

Respondus Test Software

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Create and Format the Test in Word

Word is the most commonly used application for Respondus, however, Respondus will also accept text (.txt) and rich text format (.rtf) files from other applications.

Basic Formatting

1. There should be no headers, headings, or footers in the document.
2. Each question needs to be preceded with "TYPE:" except for **Multiple Choice** and **True / False**. See examples in [Formatting Specific Question Types](#).
3. Each question should begin with a number followed by a **period** "." or **right parenthesis** ")".
4. The question should follow the question number with one space after the period or right parenthesis.
5. Each answer choice should begin with an upper or lower case letter followed by a period or right parenthesis.
6. Correct answers are designated by placing an asterisk BEFORE the answer choice with NO spaces. (This can be difficult in Word so you may have to save the document as "plain text" and then go back and edit the document.)

Formatting Specific Question Types

Multiple Choice

This is the default question type so you don't need to add the "TYPE".

1. Who determined the exact speed of light?
- Albert Einstein
 - *b. Albert Michelson
 - Thomas Edison

True / False

If the True answer is typed first you don't need to add the "TYPE". If not, it defaults to Multiple Choice. True/False questions can use answer choices "True" or "T" and "False" or "F."

- 2) Albert Michelson determined the exact speed of light?
- *a. True
 - b. False

Multiple Answers

Type: MA

3. Which of the following individuals are credited with determining the exact speed of light?
- Albert Einstein
 - *b. Albert Michelson
 - Thomas Edison
 - *d. Edward Williams Morley

Essay

Type: E (No correct answers are needed for essay type questions. Providing an answer is optional.)

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

Jumbled Sentence

Type: JUM (words to jumble are in brackets)

5. [Dream] as if you'll [live forever], [live] as if you'll [die tomorrow].

Fill in the Blank

Type: F (only one correct answer per question, but multiple forms of that answer can be provided)

- 6) _____ is known as the "father of television".
- Zworykin
 - Vladimir Zworykin
 - Vladimir Kosma Zworykin

Matching

Type: MT (spaces before and after the equal sign are optional)

7. Match the correct name to the discovery or theory.
- Michelson-Morely = Speed of light
 - Einstein = Theory of Relativity
 - Marconi = radio waves

Ordering Questions

Type: ORD (answers must be in correct order)

- 8) Put the following presidents into chronological order of service:
- George Washington
 - John Adams
 - Thomas Jefferson
 - James Monroe

Images with Questions

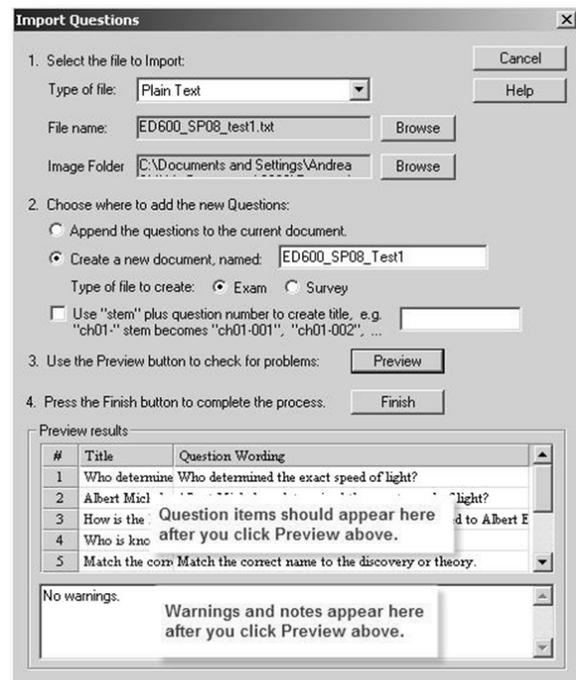
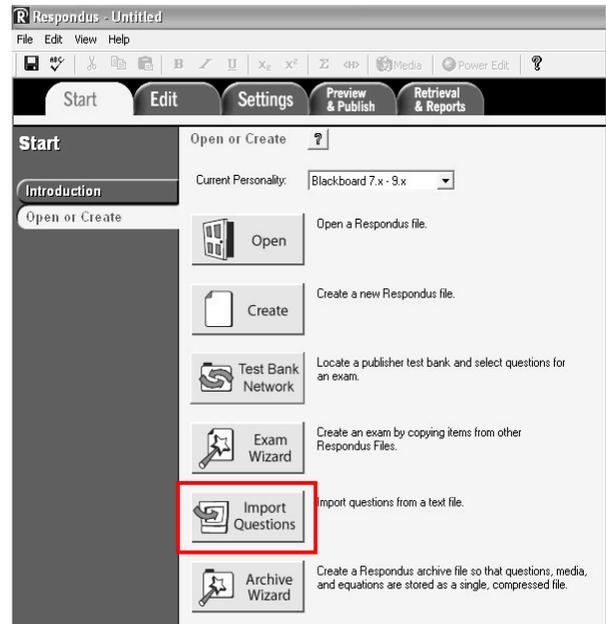
Images embedded in Word will import automatically into Respondus. Images can also be inserted manually into text files by using specific formatting. Images must be gif, jpg, or jpeg formats. Place the following tag where the image should appear: [img: "filename.jpg"] using the actual name of the file in place of filename.jpg. You can even add ADA-compliant text for students using screen readers by placing text within quotes right after the filename.

[img: "stonehenge.jpg" "Picture of Stonehenge"]

Import the Test into Respondus

Once you have finished formatting your document, you can save and import it straight into Respondus.

1. Launch Respondus
2. Click the **Start** tab
3. Click on **Import Questions** →
4. Select the type of file to be imported (txt, doc, docx)
5. Click **Browse** next to "File name" to locate file
6. Click **Open**
7. Type a name in "Create new document" (e.g. YourInitials_Test1_Summer2016)
8. Select **Exam** for "Type of file"
9. Click **Preview** (required)
10. Check for warnings. Ignore duplicate question title warnings. →
11. Click **Finish**

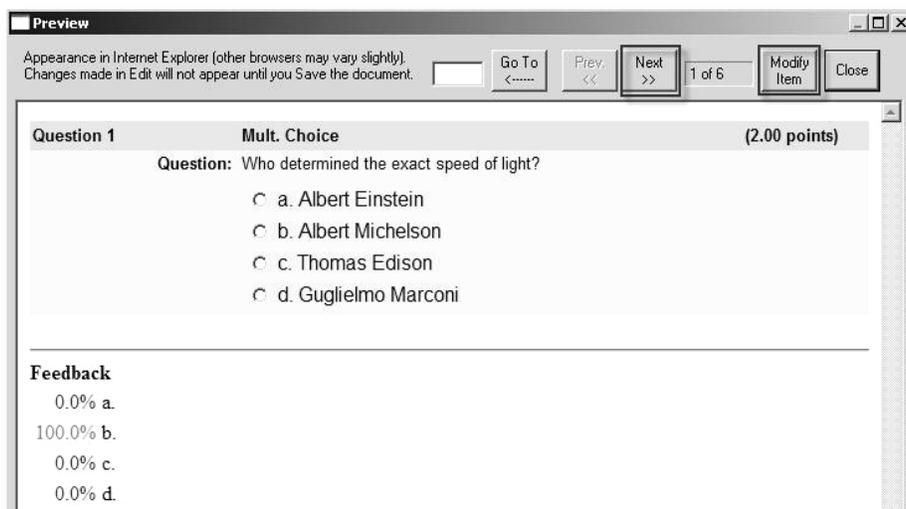
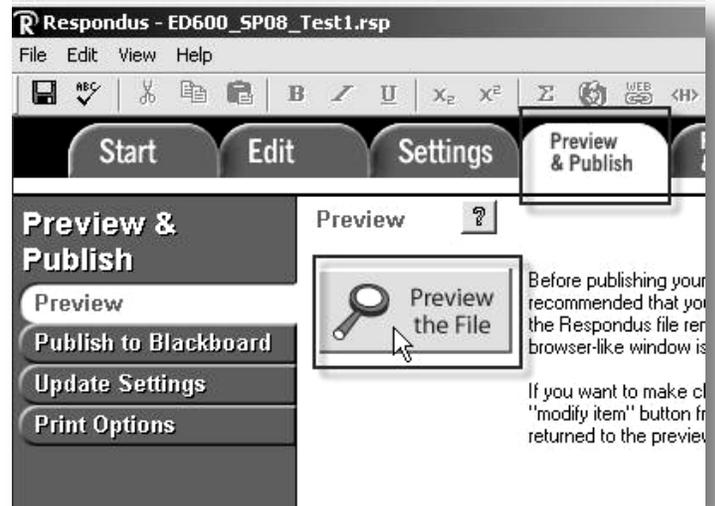


Preview and Edit the Test in Respondus

Preview allows you to check question wording and answers. You can correct errors and make changes.

NOTE: You can randomize all answer choices for all questions! Click File => Preferences => Edit / Publish => Randomize. Don't randomize answer choices if you use answers such as "all of the above" or "both a and c are correct."

1. Click the **Preview & Publish** tab
2. Click on **Preview the File**
3. Click **Next** to cycle through the questions. This view is similar to how the assessment will appear in Blackboard. Click **Modify Item** to make changes. Save and return to preview remaining items.



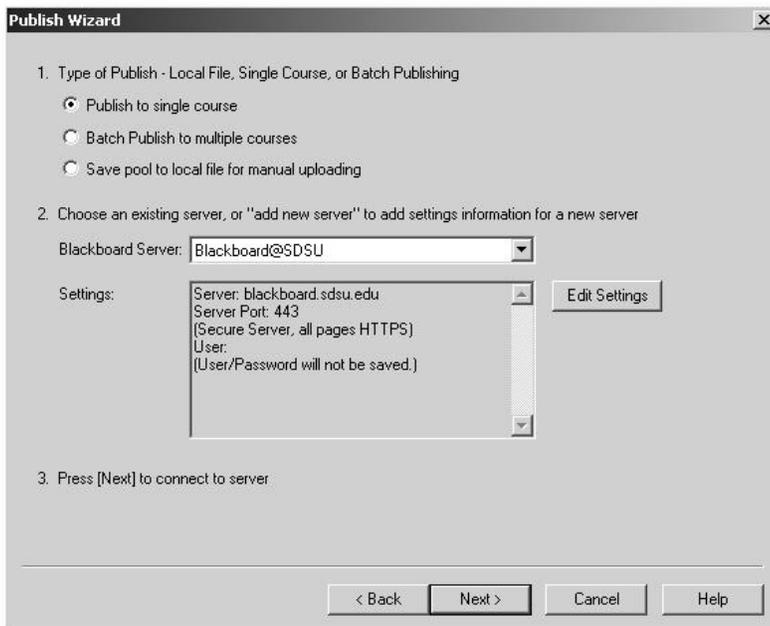
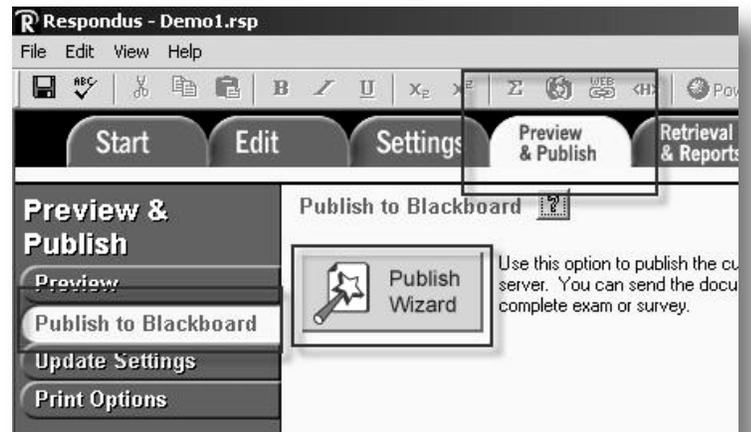
4. Click **Close** when finished.

Publish the Test to Blackboard

NOTE: If you are NOT using Respondus in SDSU's FIT Center, please [Connect Respondus to the Blackboard Server](#) prior to completing this procedure.

In this final step, you will connect to Blackboard by selecting the server and entering your Blackboard username and password.

1. Click the **Preview & Publish** tab
2. Click **Publish to Blackboard**
3. Click **Publish Wizard**

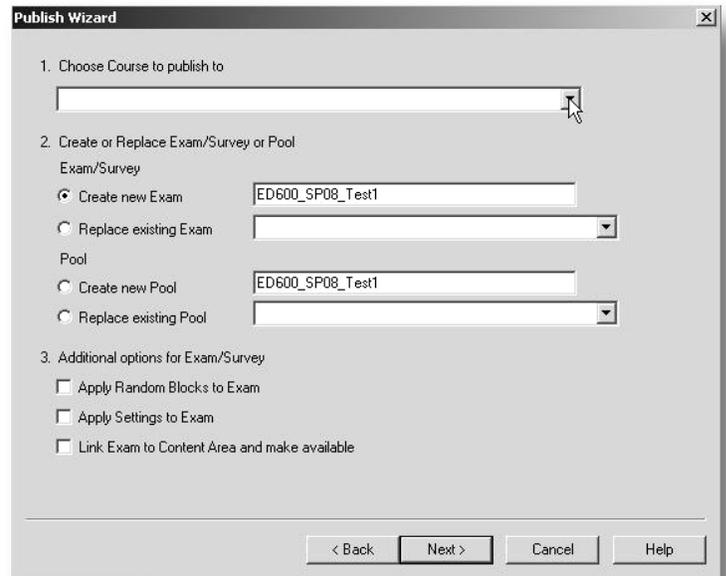


4. Choose **Publish to single course**
5. Select the server (Blackboard@SDSU)
6. Click **Next**

7. Click the drop-down menu to choose the course.
8. Verify the exam name. Change it if desired so that you will recognize it in Blackboard.
9. Deselect all additional options if you are not using Random Blocks.
10. Click **Next**.
11. Wait for the message, "Completed successfully" to appear
12. Click **Finish**

Now What?

Now you can deploy the test in Blackboard as you would with any Blackboard test or survey. Once published to Blackboard, the test resides in the Test manager (Control Panel => Course Tools => Tests, Surveys and Pools). You can edit the test or set your test options just like any other Blackboard test.



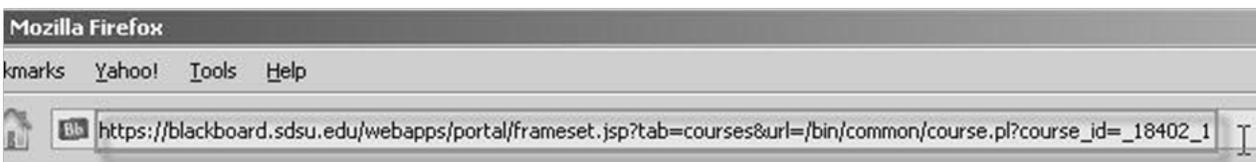
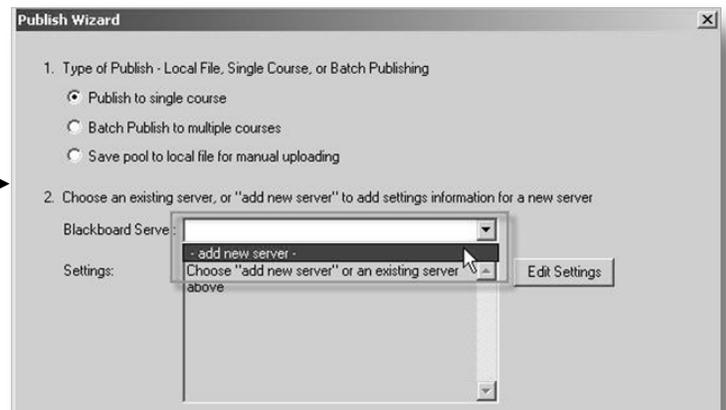
Other Helpful Procedures

Connect Respondus to the Blackboard Server

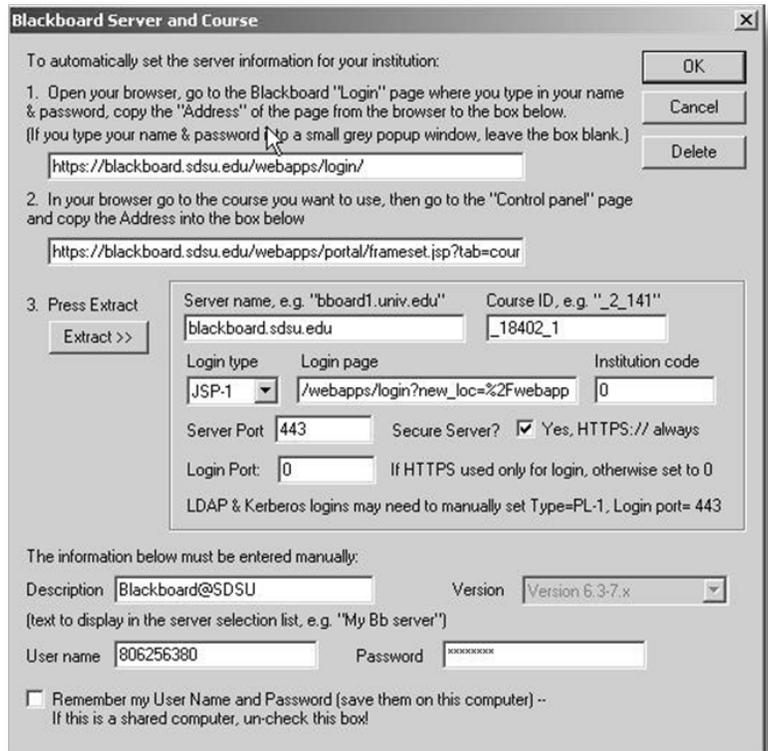
NOTE: If you are using Respondus in SDSU's FIT Center, you do not need to complete this step.

The first time you use Respondus and publish to Blackboard, you will need to enter the settings that connects Respondus to the Blackboard Server at SDSU. Once you complete this process, you only need to click on the server name to publish Respondus files.

1. Launch Respondus
2. Click the **Preview & Publish** tab
3. Click **Update Settings**
4. Select **add new server** →
5. Select **No, I want to enter the settings manually**
6. Go to your browser and copy the Blackboard login URL (the page where you enter your username and password):
<https://blackboard.sdsu.edu/>
7. Paste the login URL into Respondus (box number 1)
8. Return to the web browser and log into Blackboard
9. Enter any one of the courses you teach and copy the URL



10. Paste the URL into Respondus (box number 2)
11. Click **Extract** to have Respondus do the URL deciphering (box number 3)
12. In the Description, enter Blackboard@SDSU
13. Type in your Blackboard UserName and Password to connect to Blackboard. (Note: if you do not share your computer, you can click **Remember my UserName and Password** to retain the login information on your computer.)
14. Select **OK**. You should now be able to see your course list by pressing the drop-down menu next to "Choose Course".



Blackboard Server and Course

To automatically set the server information for your institution:

1. 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.)

2. In your browser go to the course you want to use, then go to the "Control panel" page and copy the Address into the box below

3. Press Extract

Server name, e.g. "bboard1.univ.edu"	Course ID, e.g. "_2_141"	
<input type="text" value="blackboard.sdsu.edu"/>	<input type="text" value="_18402_1"/>	
Login type	Login page	Institution code
<input type="text" value="JSP-1"/>	<input type="text" value="/webapps/login?new_loc=%2Fwebapp"/>	<input type="text" value="0"/>
Server Port	Secure Server?	
<input type="text" value="443"/>	<input checked="" type="checkbox"/> Yes, HTTPS:// always	
Login Port:	If HTTPS used only for login, otherwise set to 0	
<input type="text" value="0"/>		

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

The information below must be entered manually:

Description Version

(text to display in the server selection list, e.g. "My Bb server")

User name Password

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

Export a Respondus Test as a Word Document

1. Click the **Preview and Publish** tab
2. Click **Print Options**
3. Select the desired format (exam, exam with answer key, answer key only)
4. Click the **Settings** button to the right of the desired format and select which features you would like to include (such as the question number)
5. Click **OK**.
6. Click **Print Preview** to preview the test
7. Click **Save to File**

Print a Respondus Test

1. Click the **Preview and Publish** tab
2. Click **Print Options**
3. Select the desired format (exam, exam with answer key, answer key only)
4. Click the **Settings** button to the right of the desired format and select which features you would like to include (such as the question number)
5. Click **OK**.
6. Click **Print Preview** to preview the test
7. Click **Save to File** or **Send to Printer**

Download a Blackboard Test into Respondus

1. Click the **Retrieval & Reports** tab
2. Click **Retrieve Questions**
3. Make sure that the server is Blackboard@SDSU
4. Click **Next**
5. Log in with your Blackboard username and password
6. Choose a course to retrieve from, select an exam, and enter a name
7. Click **Next**
8. Wait for the program to export the test and click **OK** when the "File Saved" message appears
9. Click **Finish**