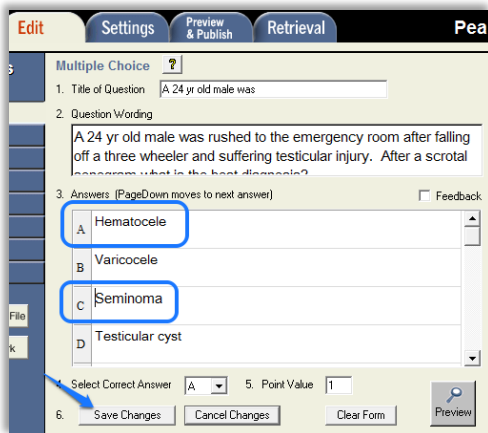
2. Use the "Prev." and "Next" buttons to preview the exam questions.



- If any change need to be made click the "Modify Item" button, which will take you back to the Edit tab to make changes.

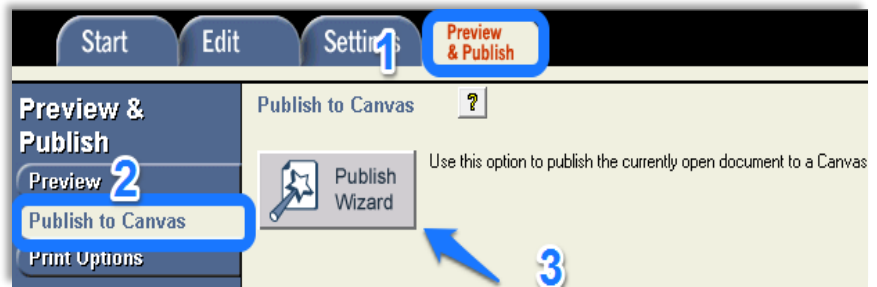


- Once changes are made click "Save Changes".

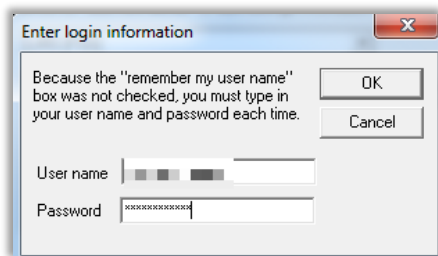
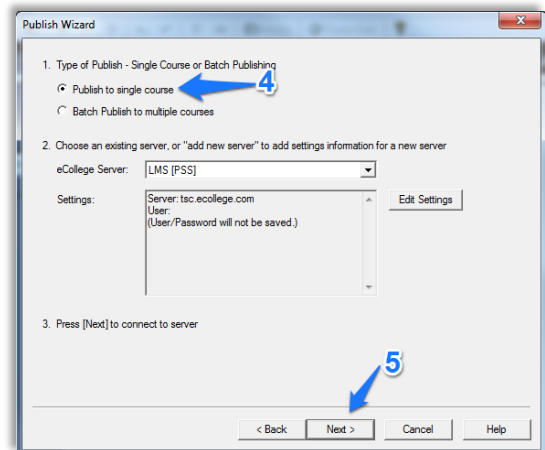


Publishing to Canvas

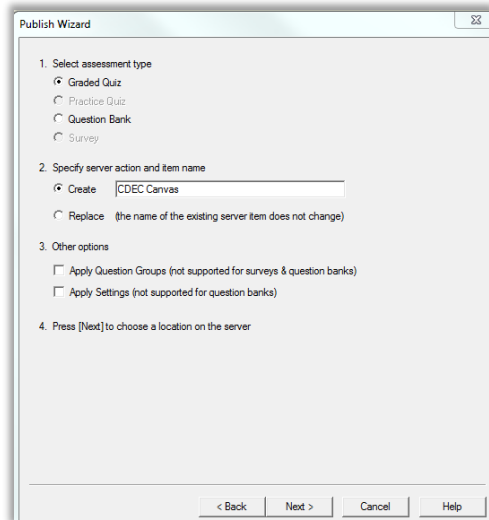
1. In Respondus go to **Preview & Publish** tab on the top.
2. Then to the left, select **Publish to Canvas**.
3. Select **Publish Wizard**, the Publish Wizard page appears.



4. For Type of Publish- select **Publish to single course**.
5. Click "Next".
6. Enter your TSC credentials.
 - It may take a few seconds for Respondus to connect to the Canvas server.



7. The page updates:
 - Select the assessment type.
 - Choose to create a new exam or replace an existing one.
 - Give the assessment a name.
 - Under #4 Additional options for Exam/Survey.
 - Checkmark those that apply.
 - Then **click** "Next".



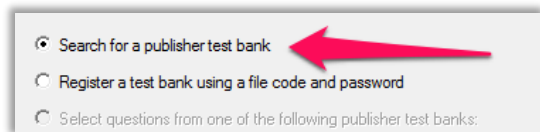
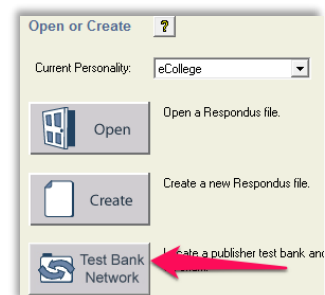
8. Page updates to show you upload status. Once complete, **click "Finish"**. On the next page, select the course you wish to publish the exam to.

Click **Next** then **Finish**.

Retrieving Exams from the Test Bank Network

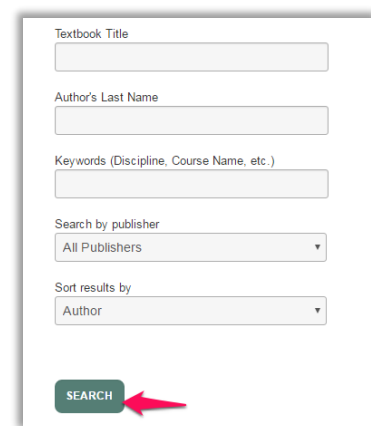
Searching for a Test Bank

1. Open Respondus and **click Test Bank Network**.
2. Select *Search for a publisher test bank* and **click Next**.

A new window will open in your internet browser.

3. Search for your textbook using the fields provided.



- Find the textbook and **click** the *More Information & Test Bank Network* link.

Displaying results 1 to 10 (of 8165)

Title: Industrial/Organizational Psychology, 6e
Availability: Available Now!
Author: Aamodt
Publisher: Cengage Learning
[More Information & Test Bank Request](#)

A new page will load.

- On the new page, fill in all necessary information and **click** *Submit*.
 - Your information will be sent directly to the publisher for verification.
 - This process could take up to 5 days**
- You will receive an email with a file code and password.

Registering a Test Bank

- Open Respondus and **click** Test Bank Network.
- Select *Register a test bank using a file code and password* and **click** *Next*.
- Enter the file code, password, and your information in the text fields provided.
- Click** *Link Test Bank*.

Register a Test Bank [\[Explain\]](#)

Enter the information requested below, including the publisher-provided file code (password, if provided). This will link the test bank to this copy of Respondus.

File Code:
File Password:
Your Name:
Institution:
e-mail address:

[Link Test Bank](#) [Cancel](#)

Retrieving Exams from Learning Studio

- Open Respondus and **click** the Retrieval tab.

Start Edit Settings Preview & Publish **Retrieval**

Retrieval Retrieve Questions ?

Use this option to retrieve an exam from an eCollege server and create a new Resp

- Select your server settings in the first dropdown menu.
- Select the course you wish to retrieve an exam from in the second dropdown menu.
- Choose the unit where the exam is located.
- Choose the exam.
- If necessary, enter a name for an exam.
- Click** retrieve and wait for the status to state *Completed*.

Retrieve Questions ?

Use this option to retrieve an exam from an eCollege server and create a new Respondus file.

1. Choose Server: LMS
2. Choose Course (if more than 1): TestCourse_Michael
3. Choose Unit / Chapter: Exams
4. Choose Exam: Exam 1
5. Enter a name for the new file: Exam 5
6. [Retrieve](#) Status: Completed

The exam is now saved onto your computer. To edit the exam, follow the directions in the Edit Tab section (page 5).