


# Creating, Importing, Retrieving and Printing Tests in Respondus



## 1. Create an Exam Pool



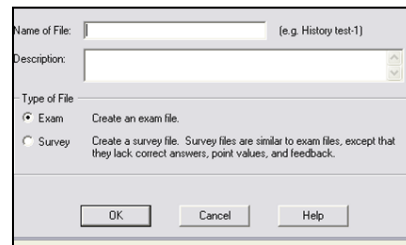
**Step 1:** Open the Respondus program and maximize the screen.

**Step 2:** Click on the  tab in the upper left corner of Respondus window.

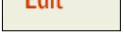
**Step 3:** Select the  button to create a new file.

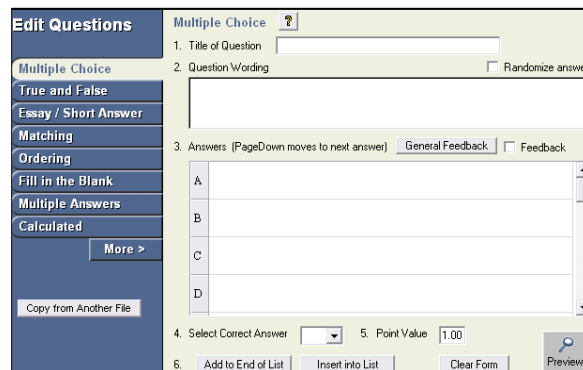
**Step 4:** Enter a file name and description.

**Step 5:** Indicate "Exam" or a "Survey." Click OK.



The dialog box for creating a new file. It includes fields for 'Name of File' (with a placeholder 'e.g. History test-1') and 'Description'. Under 'Type of File', there are two radio buttons: 'Exam' (selected) and 'Survey'. Below the radio buttons are 'OK', 'Cancel', and 'Help' buttons.

**Step 6:** The  tab will open.

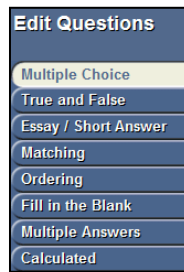


The 'Edit Questions' dialog box. It has a sidebar with question types: Multiple Choice (selected), True and False, Essay / Short Answer, Matching, Ordering, Fill in the Blank, Multiple Answers, and Calculated. The main area is for editing a 'Multiple Choice' question. It includes fields for '1. Title of Question', '2. Question Wording' (with a 'Randomize answers' checkbox), '3. Answers' (a list with options A, B, C, D), '4. Select Correct Answer' (a dropdown), '5. Point Value' (set to 1.00), and '6. Add to End of List', 'Insert into List', 'Clear Form', and 'Preview' buttons.

**NOTE:** You will want to change the point value to ZERO for all Respondus pools you create. The point value is set when the test is created. In order to do this at the system level, please do the following:

- Click on File from the top toolbar
- Click on Preferences
- Click on the Edit & Publish tab
- Change the Point Value field to 0.00
- Click OK

**Step 7:** There are eight types of questions.  
We recommend the first 4 question types.



- 1) Multiple Choice
- 2) True and False
- 3) Essay
- 4) Matching
- 5) Ordering
- 6) Fill in the Blank
- 7) Multiple Answers
- 8) Calculated

(We recommend the first 4 question types)

**Step 8:** Type the desired question in Question Wording (title of question is not necessary)

**Step 9:** Type in the desired answers.

**Step 10:** Select Correct Answer from drop down.

**Step 11:** Ignore point value field. We will address this in the Publish Wizard in step 2 below.

**Step 12:** Four buttons appear at the bottom of all edit forms:

**Add to End of List\*** - adds the question to the end of the Question List.

**Insert into List** - inserts the question at a specified location within the Question List.

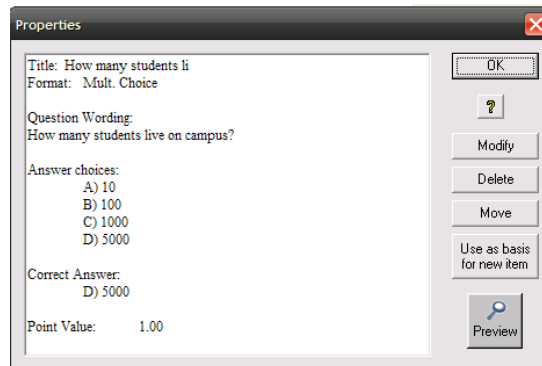
**Clear Form** - will erase all data that currently shows in the form.

**Preview** - opens a browser to view how the questions will appear in the final exam.

\*We recommend using Add to End of List.

**Step 13:** To view properties for a question, click on the title in the Question List at the bottom of screen to modify, delete, or move questions.

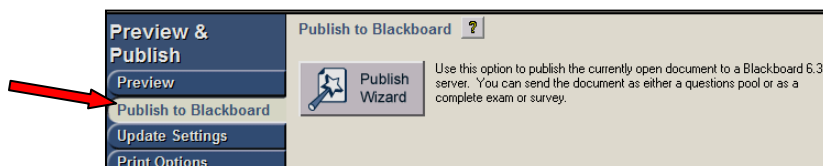
Question List	
#	Title
1	<a href="#">Type Question Here?</a>

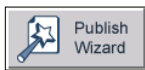


## 2. Publish to Blackboard



**Step 1:** Click the  tab at the top.

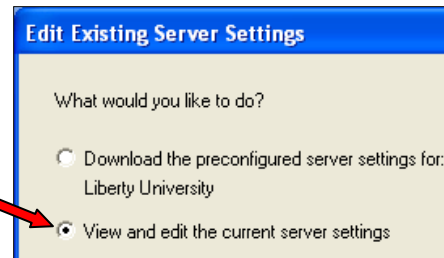
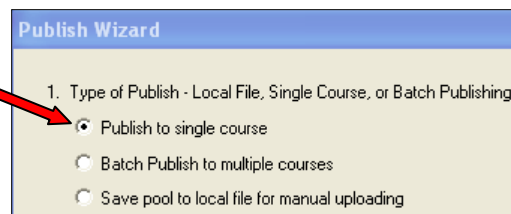
**Step 2:** Click the  tab on the left and click .





**Step 3:** On the screen chose the 1<sup>st</sup> radio button:  
 “Publish to single course”

- Verify the settings using the 
- Select View and edit the current server settings
- Click 

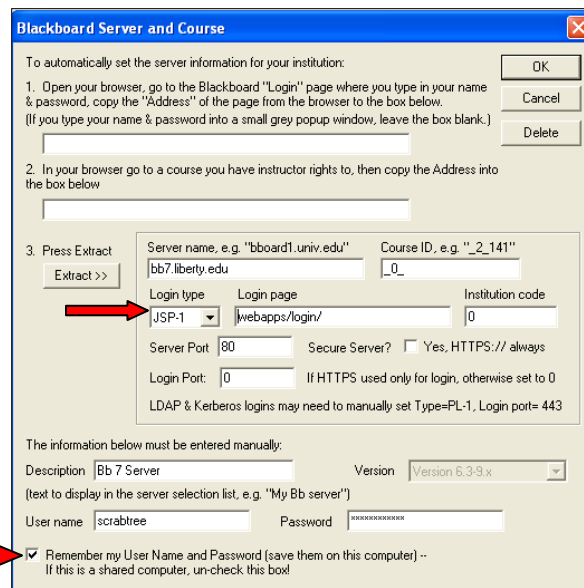


Blackboard Server and Course screen:

Make sure the settings match this screen.

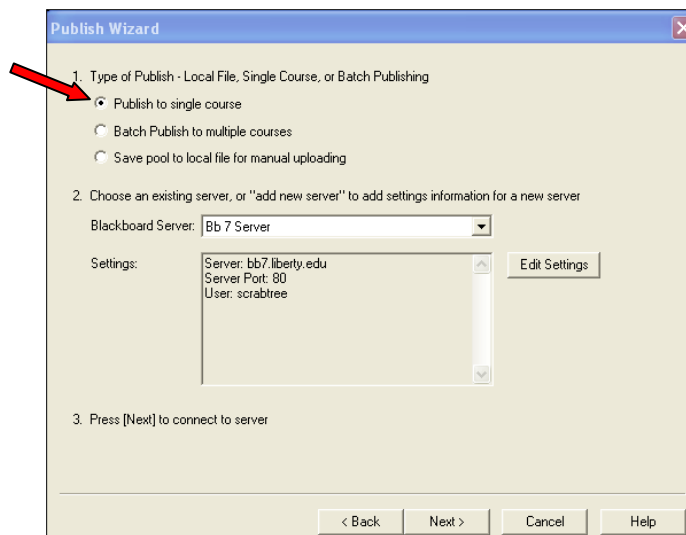
**YOU WILL ONLY HAVE TO DO THIS ONE TIME**

- Click 



**Step 4:** This will open the Publish Wizard screen.

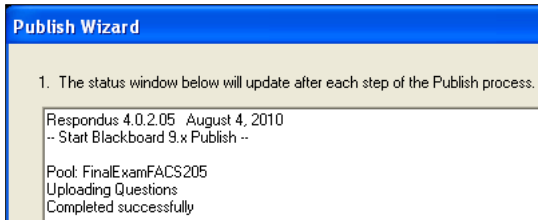
- Step 5:** Click 



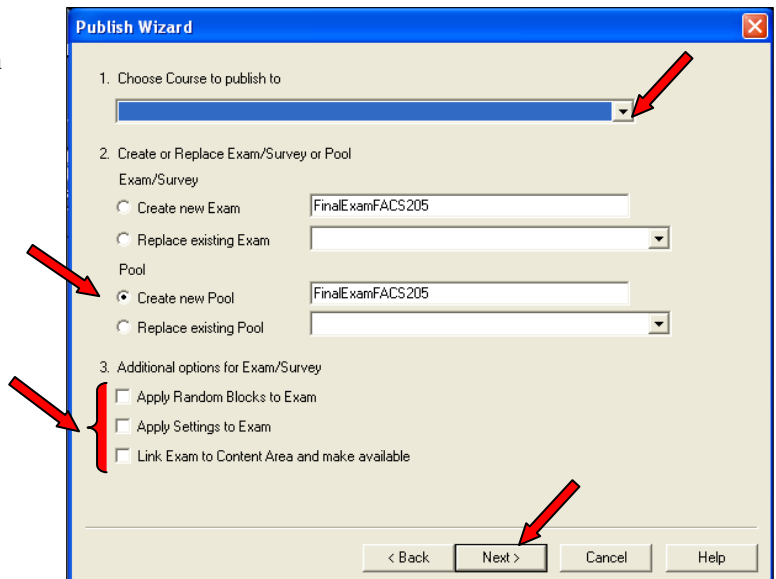
- Step 6:** 1. Choose a course from the drop down  
 2. Check to Create new Pool  
 3. Uncheck additional options

**Step 7:** Click 

**Step 8:** You will get a status window.

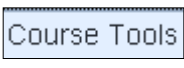




**Step 9:** Click 

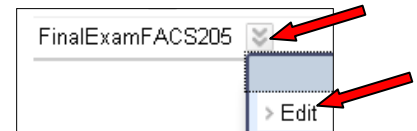


**This completes the Respondus part of creating a test for Blackboard.**

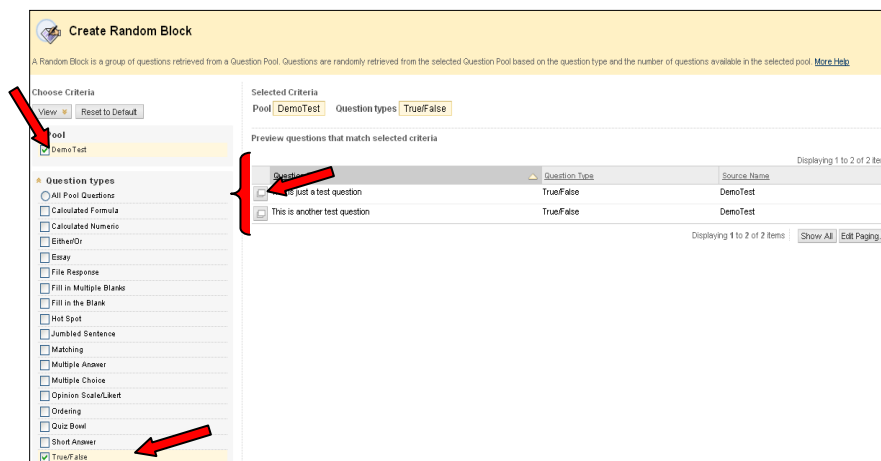
### 3. Verify Pool Imported Correctly

**Step 1:** Click  and go to 

**Step 2:** Click  and verify the pool is loaded and use the drop down to Edit and see the questions.



**Step 3:** This will open a new window. Select the Pool and Question types. This will display the selected questions in the Preview side.

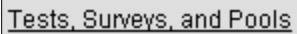


Step 4: Verify each question by previewing it by clicking on the icon 

Step 5: Click 

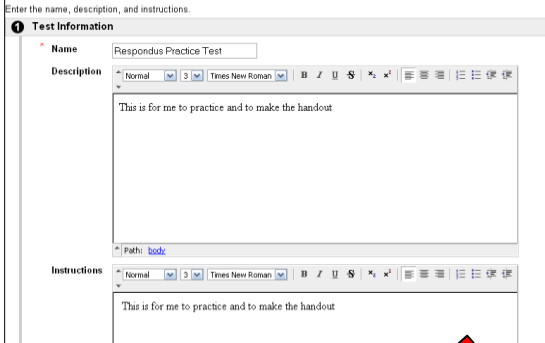
## 4. Create the Test in Test Manager

Step 1: Now go to Test Manager from the crumb trail across the top of the screen.



Step 2: Click on  then click 

Step 3: Put a name and description, which shows on outside of the link to the test, and add Instructions, which show on the top of the test while the students are taking it. The Description and Instructions are often the same information



Enter the name, description, and instructions.

**Test Information**

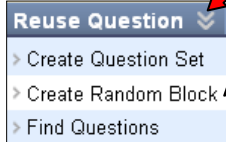
Name: Responder Practice Test

Description: This is for me to practice and to make the handout

Instructions: This is for me to practice and to make the handout

Step 4: Click . This will open the 

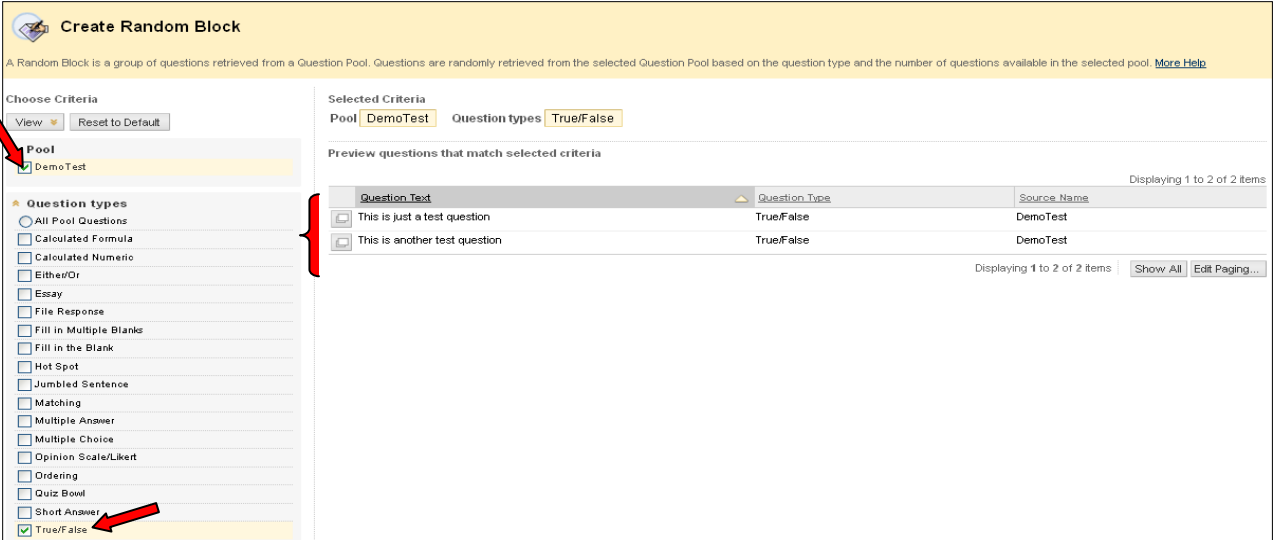
Step 5: From the  drop down, chose Create Random Block.



Reuse Question

- > Create Question Set
- > Create Random Block
- > Find Questions

Step 6: This will open a new window. Select the Pool and Question types. This will display the selected questions in the Preview side.



**Create Random Block**

A Random Block is a group of questions retrieved from a Question Pool. Questions are randomly retrieved from the selected Question Pool based on the question type and the number of questions available in the selected pool. [More Help](#)

Choose Criteria: View | Reset to Default

Selected Criteria: Pool: DemoTest | Question types: True/False

Preview questions that match selected criteria

Question Text	Question Type	Source Name
<input type="checkbox"/> This is just a test question	True/False	DemoTest
<input type="checkbox"/> This is another test question	True/False	DemoTest

Displaying 1 to 2 of 2 items | [Show All](#) | [Edit Paging...](#)

Question types: All Pool Questions, Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer,  True/False

Step 7: Click 

**Step 8:** Verify test information.

From here you can change the points of all questions and the number of questions to display.

Header    
Name Demo Test   
Description   
Instructions   
Total Questions 1   
Total Points 10   
Alignments

Select: [All](#) [None](#) | Select by Type: - Question Type -   
Delete Points Update

**Random Block**  Points per question: 10   
Total Points: 10

Success: Random block saved. Edit number of questions to display and points.   
Total Questions: 2   
Number of Questions to display: 1   
Source Pool: DemoTest   
Question Types: True/False   
Preview questions that match selected criteria

Select: [All](#) [None](#) | Select by Type: - Question Type -   
Delete Points Update

To change the number of questions, click on the Questions to Display field, change the number and

**Random Block**

Total Questions: 2   
Number of Questions to display:   
Source Pool: DemoTest   
Question Types: True/False

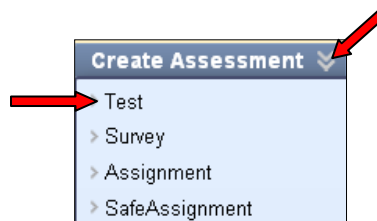
Questions to display in the block: 2   
Cancel Submit

**Step 9:** Click

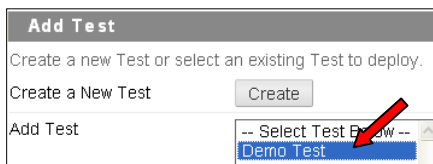
## 5. Make Test/Quiz Available to the Students in the Content Area

Step 1: Click **Course Content** menu link

Step 2: From the Create Assessment drop down, select Test

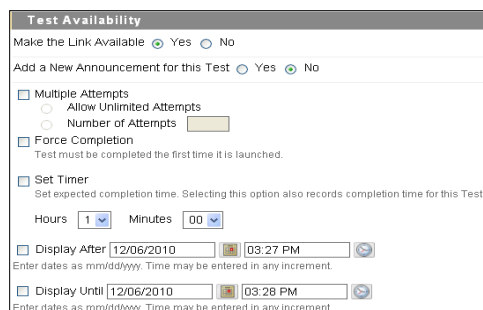


Step 3: Select the test and **Submit**



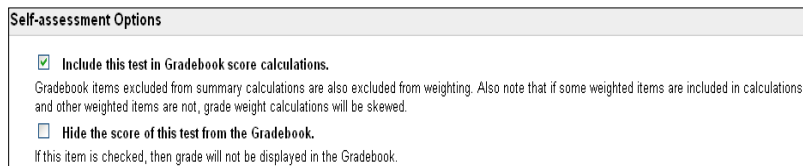
Step 4: 1. Add a description if desired.

2. Set the test availability, attempts, completion, timer, dates to display

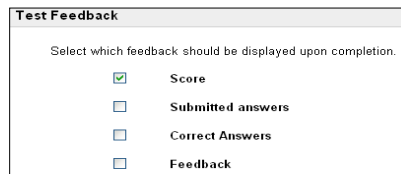


3. Self-Assessment Options:

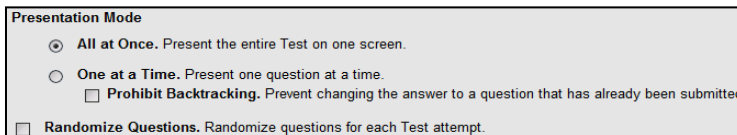
- Check first box, "Include" to have grade appear in Gradebook.



- Check "Hide" and test will be strictly a practice test and will not be included in Gradebook.



4. Test Feedback options: select all but Correct Answers to maintain the integrity of the test.




5. Test Presentation options:  
- Chose "All At Once"

Step 5: Click **Submit** This will automatically create a column in your Grade Center.


**Your test is now loaded and ready to go!!!**

## 5. Import Questions to Respondus to Load to Blackboard

**Step 1:** Open 


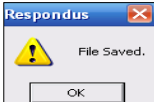
**Step 2:** From the Start tab, open 

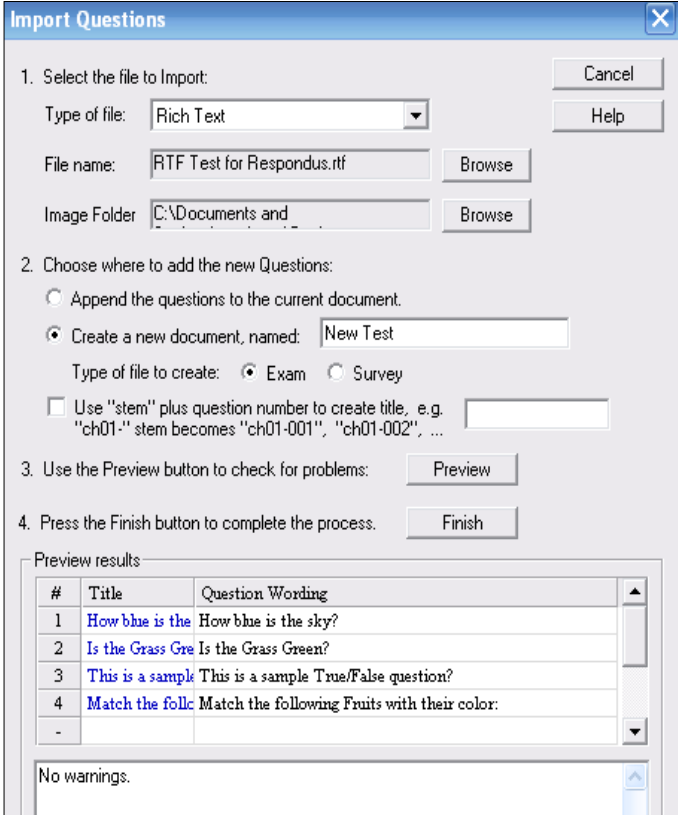
**Step 3:** Type of file = Rich Text  
Browse for .rtf formatted test\*  
Browse for images (if applicable)  
Create a new document, name it  
Type of file to create = Exam

Click 

NOTE: Only disregard Warnings and Notes that say: "duplicate question title." All other warnings indicate there is a problem with the formatting of the document. You will have to Cancel and recheck formatting.

\*see steps for preparing a Word document test for importing into Respondus on page 9 and 10 of this handout.

Click  , OK 



**Import Questions**

- Select the file to Import:
  - Type of file:
  - File name:
  - Image Folder:
- Choose where to add the new Questions:
  - Append the questions to the current document.
  - Create a new document, named:
  - Type of file to create:  Exam  Survey
  - Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...
- Use the Preview button to check for problems:
- Press the Finish button to complete the process.

Preview results:

#	Title	Question Wording
1	How blue is the	How blue is the sky?
2	Is the Grass Gre	Is the Grass Green?
3	This is a sample	This is a sample True/False question?
4	Match the follc	Match the following Fruits with their color:
-		

No warnings.


## 6. Retrieve a test as a Word document:

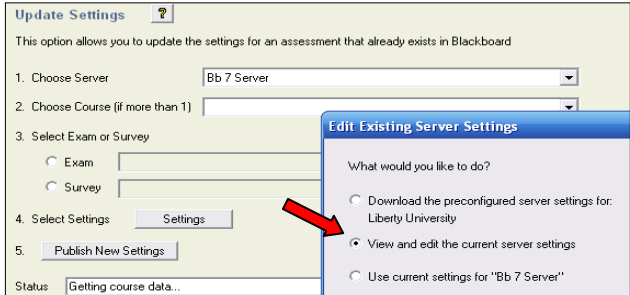
**Step 1:** Open Respondus

**Step 2:** Click the  tab at the top.

**Step 3:** Select the  tab on the left.

**Step 4:** Click 

**Step 5:** Click  and select the 2<sup>nd</sup> option – View and Edit the current server settings



**Update Settings**

This option allows you to update the settings for an assessment that already exists in Blackboard

- Choose Server:
- Choose Course (if more than 1):
- Select Exam or Survey:
  - Exam
  - Survey
- Select Settings:
- 

Status:

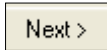
**Edit Existing Server Settings**

What would you like to do?

- Download the preconfigured server settings for Liberty University
- View and edit the current server settings
- Use current settings for "Bb 7 Server"



Step 6: Click



If you don't have a server listed, you will have to add these setting to the Blackboard Server and Course screen:

**Blackboard Server and Course**

To automatically set the server information for your institution:

- Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below. (If you type your name & password into a small grey popup window, leave the box blank.)
- In your browser go to a course you have instructor rights to, then copy the Address into the box below
- Press Extract

Server name, e.g. "bboard1.univ.edu" | Course ID, e.g. "\_2\_141"  
bb7.liberty.edu | \_0\_

Login type | Login page | Institution code  
JSP-1 | /webapps/login/ | 0

Server Port: 80 | Secure Server?  Yes, HTTPS:// always  
Login Port: 0 | If HTTPS used only for login, otherwise set to 0

LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

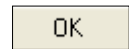
The information below must be entered manually:

Description: Bb 7 Server | Version: Version 6.3.9.x  
(text to display in the server selection list, e.g. "My Bb server")

User name: scribtree | Password: \*\*\*\*\*

Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!

Step 7: Click



Step 8: (1.) Choose the course using the dropdown.

**Retrieve Questions Wizard**

- Choose Course to Retrieve from

201040 Fall 2010 SPAN 202.001  
201040 Fall 2010 SPAN 202.002  
BUSI504\_DLP\_8wk\_MASTER  
CAFE\_Blackboard\_Basics\_2\_tmp  
CAFE\_Blackboard\_Basics\_1\_tmp  
CAFE\_SUE\_BB9\_SANDBOX  
CAFE\_Susan\_TMP  
CAFE\_Workshop\_dev  
DTowles\_Dev  
English and Modern Languages Senior Program Review - 2  
FINC\_Training\_ResDev

- Enter a name for the new file
- Press [Next] to retrieve from server

< Back | **Next >** | Cancel | Help

Step 9: (2.) Select POOL and use the dropdown to click on the desired pool.

**Retrieve Questions Wizard**

- Choose Course to Retrieve from  
CAFE\_Blackboard\_Basics\_2\_tmp
- Select an Exam or Pool  
Survey questions can only be retrieved in Blackboard 7.1 and higher, because older versions can't export survey pools.  
 Exam  
 Survey  
 Pool

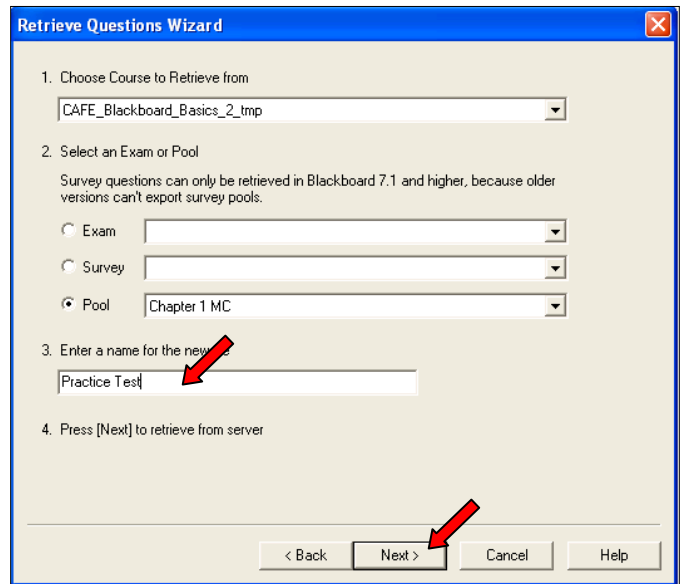
3. Enter a name  
APOL50\_Examen\_Final  
Blackboard  
Chapter 1 MC  
Chapter 1 TF

- Press [Next] to retrieve from server

< Back | **Next >** | Cancel | Help

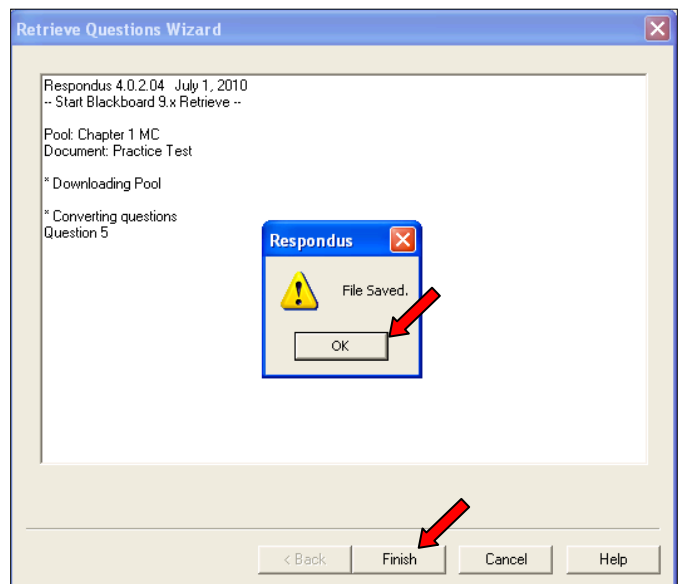
**Step 10:** (3.) Name the pool you are retrieving.

**Step 11:** Click 




**Step 12:** Click OK on File Saved window.

**Step 13:** Click 



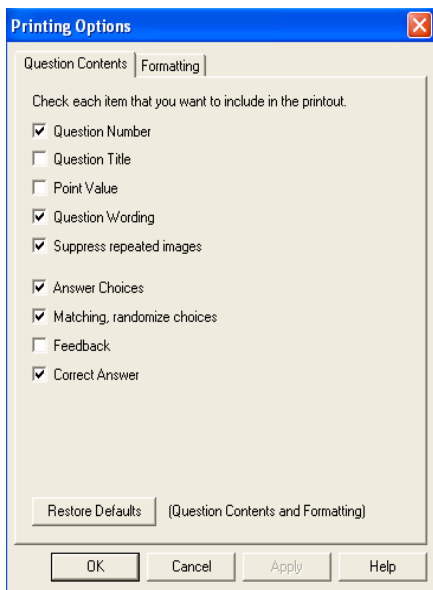
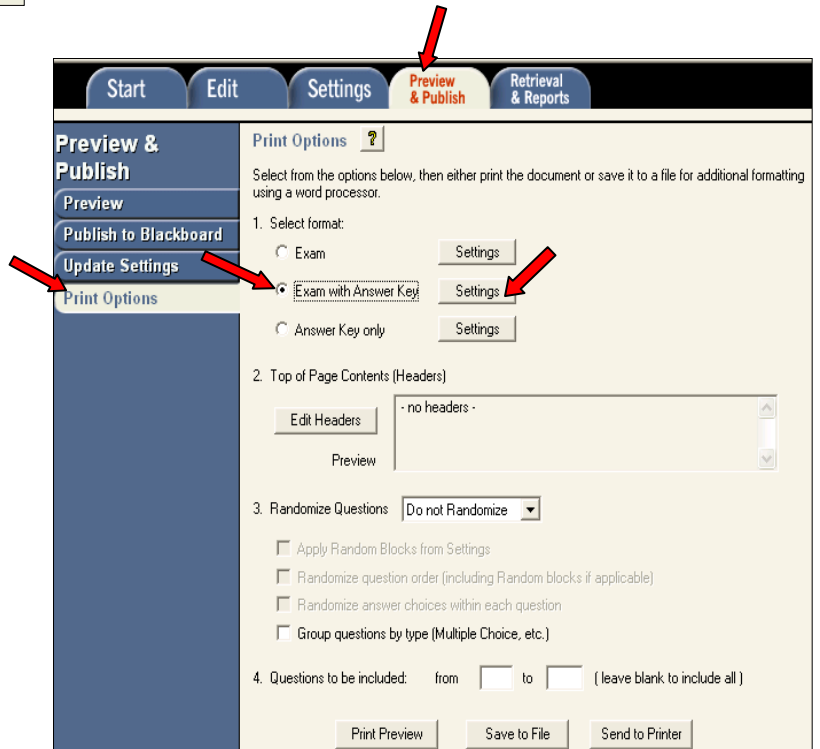
## 7. Print a Test from Respondus

**Step 1:** Go to tabs across top and click 

**Step 2:** Click  on left.

**Step 3:** (1.) Select Format  
Click “Exam with Answer Key”

**Step 4:** Open “Settings” to select printing and formatting options.



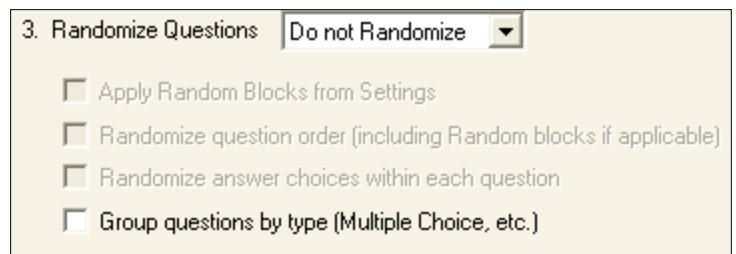
**Step 5:** (2.) Top of Page Content  
Click “Edit Headers”

Type the Name of Pool



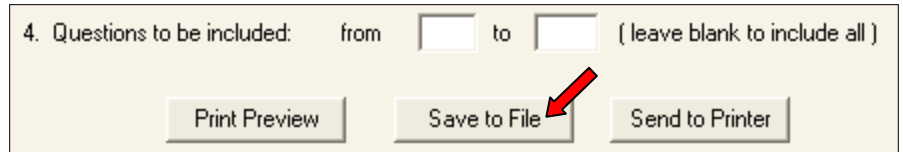
**Step 6:** (3.) Randomize Questions

Leave as is

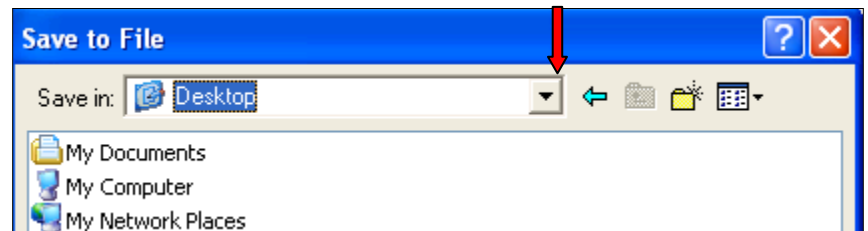


**Step 7:** (4.) Questions to be included:

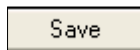
Leave blank to include all



**Step 8:** Select "Save to File" and put on desktop or a shared storage location.



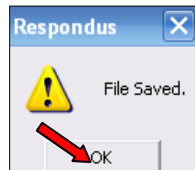
**Step 9:** Click



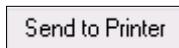
**Step 10:** Click



for

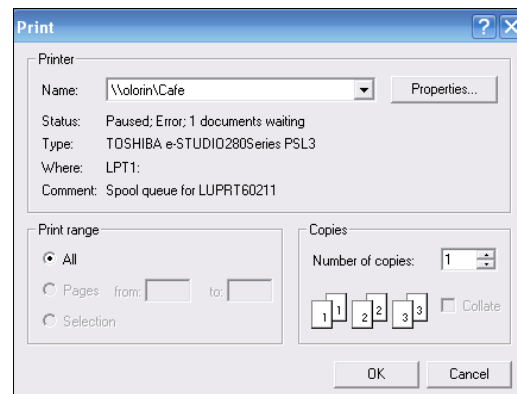


**Step 11:** Click



back on Step 7.

**Step 12:** Find your printer and set properties



## Steps for formatting a Word document/test for importing into Respondus:

When preparing a Word document of test questions for importing into Respondus, please make sure it is formatted as follows:

- The questions must be numbered using the **auto numbering**. List all the questions and then the answer key at the bottom. The Answer Key must be indicated by typing “Answers:” (without the quotes).
- **OR** the correct answers can be indicated with an **asterisk** (see the second column below).
- If it’s a matching question you must indicate so with “Type: MT” (without the quotes) on the line before the question. Each match should be listed as a letter below the “question”. List the matches connected with a space then equal sign (=) then space. See #4 below:

### Example with **Auto-Numbering**:

1. How blue is the sky?
    - a. Blue
    - b. Lt. blue
    - c. Sky blue
    - d. Pink
  2. Is the grass green?
    - a. Yes
    - b. No
    - c. Maybe
    - d. I don’t know
  3. This is a sample True/False question?
    - a. True
    - b. False
- Type: MT
4. Match the following fruits with their color:
    - a. Apple = Red
    - b. Banana = Yellow
    - c. Orange = Orange
    - d. Kiwi = Brown

Answers:

1. c
2. a
3. b
4. (leave blank)

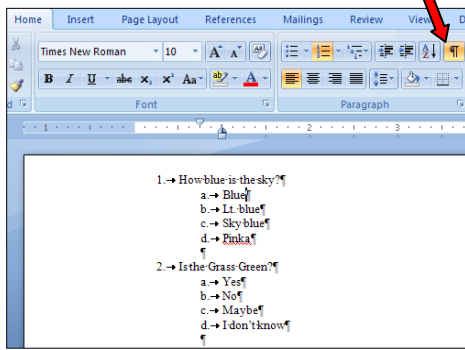
### Example with **Asterisk**: (use either left justified or 1 tab space to indent answer choices)

1. How blue is the Sky?
  - a. Blue
  - b. Lt. Blue
  - \*c. Sky Blue
  - d. Pink
2. Is the grass green?
  - \*a. Yes
  - b. No
  - c. Maybe
  - d. I don’t know
3. This is a sample True/False question?
  - \*a. True
  - b. false

Type: MT

4. Match the following fruit with the color:
  - a. Apple = Red
  - b. Banana = Yellow
  - c. Orange = Orange
  - d. Kiwi = Brown

## Important Notes:



It is helpful to use the Show/Hide formatting symbols when checking a document.

On the HOME ribbon, click the ¶ in the Paragraph Tools area.

If you add extra spaces or tabs or, leave out a space or tab the test will not import properly.

## Common Mistakes:

- leave out a space or tab between the question number and the question
- leave out a space or tab between the answer letter and the answer
- Be precise and consistent.