

Respondus Training

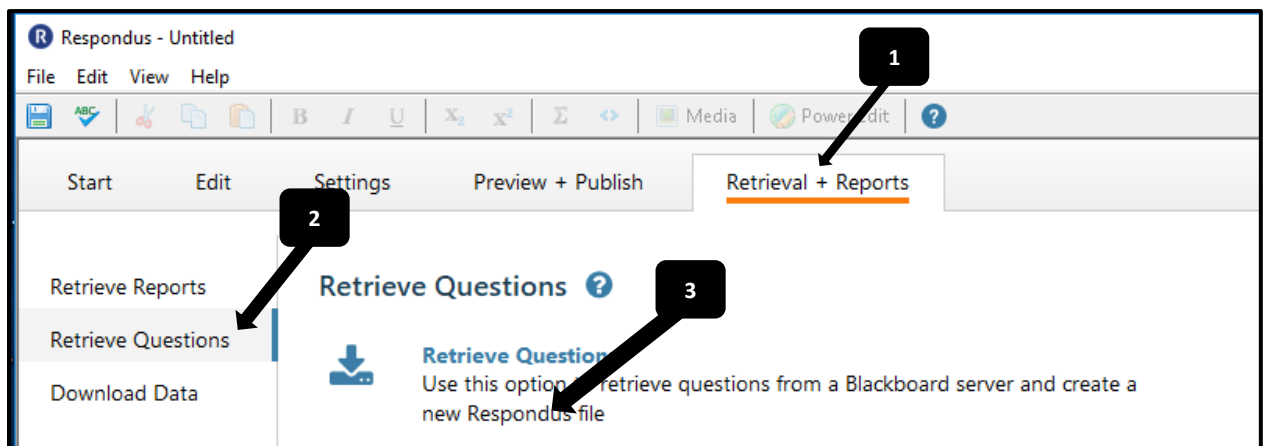
How to Download Respondus

- ❖ 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.

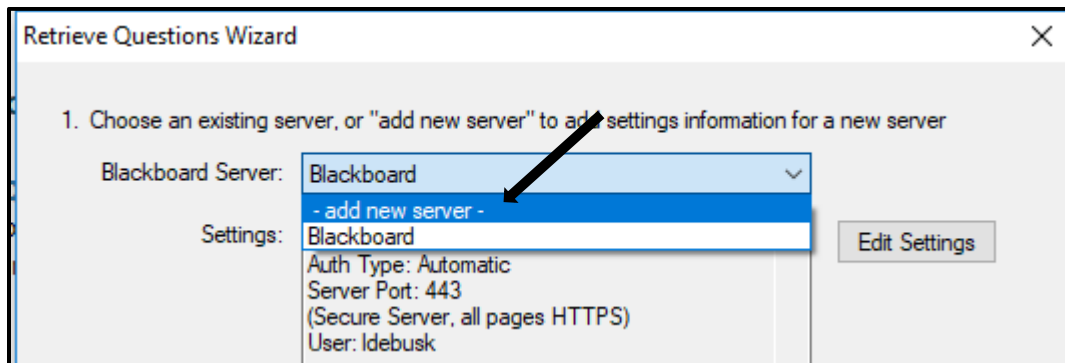
Setting Respondus up to Use:

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

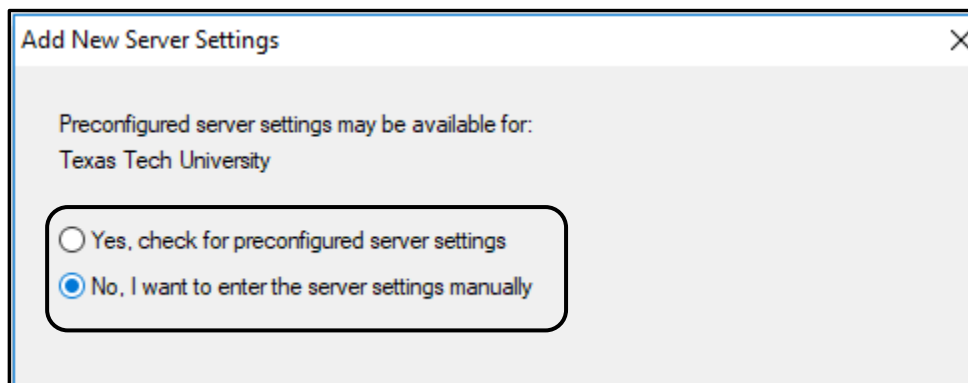
1. Select the Retrieval & Reports Tab
2. Select Retrieve Questions
3. Click Retrieve Questions



- ❖ 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

Blackboard Server and Course

To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Log in" page, copy the "Address" of the page from the address bar (If you type your name & password into a small grey popup window, leave the box blank.)
2. In your browser go to a course you have instructor rights to, then copy the Address of the page and paste it into the box below
3. Press Extract

Server name, e.g. "bboard1.univ.edu" Course ID, e.g. "_2_141"

Login type: Login page: Institution code:

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

Information below must be entered manually:

Description: Version: Version 7.x-9.x

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

User name: Password:

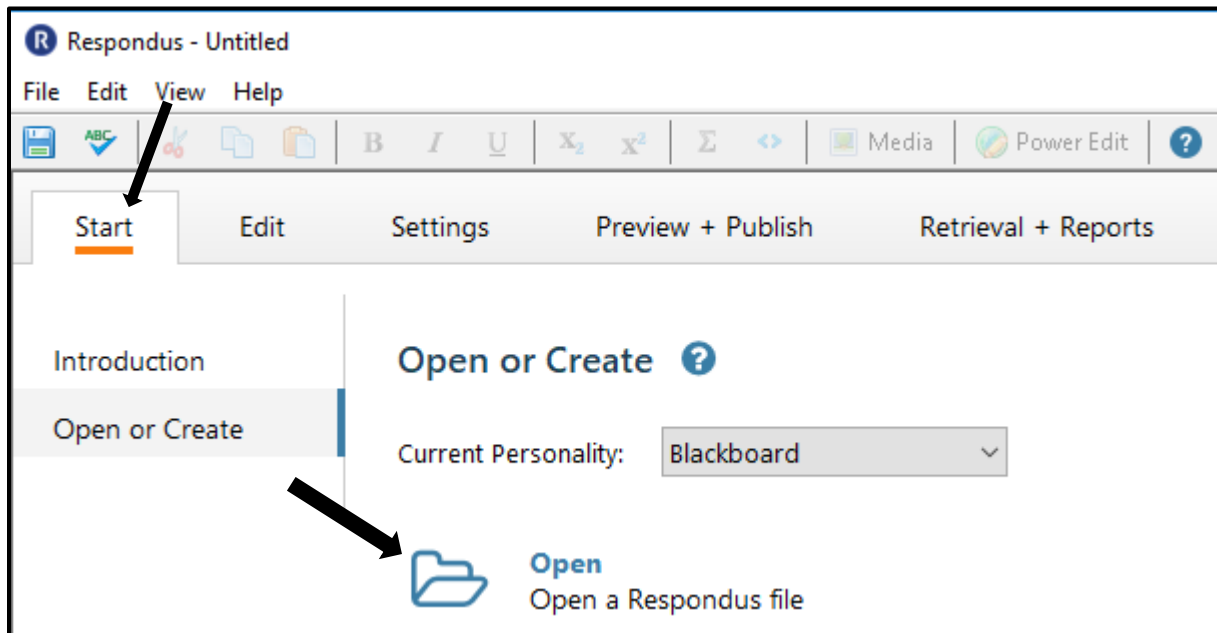
☐ Remember my User Name & Password (If this is a shared computer, uncheck this box)

Annotations:

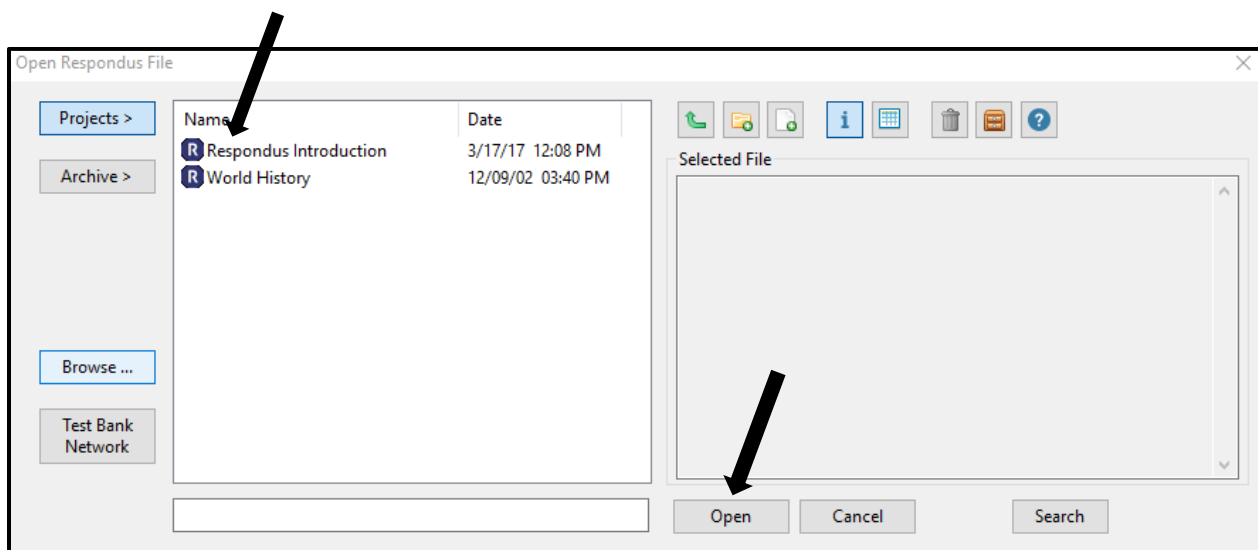
- 1. ttu.blackboard.com
- 2. Blackboard course link.
- 3. Click Extract
- 4. Delete anything in this box.
- 5. Change to JSP-1
- 6. Blackboard
- 7. eRaider
- 8. Password
- 9. Place a check in this box.

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.

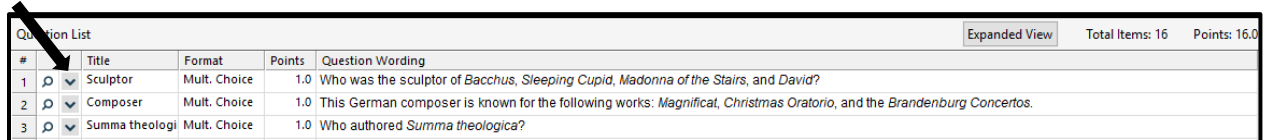


- ❖ Select the file you wish to edit and click Open, and you can edit the exam.



Editing an Existing Exam

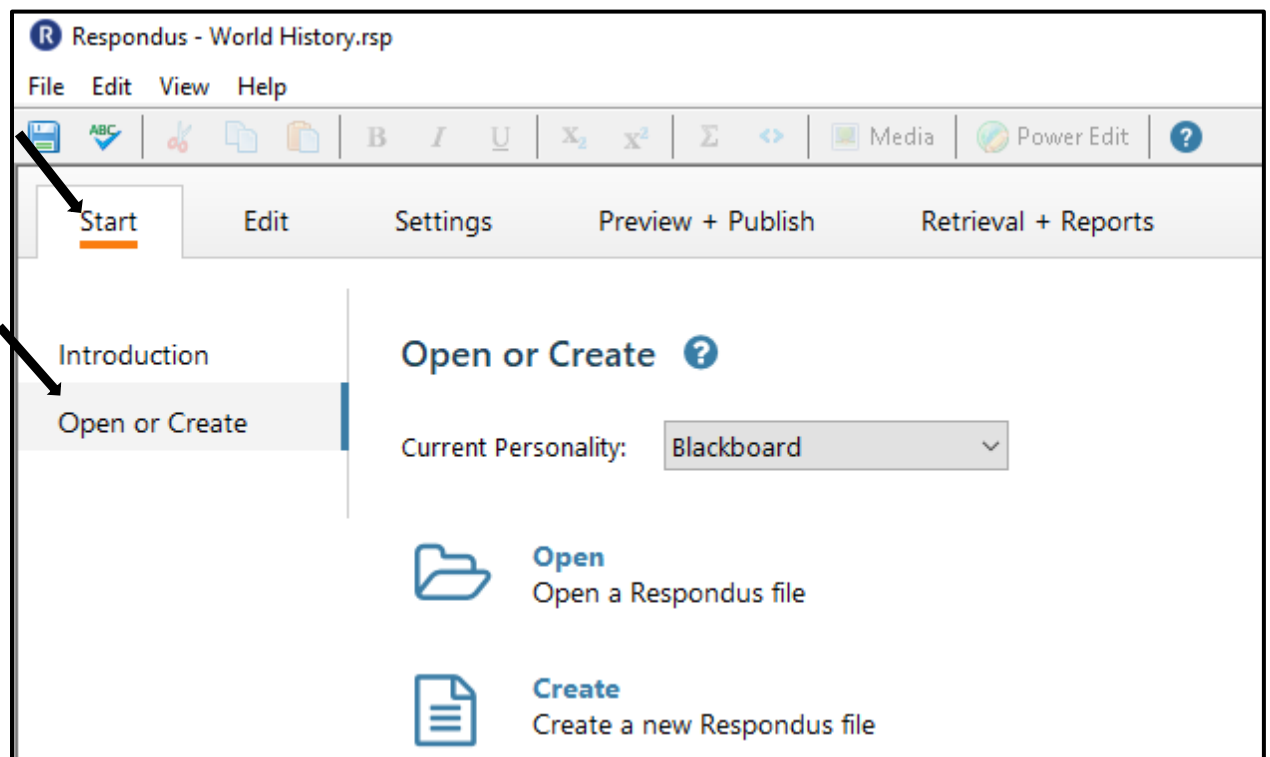
- ❖ Select the drop-down next to the question you wish to edit.
- ❖ From there you can preview, edit or delete the question.



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



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

The image shows a 'Create File' dialog box with the following fields and options:

- Name of File:** A text input field with a placeholder '(e.g. History test-'. An annotation 'Name of File' points to this field.
- Description:** A text input field. An annotation 'Description' points to this field.
- Type of File:** A section containing two radio button options:
 - Exam:** Selected by default. Description: 'Create an exam file.' An annotation 'Choose Exam' points to this radio button.
 - Survey:** Description: 'Create a survey file. Survey files are similar to exam files, except that they lack correct answers, point values, and feedback.'
- Buttons:** 'OK', 'Cancel', and 'Help' at the bottom. An annotation '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 Σ \leftrightarrow Media Power Edit ?

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

Select Question Type

Multiple Choice ?

1. Title of Question

Enter Title of Question (this is optional)

2. Question Wording ☐ Randomize answers

Question Wording

3. Answers (PageDown moves to next answer) ☐ Feedback

A
B
C
D

Enter Selections

Select Correct Answer

Enter Point Value

4. Select Correct Answer 5. Point Value

Select where you want the question within the test.

6.

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/False question. The interface includes a menu bar (File, Edit, View, Help) and a toolbar with various icons. The main window is divided into a left sidebar and a central content area. The sidebar contains a list of question types: Multiple Choice, True and False, Essay / Short Answer, Matching, Ordering, Fill in the Blank, Multiple Answers, Calculated, and More >. The 'True and False' option is selected. The central content area is titled 'True and False' and contains five numbered steps for creating the question. Step 1 is 'Title of Question' with a text input field. Step 2 is 'Question Wording' with a large text area. Step 3 is 'Select Correct Answer' with radio buttons for 'TRUE' and 'FALSE'. Step 4 is 'Point Value' with a text input field set to '1.00'. Step 5 is 'Placement of the question within the test' with buttons for 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'. A 'General Feedback' button is also present. Callout boxes with arrows point to various elements: 'Choose True and False' points to the 'True and False' option in the sidebar; 'Question Title (optional)' points to the title input field; 'Question Wording' points to the question text area; 'Correct Answer' points to the 'TRUE' radio button; 'Point Value' points to the point value input field; and 'Placement of the question within the test' points to the '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.

Respondus - Example 1.rsp

File Edit View Help

Start Edit Settings Preview + Publish Retrieval + Reports

Choose Essay/Short answer

True and False

Essay / Short Answer

Matching

Ordering

Fill in the Blank

Multiple Answers

Calculated

More >

Copy from Another File

Test Bank Network

Essay/Short Answer ?

1. Title of Question

2. Question Wording

3. ☐ Publish as Short Answer instead of as Essay Answer window size

4. If using feedback, enter the correct answer

5. Point Value 1.00

6. Grading method: Manual

7. Add to End of List Insert into List Clear Form Preview

Question Title (optional)

Question Wording

Correct Answer and Feedback

Point Value

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.

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

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

- 1. Title of Question:** A text input field with a callout 'Question Title (optional)'.
- 2. Question Wording:** A large text area with a callout 'Question Wording'.
- 3. Enter matching pairs, or enter right column in any order with correct answer letter in leftmost column. (See help.)** This section includes a 'General Feedback' button and a table for matching pairs.

Correct Answer	Selections and matches
3	A
4	B
5	C
	D
	E
- 4. Point Value:** A text input field with '1.00' and a callout 'Point Value'.
- 5. Credit Given:** A text input field with a callout 'Credit Given'.
- 6. Placement of question within the test:** A callout pointing to the bottom section containing buttons: 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'.

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 type interface. The top navigation bar includes 'Start', 'Edit' (selected), '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 annotations:

- 1. Title of Question**: A text input field with an annotation 'Question Title' pointing to it.
- 2. Question Wording**: A large text area with an annotation 'Question Wording' pointing to it.
- 3. Enter choices in the correct order, and enter the answers in the left column.**: A section with a table for choices and a 'General Feedback' button. An annotation 'Enter Choices' points to the choice input area.
- 4. Point Value**: A text input field with a value of '1.00' and an annotation 'Point Value' pointing to it.
- 5. Credit Given:**: A text input field with an annotation 'Credit given' pointing to it.
- 6. Placement of question within the test.**: A section with buttons 'Add to End of List', 'Insert into List', and 'Clear Form'. An annotation 'Correct Order' points to the list of choices, and another annotation 'Placement of question within the test.' points to the buttons.

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.

The screenshot shows the 'Edit' tab of a question bank interface. The left sidebar lists question types: Multiple Choice, True and False, Fill in the Blank (selected), Multiple Answers, Calculated, and More >. Below the sidebar are buttons for 'Copy from Another File' and 'Test Bank Network'. The main area is titled 'Fill in the Blank' with a help icon. It contains five numbered fields: 1. Title of Question (with a text input box), 2. Question Wording (with a large text area and a 'General Feedback' button), 3. Enter all acceptable answers and spellings below. Exact spelling, spaces, and punctuation needed for credit (capitalization is ignored). (with a list of boxes labeled A through G), 4. Point Value (with a text input box showing '1.00'), and 5. (with buttons 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'). Annotations with arrows point to these fields: 'Select Fill in the Bank' points to the sidebar; 'Title of Question (optional)' points to field 1; 'Question Wording' points to field 2; 'Enter all acceptable answers and spellings.' points to field 3; 'Point Value' points to field 4; and 'Placement of question within the test.' points to field 5.

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. The interface includes a top navigation bar with 'Start', 'Edit' (selected), 'Settings', 'Preview + Publish', and 'Retrieval + Reports'. A left sidebar lists question types: 'Multiple Choice', 'True and False', 'Essay / Short Answer', 'Fill in the Blank', 'Multiple Answers' (highlighted), 'Calculated', and 'More >'. Below the sidebar are buttons for 'Copy from Another File' and 'Test Bank Network'. The main area is titled 'Multiple Answers' with a help icon. It contains the following fields and controls:

- 1. Title of Question:** A text input field with an annotation 'Title of Question (optional)' pointing to it.
- 2. Question Wording:** A large text area with an annotation 'Question Wording' pointing to it.
- 3. Enter the answers below:** A table with 5 rows (A-E) and 2 columns. The first column is for the answer letter, and the second is for the answer text. An annotation 'Answer List (place an x beside the correct answers.)' points to the second column. A 'Randomize answers' checkbox is to the right.
- 4. Point Value:** A text input field with '1.00' and an annotation 'Point Value' pointing to it.
- 5. Credit Given:** A dropdown menu with 'All points or none.'
- 6. Action Buttons:** 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'.

An annotation 'Placement of question within the test.' points to the bottom of the editor area.

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.

Start Edit Settings Preview + Publish Retrieval + Reports

Multiple Choice
True and False
Essay / Short Answer
Matching
Multiple Answers
Calculated
More >
Copy from Another File

Calculated ?

1. Title of Question

2. Question Wording

3. Type or Create the Formula. Enclose variables in [square brackets]

Variables Functions Operators Constants

4. Value/Answer Sets

5. Point Value 1.00

6. Add to End of List Insert into List Clear Form Preview

Variable Properties

Answer Properties

General Feedback

Variable Properties

Variable/Answer Sets

Question Wording

Title of Question. (optional)

Placement of question within the test.

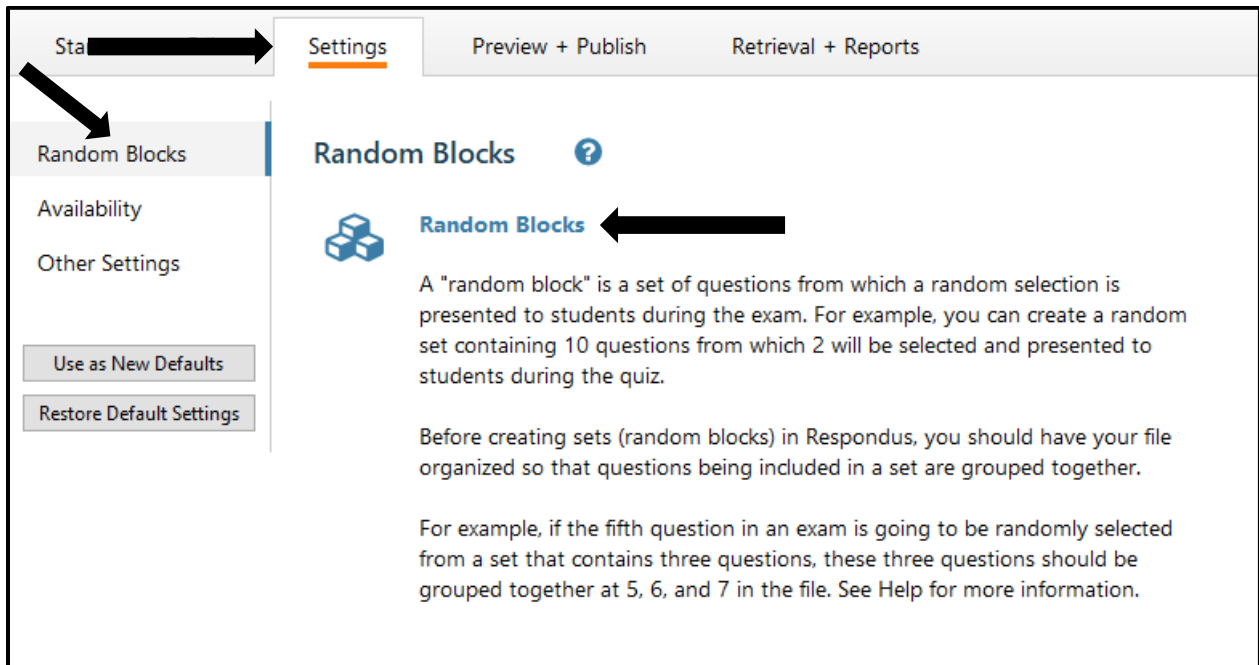
Random Blocks:

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.

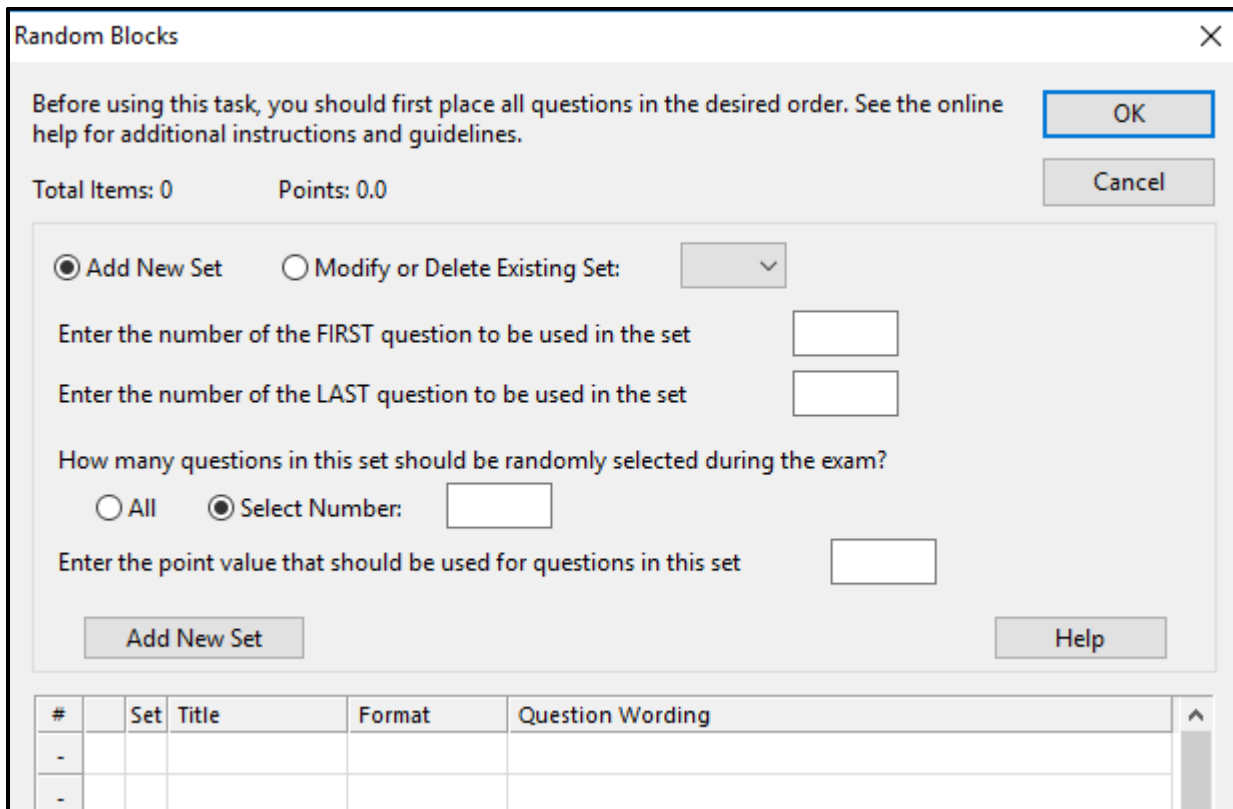
To add a new Random Block:

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



The screenshot shows the Respondus interface with the 'Settings' tab selected. On the left sidebar, 'Random Blocks' is highlighted. In the main content area, the 'Random Blocks' section is active, featuring a blue header with a question mark icon. Below the header, there is a paragraph explaining that a 'random block' is a set of questions from which a random selection is presented to students during the exam. It provides an example: creating a random set containing 10 questions from which 2 will be selected and presented to students during the quiz. Another paragraph states that before creating sets (random blocks) in Respondus, the file should be organized so that questions being included in a set are grouped together. A final paragraph gives an example: if the fifth question in an exam is going to be randomly selected from a set that contains three questions, these three questions should be grouped together at 5, 6, and 7 in the file. See Help for more information.

2. Complete the Random Block form.



The 'Random Blocks' dialog box is shown. It 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.
- Status: "Total Items: 0" and "Points: 0.0".
- Buttons: "Cancel" and "Add New Set".
- Options: ☒ Add New Set, ☐ Modify or Delete Existing Set: [dropdown menu].
- Input fields: "Enter the number of the FIRST question to be used in the set" [text box], "Enter the number of the LAST question to be used in the set" [text box].
- Text: "How many questions in this set should be randomly selected during the exam?"
- Options: ☐ All, ☒ Select Number: [text box].
- Input field: "Enter the point value that should be used for questions in this set" [text box].
- Buttons: "Add New Set" and "Help".
- Table with columns: #, Set, Title, Format, Question Wording.

#	Set	Title	Format	Question Wording
-				
-				

- 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.

Total Items: 13 Points: 130.0

☒ 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

#	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 two European mariners credited for sailing
10	B	South Pole	Mult. Choice	Who is credited as being the first person to reach the South
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

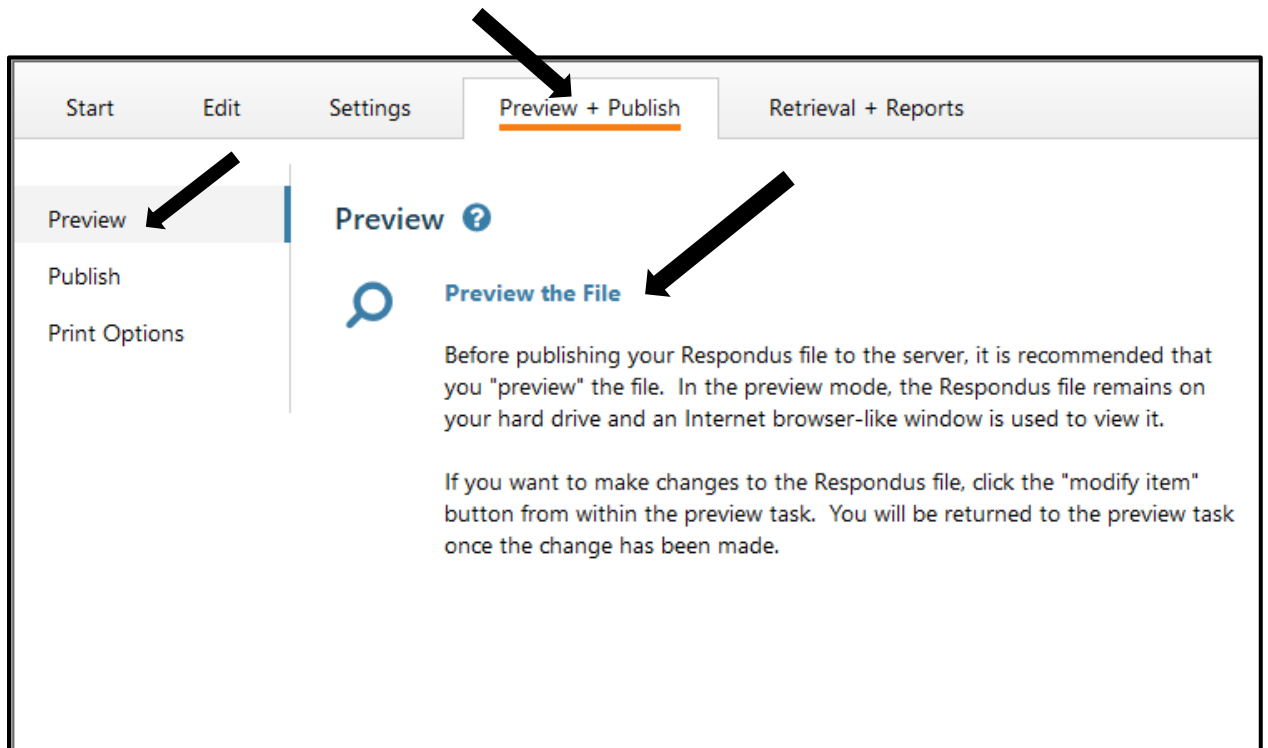
☐ Randomize Questions: Randomize question order for each assessment attempt

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.

Preview

Changes made in Edit will not appear until you Save the document.

< Prev 1 of 16 Next >

Item: Go

Modify Item Close

Question 1 Mult. Choice 1.00 points Save Answer

Who was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*?

☐ Donatello

☐ Leonardo da Vinci

☐ Giotto

☐ Michaelangelo

Correct Feedback
Michaelangelo was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*

Incorrect Feedback
Michaelangelo was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*

Feedback

0.0% a.

0.0% b.

0.0% c.

100.0% d.

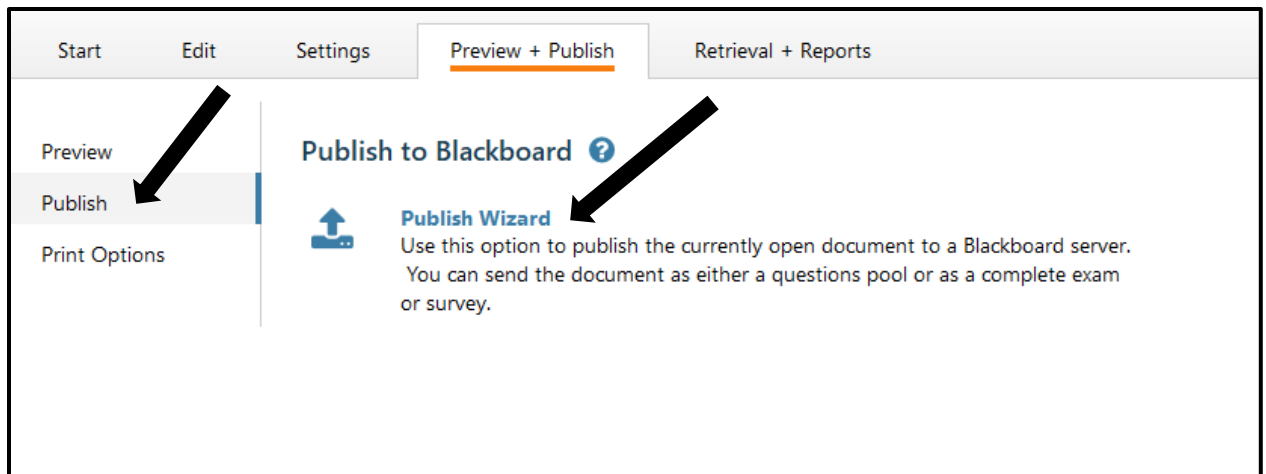
When you have completed previewing and modifying your questions, select the Close button.

Publish to Blackboard

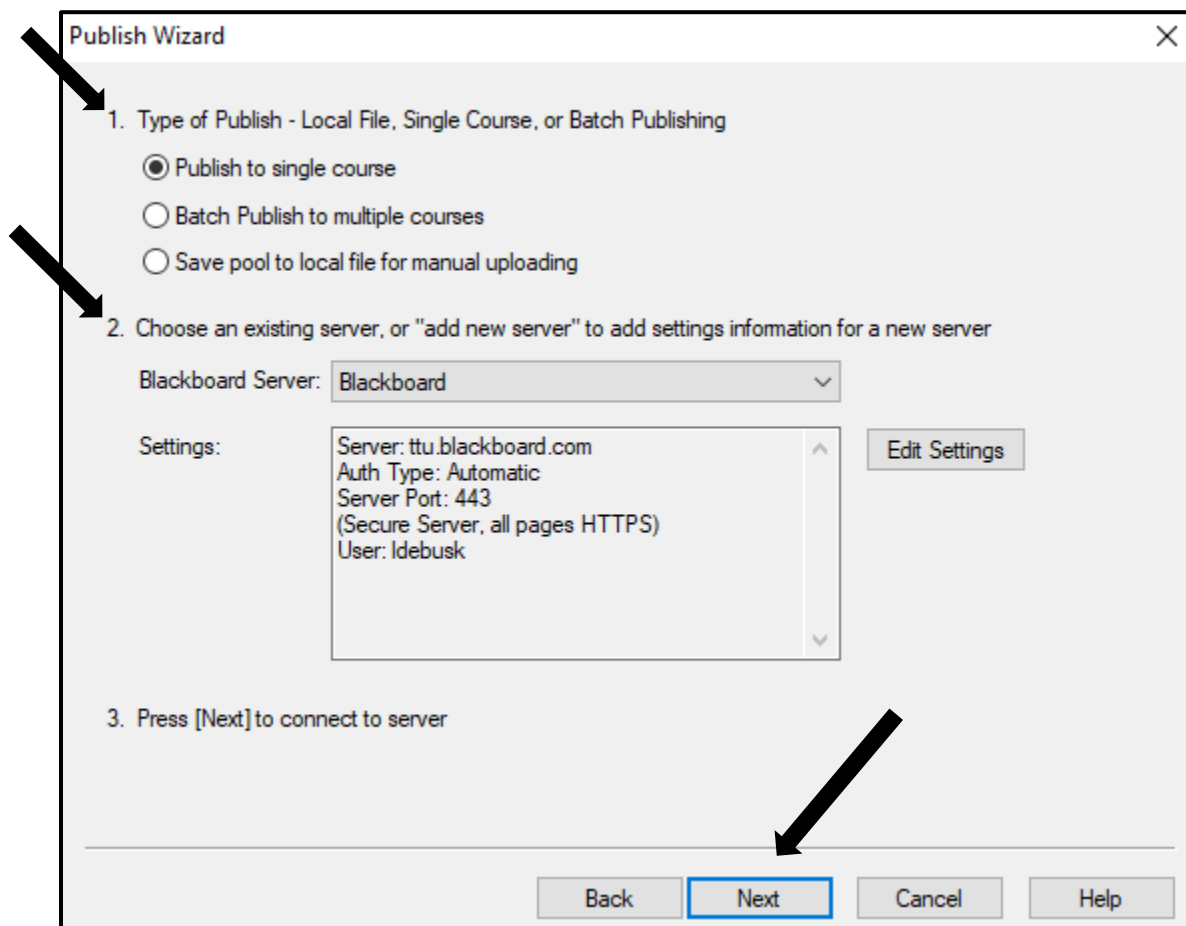
Once your questions have been added, the settings have been updated, and the exam has been previewed, you can publish your exam to Blackboard. Before publishing, make sure that the file you are currently working with is the one you want to upload to Blackboard.

To publish your exam to Blackboard:

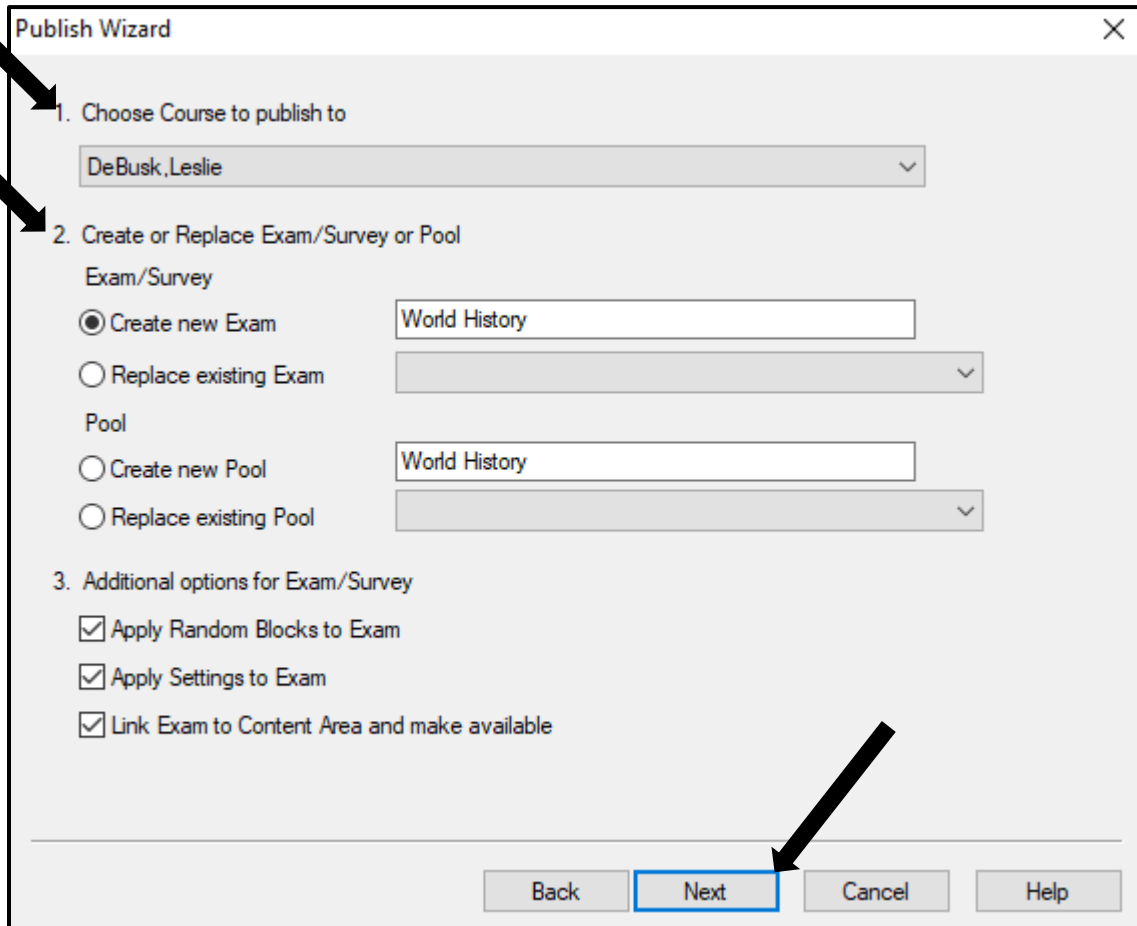
1. Select the Publish to Blackboard tab on the Preview and Publish page and Click the Publish Wizard button.



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.

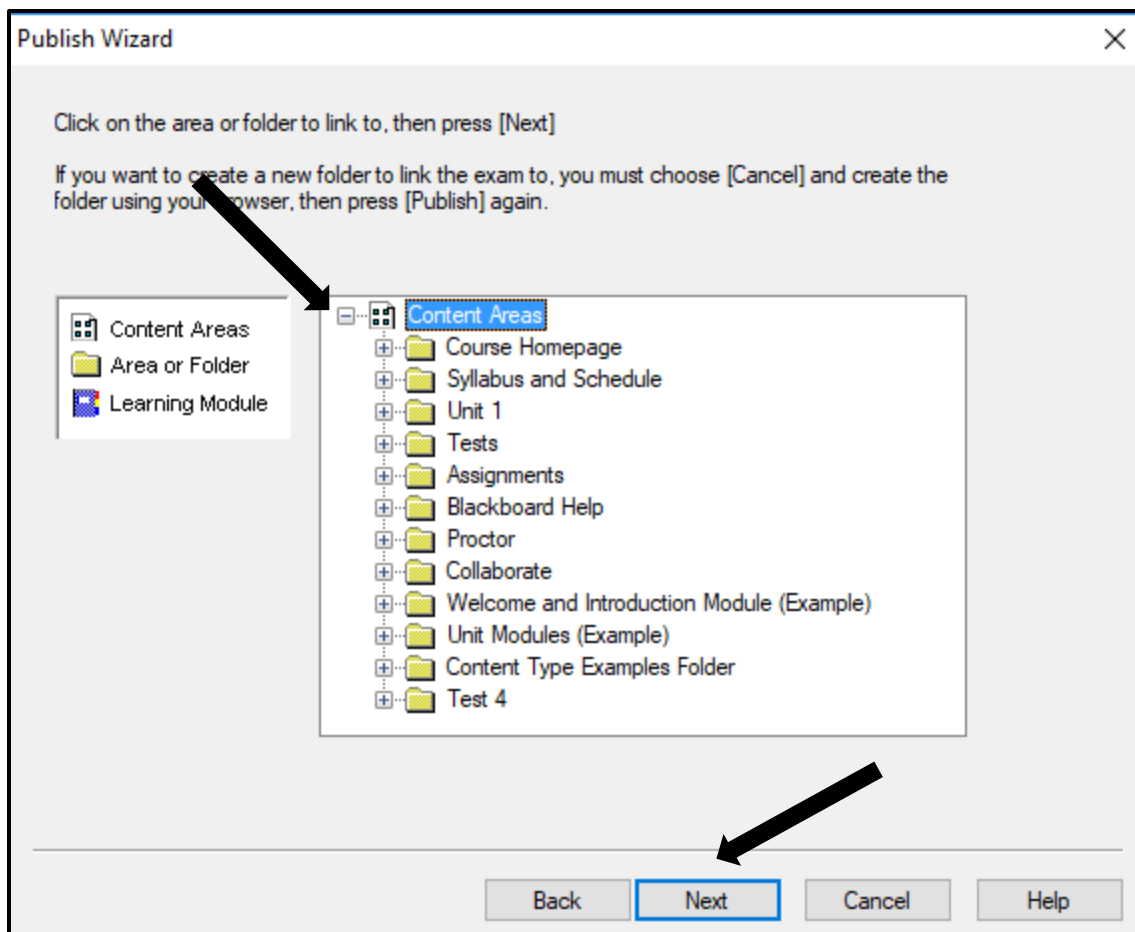


The screenshot shows a 'Publish Wizard' dialog box with the following sections:

- 1. Choose Course to publish to**: A dropdown menu showing 'DeBusk, Leslie'.
- 2. Create or Replace Exam/Survey or Pool**:
 - Exam/Survey**:
 - ☒ Create new Exam: Text field contains 'World History'.
 - ☐ Replace existing Exam: Dropdown menu.
 - Pool**:
 - ☐ Create new Pool: Text field contains 'World History'.
 - ☐ Replace existing Pool: Dropdown menu.
- 3. Additional options for Exam/Survey**:
 - ☒ Apply Random Blocks to Exam
 - ☒ Apply Settings to Exam
 - ☒ Link Exam to Content Area and make available

At the bottom are four buttons: 'Back', 'Next' (highlighted with a blue border and an arrow), 'Cancel', and '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.

1. Select format:

☒ Exam Settings

☐ Exam with Answer Key Settings

☐ Answer Key only Settings

2. Top of Page Contents (Headers)

Edit Headers

- no headers -

Preview

3. 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.)

4. 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.

Respondus - World History.rsp

File Edit View Help

ABC [Clipboard] [B] [I] [U] [x] [x²] [Σ] [↔] [Media] [Power Edit] [?]

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

Retrieve Reports ?

Use this option to retrieve summary reports for one or more assessments, and/or the "gradebook" spreadsheet listing grades for all students and assessments.

1. Choose Server [Dropdown]

2. Choose Course (if more than 1) [Dropdown]

3. Select (check) the assessments on which the report will be based [Empty Box]

4. Select the items to be included in the report

- ☐ "Gradebook" spreadsheet for entire course
- ☐ Student scores page for each assessment
- ☐ Question statistics for each assessment
- ☒ One shared report page for all assessments
- ☐ Separate report page for each assessment

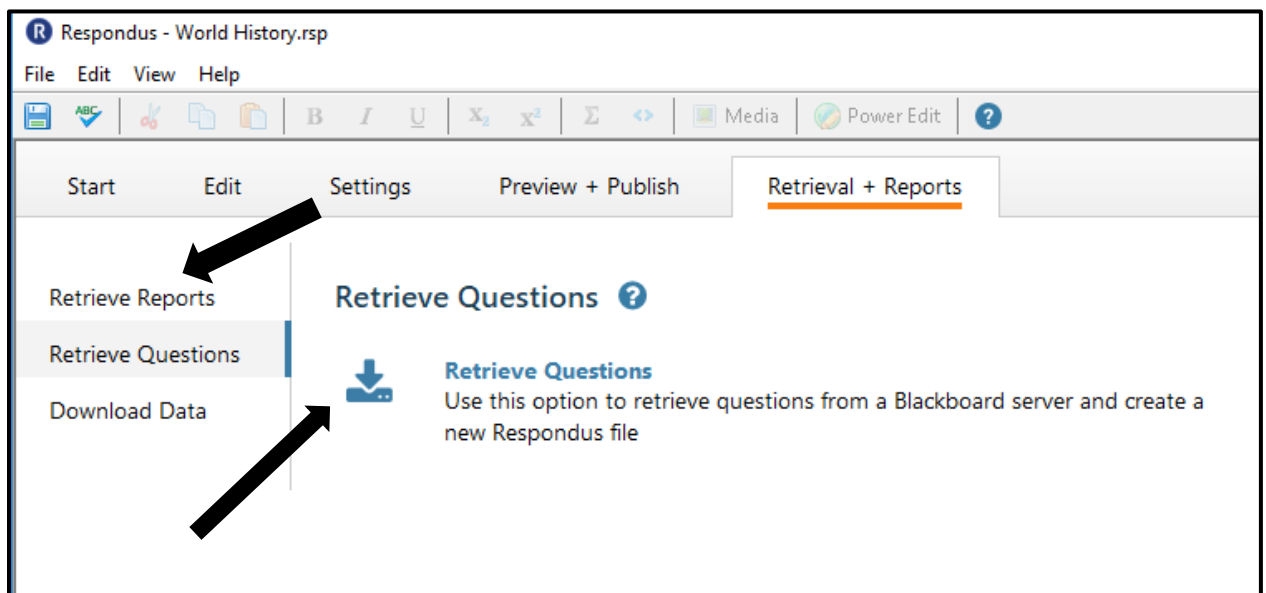
5. [Retrieve] Status [Text Box]

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

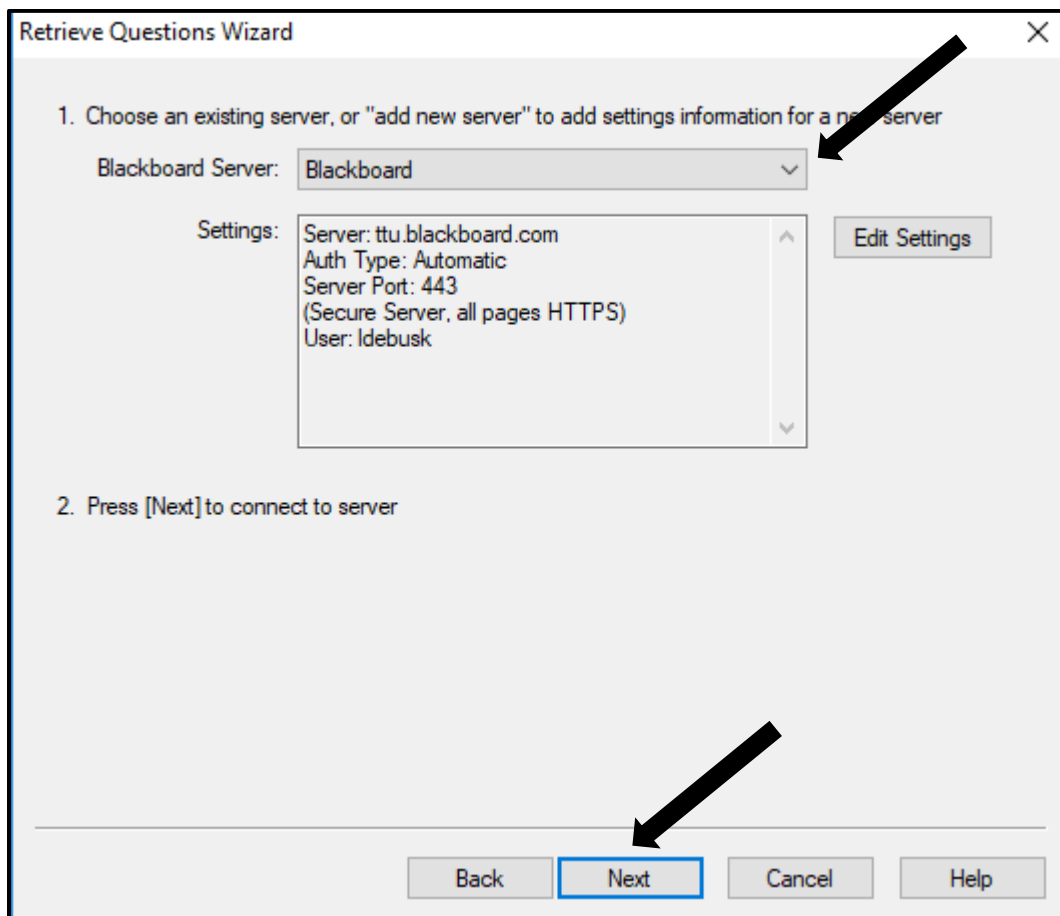
Retrieve Questions

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.

The screenshot shows a 'Retrieve Questions Wizard' dialog box with a close button (X) in the top right corner. It contains four steps:

1. Choose Course to Retrieve from: A dropdown menu showing 'DeBusk, Leslie' with a downward arrow.
2. Select an Exam or Pool: Three radio buttons labeled 'Exam', 'Survey', and 'Pool'. The 'Exam' radio button is selected. To the right of each radio button is a dropdown menu. The 'Exam' dropdown shows 'World History'.
3. Enter a name for the new file: A text input field containing 'World History'.
4. Press [Next] to retrieve from server: This step is represented by the 'Next' button at the bottom.

At the bottom of the dialog are four buttons: 'Back', 'Next', 'Cancel', and 'Help'. The 'Next' button is highlighted with a blue border. Four black arrows point to the 'DeBusk, Leslie' dropdown, the 'Exam' radio button, the 'World History' text input, and the 'Next' button.

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 Repsondus Rile 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' interface within the 'Retrieval + Reports' section. The sidebar on the left has three options: 'Retrieve Reports', 'Retrieve Questions', and 'Download Data', with 'Download Data' being the active tab. The main content area is titled 'Download Data' with a help icon. It contains the following instructions and form 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)**: Radio buttons for 'Comma' (selected) and 'Tab'.
 - Format of Results**: Radio buttons for 'By User' (selected) and 'By Question and User'.
 - Attempts to Download**: Radio buttons for 'Only Valid Attempts' (selected) and 'All Attempts'.
- 4. Select (check) the assessments for which results will be retrieved**: A large empty rectangular box.
- 5. Retrieve**: A button.
- Status**: A text input field.

Respondus LockDown Browser

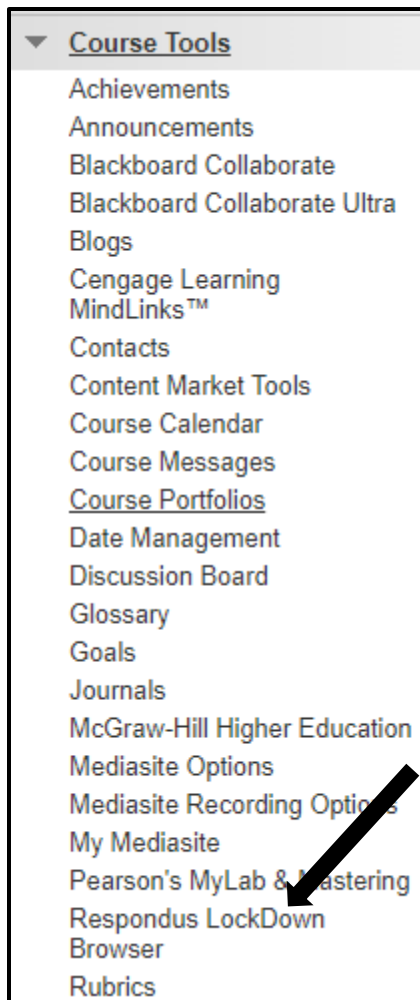
Preparing an Assessment

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:

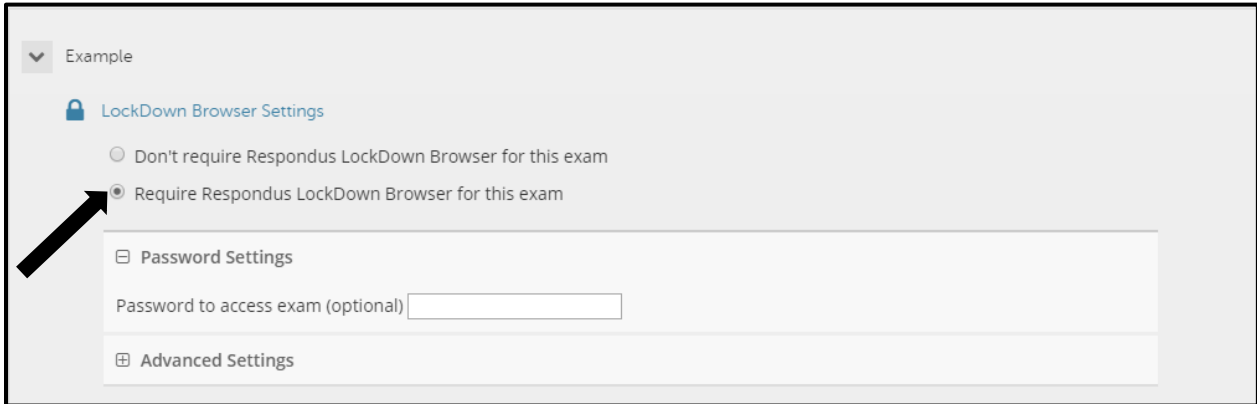
1. Go to your course that you want to use Respondus LockDown Browser settings.
2. Expand the Course Tools in the Control Panel.
3. Click on the Respondus LockDown Browser.



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

Respondus LockDown Browser Dashboard		
		About LockDown Browser ⓘ
Tests ▲	LockDown Browser	Respondus Monitor
▼ Exam (Remotely Proctored)	Not Required	Not Required
▼ Example	Not Required	Not Required
▼ Fun Question Type Quiz Group B	Not Required	Not Required
▼ Fun Question Type Quiz- Requires Respondus LockDown Browser	Required	Not Required

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



Example

LockDown Browser Settings

☐ Don't require Respondus LockDown Browser for this exam

☒ Require Respondus LockDown Browser for this exam

[-] Password Settings

Password to access exam (optional)

[+] Advanced Settings

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.