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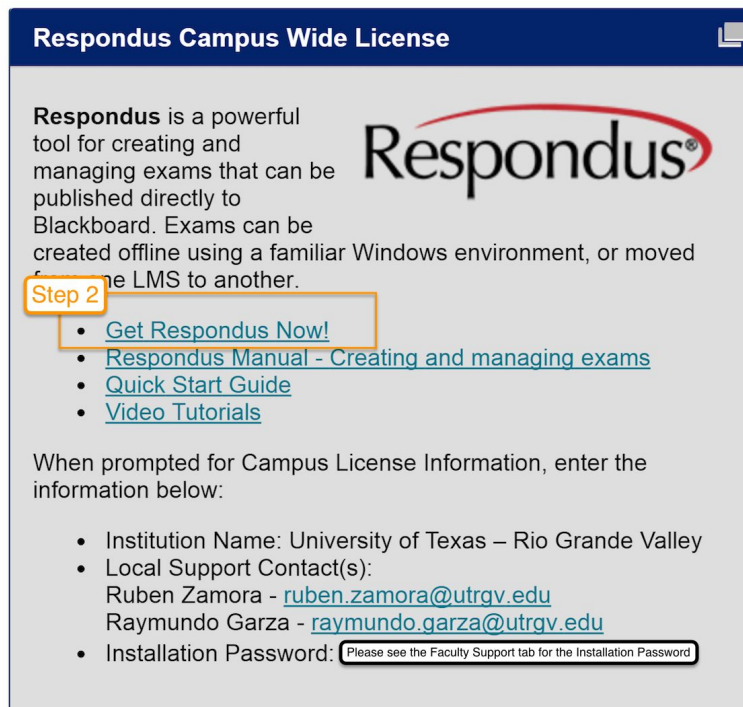
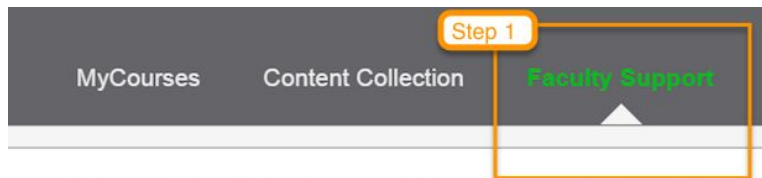
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PURPOSE OF THIS HANDBOOK

This handbook serves to guide you as you create tests on your computer, import them into the Respondus authoring tool, and link them to Blackboard.

DOWNLOADING & INSTALLING THE RESPONDUS AUTHORIZING TOOL

- The Respondus authoring tool is available for Windows only
- To download and install the Respondus authoring tool (see screenshots below for steps 1 and 2):
 1. Go to your Blackboard Faculty Support tab
 2. Scroll down to the Respondus section and click "Get Respondus Now!"
 3. Open the downloaded file and install the Respondus program on your PC computer

A screenshot of the 'Respondus Campus Wide License' page. The page has a dark blue header with the Respondus logo. The main content area is light gray and contains text about Respondus, a list of links, and contact information. An orange box labeled 'Step 2' is drawn around the 'Get Respondus Now!' link.

Respondus Campus Wide License

Respondus is a powerful tool for creating and managing exams that can be published directly to Blackboard. Exams can be created offline using a familiar Windows environment, or moved from one LMS to another.

- [Get Respondus Now!](#)
- [Respondus Manual - Creating and managing exams](#)
- [Quick Start Guide](#)
- [Video Tutorials](#)

When prompted for Campus License Information, enter the information below:

- Institution Name: University of Texas – Rio Grande Valley
- Local Support Contact(s):
Ruben Zamora - ruben.zamora@utrgv.edu
Raymundo Garza - raymundo.garza@utrgv.edu
- Installation Password: Please see the Faculty Support tab for the Installation Password

ACCEPTED FILE TYPES

The following file types are acceptable for import into the Respondus authoring tool:

- Plain text (.txt)
- Rich text (.rtf)
- Microsoft Word (.doc & .docx)

Plain text (.txt) is the most highly recommended format. Simple text editors, such as Notepad, can be used to create Plain text (.txt) files. In Plain text (.txt) files, fancy formats, sometimes called substitutions, should be disabled; these include the curved smart quotes [“...” vs. "..."] and the longer smart dashes [– vs. -].

This is an important step, as special formats in any question can disrupt the import process for subsequent questions.

GENERAL FORMATTING

Required Elements

REQUIRED ELEMENT	PROPER FORMAT	WRITTEN DESCRIPTION
Question Enumeration	1) or 1.	Questions must be enumerated. The number should be immediately followed by a right parenthesis [)] or a period [.]. A space should be between the question number/symbol and question wording.
Answer Choice Enumeration	A) or a) B. or b.	Answer choice enumerators are the letters A-T, immediately followed by a right parenthesis [)] or a period [.]. Answer choice enumerators can be in either lowercase or uppercase form. A space should be between the answer choice enumerator/symbol and the wording. <i>Throughout the question type formatting examples within this handbook, answer choices will be enumerated using the following format: [a.].</i>
Identified Correct Answer Choice(s)	*A) or *a) *B. or *b. OR Answers: 1. C 2. T 3. A, B, D	Answers for Multiple Choice, True/False, and Multiple Answer question types are indicated by an asterisk [*]. There should be no space between the asterisk and the enumerator. OR List the correct answers at the end of the file. Type “Answers:” and then begin listing the correct answers on subsequent lines. Each answer must be enumerated and must be on its own line. Answer 1 provides an example for a Multiple Choice answer format. Answer 2 provides an example for a True/False answer format. Answer 3 provides an example for a Multiple Answer answer format. <i>If no correct answer is identified, Respondus will choose the first response as the correct response by default. You will be warned that an answer does not have an identified correct answer prior to completing the import.</i>

Example with Required Elements

1. Who determined the exact speed of light?

a. Albert Einstein

*b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi

Optional Elements

OPTIONAL ELEMENT	PROPER FORMAT	WRITTEN DESCRIPTION
Question Title	Title:	A title can be imported with each question. Otherwise, the first 20 characters of the wording are used as the title. The advantage to giving each question a title is that you can categorize questions (i.e., by topic, time period, taxonomy). Titles do not show during an exam. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. The question number and question text follow on the next line.
General Feedback	~ Yes, ... @ No, ...	General feedback can be imported by placing the tilde [~] symbol in front of the feedback for a correct answer. The commercial at [@] symbol can be used to indicate the feedback for incorrect answers. There must be at least one space between the [~] and [@] symbols and the text you want displayed for the feedback. The feedback must appear under the question text and above the answer choices.
Specific Feedback	@ Yes, ... @ No, ...	To import feedback for individual answer choices of <i>multiple-choice</i> questions, place the feedback immediately after the answer choice and begin the line with the commercial at [@] symbol. There must be at least one space between the [@] symbol and the feedback text.
Point Values	Points: 2.5	Point values can be set for each question or for a group of questions. Point values are set by adding "Points:" followed by a space and the point value. The point value must appear above the question text or above the title text, if you choose to give your questions titles. The point value is used for the next question and all following questions until a new point value is set.

Example with Optional Elements & General Feedback

Points: 5

Title: Speed of Light

1. Who determined the exact speed of light?

~ Yes, Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

@ No, the correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light. Revisit chapter 3 of our textbook for more information.

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

Example with Optional Elements & Specific Feedback

Points: 5

Title: Speed of Light

1. Who determined the exact speed of light?

a. Albert Einstein

@ No, Albert Einstein developed the general theory of relativity. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light. Revisit chapter 3 of our textbook for more information.

*b. Albert Michelson

@ Yes, Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

c. Thomas Edison

@ No, Thomas Edison developed devices such as the phonograph. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light. Revisit chapter 3 of our textbook for more information.

d. Guglielmo Marconi

@ No, Guglielmo Marconi developed a radio telegraph system. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light. Revisit chapter 3 of our textbook for more information.

QUESTION TYPE FORMATTING

Now that we have covered general formatting, let's look at formatting elements for specific question types.

All formatting for the following examples will include the required elements, question enumeration and answer choice enumeration, plus one optional element, identified correct answer choice(s).

TYPE: MULTIPLE CHOICE & TRUE/FALSE

Multiple Choice

Multiple Choice question types can have up to 20 answer choices. Only one response may be considered correct. These are the only question types that can be given specific feedback for each answer choice.

Example

2. The standard layout on English-language keyboards is:

- a. AZERTY
- b. QWERTZ
- *c. QWERTY
- d. QZERTY

Answer List Formatting

When listing answers at the end of the file, type the answer choice enumerator that corresponds with the correct answer for each Multiple Choice question.

Example

Answers:

- 1. b
- 2. c

True/False

True/False question types look similar to Multiple Choice question type formatting; however, “True” should always be listed as the first answer choice. “True” and “False” can either be spelled out, as in [True] or [False], or they can be denoted with a [T] or an [F]. Only one response may be considered correct. General feedback applies to this question type.

Example 1

3. World War I occurred between 1914 and 1918.

*a. True

b. False

Example 2

3. World War I occurred between 1914 and 1918.

*a. T

b. F

Answer List Formatting

When listing answers at the end of the file, there are three acceptable forms for True/False question types. Example 1 uses the complete word. Example 2 uses the single letter. Example 3 uses the answer choice enumerator.

Example 1

Answers:

1. b

...

3. True

Example 2

Answers:

1. b

...

3. t

Example 3

Answers:

1. b

...

3. a

TYPE: OTHER

For the next question types you will see the formatting element “Type:” This helps Respondus identify the type of question you’re giving. “Type:” must appear before the question.

Type: E – Essay Type: F – Fill in the Blank Type: FMB – Multiple Fill in the Blank Type: MT - Matching	Type: ORD – Ordering Questions Type: MA – Multiple Answers Type: JUM – Jumbled Sentence
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Essay Questions

It is important to note that the instructor will manually grade Essay question types in Blackboard. The system will not automatically grade these questions. Neither general nor specific feedback is available for this question type.

Required Element

Type: E

Example

Type: E

4. How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?
 - a. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

Answer List Formatting

When listing answers at the end of the file, type the essay answer next to the appropriate question number.

Example

Answers:

1. b
- ...
4. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

Fill in the Blank Questions

Fill in the Blank question types can be in question or cloze format. These allow only one correct answer, but Respondus permits you to enter multiple correct forms of that answer. *Note: If students misspell the answer, it will be counted as wrong. It is good practice to make your students aware of this in the instructions of the exam/quiz.*

Required element

Type: F

Example 1

Type: F

5. Who is known as the “father of television?”
- a. Zworykin
 - b. Vladimir Zworykin
 - c. Vladimir Kosma Zworykin

Example 2

Type: F

5. ___ is known as the “father of television.”
- a. Zworykin
 - b. Vladimir Zworykin
 - c. Vladimir Kosma Zworykin

Answer List Formatting

When listing answers at the end of the file, list all acceptable answers, each on a separate line, for the same question number.

Example

Answers:

- 1. b
- ...
- 5. Zworykin
- 5. Vladimir Zworykin
- 5. Vladimir Kosma Zworykin

Multiple Fill in the Blank

Multiple Fill in the Blank question types can include up to 10 blanks, each of which can have up to 20 correct answers. Answers are denoted within brackets in the question itself.

Required element

Type: FMB

Example 1

Type: FMB

6. A [rose] by any other [name] would smell as [sweet].

Example 2

Type: FMB

6. A [rose, red flower, crimson bud] by any other [name, label, title, namesake] would smell as [sweet, aromatic, fragrant, fresh, perfumed, ambrosial, divine, charming, alluring, attractive, delightful, tantalizing, seductive, delectable, precious, rapturous, pungent, honeyed, sweet-smelling, pleasant].

Answer List Formatting

If you plan to list correct answer for other questions at the bottom of the document, simply skip the number for all questions that are of the Multiple Fill in the Blank variety.

Matching Questions

Matching question types are common for terminology, dates, and other facts. Each answer, comprised of both parts of a correct match, must be enumerated by letters A-T and followed by a period [.] or a right parenthesis [)]. The two parts of the match must be separated by an equal [=] symbol on the same line.

Required element

Type: MT

Example

Type: MT

7. Match the medical terminology.
 - a. acu/o = sharp; severe; sudden
 - b. -blast = embryonic; immature cell
 - c. fluor/o = luminous
 - d. mut/a = genetic change
 - e. therm/o = heat
 - f. xen/o = stranger; foreigner
 - g. zyg/o = union; junction; pair; yoke; tied together

Answer List Formatting

If you plan to list correct answer for other questions at the bottom of the document, simply skip the number for all questions that are of the Matching variety.

Ordering Questions

Ordering question types are common for chronological or procedural knowledge. All answer choices must be enumerated with the letters A-T and listed in the correct order; the system will randomize the answer choices you list.

Required element

Type: ORD

Example

Type: ORD

8. Arrange the following presidents in order of service.

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

Answer List Formatting

If you plan to list correct answer for other questions at the bottom of the document, simply skip the number for all questions that are of the Ordering variety.

Multiple Answers

Multiple Answer question types are essentially Multiple Choice questions that have more than one correct answer.

Required Element

Type: MA

Example

Type: MA

9. Select the transition metals:

- *a. Chromium
- b. Tin
- *c. Copper
- *d. Iron
- e. Aluminium

Answer List Formatting

If you plan to list correct answer for other questions at the bottom of the document, place a comma in between the correct answer choices, as seen in number 9.

Example
Answers:

1. b

...

9. a, c, d

IMPORTING EXAM QUESTIONS

(See screenshots below)

Step 1: Select "Import Questions"

Step 2: Select the File to Import

1. From the *Start* menu, click on **[Import Questions]**.
2. Use the drop-down menu to select the type of file that will be imported (.txt, .rtf, .doc, or .docx).
3. Next, click **[Browse]** to locate and select the file to be imported.

Step 3: Choose Where to Add the New Questions

1. Choose either to:
 - a. Append imported questions to the currently open file, **OR**
 - b. Create a new file, enter the name of the file to be created, and select **[Exam]**
2. Specify a title for each question
 - a. *Respondus title default*: the first 20 characters of the question text
 - b. Manual title entry: type in a category for each question
 - c. Stem title entry: select **[Use stem...]** and enter a base stem, such as "Chapter 3-". The questions will automatically be titled Chapter 3-001, Chapter3-002, etc.

Step 4a: Use the Preview Button to Check for Problems

1. Click the **[Preview]** button to preview the file being imported
2. See if there are any warning messages
 - a. If warning messages are shown at the bottom of the screen, you need to determine whether to:
 - i. Make changes to the text file, **OR**
 - ii. Continue with the import as is

Step 4b: Major Errors

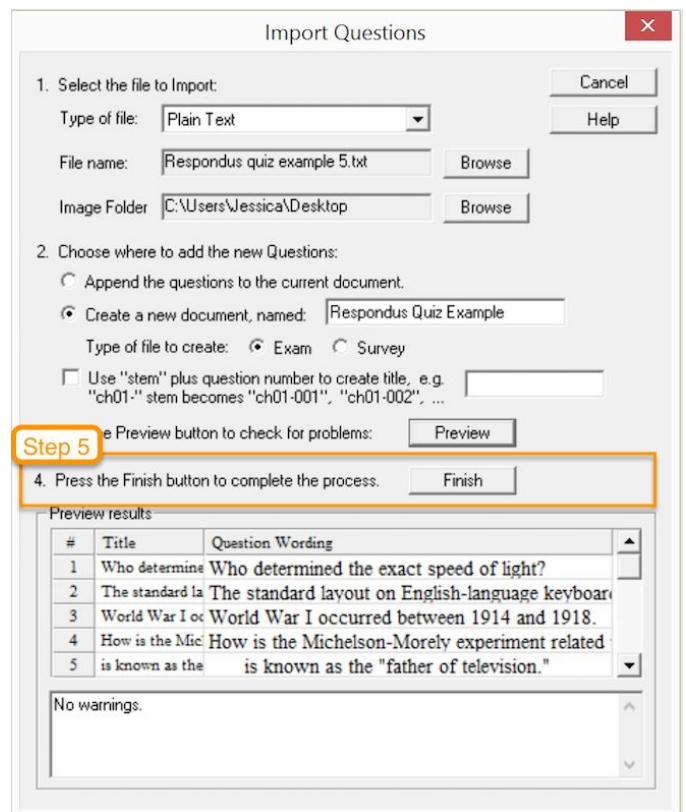
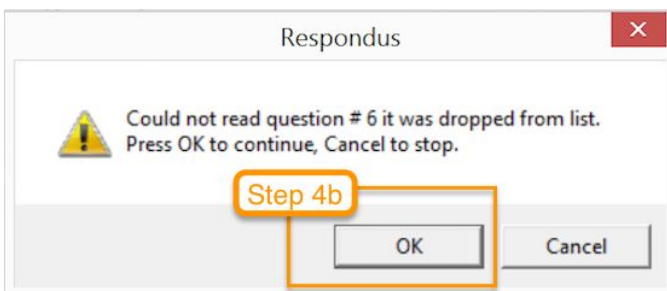
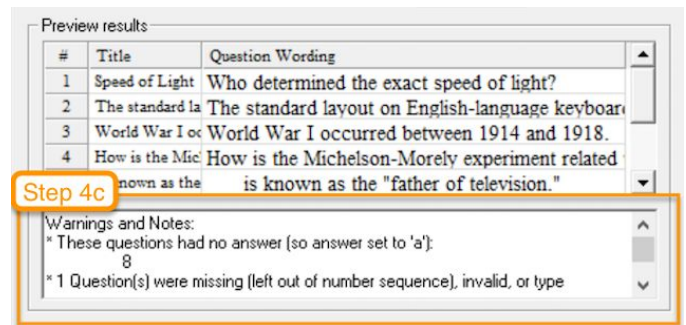
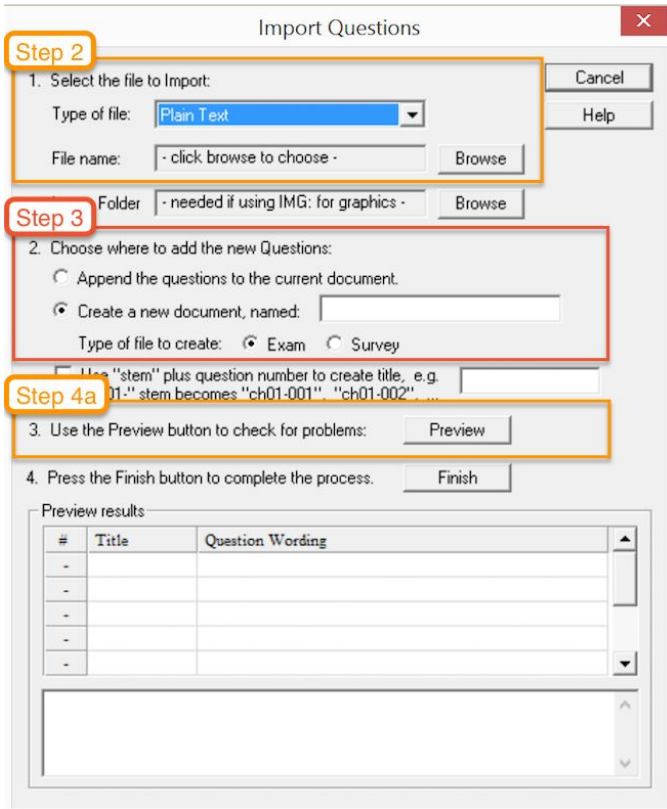
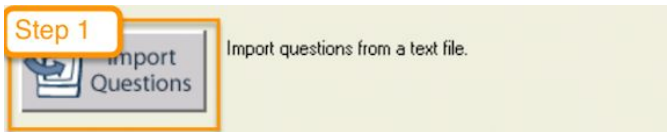
1. You might get a warning dialog box regarding a serious importing error.
2. Take note of the warning and click "OK."

Step 4c: Minor Errors

1. You may have text in a dialog box under your imported questions regarding minor importing errors.
2. Take note of the warnings and exit Respondus.
3. Revisit the formatting sections of this handbook and revise your file accordingly.
4. Open Respondus and repeat steps 1-4a until no warning text appears.

Step 5: Press the Finish Button to Complete the Process

1. If you are satisfied with how the results look in Preview, click **[Finish]** to complete the import
2. Switch to the *Edit* menu to modify the file



PUBLISHING QUIZZES TO BLACKBOARD

Step 1: Prepare to Preview and Publish

1. If you have just finished importing your questions, click on the **[Preview & Publish]** tab.
2. If you are returning to Respondus to publish previously imported questions:
 - a. From the *Start* menu, click on **[Open]**
 - b. Choose your file
 - c. Click on the **[Preview & Publish]** tab



Step 2: Preview

1. Click on **[Preview the File]**.
2. Click **[Next >>]** to preview each question.
3. Click **[Close]** to exit the preview window.

Preview the File

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.

Preview

Appearance in Internet Explorer (other browsers may vary slightly). Changes made in Edit will not appear until you Save the document.

Go To: [] Prev << Next >> 1 of 10 Modify Item Close

Step 2.2

Step 2.3

Question 1 **1.00 points** **Save Answer**

Who determined the exact speed of light?

Albert Einstein

Albert Michelson

Thomas Edison

Guglielmo Marconi

Feedback

0.0% a. No, Albert Einstein developed the general theory of relativity. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light. Revisit chapter 3 of our textbook for more information.

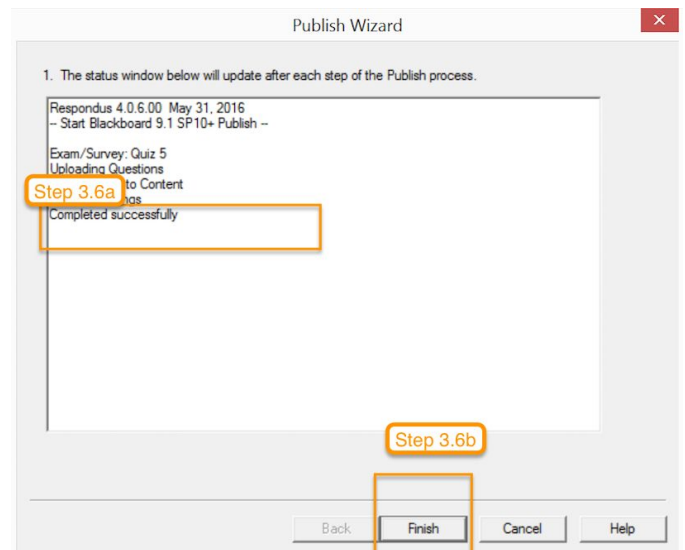
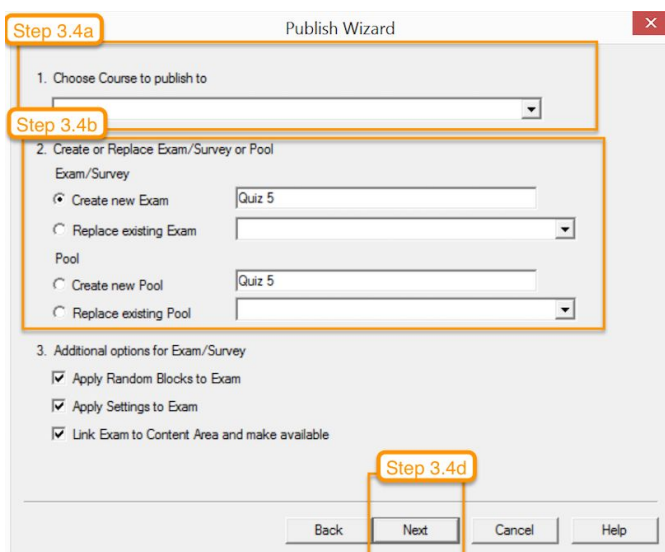
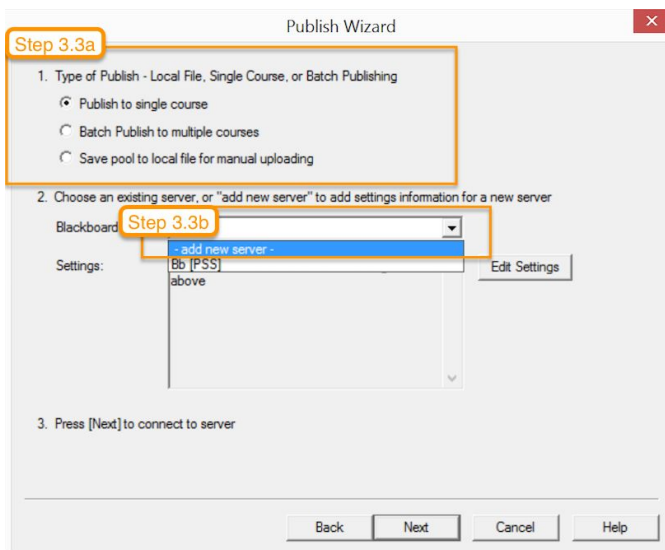
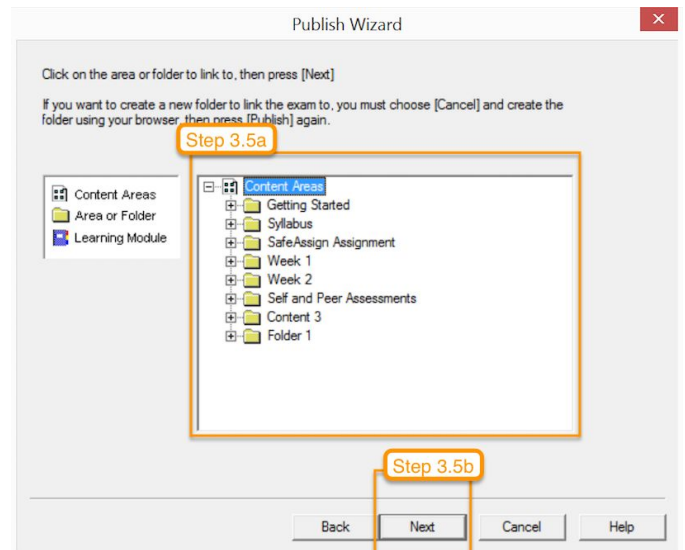
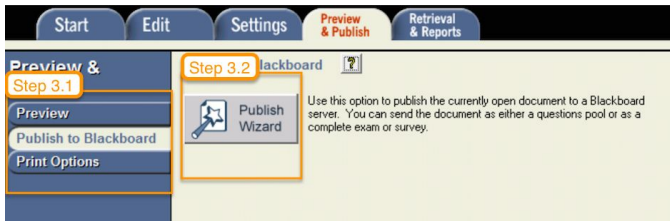
100.0% b. Yes, Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

0.0% c. No, Thomas Edison developed devices such as the phonograph. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light. Revisit chapter 3 of our textbook for more information.

0.0% d. No, Guglielmo Marconi developed a radio telegraph system. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light. Revisit chapter 3 of our textbook for more information.

Step 3: Publish

1. Click on **[Publish to Blackboard]** in the lefthand menu.
2. Click **[Publish Wizard]**.
3. The 1st Publish Wizard screen:
 - a. Step 1: Choose to publish your questions to a single course, to multiple courses, or as a pool
 - b. Step 2: Add a new server **(You will only need to do this once for each computer you download to)**
 - i. From the drop-down menu, select **[- add new server -]**
 - ii. In the pop-up window, select **[Yes, check...]** and click **[Next]**
 - iii. From the drop-down menu, select **[University of Texas Rio Grande Valley - Blackboard]** and click **[OK]**
 - iv. Fill in the appropriate Blackboard information and click **[Next]**
 - v. Wait for the phrase **[Completed successfully]** to appear in the status window
 - c. Step 3: Click **[Next]**
4. The 2nd Publish Wizard screen:
 - a. Step 1: Choose the course(s) to which you would like to publish your questions
 - b. Step 2: Choose to create or replace an exam or pool
 - c. Step 3: Keep default settings
 - d. Click **[Next]**
5. The 3rd Publish Wizard screen:
 - a. Choose the location within your course in which you would like to publish your exam
 - b. Click **[Next]**
6. The 4th Publish Wizard screen:
 - a. Wait for the phrase **[Completed successfully]** to appear in the status window
 - b. Click **[Finish]**



CONTACT COLTT

For more information, contact our office:

Brownsville Campus

Office: Rusteberg 108

Phone: (956) 882-6792

Fax: (956) 882-6751

Edinburg Campus

Office: Education Complex (EEDUC) 2.202

Phone: (956) 665-2979

Fax: (956) 665-5276

Toll Free: 1-866-654-4555

Email: coltthelp@utrgv.edu

Help Tickets: utrgv.edu/coltthelp

Website: utrgv.edu/online