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.

Step 6: The tab will open.

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.

<table>
<thead>
<tr>
<th>Edit Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Choice</td>
</tr>
<tr>
<td>True and False</td>
</tr>
<tr>
<td>Essay</td>
</tr>
<tr>
<td>Matching</td>
</tr>
<tr>
<td>Ordering</td>
</tr>
<tr>
<td>Fill in the Blank</td>
</tr>
<tr>
<td>Multiple Answers</td>
</tr>
<tr>
<td>Calculated</td>
</tr>
</tbody>
</table>

(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 **Preview & Publish** tab at the top.

Step 2: Click the **Publish to Blackboard** tab on the left and click **Publish Wizard**.
Step 3: On the screen chose the 1st radio button: “Publish to single course”

- Verify the settings using the Edit Settings
- Select View and edit the current server settings
- Click Next>

Blackboard Server and Course screen:
Make sure the settings match this screen.
YOU WILL ONLY HAVE TO DO THIS ONE TIME

- Click OK

Step 4: This will open the Publish Wizard screen.

Step 5: Click Next >
Step 6: 1. Choose a course from the drop down
2. Check to Create new Pool
3. Uncheck additional options

Step 7: Click Next

Step 8: You will get a status window.

Step 9: Click Finish

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

3. Verify Pool Imported Correctly

Step 1: Click Course Tools and go to Tests, Surveys, and Pools

Step 2: Click Pools 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 OK

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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 **Tests** then click **Build Test**

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.

Step 4: Click **Submit**. This will open the **Test Canvas**

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

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

Step 7: Click **Submit**
Step 8: Verify test information.
   From here you can change the points of all questions and the number of questions to display.

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

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 Preview

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 Finish, OK

6. Retrieve a test as a Word document:

Step 1: Open Respondus

Step 2: Click the tab at the top.

Step 3: Select the Retrieve Questions tab on the left.

Step 4: Click Retrieve Questions

Step 5: Click Edit Settings and select the 2nd option – View and Edit the current server settings
Step 6: Click Next.

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

Step 7: Click OK.

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

Step 9: (2.) Select POOL and use the dropdown to click on the desired pool.
Step 10: (3.) Name the pool you are retrieving.

Step 11: Click Next>

Step 12: Click OK on File Saved window.

Step 13: Click Finish
7. Print a Test from Respondus

Step 1: Go to tabs across top and click Preview & Publish.

Step 2: Click Print Options 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 Save

Step 10: Click OK for

Step 11: Click Send to Printer 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:

<table>
<thead>
<tr>
<th>Example with Auto-Numbering:</th>
<th>Example with Asterisk: (use either left justified or 1 tab space to indent answer choices)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How blue is the sky?</td>
<td>1. How blue is the Sky?</td>
</tr>
<tr>
<td>a. Blue</td>
<td>a. Blue</td>
</tr>
<tr>
<td>b. Lt. blue</td>
<td>b. Lt. Blue</td>
</tr>
<tr>
<td>c. Sky blue</td>
<td>*c. Sky Blue</td>
</tr>
<tr>
<td>d. Pink</td>
<td>d. Pink</td>
</tr>
<tr>
<td>2. Is the grass green?</td>
<td>2. Is the grass green?</td>
</tr>
<tr>
<td>a. Yes</td>
<td>*a. Yes</td>
</tr>
<tr>
<td>b. No</td>
<td>b. No</td>
</tr>
<tr>
<td>c. Maybe</td>
<td>c. Maybe</td>
</tr>
<tr>
<td>d. I don’t know</td>
<td>d. I don’t know</td>
</tr>
<tr>
<td>3. This is a sample True/False question?</td>
<td>3. This is a sample True/False question?</td>
</tr>
<tr>
<td>a. True</td>
<td>*a. True</td>
</tr>
<tr>
<td>b. False</td>
<td>b. false</td>
</tr>
<tr>
<td>Type: MT</td>
<td></td>
</tr>
<tr>
<td>4. Match the following fruits with their color:</td>
<td>4. Match the following fruit with the color:</td>
</tr>
<tr>
<td>b. Banana = Yellow</td>
<td>b. Banana = Yellow</td>
</tr>
<tr>
<td>c. Orange = Orange</td>
<td>c. Orange = Orange</td>
</tr>
<tr>
<td>d. Kiwi = Brown</td>
<td>d. Kiwi = Brown</td>
</tr>
<tr>
<td>Answers:</td>
<td></td>
</tr>
<tr>
<td>1. c</td>
<td></td>
</tr>
<tr>
<td>2. a</td>
<td></td>
</tr>
<tr>
<td>3. b</td>
<td></td>
</tr>
<tr>
<td>4. (leave blank)</td>
<td></td>
</tr>
</tbody>
</table>
Important Notes:

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

On the HOME ribbon, click the \( \text{ } \) 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.