

# Respondus Training

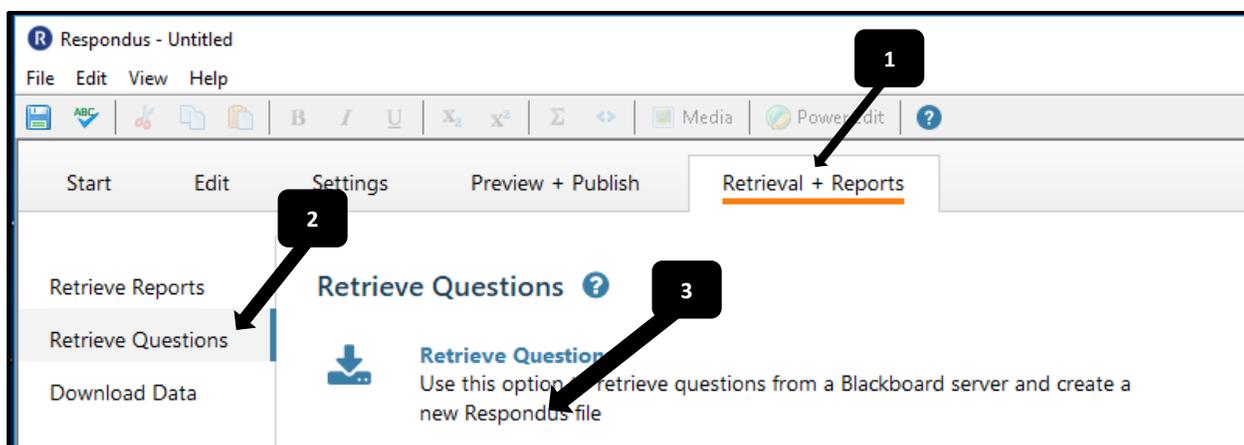
## How to Download Respondus

- ❖ Go to eRaider at <https://eraider.ttu.edu/default.aspx>
- ❖ Click on Manage Your Account
- ❖ Log in using your eRaider username and password.
- ❖ Click on Software Download.
- ❖ Click on Windows
- ❖ Find Respondus 4.0 Campus-Wide and click Download
- ❖ Click on Continue
- ❖ Click on Download
- ❖ You will need the following information:
  - Institution Name: Texas Tech University
  - Local Support Contact: TTU Respondus Support personnel at Worldwide eLearning: 806-742-7227
- ❖ ZR928387298-759336418 (Password valid through the end of July 2019)
- ❖ Follow the onscreen instructions to install the program.

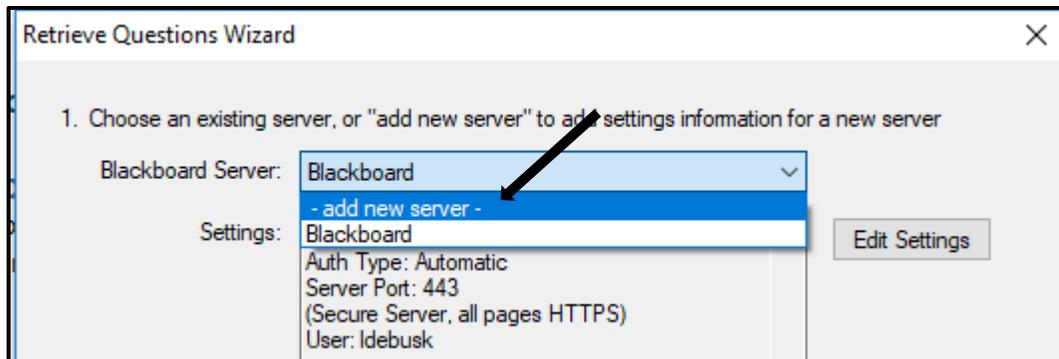
## Setting Respondus up to Use:

In order to use Respondus you have to connect Respondus to the Blackboard server.

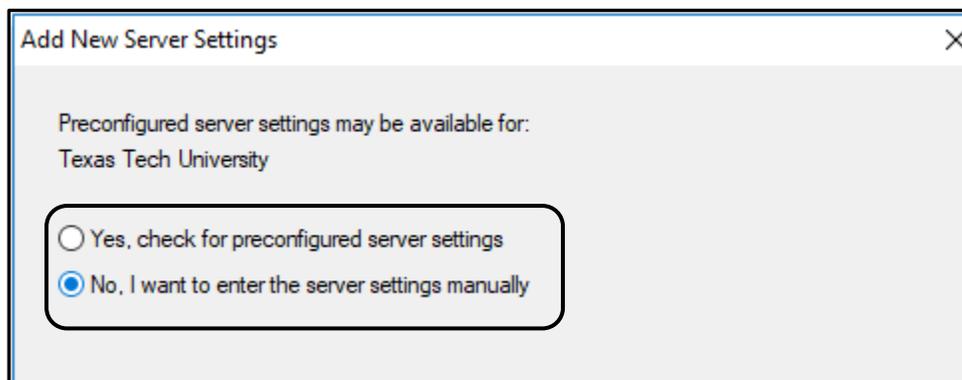
1. Select the Retrieval & Reports Tab
2. Select Retrieve Questions
3. Click Retrieve Questions



- ❖ From this box, select Add New Server.

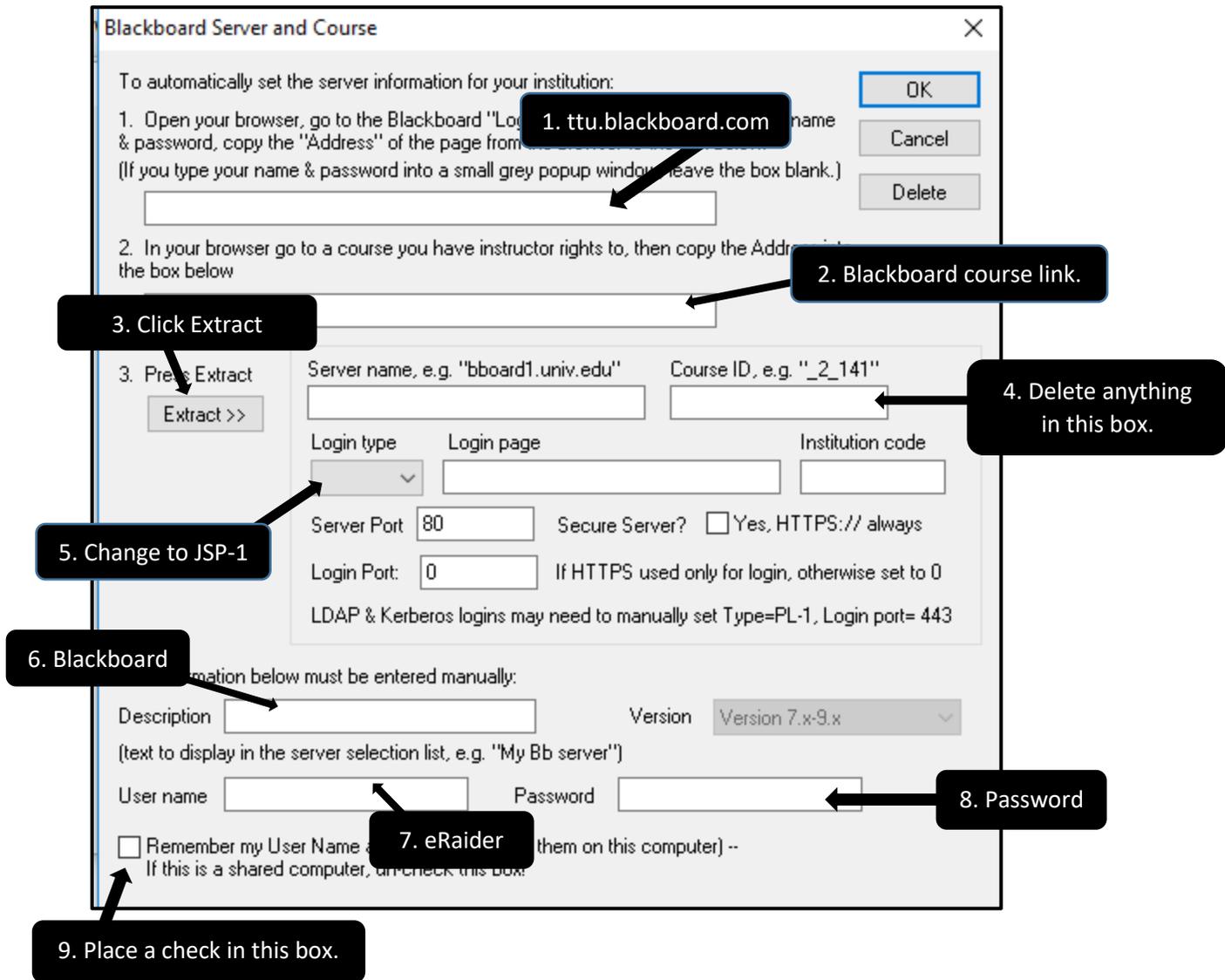


- ❖ Select No, I want to enter the server settings manually, then click next.



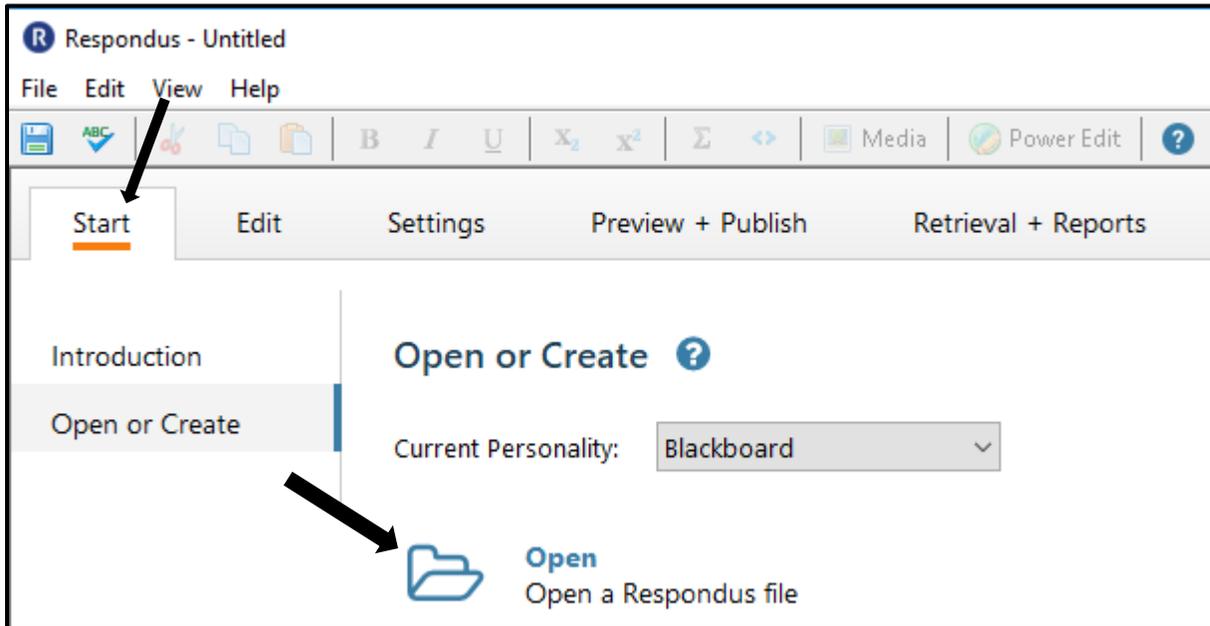
1. ttu.blackboard.com
2. Login to Blackboard > click on a course you are enrolled in as an instructor > Copy the link from the address bar > Paste it in Box #2.
3. Click Extract
4. Delete anything that is in the Course ID box
5. Change Login type to JSP-1
6. Description enter Blackboard
7. Username: Your eRaider username.
8. Password: <https://www.depts.ttu.edu/elearning/blackboard/instructor/index.php#tabs-4>
  - a. On this page, there is a link to that says "Respondus Publish Password Request"
  - b. Click that link.

- c. At the top of the page there is a password; it looks like this:  
d48f688c1dcd952b7df8f4747ec5807a:15372 (THIS IS NOT YOUR PASSWORD)
- d. Copy the link and paste into the password field.
- 9. Put a check in the Remember my Username and Password box.
  - ❖ Click OK
  - ❖ Click next

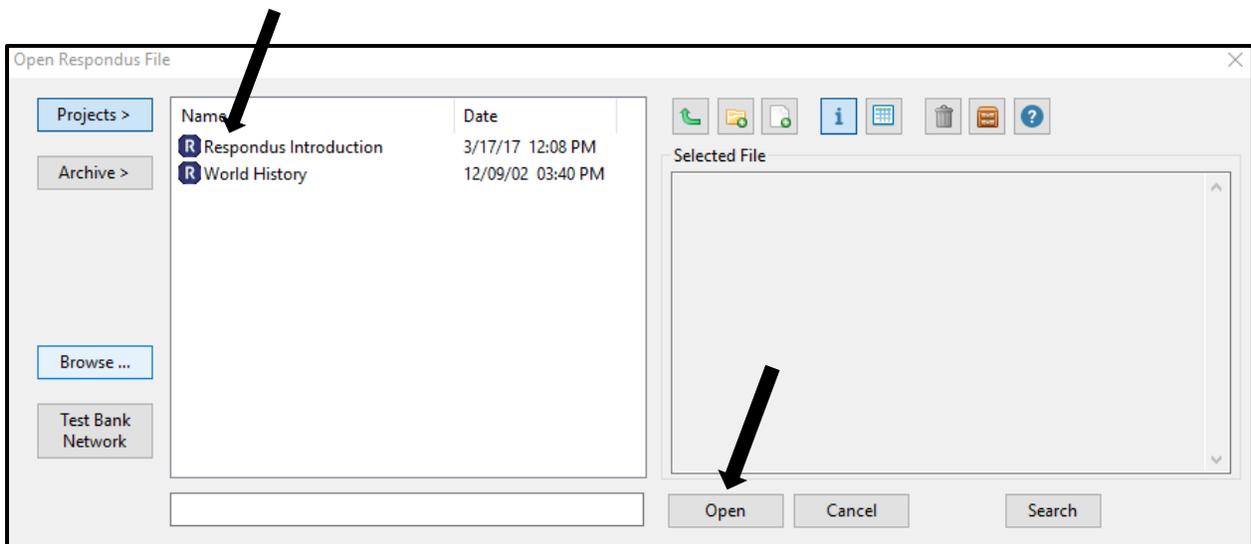


## Open an Existing Respondus File

- ❖ By selecting Start then the Open button you will be able to select and edit files you already have in Respondus.

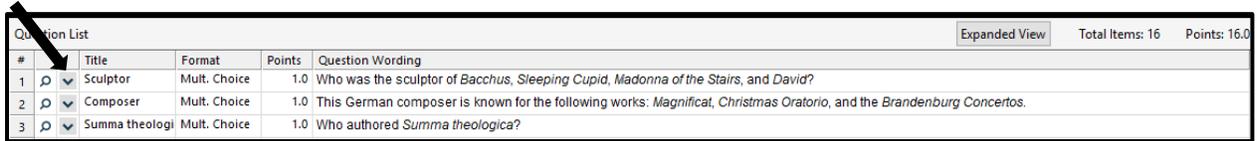


- ❖ Select the file you wish to edit and click Open, and you can edit the exam.



## Editing an Existing Exam

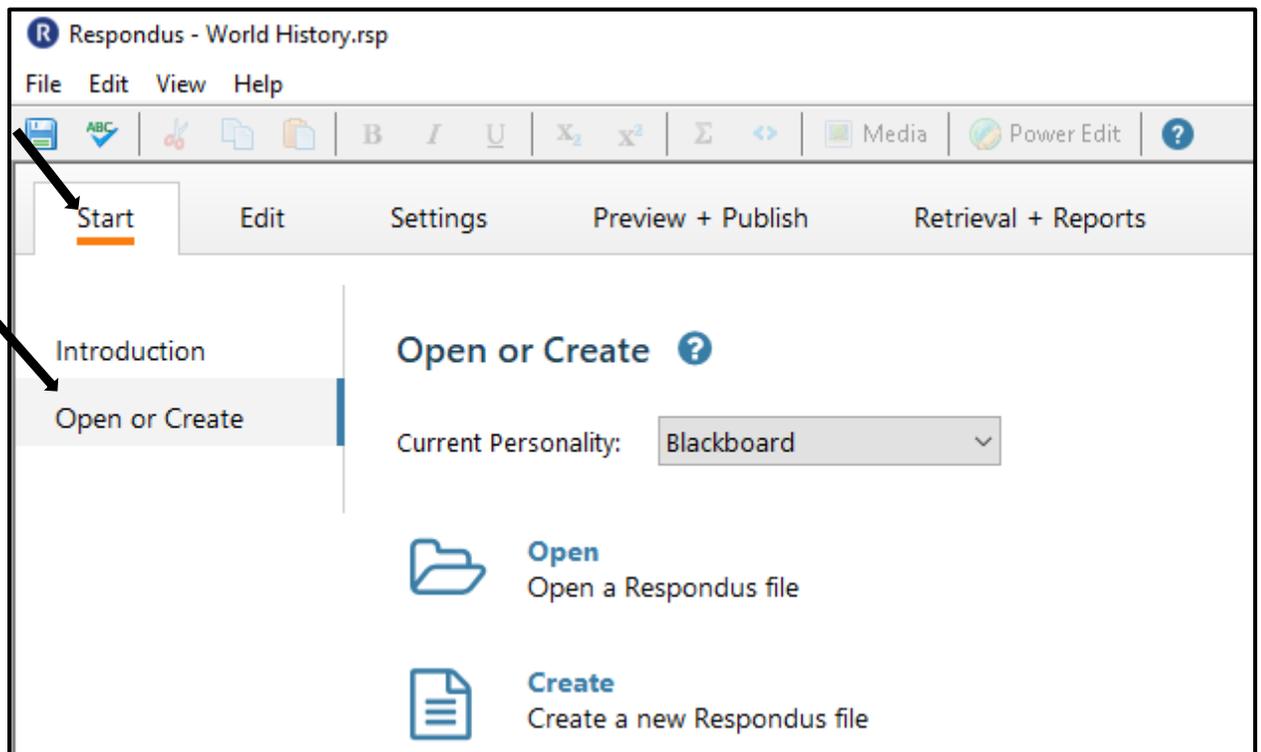
- ❖ Select the drop-down next to the question you wish to edit.
- ❖ From there you can preview, edit or delete the question.



#	Title	Format	Points	Question Wording
1	Sculptor	Mult. Choice	1.0	Who was the sculptor of <i>Bacchus, Sleeping Cupid, Madonna of the Stairs, and David</i> ?
2	Composer	Mult. Choice	1.0	This German composer is known for the following works: <i>Magnificat, Christmas Oratorio, and the Brandenburg Concertos</i> .
3	Summa theologi	Mult. Choice	1.0	Who authored <i>Summa theologica</i> ?

## Creating a New Respondus File

- ❖ Select the Start tab > Open or Create



The screenshot shows the Respondus software interface for a file named "Respondus - World History.rsp". The top menu bar includes "File", "Edit", "View", and "Help". Below the menu is a toolbar with various icons for text formatting (bold, italic, underline, subscript, superscript, sum) and other functions like "Media" and "Power Edit". The main interface has a tabbed navigation system with "Start", "Edit", "Settings", "Preview + Publish", and "Retrieval + Reports". The "Start" tab is selected and highlighted with an orange underline. On the left side, a sidebar menu shows "Introduction" and "Open or Create", with the latter selected and highlighted. The main content area displays the "Open or Create" section, which includes a "Current Personality" dropdown menu set to "Blackboard". Below this, there are two main options: "Open" (represented by a folder icon) and "Create" (represented by a document icon). The "Open" option is described as "Open a Respondus file", and the "Create" option is described as "Create a new Respondus file".

- ❖ Enter a File Name and Description > Exam > OK.

The image shows a dialog box for creating a file. It has a title bar with a close button (X). The main area contains two text input fields: "Name of File" and "Description:". Below these is a section titled "Type of File" with two radio button options: "Exam" (selected) and "Survey". At the bottom are three buttons: "OK", "Cancel", and "Help". Several black callout boxes with white text and arrows point to specific elements: "Name of File" points to the first input field; "Description" points to the second input field; "Choose Exam" points to the "Exam" radio button; and "Click OK" points to the "OK" button.

- ❖ Choose the Question Type
- ❖ Enter the Title of Question (Optional)
- ❖ Enter the Question Wording.
- ❖ Answers
- ❖ If you would like the answers randomized, check the Randomize Answers box.
- ❖ If you would like to give feedback, place a check in the Feedback box.
- ❖ Select the Correct Answer.
- ❖ Enter the Point Value.
- ❖ Select if you want the question inserted at the end of the list of the questions or within the questions.
- ❖ Your question will be at the bottom of the page.

Respondus - Example 1.rsp

File Edit View Help

U  $x_2$   $x^2$   $\Sigma$   $\leftrightarrow$  Media Power Edit ?

Start **Edit** Settings Preview + Publish Retrieval + Reports

**Select Question Type**

Multiple Choice **Enter Title of Question (this is optional)**

True and False

Essay / Short Answer

Matching

Ordering

Fill in the Blank

Multiple Answers

Calculated

More >

1. Title of Question

2. Question Wording  Randomize answers

**Question Wording**

3. Answers (PageDown moves to next answer)   Feedback

A

B **Enter Selections**

C

D

**Select Correct Answer** **Enter Point Value**

4. Select Correct Answer 5. Point Value 1.00

6.

Select where you want the question within the test.

## Question Types:

### Multiple Choice (Example Above)

- ❖ Enter the Question Title (Optional)
- ❖ The Question Wording
- ❖ Answer Selections
- ❖ The Correct Answer
- ❖ Point Value for the question
- ❖ After entering all the question information select if you would like the question at the bottom of the list or inserted within the questions.

## True/False:

- ❖ The title to the question
- ❖ The question wording
- ❖ The correct answer
- ❖ Point value for the question.
- ❖ After entering all the question information select if you would like the question at the bottom of the list or inserted within the questions.

The screenshot shows the Respondus software interface for creating a True and False question. The interface includes a menu on the left with 'True and False' selected, and a main form with fields for 'Title of Question', 'Question Wording', 'Select Correct Answer' (with radio buttons for TRUE and FALSE), 'Point Value' (set to 1.00), and buttons for 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'. Callout boxes highlight these elements:

- Choose True and False**: Points to the 'True and False' option in the left-hand menu.
- Question Title (optional)**: Points to the '1. Title of Question' input field.
- Question Wording**: Points to the '2. Question Wording' text area.
- Correct Answer**: Points to the '3. Select Correct Answer' section, specifically the 'TRUE' radio button.
- Point Value**: Points to the '4. Point Value' input field, which contains '1.00'.
- Placement of the question within the test**: Points to the '5. Add to End of List' button.

## Essay/Short Answer:

- ❖ Title of the question.
- ❖ The wording of the question.
- ❖ How many lines will be allowed for the answer entry (from 1-6) or if this is left unchecked the student can type as many lines as they need.
- ❖ Feedback for this question (if the feedback option is enabled).
- ❖ Point value for the question.

- ❖ After entering all the question information select if you would like the question at the bottom of the list or inserted within the questions.

The screenshot shows the Respondus software interface for creating an Essay/Short Answer question. The interface includes a menu on the left with options like 'True and False', 'Essay / Short Answer', 'Matching', 'Ordering', 'Fill in the Blank', 'Multiple Answers', 'Calculated', and 'More >'. The main area contains fields for '1. Title of Question', '2. Question Wording', '3.  Publish as Short Answer instead of as Essay', '4. If using feedback, enter the correct answer', '5. Point Value (1.00)', and '6. Grading method: Manual'. Callout boxes point to these fields with labels: 'Choose Essay/Short answer', 'Question Title (optional)', 'Question Wording', 'Correct Answer and Feedback', 'Point Value', and 'Placement of the question within the test'.

### Matching:

- ❖ Title of the question
- ❖ Question-Wording
- ❖ Two columns of matching items
- ❖ Point Value
- ❖ Credit given (Proportional to # correct or all point or none)
- ❖ After entering all the question information select if you would like the question at the bottom of the list or inserted within the questions.

Start Edit Settings Preview + Publish Retrieval + Reports

**Matching** ?

1. Title of Question

2. Question Wording   Keep answer items in original order

3. Enter matching pairs, or enter right column in any order with correct answer letter in leftmost column. (See help.)

General Feedback

	A	
	B	
	C	
	D	
	E	

4. Point Value  5. Credit Given:

6.

Correct Answer

Selections and matches

Point Value

Credit Given

Question Title (optional)

Question Wording

Placement of question within the test.

## Ordering:

- ❖ Title of question
- ❖ Question-Wording
- ❖ Enter choices in the correct order, and enter the display as numbers in the left column.
- ❖ Points given
- ❖ Credit given
- ❖ After entering all the question information select if you would like the question at the bottom of the list or inserted within the questions.

The screenshot shows the 'Ordering' question editor interface. The top navigation bar includes 'Start', 'Edit', 'Settings', 'Preview + Publish', and 'Retrieval + Reports'. The left sidebar lists question types: Multiple Choice, Matching, Ordering (selected), Fill in the Blank, Multiple Answers, Calculated, and More >. Below the sidebar are buttons for 'Copy from Another File' and 'Test Bank Network'.

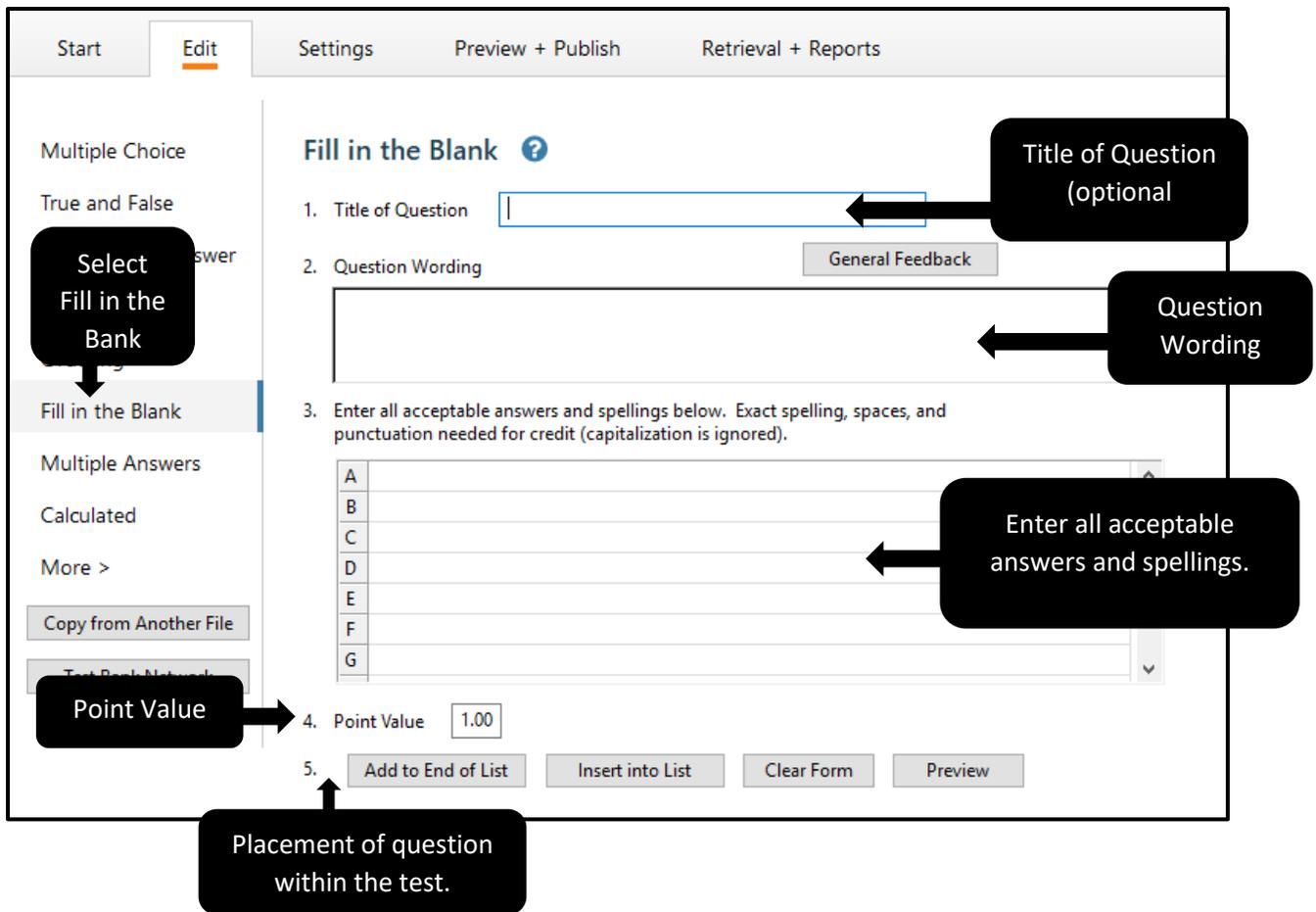
The main content area is titled 'Ordering' with a help icon. It contains the following fields and actions:

- 1. Title of Question:** A text input field with a callout 'Question Title' pointing to it.
- 2. Question Wording:** A large text area with a callout 'Question Wording' pointing to it.
- 3. Enter choices in the correct order, and enter the correct answers in the left column:** A table with 5 rows and 2 columns. The first column is for the correct order, and the second is for the choices. A callout 'Correct Order' points to the first column. A callout 'Enter Choices' points to the second column.
- 4. Point Value:** A text input field with a callout 'Point Value' pointing to it.
- 5. Credit Given:** A text input field with a callout 'Credit given' pointing to it.
- 6. Placement of question within the test:** A callout pointing to the 'Add to End of List', 'Insert into List', and 'Clear Form' buttons.

There is also a 'General Feedback' button located below the question wording area.

### Fill In the Blank:

- ❖ Title of Questions. (Optional)
- ❖ Question-wording.
- ❖ Enter all acceptable answers and spellings.
- ❖ Feedback for this question (if you have the feedback function enabled)
- ❖ Point Value
- ❖ After entering all the question information select if you would like the question at the bottom of the list or inserted within the questions.



### Multiple Answers:

- ❖ Title of Question. (optional)
- ❖ Question-Wording
- ❖ Answer List (include an "x" in the small box on the left).
- ❖ Point Value
- ❖ After entering all the question information select if you would like the question at the bottom of the list or inserted within the questions.

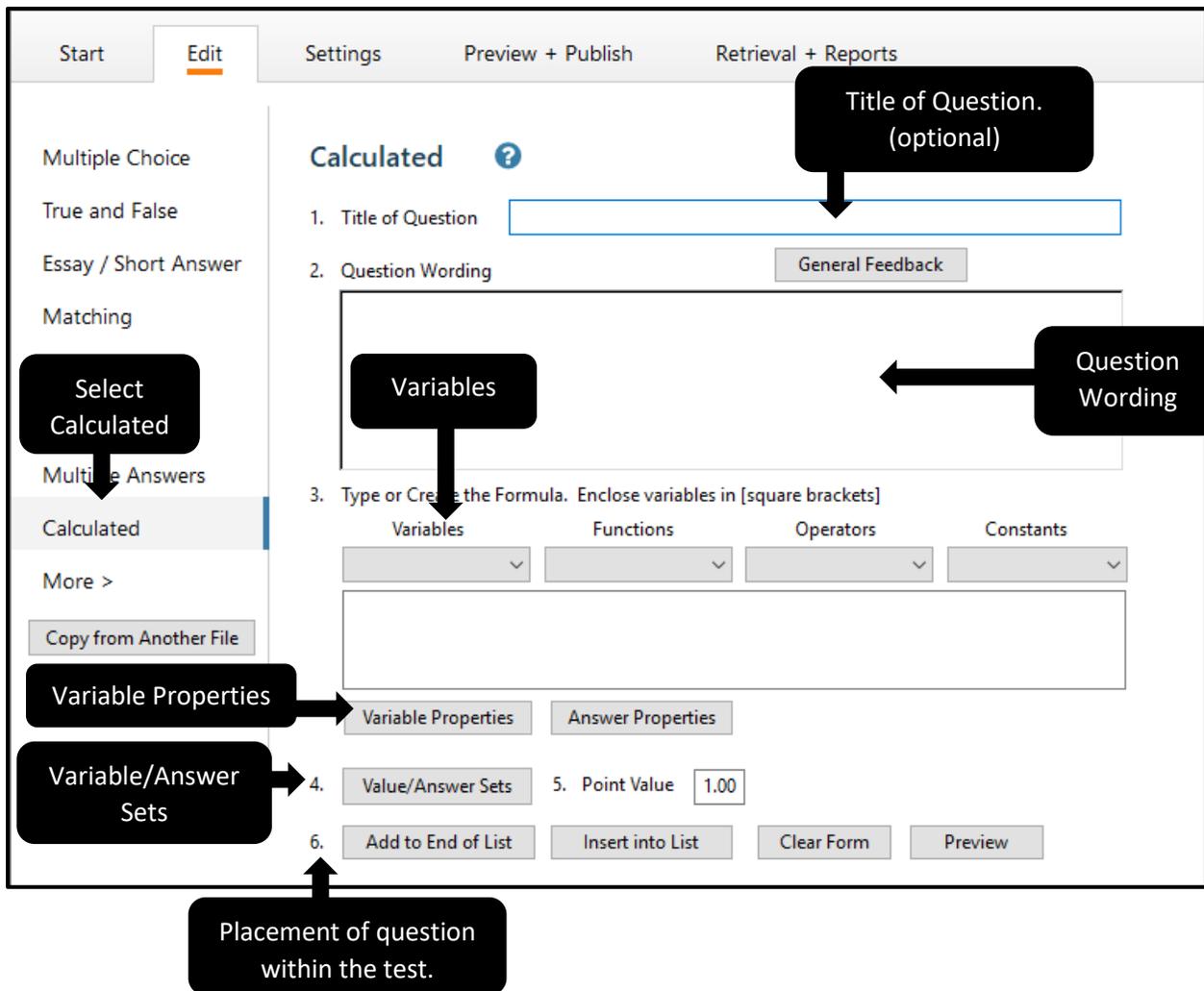
The screenshot shows the 'Multiple Answers' question editor interface. The top navigation bar includes 'Start', 'Edit', 'Settings', 'Preview + Publish', and 'Retrieval + Reports'. The left sidebar lists question types: 'Multiple Choice', 'True and False', 'Essay / Short Answer', 'Fill in the Blank', 'Multiple Answers', 'Calculated', and 'More >'. Below the sidebar are buttons for 'Copy from Another File' and 'Test Bank Network'. The main editing area is titled 'Multiple Answers' and contains the following fields and options:

- 1. Title of Question: A text input field with a callout 'Title of Question (optional)'.
- 2. Question Wording: A large text area with a callout 'Question Wording' and a 'General Feedback' button.
- 3. Enter the answers below. (In the small left column, type the letter "X" for correct answers. See help for more options.) Includes a 'Randomize answers' checkbox.
- Answer List: A table with five rows labeled A, B, C, D, and E, each with a small input field for marking correct answers. A callout 'Answer List (place an x beside the correct answers.)' points to this area.
- 4. Point Value: A text input field with '1.00' and a callout 'Point Value'.
- 5. Credit Given: A dropdown menu set to 'All points or none.'
- 6. Action buttons: 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'. A callout 'Placement of question within the test.' points to this row.

A callout 'Select Multiple Answers' points to the 'Multiple Answers' option in the sidebar.

### Calculated:

- ❖ Title of Question (optional)
- ❖ Question-Wording
- ❖ Variables must be specified in [brackets].
- ❖ Formula
- ❖ Variable properties
- ❖ Answer properties
- ❖ Value/Answer Sets
- ❖ Calculated question requires students to apply a mathematical formula to answer the question. Calculated questions are designed using variables. Random values, based on a specific range, are automatically generated for each variable in the questions.



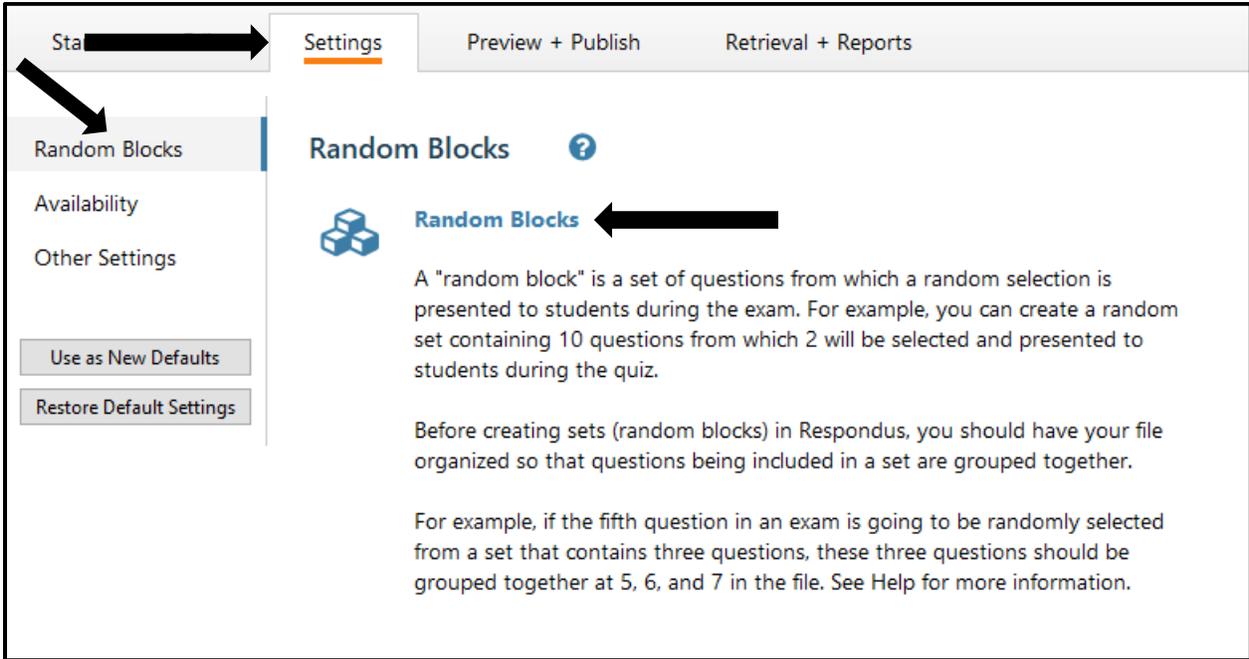
### Random Blocks:

A Random Block is a group of questions from which a random selection is presented to students during the exam. For Example, you can create a Random Block containing 10 questions from which 2 will be selected and presented to students during the quiz.

Before creating Random Block in Respondus, it is important to have your file organized so that questions being included in random Block are grouped together.

To add a new Random Block:

1. On the Setting Page, select the Random Block tab, then select the Random Block button.



2. Complete the Random Block form.

The 'Random Blocks' dialog box contains the following elements:

- A warning message: "Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines." with an 'OK' button.
- Summary statistics: "Total Items: 0" and "Points: 0.0".
- Radio buttons for "Add New Set" (selected) and "Modify or Delete Existing Set:". A dropdown menu is next to the second option.
- Input fields: "Enter the number of the FIRST question to be used in the set" and "Enter the number of the LAST question to be used in the set".
- Text: "How many questions in this set should be randomly selected during the exam?"
- Radio buttons for "All" and "Select Number:" with an input field.
- Input field: "Enter the point value that should be used for questions in this set".
- Buttons: "Add New Set" and "Help".
- Table with columns: #, Set, Title, Format, Question Wording. The table is currently empty.

- The letter assigned to the Random Block will now appear next to the question title.

Random Blocks ✕

Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines. OK

Total Items: 13      Points: 130.0 Cancel

Add New Set   
  Modify or Delete Existing Set: A

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

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

All   
  Select Number:

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

Add New Set
Help

#	Set	Title	Format	Question Wording
4	A	Machiavelli	True - False	Machiavelli is the author of <i>Il Principe</i> , which describes the n
5	A	Laws of Motion	Mult. Answer	Newton's three famous laws of motion include these concep
6	A	Smallpox	Mult. Choice	Who discovered the vaccine for smallpox?
7	A	Penicillin	Mult. Choice	Who is credited for discovering the antibacterial medicine pe
8	A	Psychoanalysis	Mult. Choice	Who is considered to be the founder of <i>psychoanalysis</i> ?
9	B	New World	Mult. Answer	Who are the first <b>two</b> European mariners credited for sailing
10	B	South Pole	Mult. Choice	Who is credited as being the first person to reach the <b>South</b>
11	B	Wireless radio	Mult. Choice	Who is credited for inventing the wireless radio?
12	B	First computer	Fill in Blank	In 1946, J. Presper Eckert and John Mauchly created the first
13	B	Louisiana Purchase	Mult. Choice	In 1803, the U.S. negotiated the Louisiana Purchase from

## Availability Setting

You can adjust several of the Blackboard quiz settings in Respondus before you upload the exam. On the Setting page, select the Availability tab and choose the setting you would like for your exam.

### Availability

When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.

Instructions:

- Open in a new window
- Make exam visible to students (in content area chosen at time published)
- Add a new announcement for the exam
- Allow multiple attempts: Number  (leave blank for unlimited)
- Force Completion: Students must complete the assessment the first time it is launched
- Set time limit for Exam: Hours  Minutes
- Auto-submit when time limit expires

	MM/DD/YYYY	HH:MM
<input type="checkbox"/> Display (make visible) After:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Display Until:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Due Date	<input type="text"/>	<input type="text"/>

- Password protect - students must enter password before taking the exam.  
Enter password (spaces are not allowed).

## Other Settings

You can adjust several of the Blackboard quiz settings in Respondus before you upload the exam. On the Setting Page, select the Other Settings tab and choose the setting you would like for your exam.

### Other Settings ?

When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.

#### Self-Assessment

Include this test in Gradebook score calculations  
 Hide the score of this test from the Gradebook

#### Feedback Options

Rule 1 After Submission ▼

Score Per Question     All Answers     Correct     Submitted     Feedback     Show Incorrect Questions

Rule 2 ----Choose---- ▼

Score Per Question     All Answers     Correct     Submitted     Feedback     Show Incorrect Questions

#### Question Presentation

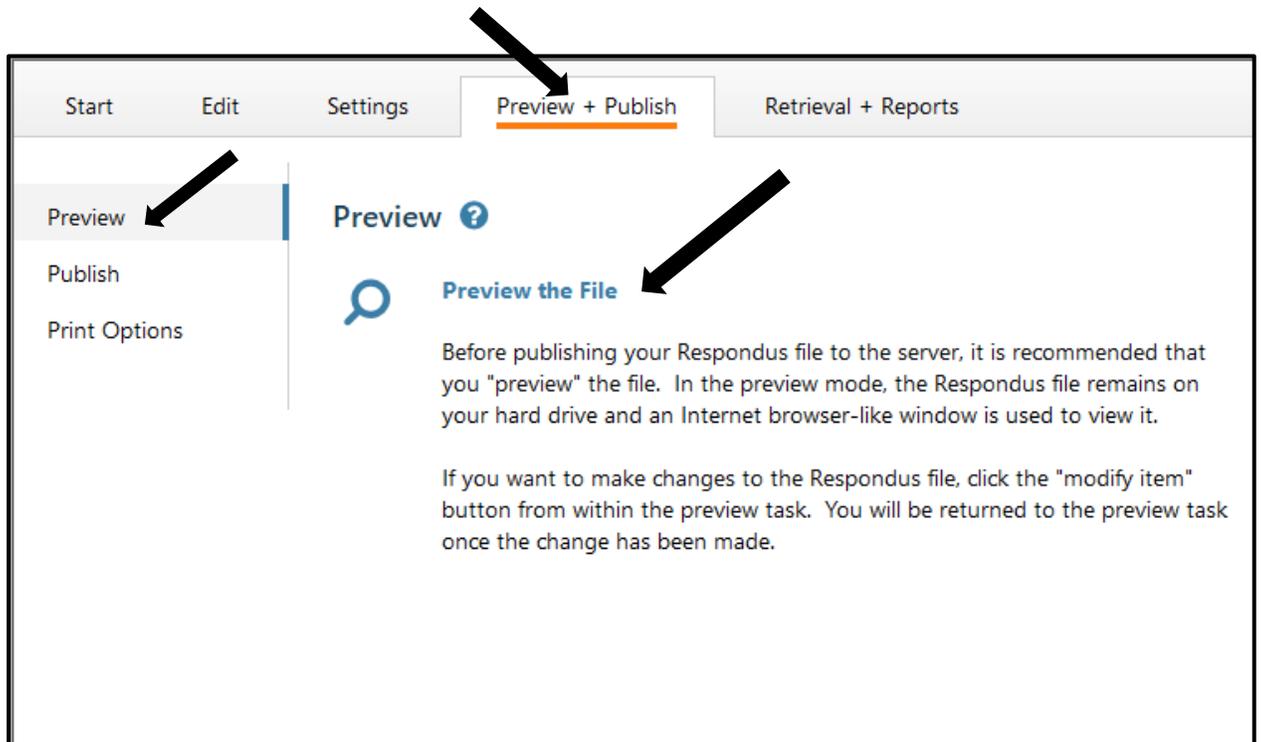
All at once  
 One question at a time     Prohibit Backtracking  
 Randomize Questions: Randomize question order for each assessment attempt

Answer Numbering Default/None ▼ (only applies to Multiple Choice, Multiple Answer, Ordering, Opinion Scale, and Matching questions)

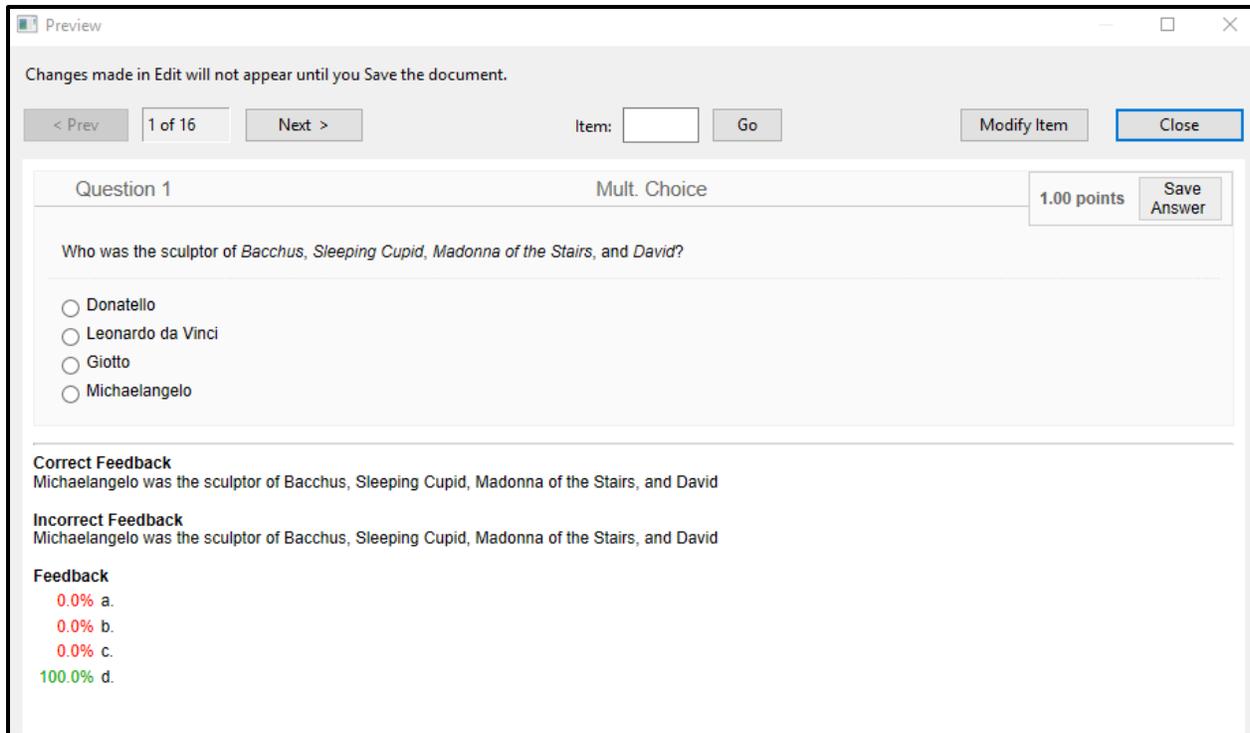
## Previewing and Publishing:

Before you publish your quiz to Blackboard, it is a good idea to preview it so that you can check for any inconsistencies and make modifications before it is uploaded. To do this follow the following instructions:

1. Select the Preview tab on the Preview and Publish page.
2. Click the Preview the File button.



3. The preview window will show you one question at a time. To jump to a specific question, enter the question number in the box on the left and click the Go To button. To scroll through the questions as they are listed in the file, click the Previous and Next buttons. To modify a particular question, click on the Modify button.



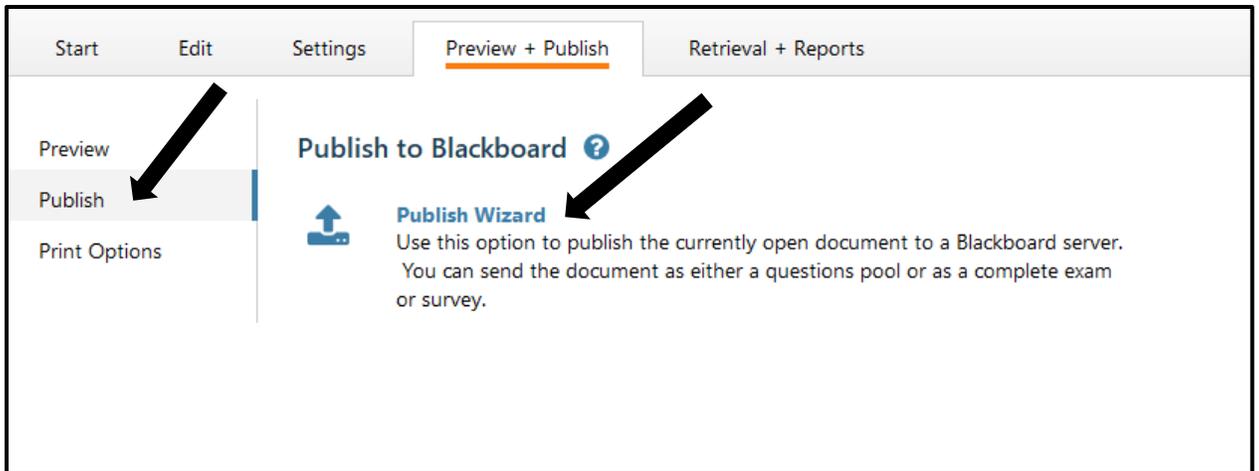
When you have completed previewing and modifying your questions, select the Close button.

## Publish to Blackboard

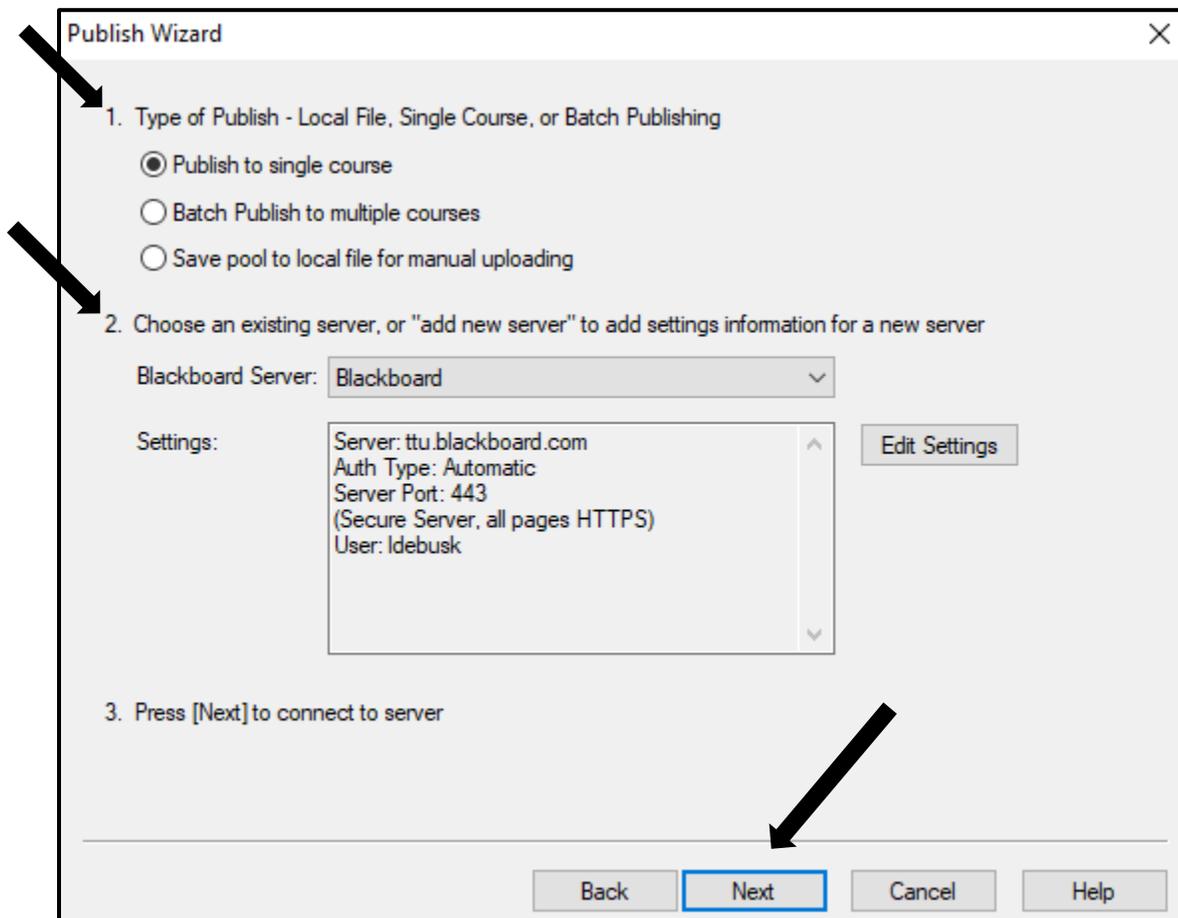
Once your questions have been added, the settings have been updated, and the exam has been previewed, you can publish your exam to Blackboard. Before publishing, make sure that the file you are currently working with is the one you want to upload to Blackboard.

To publish your exam to Blackboard:

1. Select the Publish to Blackboard tab on the Preview and Publish page and Click the Publish Wizard button.



2. Choose the Type to Publish – publishing the exam to just one course or publishing to several courses at the same time.
3. Select the server you have set up.
4. Click Next.



5. Choose the course you wish to upload your course to.
6. Select if you want to create a new exam or replace an existing, or you can select if you want to create a new pool or replace an existing pool. All the other setting will stay the same.
7. Click Next.

Publish Wizard

1. Choose Course to publish to

DeBusk, Leslie

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam World History

Replace existing Exam

Pool

Create new Pool World History

Replace existing Pool

3. Additional options for Exam/Survey

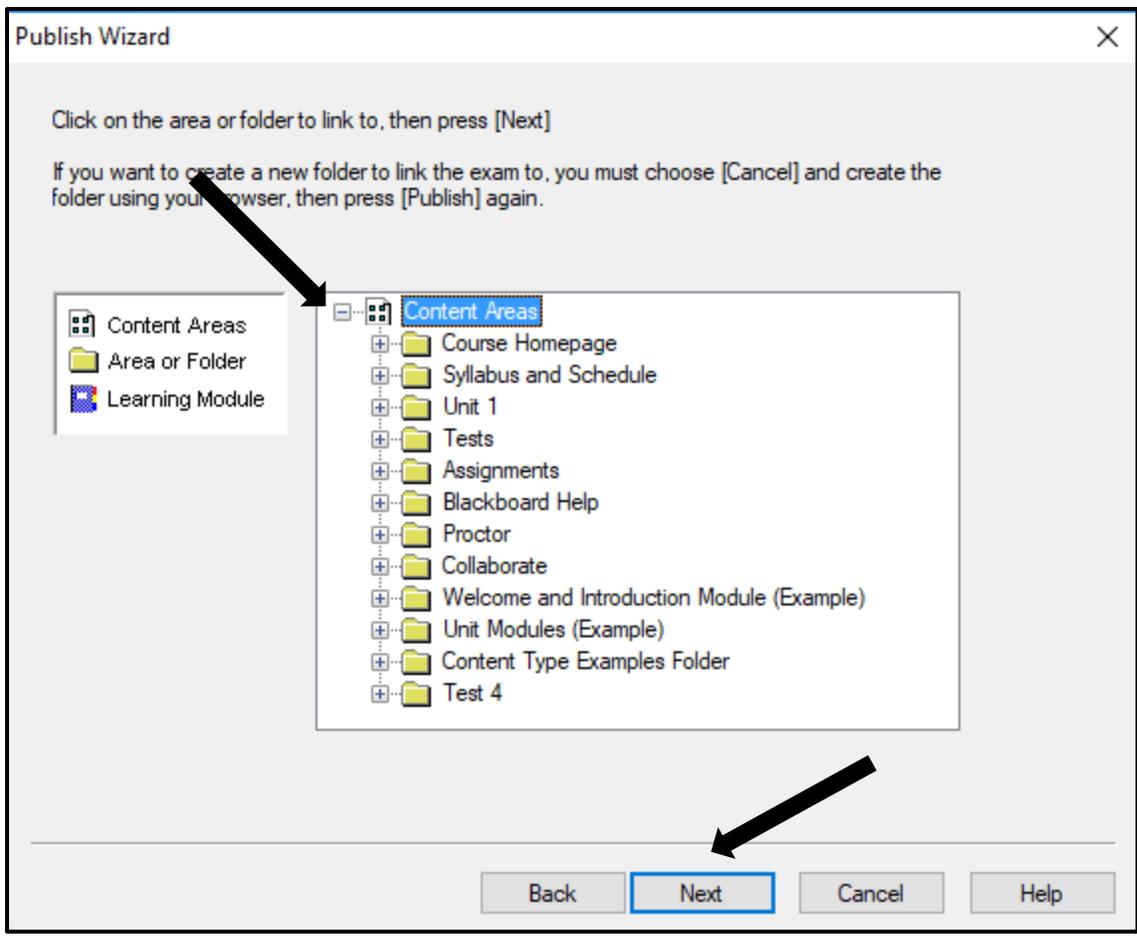
Apply Random Blocks to Exam

Apply Settings to Exam

Link Exam to Content Area and make available

Back Next Cancel Help

8. Select which content area you want to put the exam in.
9. Click Next.
10. When the message on the screen says Completed Successfully click Finish.



## Print Options

To print an exam select the Print Options tab > Print Preview or Send to Printer.

### Print Options ?

Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.

- Select format:
  - Exam Settings
  - Exam with Answer Key Settings
  - Answer Key only Settings
- Top of Page Contents (Headers)
  - Edit Headers Preview - no headers -
- Randomize Questions Do not Randomize
  - Apply Random Blocks from Settings
  - Randomize question order (including Random blocks if applicable)
  - Randomize answer choices within each question
  - Group questions by type (Multiple Choice, etc.)
- Questions to be included: from  to  (leave blank to include all)

Print Preview Save to File Send to Printer

## Retrieval and Reports

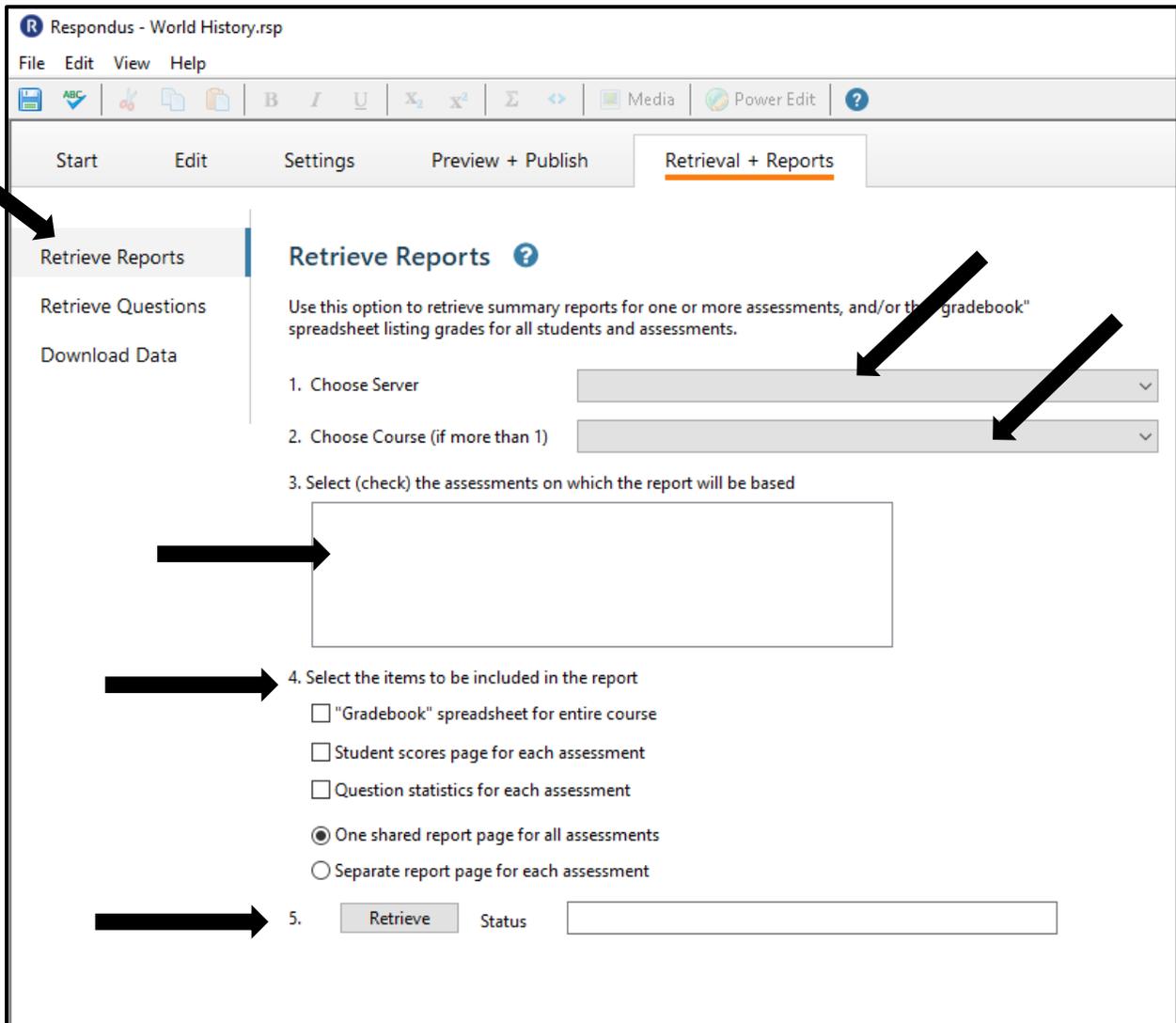
### Retrieve Reports

You can use this option to retrieve student information and summary statistics for a particular quiz or survey that your students have taken. Please note that you can gather the same information from Blackboard.

To retrieve reports using Respondus:

Select the Retrieve Reports tab from the Retrieval and Reports page.

Select the server, the course and the quiz you want to pull data for. Also, indicate what exact data you want to pull and then click the Retrieve button.

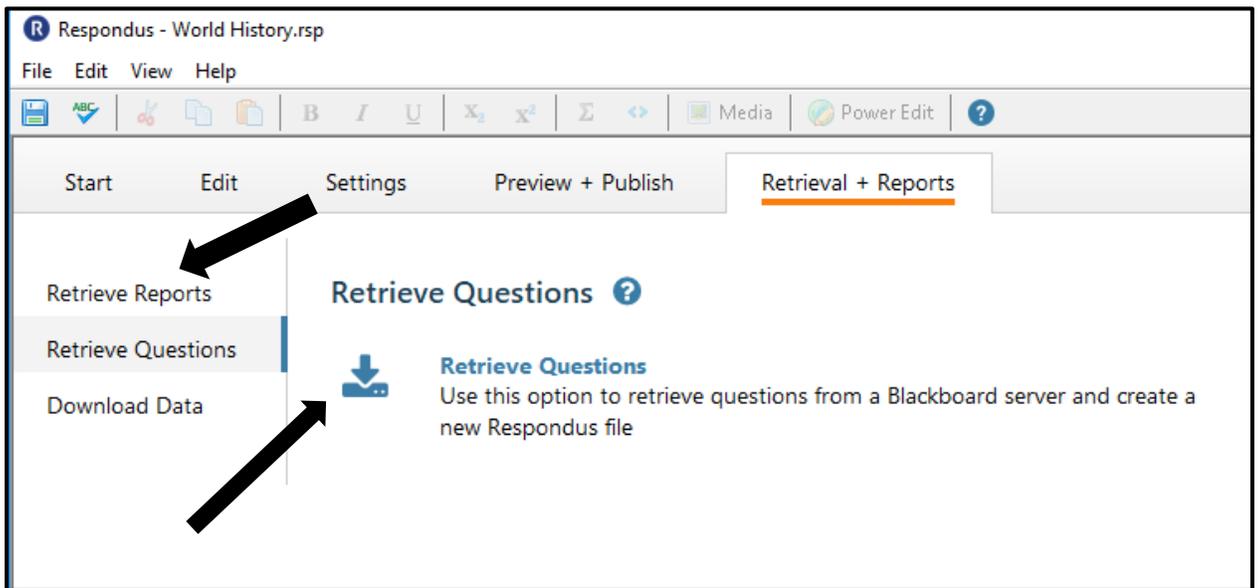


The results will display in an HTML page that you can save to your computer.

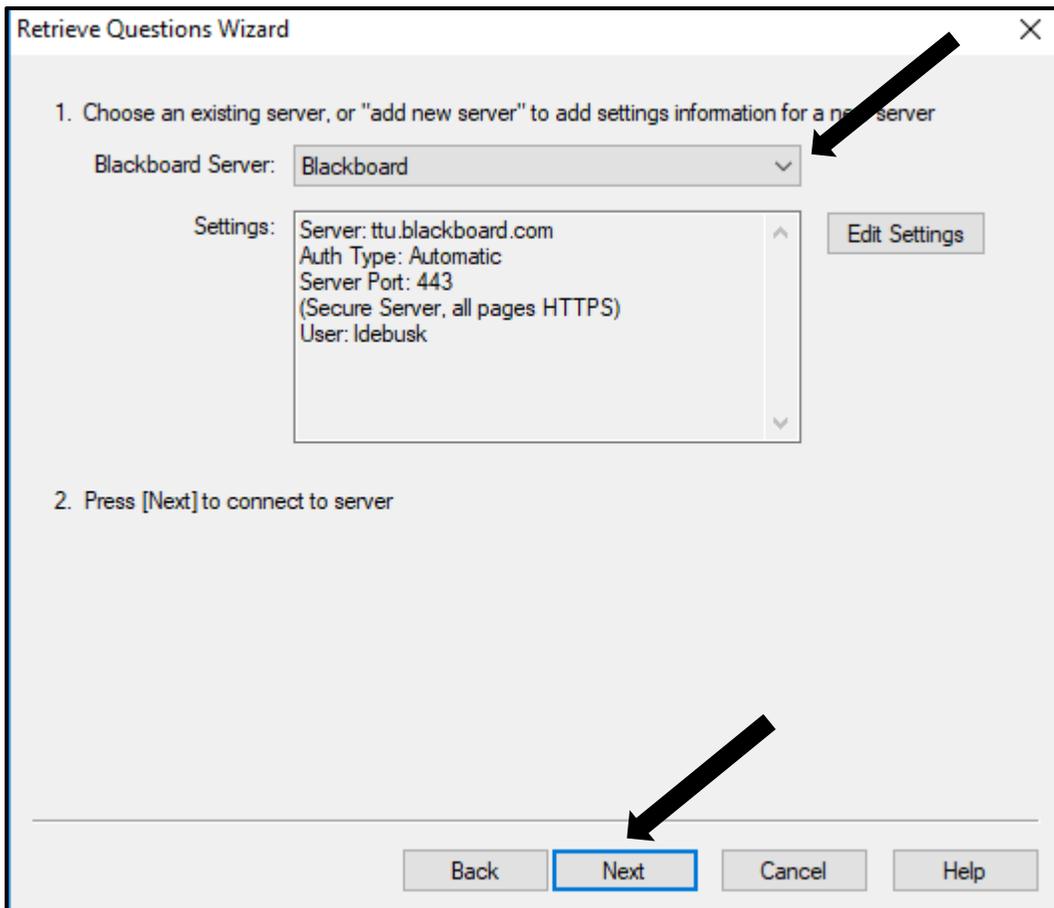
### Retrieve Questions

Use this option to retrieve questions from an existing Blackboard quiz and save them as a new file in Respondus.

1. Select the Retrieve Questions tab from the Retrieval and Reports page and Click the Retrieve Questions Button.



2. Select the server and click Next.



3. Select the course you want to pull the question from.
4. Select the Exam.
5. Enter a name for the file.
6. Click Next.

Retrieve Questions Wizard

1. Choose Course to Retrieve from  
DeBusk, Leslie

2. Select an Exam or Pool  
 Exam World History  
 Survey  
 Pool

3. Enter a name for the new file  
World History

4. Press [Next] to retrieve from server

Back Next Cancel Help

The exam is now saved in Respondus. To open the file, go back to the Start page and click the Open button. The file should be listed in the Open Respondus File list.

## Download Data

You may also download data from a particular quiz into a .csv (comma separated values) file that can be opened in MS Excel or imported into an MS Access table.

To download data as a .csv file:

1. Select the Download data tab from the Retrieval Reports page.
2. Select the server, the course, and the quiz. Indicate a name for the new file and then click Retrieve. The .csv file will be downloaded to the My Documents folder on your computer.

The screenshot shows the 'Download Data' page in the Blackboard interface. The page has a top navigation bar with 'Start', 'Edit', 'Settings', 'Preview + Publish', and 'Retrieval + Reports' (which is highlighted). On the left, there is a sidebar with 'Retrieve Reports', 'Retrieve Questions', and 'Download Data' (which is selected). The main content area is titled 'Download Data' with a help icon. Below the title, there is a description: 'Use this option to retrieve test results from a Blackboard server. The results for each test are saved as a "comma-separated-values" (csv) file that can be opened by Excel or imported into an Access table. Each file will be named for the associated test and stored in the "My Documents" folder.'

The form contains the following steps and fields:

1. Choose Server: A dropdown menu.
2. Choose Course (if more than 1): A dropdown menu.
3. Choose download settings (Blackboard Learn 9.x only):
  - Delimiter (Separator):  Comma,  Tab
  - Format of Results:  By User,  By Question and User
  - Attempts to Download:  Only Valid Attempts,  All Attempts
4. Select (check) the assessments for which results will be retrieved: A large empty rectangular box.
5. A 'Retrieve' button and a 'Status' field.

Five black arrows point to the following elements: 1. The 'Download Data' tab in the sidebar. 2. The 'Choose Server' dropdown. 3. The 'Choose Course' dropdown. 4. The 'Format of Results' radio buttons. 5. The 'Retrieve' button.

## **Respondus LockDown Browser**

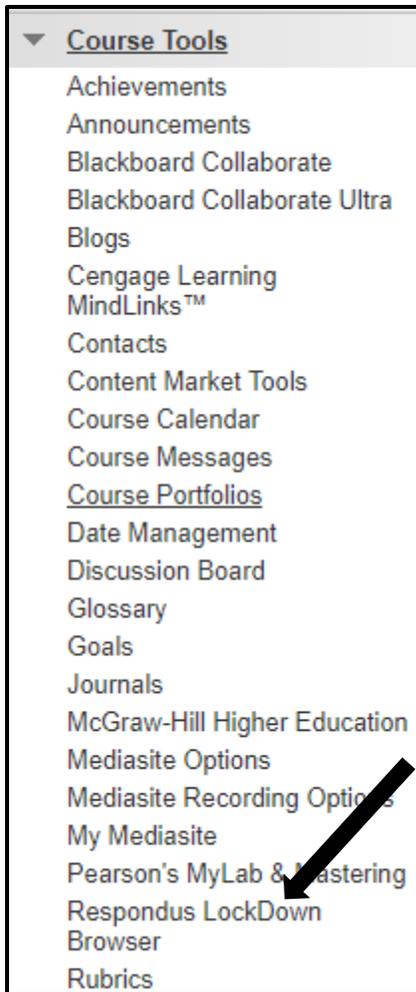
### **Preparing an Assessment**

To require that students use Respondus LockDown Browser to access a Blackboard assessment two things must occur:

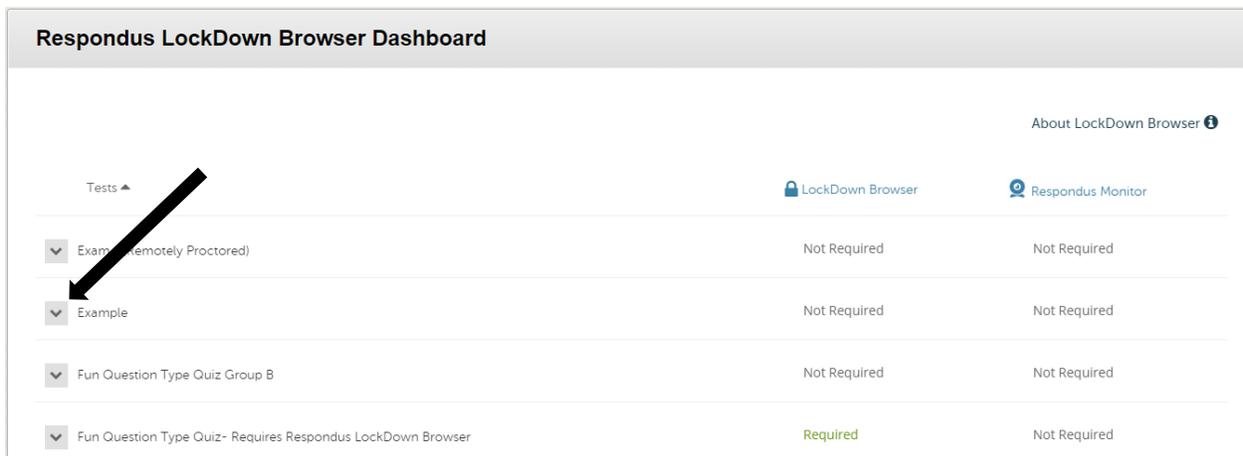
1. The instructor must turn on the assessment setting that makes it only accessible with Respondus LockDown Browser.
2. The student's computer must have Respondus LockDown Browser installed.

If an assessment is already in Blackboard, follow these steps to enable the LockDown Browser settings:

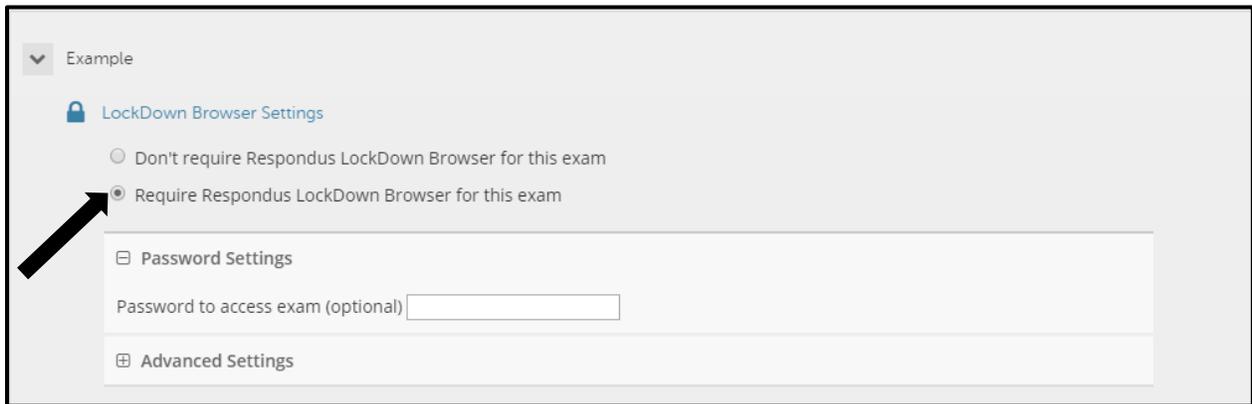
1. Go to your course that you want to use Respondus LockDown Browser settings.
2. Expand the Course Tools in the Control Panel.
3. Click on the Respondus LockDown Browser.



- Click on the Drop Down Box next the assessment you want to use Respondus LockDown Browser with and Click on Settings.



5. Select Require Respondus LockDown Browser for this exam. Set Password option if desired.



The screenshot shows a settings panel for an exam. At the top, there is a dropdown menu labeled 'Example'. Below it is a section titled 'LockDown Browser Settings' with a lock icon. There are two radio buttons: 'Don't require Respondus LockDown Browser for this exam' (unselected) and 'Require Respondus LockDown Browser for this exam' (selected). A black arrow points to the selected radio button. Below the radio buttons is a section titled 'Password Settings' with a plus icon and a text input field labeled 'Password to access exam (optional)'. At the bottom is a section titled 'Advanced Settings' with a plus icon.

6. Click Save and Close.

Students will now be required to use the Respondus LockDown Browser to access the assessment. If a student attempts to take the assessment using a browser other than Respondus, a warning message will be displayed letting them know that they must download the browser. There will be a link displayed to direct the students.