

Respondus 3.5 for Blackboard

Agenda

1. Introduction to Respondus, its uses & how to get it
2. Overview of quiz features
3. How to create a new quiz & upload it into your Blackboard course

How to Get Respondus

PCC has purchased a site license for Respondus. To get a copy of the program, submit the request form you'll find at <http://www.pcc.edu/resources/css/tools/hardware-software/respondus-studymate/>. You'll receive access to a Blackboard course that contains the program and license key/password information.

Hands-on training & Support

	Blackboard Helpdesk, 977-8227
SY	Melany Budiman, 977-4459, or melany.budiman@pcc.edu
SE	Andre Temkin, 788-6130, or andre.temkin@pcc.edu
RC	Jim Johnstone, 614-7265, or jjohnsto@pcc.edu
CA	Clayton Hanson, 978-5198, or clayton.hanson@pcc.edu

Test Bank from Publisher

Search the test bank area to see if there is already a test bank of questions developed for your textbook: <http://www.respondus.com/testbank/index.shtml>

Getting Started

On-line Help: <http://www.respondus.com>

You can view Respondus demo movies at: <http://www.respondus.com/products/demos.shtml>.

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

Installation and Setup

The Respondus installation directions will be e-mailed to you after you request Respondus (see above how to obtain Respondus). To begin the installation process, locate the Respondus35Campus.exe file that was downloaded to your hard drive. Double-click the file to start the Respondus installation program and follow the instructions on the screen. Once Respondus is installed, start the program by double-clicking the Respondus icon that appears on the Windows desktop. Or, follow these steps to start the software:

- Click **Start** from the Windows desktop.
- Follow the options to **Programs -- Respondus -- Respondus 3.5**

The first time you start Respondus you will be prompted to activate your copy with the Activation Password.

Activation Password

Once the Respondus installation program is finished installing, you will need to activate the software with the password you obtained in the **readmefirst.pdf** located in the same place where you download the software.

Click **OK** to continue. The Respondus software is now activated. You will be notified each year when the college receives its new licensing and password by email.

Set up Your Personality

When you start Respondus, you will need to choose a "personality". From the Current Personality dropdown menu, select **WebCT 6/ Vista 4**.

Overview of Start Menu

The *Start* menu provides the ability to **Open** a Respondus file, **Create** a new file, and **Import** questions from a text file. The **Exam Wizard** provides the easiest way to create an exam from an existing set of questions. The **Archive Wizard** allows you to archive an exam or survey, including all media components and equations, with a single click.

A Respondus file must be open before you can go to another menu in Respondus.

To Create a New Quiz

Create a new file

Start

1. Open Respondus, and select "**Create**".
2. Type a file name, a brief description (required), and "OK".

Create Questions

Edit

1. Select your question type. (multiple choice, true-false, paragraph, matching, short answer, multiple response)
2. Add a title. (Make it descriptive so you can easily find your questions to edit them.)
3. Write your question ("Questions Wording" box), and your answer choices.
4. If you would like to give feedback, select the box "Enable Feedback".
5. Select the correct answer (if multiple choice, dropdown box by #4).
6. Assign a point value.
7. When your question is ready, click on "**Add to End of List**". You may continue to add questions.
8. You may "Preview" or Edit a question by clicking on the question title in the list below.

The screenshot shows the Respondus software interface. At the top, there are navigation buttons: Start, Edit, Settings, Preview & Publish, and Retrieval & Reports. The main window is titled 'Edit Questions' and is set to 'Multiple Choice' format. The question title is 'state of matter 2'. The question wording is: 'For the following chemical reaction, which of the following statements is not true? C6H12O6 + 6 O2 -> 6 CO2 + 6 H2O'. The answer choices are: A) O2 is an element, B) The products contain a total of 2 hydrogen atoms, C) CO2 is a product of the reaction, and D) The reactants contain a total of 6 carbon atoms. The correct answer is selected as 'B'. The point value is set to 1.00. There are buttons for 'Save Changes', 'Cancel Changes', 'Clear Form', and 'Preview'. Below the question editor is a 'Question List' table.

#	Title	Format	Question Wording
1	state of matter	Mult. Choice	A substance that has neither a definite volume nor a definite shape is in the
2	state of matter	Mult. Choice	Which of the following is a chemical property of sugar?
3	state of matter 2	Mult. Choice	For the following chemical reaction, which of the following statements is not true? C6H12O6 + 6 O2 -> 6 CO2 + 6 H2O
4	state of matter 3	Mult. Choice	Which of the following statements is not true?

To assign answers in a matching question, you have 2 choices:

1. Enter the exact matching term to the right, across from the correct answer, or
2. Indicate the correct answer in the small column at the far left. (This allows your answer choices on the right side to be in any order. This method is well suited for questions that match a long list of items to a rather short list of items.)
3. For "Credit Given", choose "Proportional to #correct".

Example: Match the following cities:

2	C	Seattle	A	Idaho
3	E	Bend	B	Oregon
4	C	Yakima	C	Washington

Set the Quiz Settings (may also be set within Blackboard)

1. Click on the "Settings" tab. This is divided into 4 separate parts.
2. **Question Sets: If you plan to give students the same questions in the same order, skip this part. Just continue on with "Basic & Availability", see #3.**

With this tool you can use a specified number of questions every time out of the total database of questions, e.g. use 20 questions in a random order out of the 40 questions in the database. **Note: to use this feature, all questions in a set must be worth the same point value.**

To set up a "Question Set":

1. Click on "Question Sets" to get the following window.
2. Select "Add New Set".
3. Choose the "First" & "Last" questions to be used in the set. (If you use more than one set, your questions must be in the proper order here.)
4. Select the number of questions to be used during the exam.
5. Enter the point value for each question in the set.
6. Click on "Add New Set" to finish the creation of the first set. (The other buttons "Save Changes", etc. are used when modifying a set.)
7. Click "OK".

2.2 Add New Set Modify or Delete Existing Set:

2.3 Enter the number of the FIRST question to be used in the set

Enter the number of the LAST question to be used in the set

2.4 How many questions in this set should be randomly selected during the exam?

All Select Number:

2.5 Enter the point value that should be used for questions in this set

2.6

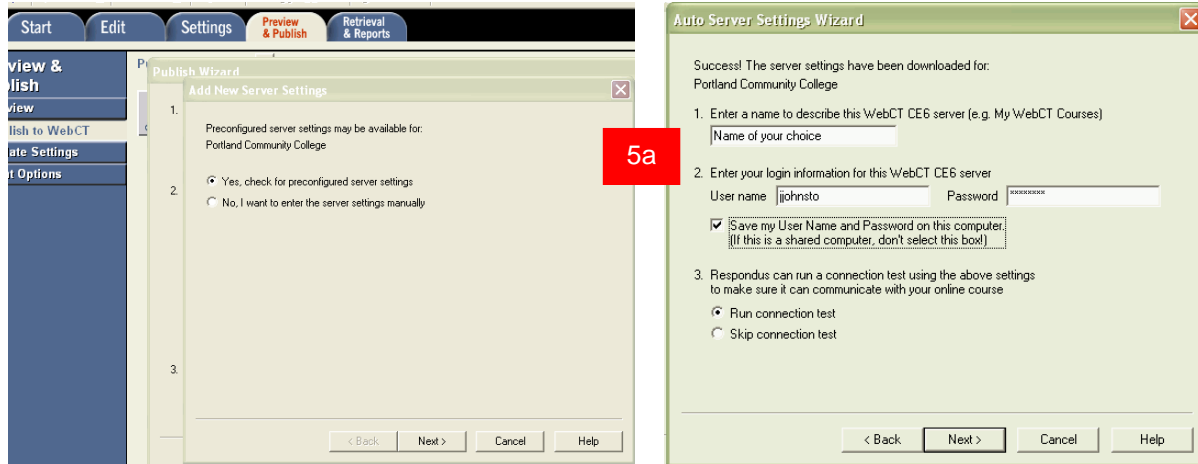
#	Set	Title	Format	Question Wording
1	A	MR credit card	Mult. Choice	What is likely to happen to a credit card that is brought n
2	A	T1	Mult. Choice	In T1 relaxation
3	A	ratio	Mult. Choice	The magnetogyric ratio is used in a formula to determine
4	A	FID	Mult. Choice	The signal emitted by tissue following RF excitation is cal
5	A	resistive	Mult. Choice	Which type of magnet uses the most electrical power?
6	A	precession	Mult. Choice	Increasing the strength of the static magnetic field will

3. Be sure to complete the "Basic Settings" & "Availability". If you would like to make it available immediately, just check "Allow access as soon as the quiz is submitted."
4. Click on the tab "Results" to select what results will be visible to students.

Can also be done later in Blackboard

Preview your quiz & Upload into Blackboard

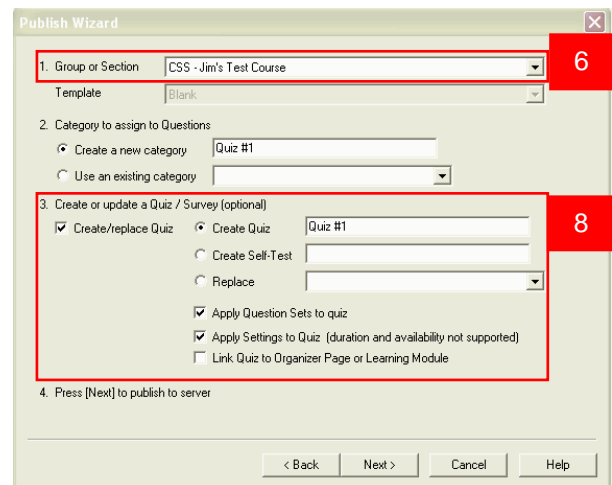
1. Click on the next tab, "**Preview & Publish**". Click on "Preview the File" to check the questions and answers and click "Close" to exit.
2. Click on the "**Publish to WebCT**" tab on the left side and click on "**Publish Wizard**".
3. Select "**Publish to Single Course**".
(Respondus v.3 also allows publishing to multiple courses at the same time.)
4. The first time only, select "**add new server**" in the dropbox.
5. a. Accept the default "**Yes, check for preconfigured server settings**". Click "**Next.**"
Title this account with a name of your choice and enter your **User Name & Password**. You can also check the box to allow this information to be remembered. Click "**Next**".



b. If you didn't get this option and need to configure the setting manually, here's the setting:

- Use your browser to login to Blackboard and enter your course.
- Copy the URL of your course and paste it in box #2.
- Click the Extract button and it will automatically put "http://online.pcc.edu.blackboard.com".
- For #4: Click on the Institution button and select "Portland Community College" from the list.
- For #5: Enter "My Blackboard Course" in description, then your Blackboard login and password. The check box remember password is optional.
- Click "OK" button.

6. This will connect you to the desired server and identify the courses you have designer access to. Click the drop-down arrow to **Group or Section**.
7. Use an existing "**Category**" you would like to add your questions to, or **create a new one**. (Keep in mind that a question will overwrite another question with the same title when added to a category.)
8. Choose "**Create/replace Quiz**"
 - Select "**Create Quiz**"
 - To use the point values & settings you just set up, check the boxes
 - **Apply Question Sets to quiz**
 - **Apply settings to quiz**



9. Click on "Next" to publish.
10. Respondus will upload your quiz into Blackboard course and the window should have a message of "Completed successfully." Click on "Finish" button.

Log in as a student in Blackboard to test your quiz.

To Import Questions into a Quiz

You may import multiple-choice or True/False questions from a file using Respondus Lite. Importing other question types or graphics requires the full version.

- Your file must be saved as **text (.txt)**. You can create it in Notepad, or save it as a text file within "Word".
- The questions must be formatted in a special way. Here are 2 possibilities:

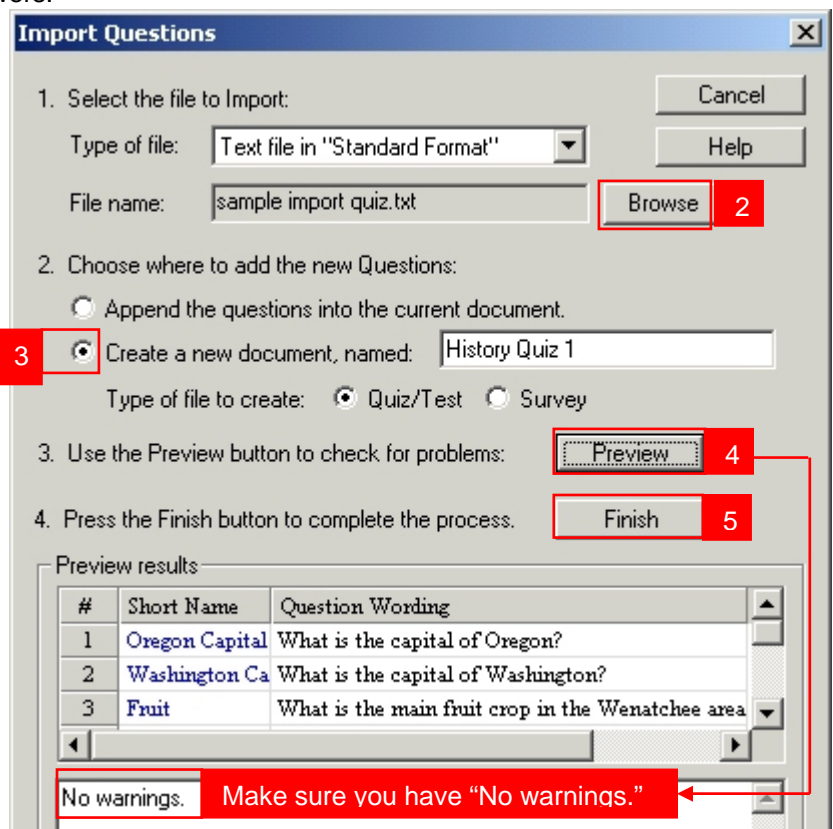
<p>Title: Oregon Capital</p> <p>1. What is the capital of Oregon?</p> <p>a. Portland</p> <p>*b. Salem</p> <p>c. Eugene</p> <p>d. Olympia</p>	<p>Title: Oregon Capital</p> <p>1. What is the capital of Oregon?</p> <p>a. Portland @ No. That's the largest city</p> <p>*b. Salem @ Right!</p> <p>c. Eugene @ Sorry.</p> <p>d. Olympia @ No, wrong state.</p>
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Note:

- #s & letters may be followed by a period "." or a parentheses ")". (Follow each with a space before the word.)
- An asterisk "*" denotes the correct answer. (no space after)
- "@" denotes feedback for that choice. This is optional. (Follow it with a space.)
- There are other ways to list the answers.

To import the questions:

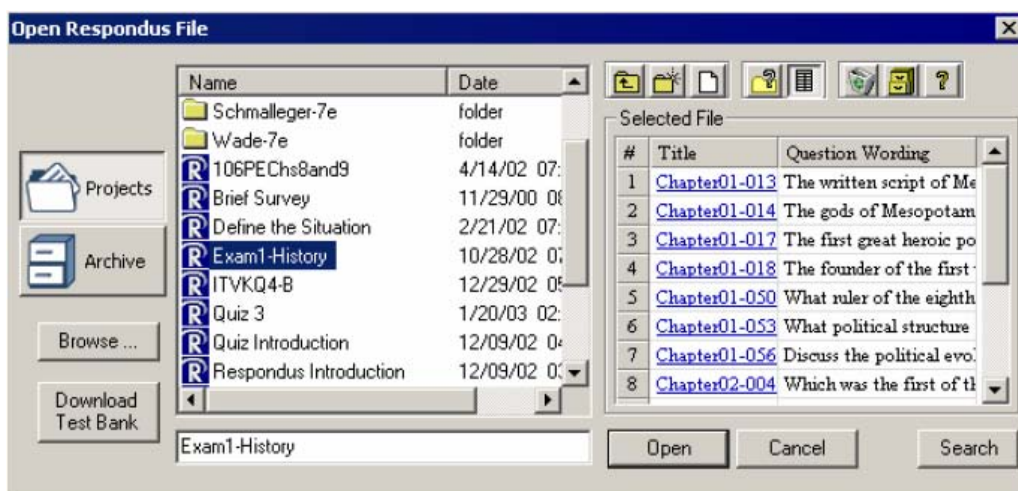
1. Open Respondus. Select "Import Questions".
2. Click on "Browse" to locate and select your text file of questions.
3. Select "Create a new document, named:....." Give it a title. (It could be the same as your file or quiz.)
4. Click on "Preview" to check for problems. (For example, if you forgot to save it as a .txt file.) If your file is okay, the questions will be listed, and there will be "no warnings".
5. Click on "Finish" to import the file.
6. Click on any question to preview it, modify it (or the point values), or to use it as the basis for a new question.
7. You may also create new questions to add to this quiz.
8. When ready, continue with "Set the Quiz Settings" at the top of p.3. Then follow the steps to Preview & Upload into Blackboard.



Opening an Existing File

After creating and publishing a quiz using Respondus, you might not open it again in Respondus. Editing and quiz settings can also be done inside Blackboard. This page explains how to access your questions and quizzes in Respondus along with some other features.

From the *Start* menu, click the **Open** button. The following window will appear:



Highlight an exam or survey "project" by clicking it once. To obtain information on the project, select one of the two center buttons located to the top right of the project list. Select the "Item List" button (right of center) to view a list of the questions that are available in the highlighted project. To preview a particular question, click the "Title" of the question.

To open a highlighted project, click the **Open** button at the bottom of the window. (Double-clicking a file name will also open it.)

Respondus allows projects to be organized within folders. For example, you can place the exams for a particular course within a folder rather than having exams for all courses listed together. To create a new folder, click the "Create New Folder" button located second from left. To navigate down a level within a folder, double-click on the folder itself. To navigate up a level, click the "Up One Level" button located leftmost on the row of buttons.

The **Browse** button, located on the lower left side of the window, allows you to locate a Respondus file (.rsp) located elsewhere on your hard drive and **copy** the file to the Respondus Projects folder. It does *not* move the file or open it directly, rather, it creates a new "Projects" folder based on that file. The **Browse** button can also be used to locate a Respondus "archive" file (.rsa or .rpa) and to restore it to the Projects directory.

The **Search** button allows a file to be searched prior to opening it (it can only be used if the "Item List" view is selected). Searching is particularly useful if you are trying to locate a particular question or set of questions in a file.

The **Download Test Bank** button is used to download test banks that are distributed by textbook publishers. (This feature allows a publisher to securely distribute a test bank in Respondus format via the Internet.) To download a test bank, enter the File Code that has been supplied to you by the publisher. If applicable, also enter the password and any additional information that has been provided to you. Respondus will automatically locate, download, and decrypt the test bank file and restore it to the Respondus *Projects* folder.

Once a file is opened, the screen automatically changes to the *Edit* menu.