Respondus Training

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**Download Respondus Quiz Creator**

1. Go to eRaider at [https://eraider.ttu.edu](https://eraider.ttu.edu).
2. Click **Manage Your Account**.
3. Log in using your eRaider username and password.
4. Click **Software Download** in the left navigation menu.
5. Click **Windows**.
6. Find **Respondus 4.0 Campus-Wide** and click **Download**.
7. Click **Continue**.
8. Copy the **CD Key** (this password renews annually).
9. Click **Download**.
10. Open the Installer and follow the onscreen instructions to install the program.
11. After installation, launch Respondus (there should be a shortcut on your desktop) to complete the process. You will need the following information:
   - **Institution Name** – Texas Tech University
   - **Local Support Contact** – TTU Respondus Support personnel at Worldwide eLearning 806-742-7227
   - **Installation Password** (the **CD Key** you copied in Step 8)

   **NOTE** To re-access the Respondus installation password (**CD Key**), go to [https://eraider.ttu.edu](https://eraider.ttu.edu) > Software Download > Windows > Respondus 4.0 Campus-Wide > Download > Continue > copy the CD Key and paste it into the Installation Password textbox.

12. Click **License**.
Set Up Respondus

In order to export exams from or import exams to Blackboard, you need to connect Respondus to the Blackboard server.

1. Select the **Retrieval + Reports** tab, select **Retrieve Questions**, then click **Retrieve Questions**.

2. Select **Add New Server** from the pull-down menu.

3. Select **No, I want to enter the server settings manually**, then click **Next**.

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.
4. Enter the following information for **Blackboard Server and Course** (refer to the image on page 5):

   A. ttu.blackboard.com
   B. Log in to Blackboard > click on a course you are enrolled in as an instructor > copy the link from the address bar > paste it in Box B.
   C. Click **Extract**.
   D. Delete anything that is in the **Course ID** box.
   E. Change **Login type** to **JSP-1**.
   F. Enter **Blackboard** in the **Description** box.
   G. Enter your eRaider username in the **Username** box.
   H. To access the **Password**:
      a. Go to [https://www.depts.ttu.edu/elearning/blackboard/instructor/respondus/](https://www.depts.ttu.edu/elearning/blackboard/instructor/respondus/)
      b. Scroll down to and click the **Respondus Publish Feature Password request** link.
      c. At the top of the page, there is a password that looks like this example:
         d48f688c1dcd952b7df8f4747ec5807a:15372 (**This example is not the password.**)
      d. Copy the password and paste it into the **Password** box.
   I. Select the the **Remember my Username and Password** checkbox.
5. Click **OK**, then click **Next**.

**NOTE**  For a brief overview of Respondus, select the **Start** tab, then click **Introduction**.
Questions? Contact us at blackboard@ttu.edu or 806-742-5933.
Open and Edit an Existing Respondus Exam

1. Select the Start tab, select Open or Create, then click Open to select and edit files you already have in Respondus.

2. Select the file you want to edit and click Open.

3. In the Question List, select the drop-down next to the question you want to edit. You can preview, edit, or delete the question.
Create a New Respondus File

1. Select the Start tab, select Open or Create, then click Create.

2. Enter the Name of File and Description.

3. Select Exam, then click OK.
4. Select the **Question Type** (i.e., Multiple Choice, True/False, Essay/Short Answer, etc.), and complete the form. (For detailed instructions to create each question type, refer to the next section **Question Types**.)

**Question Types**

**Multiple Choice**

1. Select **Multiple Choice**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording** and the **Answers**.

   **NOTE** To randomize answers, select the **Randomize answers** checkbox. To give feedback, select the **Feedback** checkbox.

4. Select the **Correct Answer** and enter the **Point Value**.
5. Select where you want the question in the test: **Add to End of List** or **Insert into List**.
True/False
1. Select True and False.
2. Optional: enter the Title of Question.
3. Enter the Question Wording.
4. Select the Correct Answer and enter the Point Value.
5. Select where you want the question in the test: Add to End of List or Insert into List.

Essay/Short Answer
1. Select Essay / Short Answer.
2. Optional: enter the Title of Question.
3. Enter the Question Wording.
4. To limit the number of lines allowed, select the Publish as Short Answer instead of as Essay checkbox and select the number of lines allowed (from 1-6) for the answer entry. If the checkbox is not selected, students can enter as many lines as they need.
5. Enter Feedback if you want to include it.
6. Enter the Point Value.
7. Select where you want the question in the test: **Add to End of List or Insert into List.**

Matching

1. Select **Matching.**
2. **Optional:** enter the **Title of Question.**
3. Enter the **Question Wording.**
4. Enter the matching items in the two columns.
5. Enter the **Point Value.**
6. Select the **Credit Given** from the pull-down menu: **Proportional to # Correct** or **All Points or None.**
7. Select where you want the question in the test: **Add to End of List or Insert into List.**
Ordering

1. Select Ordering.
2. Optional: enter the Title of Question.
3. Enter the Question Wording.
4. Enter the answer choices in the correct order, and enter the display order as numbers in the left column.
5. Enter the Point Value.
6. Select the Credit Given from the pull-down menu: Proportional to # Correct or All Points or None.
7. Select where you want the question in the test: Add to End of List or Insert into List.
Fill in the Blank

1. Select Fill in the Blank.
2. Optional: enter the Title of Question.
3. Enter the Question Wording.
4. Enter all acceptable answers and spellings.
5. Enter the Point Value.
6. Select where you want the question in the test: Add to End of List or Insert into List.
Multiple Answers

1. Select Multiple Answers.
2. Optional: enter the Title of Question.
3. Enter the Question Wording.
4. Enter the Answers and enter an “X” in the column next to the correct answers.
5. Enter the Point Value.
6. Select where you want the question in the test: Add to End of List or Insert into List.
Calculated

Calculated questions require 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 question.

1. Select Calculated.
2. Optional: enter the Title of Question.
3. Enter the Question Wording.
4. Enter or create the Formula. Variables must be specified in [brackets].
5. Select Variable Properties and Answer Properties.
6. Select Value/Answer Sets.
7. Enter the Point Value.
8. Select where you want the question in the test: Add to End of List or Insert into List.
**Settings: Random Blocks, Availability Settings, and Other Settings**

**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 two of the questions will be selected and presented to students during the quiz.

Before creating a Random Block in Respondus, it is important to have your file organized so that questions you want included in the Random Block are grouped together.

1. Open the Respondus exam that you want to create the Random Block in.
2. Select the **Settings** tab, select **Random Blocks**, then click **Random Blocks**.
3. Complete the Random Blocks form, click **Add New Set**, then click **OK**.

4. The letter assigned to the Random Block will appear next to the question title.
NOTE  To modify an existing Random Block, select the Modify or Delete Existing Set radio button and select its letter from the pull-down menu.

Availability Settings

You can adjust several of the Blackboard quiz settings in Respondus before you upload the exam.

1. Select the Settings tab, then select Availability.
2. Select the settings you want for your exam.
Other Settings

You can adjust several of the Blackboard quiz settings in Respondus before you upload the exam.

1. Select the **Settings** tab, then select **Other Settings**.
2. Select the settings you want for your exam.
Preview and Publish

Preview Exam Questions

Before you publish your quiz in Blackboard, it is a good idea to preview it to check for any inconsistencies and to make modifications before it is uploaded (published) to Blackboard.

1. Select the **Preview + Publish** tab, select **Preview**, then click **Preview the File**.
2. The preview window shows one question at a time.
   - To go to a specific question, enter the question number in the Item box and click the Go button.
   - To scroll through the questions as they are listed in the file, click the Previous and Next buttons.
   - To modify a specific question, click the Modify Item button.

3. Click the Close button when you have completed previewing and modifying your questions.
Publish Exam 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.

1. Select the **Preview + Publish** tab, select **Publish**, then click **Publish Wizard**.

![Publish to Blackboard](image)

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

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Questions? Contact us at [blackboard@ttu.edu](mailto:blackboard@ttu.edu) or 806-742-5933.
5. Select the **Course** you want upload the exam to from the pull-down menu.
6. Select the radio button to create a new exam or replace an existing; or, select the radio button to create a new pool or replace an existing pool.
7. Leave the other settings as the defaults.
8. Click **Next**.
9. Select the **Content Area** where you want to put the exam.
10. Click **Next**.
11. Click **Finish** when the “Completed successfully” message appears in the status box.

**Print Options**

1. Select the **Preview + Publish** tab, then select **Publish Options**.
2. To print an exam, click the **Print Preview** button or the **Send to Printer** button.
Retrieval and Reports

Retrieve Reports

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

1. Select the Retrieval + Reports tab, then select Retrieve Reports.
2. Select the Server from the pull-down menu.
3. Select the Course from the pull-down menu.
4. Select the Assessments (exam or quiz) you want in the report.
5. Select the **Items** (i.e., the exact data you want to retrieve).

6. Click the **Retrieve** button. The results will display in an HTML page that you can save to your computer.

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**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 **Retrieval + Reports** tab, select **Retrieve Questions**, then click **Retrieve Questions**.
2. Select the Server from the pull-down menu, then click Next.

3. Select the Course you want to retrieve the questions from.
4. Select the **Exam**.
5. Enter a **Name** for the file.
6. Click **Next**.

![Retrieve Questions Wizard](image)

7. Click **Finish** when the “Completed successfully” message appears in the status box. The exam is saved in Respondus.

8. To open the file, select the **Start** tab and click **Open**. The file will be listed in the **Open Respondus File** list.

**Download Data**

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

1. Select the **Retrieval + Reports** tab, then select **Download Data**.
2. Select the **Server** from the pull-down menu.
3. Select the **Course** from the pull-down menu.
4. Select the **Comma** radio button as the **Delimiter**.
5. Select the **Assessments** (exam or quiz) you want data for.
6. Click **Retrieve**. The .csv file will download to the My Documents folder on your computer.

**Respondus LockDown Browser**

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

- The instructor must turn on the assessment setting that makes it accessible only with the Respondus LockDown Browser.
- The student’s computer must have the Respondus LockDown Browser installed.
If the assessment is already in Blackboard, follow these steps to enable the LockDown Browser settings:

1. Go to the course that you want to use the Respondus LockDown Browser in.
2. In the Control Panel, click **Course Tools** and select **Respondus LockDown Browser**.

![Course Tools](image)

3. Click the pull-down menu next to the assessment you want to use the Respondus LockDown Browser with and click **Settings**.
4. Select **Require Respondus LockDown Browser for this exam.**

5. Click **Save + Close.**

Students will 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 Respondus Lockdown browser. There will be a link displayed to direct the students.