

CREATING AND MANAGING EXAMS IN RESPONDUS

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DOWNLOADING

- Windows Only
- To install Respondus got to Faculty Support tab in Blackboard.
- Input information.
- When you install use “Blackboard 7.x-9.x” as identity.

ACCEPTING FILE TYPES

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

FORMATTING

Required Elements

1) or 1.	Questions must begin with numbers, followed by a parenthesis “)” or period “.”. A space should be between the question number and wording.
A. or a.	Answers must begin with A-T, followed by a parenthesis “)” or period “.”. Answers can be in lowercase or caps. A space should be between the answer and wording.

b	Answers for multiple choice, True & False, and multiple answer is indicated by an asterisk “”
Answers: 1. C 2. E 3. D	OR you can place the correct answers at the end of the file. Must begin with “Answers:”

Example:

1. Who determined the exact speed of light?

a. Albert Einstein

*b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi

Title

A title can be imported with each question. If you don't use it, the first 20 characters of the wording is used as the title.

Title: Speed of Light

1. Who determined the exact speed of light?

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

QUESTION TYPE FORMATTING

Now that we covered general formatting, let's look at formatting elements for specific question types. We will not cover multiple choice, as it has been shown in the previous pages.

True/False

True and false looks the same as multiple choice; however true should always begin as the first answer choice.

3. Albert Michelson determined the exact speed of light?

- *a. True or *a. T
- b. False or b. F

Listing in answers at the bottom of the page:

Answers:

- 1. B
- 2. True
- 3. F
- 4. D

Type

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

For essay questions it is important to note that the instructor will manually grade these question types in Blackboard. It will not automatically grade these questions.

Required Element: **Type: E**

Example:

Type: E

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

Answer:

If you want to put the correct answer you will follow your question with an "a." and the typed answer or if you are using the answer list just type response for the number.

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.

Fill in the Blank Questions

Required element: **Type: F**

Correct answers can be provided after the question. Notice the example given, where the instructor provides acceptable submissions.

Example

Type: F

Title: Who invented television?

5. Who is known as the "father of television"?

a. Zworykin

b. Vladimir Zworykin

c. Vladimir Kosma Zworykin

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.

Multiple Fill in the Blank

Required element: **Type: FMB**

Answers in brackets within the sentence.

Example

Type: FMB

Title: Multiple blanks

5. A [rose] by any other [name] would smell as [sweet, good].

Matching Questions

Required element: **Type: MT**

Each answer (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period “.” or a parentheses “)”.

The two parts of the match must be separated with an “=” symbol and there should not be any hard returns or blank lines within either parts of the answer.

Example

Type: MT

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

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

Note: 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

Required element: **Type: ORD**

After the question enter the answer choices in the correct order.

Example

Type: ORD

Title: Presidential Order

5. Put the following presidents in order of service?

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

Multiple Answers

Required Element: Type: MA

Asterisks before each correct answer.

Example

Type: MA

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 Morely

If placing correct answers in bottom of page:

Answers:

1. B, D

2. B, D

3. B, D

IMPORTING THE FILE TO RESPONDUS


Now that we have covered formatting questions from a word or text file, we are now ready to learn how to import your file into Respondus.

1. Begin by opening Respondus
2. Make sure the current personality says Blackboard 7.x-9.x
 - a. If it is not select the option from the drop down.
3. Under the Start tab, select "Import Questions".
4. A new window will open.
5. Select the type of file to import.
6. For "File name", click browse.
7. Locate file on your computer.
8. Name your new file under "Create a new document, named:"
9. Click Preview
10. If no errors come up, click finish.
11. Respondus will now switch to the Edit tab.

Edit Tab

The edit menu allows questions to be added/modified to the currently open Respondus file. Feedback and point values can also be added to questions, as can images, media files, tables, HTML, and other types of enhanced formatting.

To edit existing question:

1. For the specific question click on .
2. From the options that appear, select "Edit"
3. The page updates allowing you to edit.
4. Click "Save Changes", when done.

To add a question:

1. Choose the question type from the options on the left.
2. Provide title
3. Enter question
4. Depending on the question type fill in the remaining fields.
5. You can then "Add to End" of list or "Insert into List" (specify where).

Preview & Publish

Go to the Preview & Publish tab. It is recommended to first select "Preview the File" to make sure that questions and answer choices appear as desired.

To publish:

1. Select "Publish to Blackboard" on the left.
2. Click "Publish Wizard".
3. For "Type of Publish", select "Publish to single course"
4. If this is the FIRST TIME you are using Respondus, you will need to setup your server settings.
 - a. For "Blackboard Server" select "-add new server-"
 - b. When new window appears, select "No, I want to enter the server settings manually", then click next.
 - c. In the first blank enter: <https://mycourses.utrgv.edu/>
 - d. Then login to Blackboard and enter one of your courses (any course).
 - e. Once you are in a course, copy and paste the URL to the second blank.
 - f. Then click "Extract"
 - g. Enter any description you'd like for your server.
 - h. Enter your UTRGV username and password.
 - i. If you are setting up the server on your own machine, you can checkmark "Remember my User Name and Password".
 - j. Then click OK.
5. Once you are back in the "Publish Wizard" window, click next.
6. From the first drop down, choose the course you would like to upload the test/quiz to.
7. Enter your preferred name of the exam, or you can replace an already existing exam if it has the same name. (You can do the same with the pool option).

8. Select your preferences for “Additional option for Exam/Survey”.
9. Then click Next
10. Choose area for test/quiz to appear, then click next.
11. Once, “Publish Wizard” says “Completed successfully” click finish.
12. Test/quiz is now on Blackboard.

Keep in mind that test options will still need to be set through Blackboard.

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