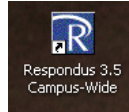


Creating, Importing, Retrieving and Printing Tests with



1. Create an Exam



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



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



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

Step 4: Enter a file name and description.

A dialog box for creating a new file. It has fields for 'Name of File' (with a hint '(e.g. History test-1)') and 'Description'. Below these are radio buttons for 'Type of File': 'Exam' (selected) and 'Survey'. The 'Exam' option is labeled 'Create an exam file.' and the 'Survey' option is labeled 'Create a survey file. Survey files are similar to exam files, except that they lack correct answers, point values, and feedback.' At the bottom are 'OK', 'Cancel', and 'Help' buttons.

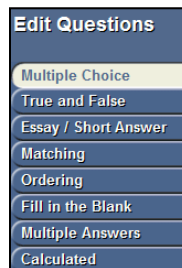
Step 5: Indicate "Exam" or a "Survey." Click OK.



Step 6: The Edit tab will open.

The 'Edit Questions' dialog box for a 'Multiple Choice' question. 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 has fields for: 1. Title of Question, 2. Question Wording, 3. Answers (A, B, C, D), 4. Select Correct Answer (dropdown), 5. Point Value (1.00), and 6. Add to End of List, Insert into List, Clear Form, and Preview buttons.

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.

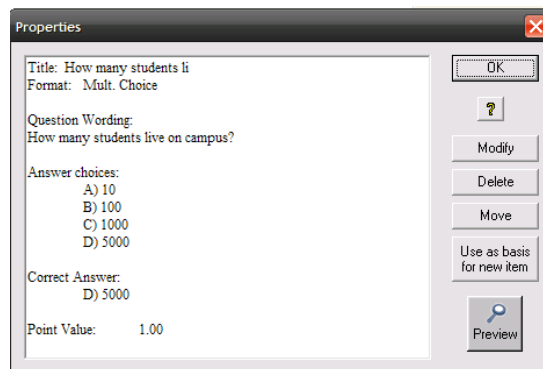
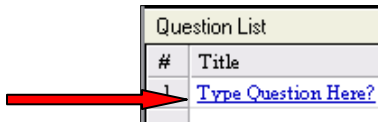
Insert into List - inserts the question at a specified location within the Question List.

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.

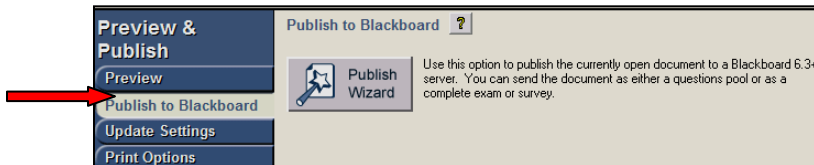
Step 13: To view properties for a question, click on the title in the Question List at the bottom of screen to modify, delete, or move questions.



2. Publish to Blackboard

Step 1: Click the  tab at the top.

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



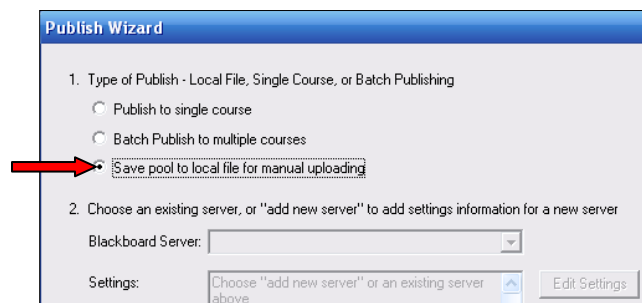
Step 3: On the  screen chose the 3rd radio button:

“Save pool to local file for manual uploading”.

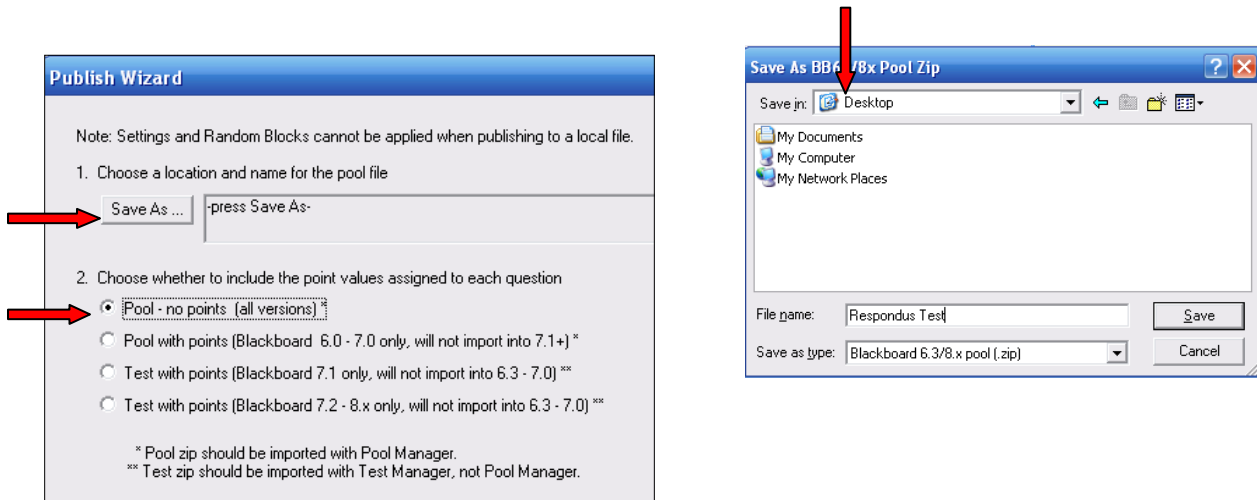
This will create a zip package.

Do nothing in #2 on Publish Wizard screen.

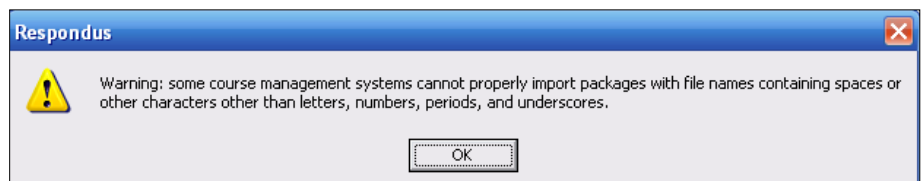
Click Next.




Step 4: For step 1 on the next screen, click “Save As” and choose Desktop (or folder) from the drop down. Click Save.



Click OK if you get this message:



Step 5: For step 2 on the Publish Wizard, select “Pool – no points (all versions)”.

Click  and you will get this message:



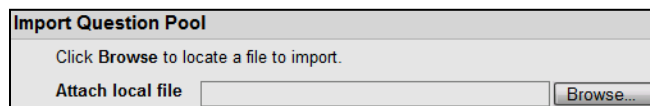
This completes the Respondus part of creating a test for Blackboard.

3. Import Test/Pool into Blackboard

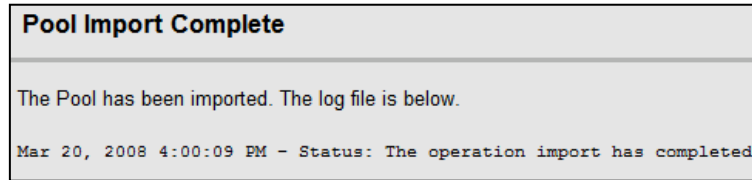
Step 1: Click  Control Panel and go to 

Step 2: Click 

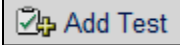
Step 3: Click Browse to find the zip package from Respondus on Desktop or folder.
Click Open and Submit.



Step 4: A completion receipt will appear for the pool import. Click OK.

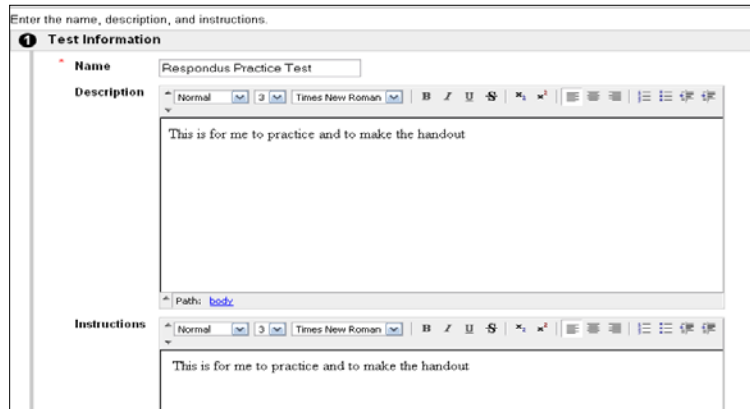


Step 5: Now go to Test Manager in Control Panel.


Step 6: Click on  Add Test

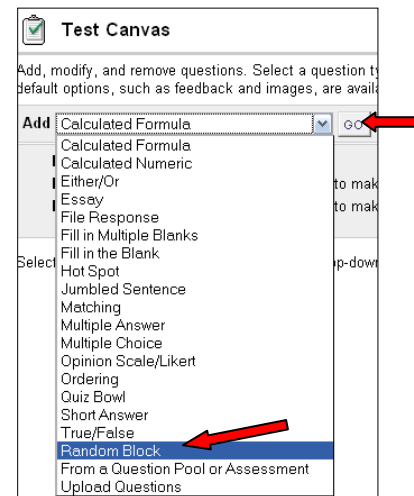
Step 7: Put a name and description, which shows on outside of the link to the test, and add Instructions, which show on the top of the test while the students are taking it.

The Description and Instructions are often the same information.



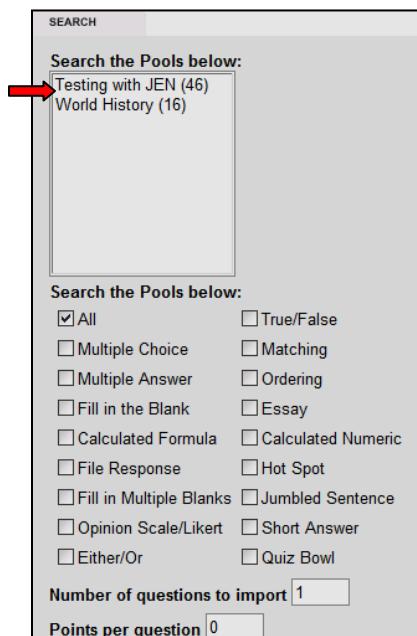
Step 8: Click . This will open the .


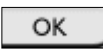
Step 9: From the  chose Random Block from the drop down and click GO.





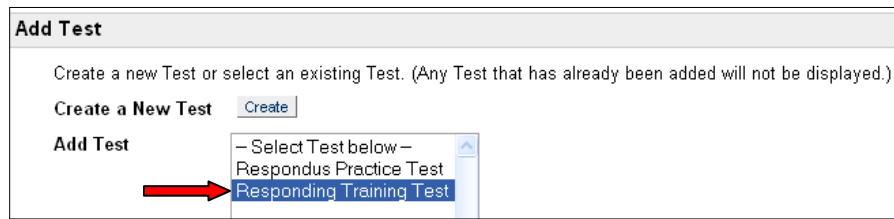
Step 10: Add/Modify Random Blocks screen

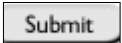
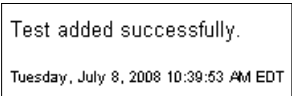

- “Search the Pools Below” and click on the test pool you want to use.
- Select ALL or the question types you want to pull from and Blackboard will pull random questions for each student’s test
- Select the total number of questions.
- Set points that will be assigned to each.



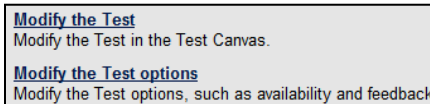
Step 11: Click , preview the test and then  if test is correct.

Step 12: In the  Control Panel go to content area where the test is to appear and click  Test to add the test.



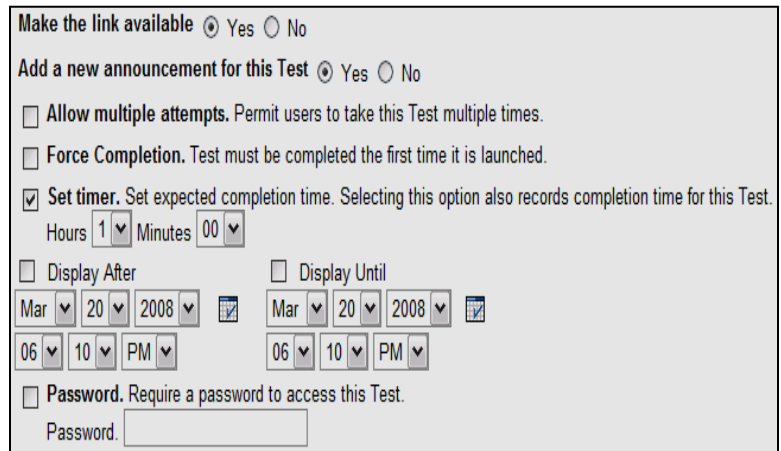
Step 13: Select desired test, click . You will see this receipt . Click .

Step 14: Modify or set test options accordingly.



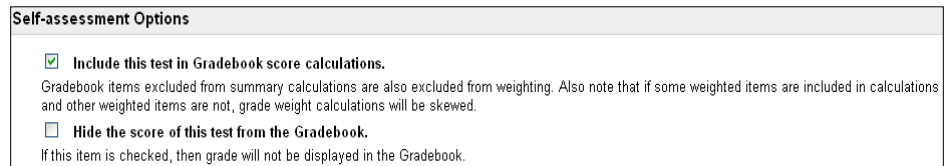
Step 15: [Modify the Test options](#) link:

1. Description will automatically fill from test creation process.
2. Test Availability recommendations:
 - Yes to make link available
 - No to add new announcement
 - Do not allow multiple attempts
 - Do not use force completion
 - Set Timer
 - Display After and Until if desired
 - No password



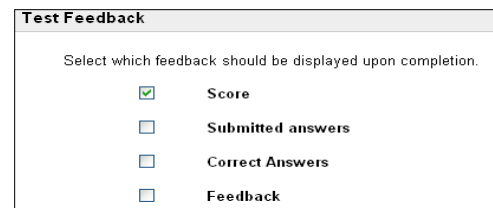
3. Self-Assessment Options:

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

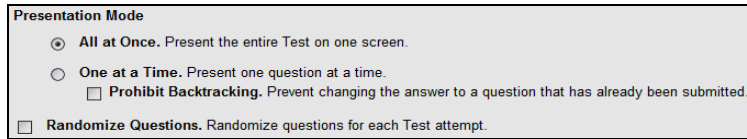


- Check “Hide” and test will be strictly practice test and will not be included in Gradebook.

4. Test Feedback should be set to one of the first two options only.



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



Step 16: Click and

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

4. Import Questions to Respondus to Load to Blackboard

Step 1: Open

Step 2: From the Start tab, open

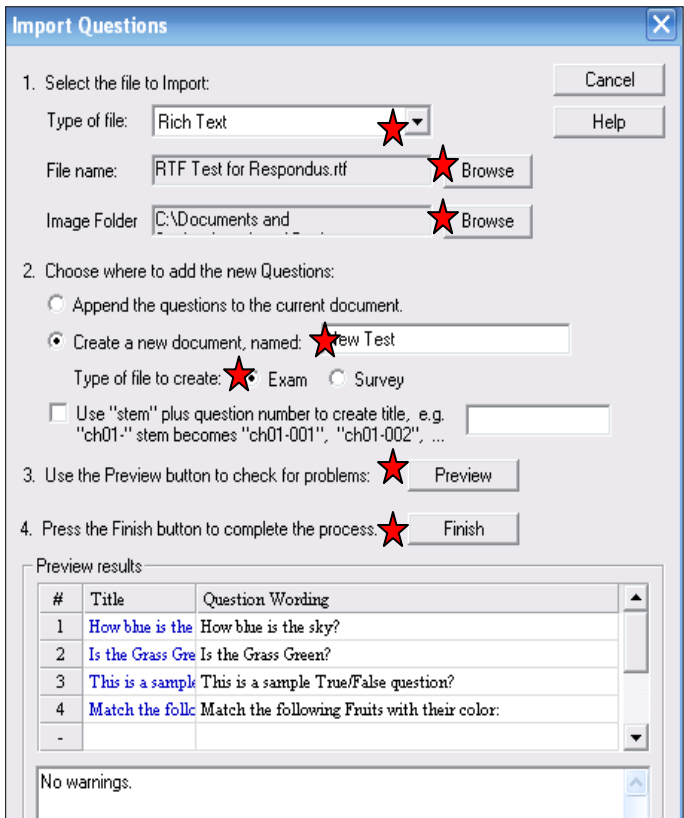
Step 3: -Type of file = Rich Text
 -Browse for .rtf formatted test *

*see steps for preparing a Word document test for importing into Respondus

- Browse for images (if applicable)
- Create a new document, named:
- Type of file to create = Exam

-Click

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



-Click , OK

5. Retrieve a test using Respondus to print in a Word document:

Step 1: Open a new session by opening a new browser and going to www.liberty.edu and log in.
DO NOT go past this first screen/page.


Step 2: Copy from session_key=up to but not including the first ampersand(&)




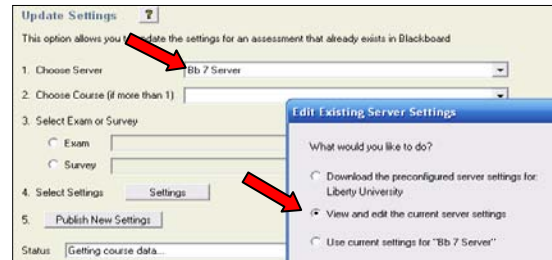
Step 3: Minimize this screen.

Step 1: Go back to Respondus

Step 2: Click the  tab at the top.

Step 3: On the  tab on the left, choose Bb 7 Server in #1.

Step 4: Then, View and edit the current server settings.
Click 

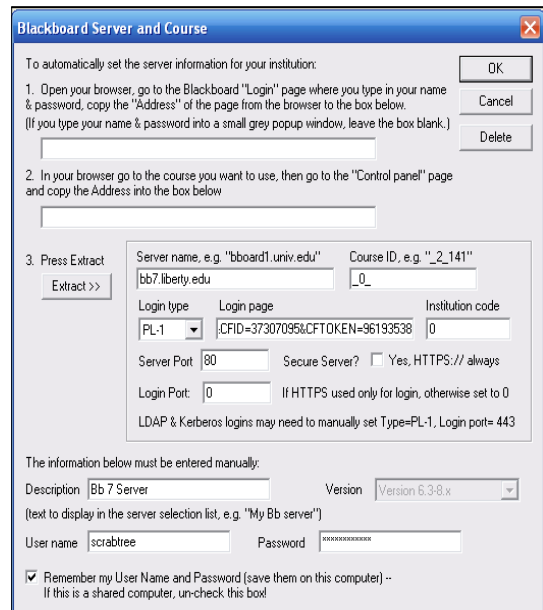
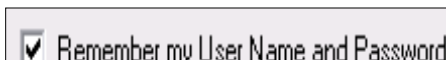



Step 5: Now, paste that session key into the login page field (#3) **after** **/webapps/login?**
If you accidentally remove **/webapps/login?** just type it back in.

If Section 3 fields are blank, please add the information listed here:

Server name: **bb7.liberty.edu**
 Course ID: **_0_**
 Login Type: **PL-1**
 Institution code: **0**
 Server Port: **80**
 Login Port: **0**

Description: Bb 7 Server
 User name:
 Password:
 Check Remember my User Name and Password




Step 6: Leave all other fields as is, click 

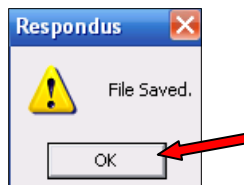
Step 7: Now, use the dropdown to select which Blackboard course you want to retrieve your exam from.


Step 8: Select an Exam or Pool

Step 9: Enter a name for the new file

Step 10: Click 

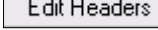
Step 11: Click  for File Saved

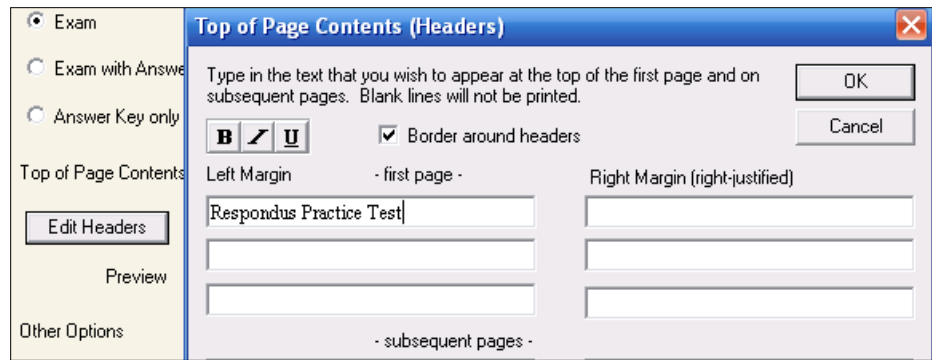


Step 12: Go to tabs across top and click 

Step 13: Click  from tabs on left.

Leave it set for Exam

Step 14: Click 
 Leave it named as is


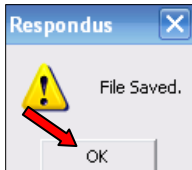


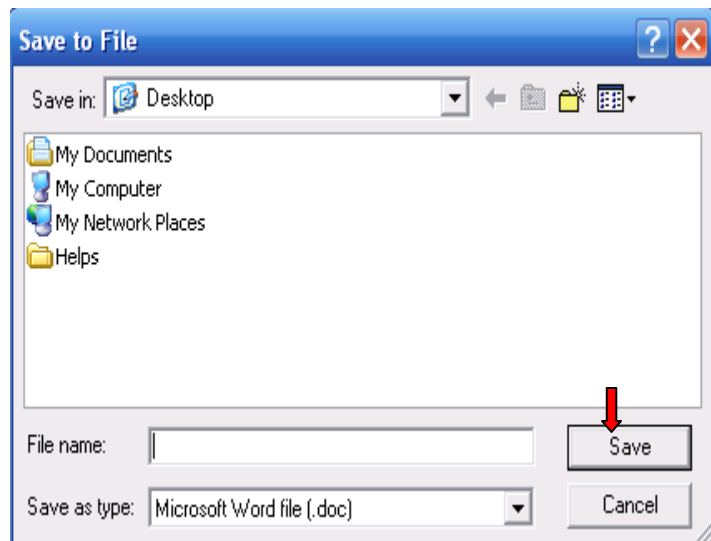
Step 15: Click 

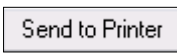
Step 16: Chose 

Put it where you can get to it.
 If others will need it, put it in
 a shared molly drive.

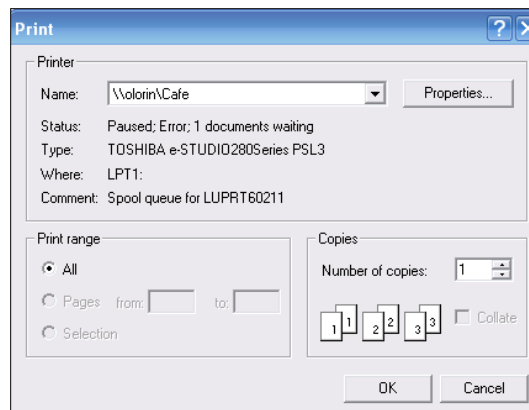
Step 17: Click 

Step 18: Click  for 



Step 19: Click 

Step 20: Find your printer and set properties



Congratulations, you are done!!