

## Respondus Training

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## Download Respondus Quiz Creator

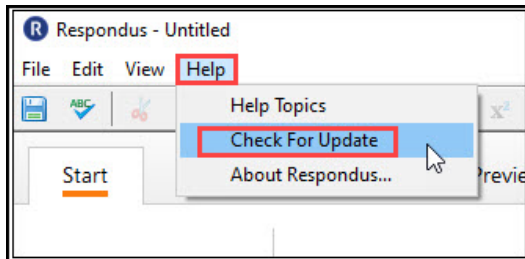
1. Go to eRaider at [TTU eRaider](#).
  2. Click **Manage Your Account**.
  3. Log in using your eRaider username and password.
  4. Click **Software Download** in the left navigation menu.
  5. Click **Windows**.
  6. Find **Respondus 4.0 Campus-Wide** and click **Download**.
  7. Click **Continue**.
  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 [TTU eRaider](#) > 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

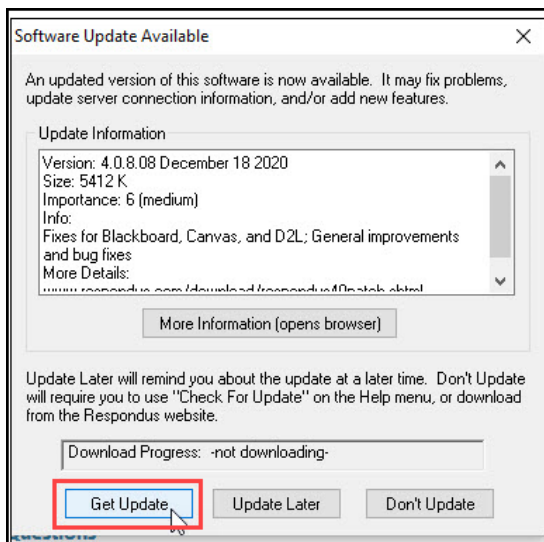
## Check for Updates

It is always a good idea to check for updates before you begin working in Respondus.

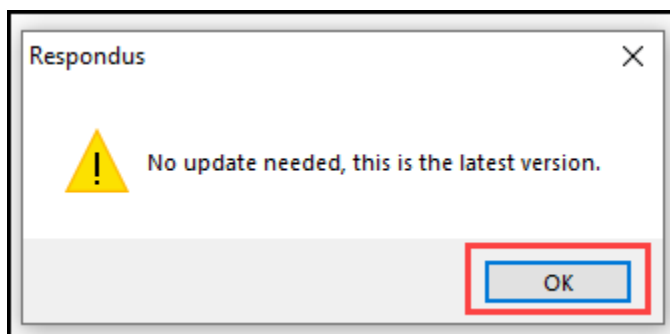
1. Select Help at the top of the Respondus window and select Check for Update.



2. If there is an update, you will be prompted to Get Update:



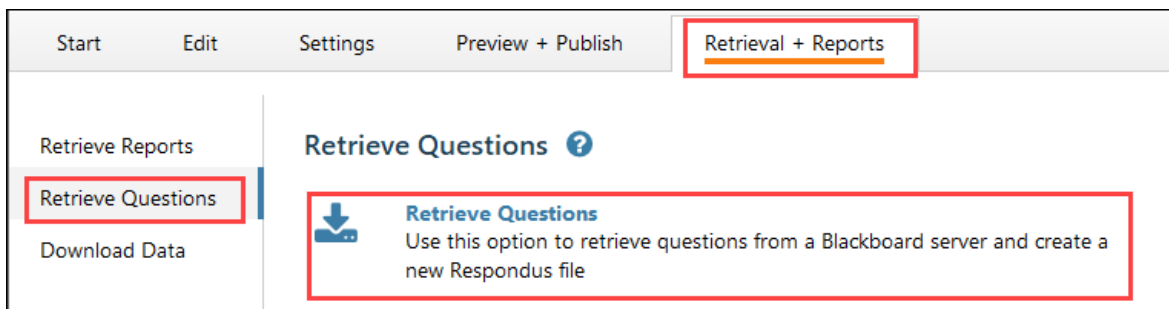
If Respondus 4.0 is up to date, you will receive the notification that no update is needed:



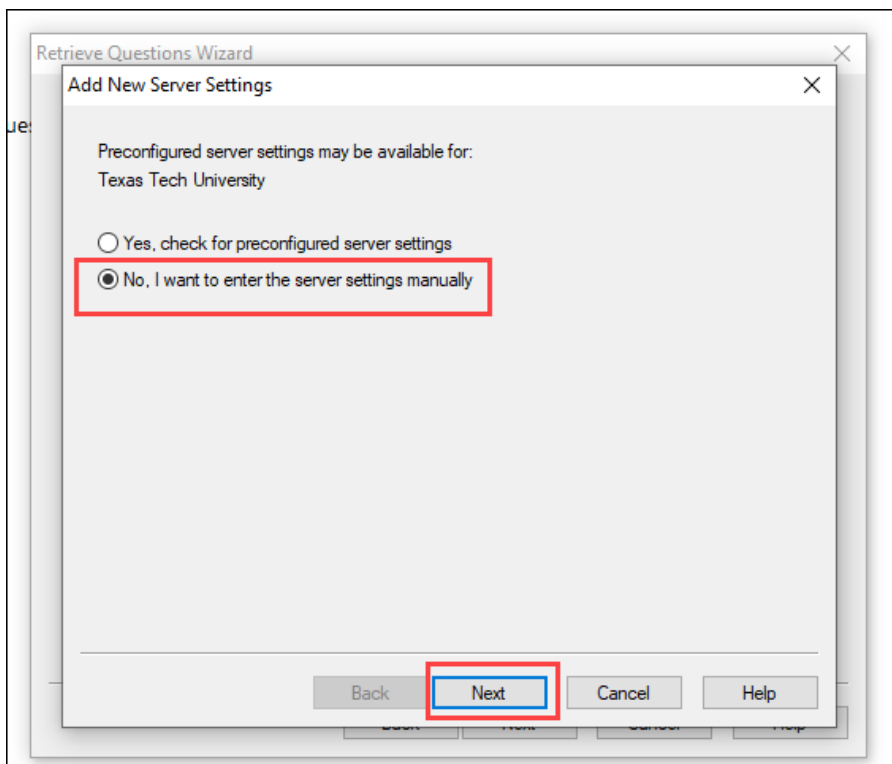
## Connect Respondus to the Blackboard Server

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

1. Go to **Retrieval + Reports**.
2. Select **Retrieve Questions** if you are in Retrieve + Reports view (or **Publish** if you are in Preview + Publish).

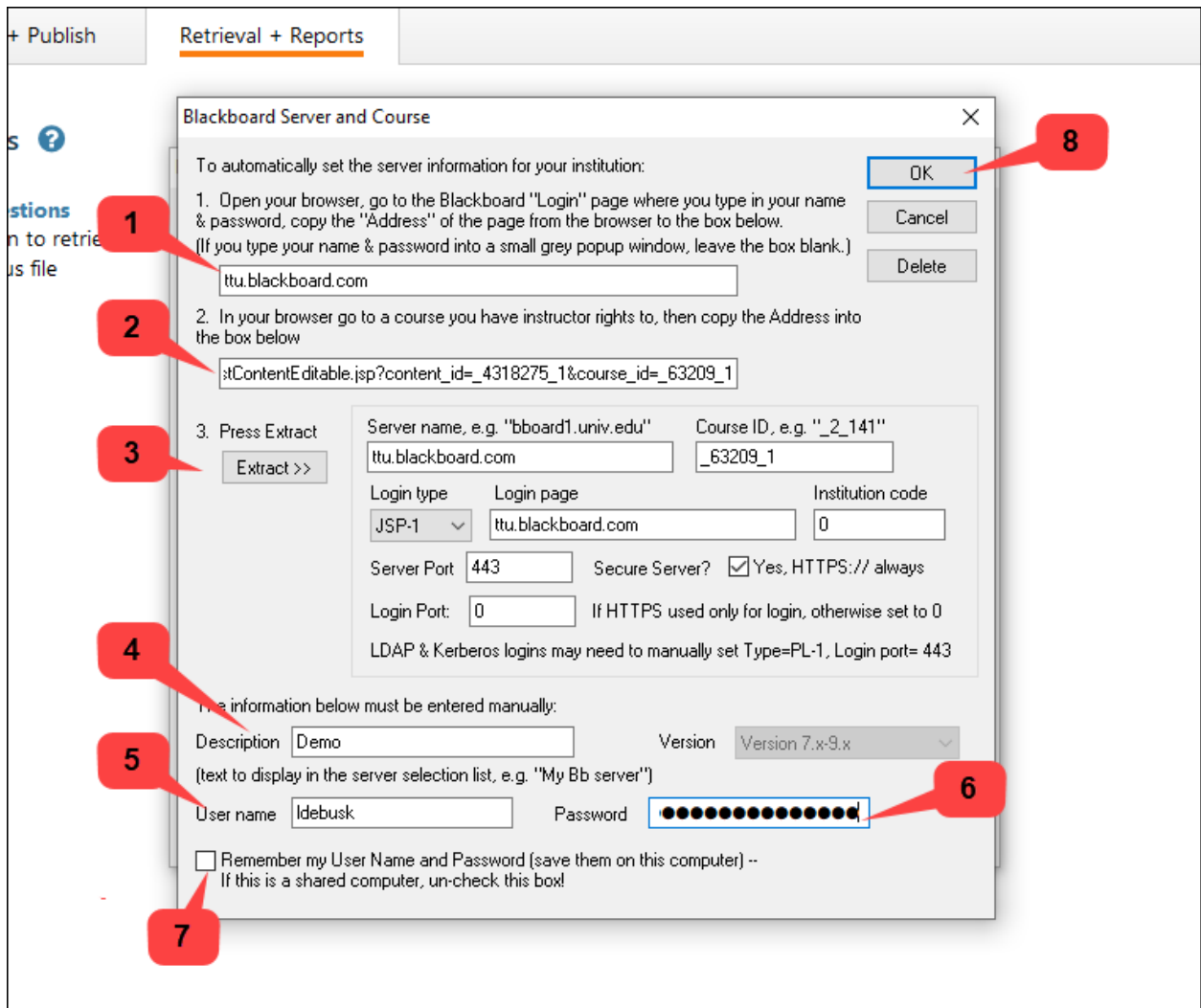


3. Select the drop-down for the Blackboard Server option, choose **add new server** > select **No, I want to enter the server settings manually** > **Next**.



4. Complete the Blackboard Server and Course information.

1. Type **ttu.blackboard.com**.
2. Login to Blackboard > navigate to a course where you are an instructor > copy and paste the URL from the address bar > paste it in step #2.
3. Select **Extract** > in the Login page field type **ttu.blackboard.com**.
4. Description will be the name of the connection (this can be anything).
5. Username is your TTU eRaider username.
6. Go to the [Respondus Quiz Creator](#) page > select Respondus Publish Feature Password request. At the top of that page there will be a password that is a combination of numbers and letters. Copy that and paste it into the Password field.
7. Place a check mark in the **Remember my User Name and Password** box.
8. Select **Ok**.



The screenshot shows the "Blackboard Server and Course" configuration window. Red callout boxes with numbers 1 through 8 point to specific fields and buttons:

- 1** points to the "Address" text field containing "ttu.blackboard.com".
- 2** points to the "Address" text field containing a course URL: "stContentEditable.jsp?content\_id=\_4318275\_1&course\_id=\_63209\_1".
- 3** points to the "Extract >>" button.
- 4** points to the "Description" text field containing "Demo".
- 5** points to the "User name" text field containing "ldebusk".
- 6** points to the "Password" text field, which is masked with dots.
- 7** points to the "Remember my User Name and Password" checkbox, which is checked.
- 8** points to the "OK" button.

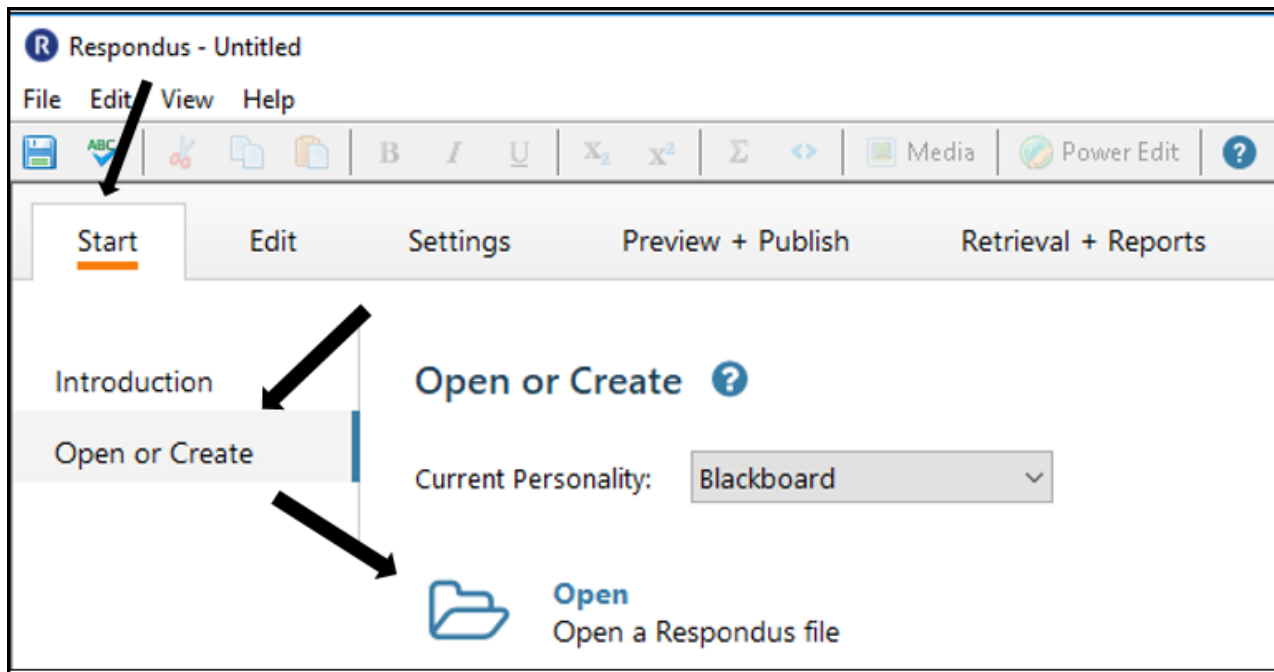
Other visible fields in the dialog include:

- Server name: ttu.blackboard.com
- Course ID: \_63209\_1
- Login type: JSP-1
- Login page: ttu.blackboard.com
- Institution code: 0
- Server Port: 443
- Secure Server? ☒ Yes, HTTPS:// always
- Login Port: 0
- Version: Version 7.x-9.x

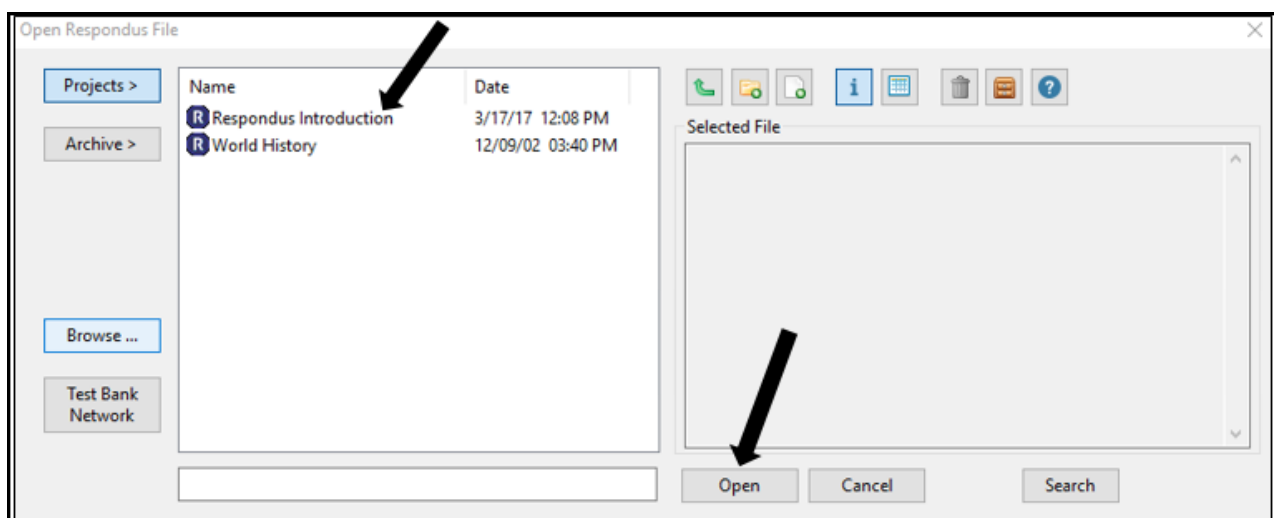
5. Select **Next**.

## 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**.

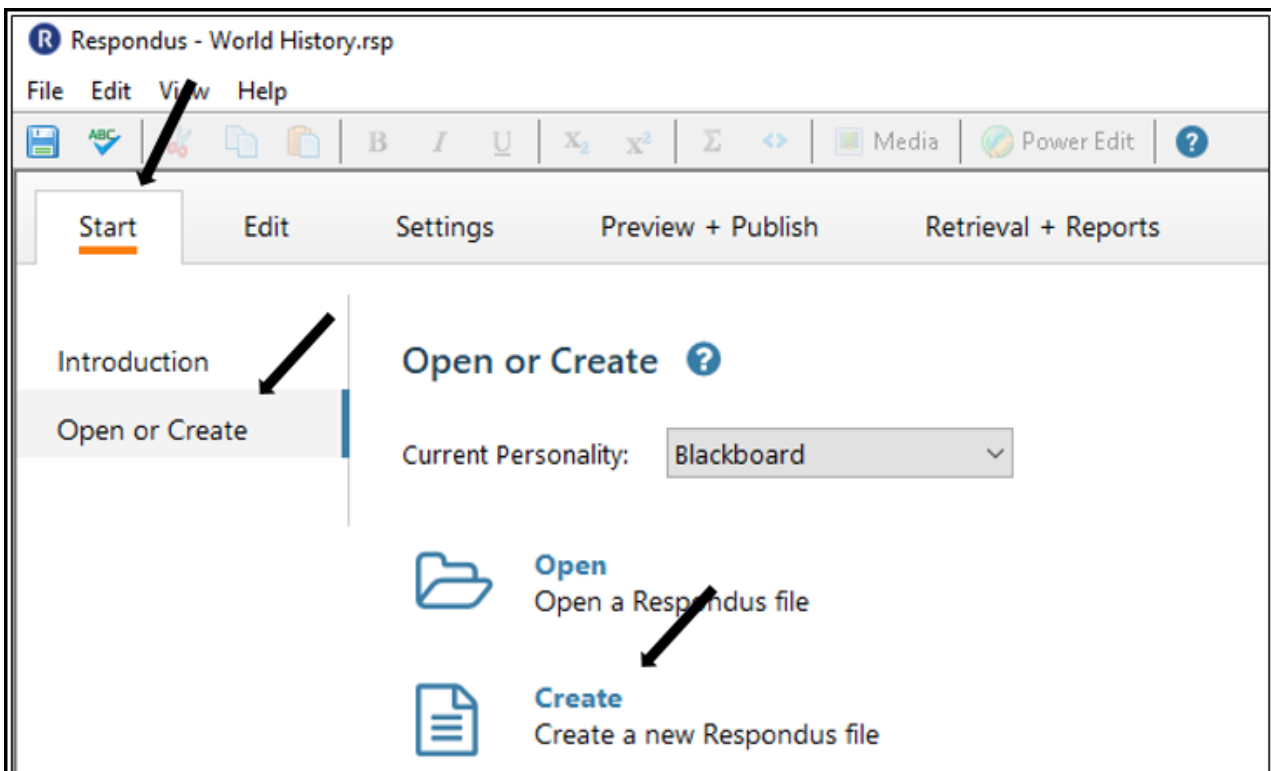


3. In the **Question List**, select the drop-down next to the question you want to edit. You can preview, edit, or delete the question.

Question List					Expanded View	Total Items: 16	Points: 16.0
#	Title	Format	Points	Question Wording			
1	Sculptor	Mult. Choice	1.0	Who was the sculptor of <i>Bacchus</i> , <i>Sleeping Cupid</i> , <i>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 theologiae</i> ?			

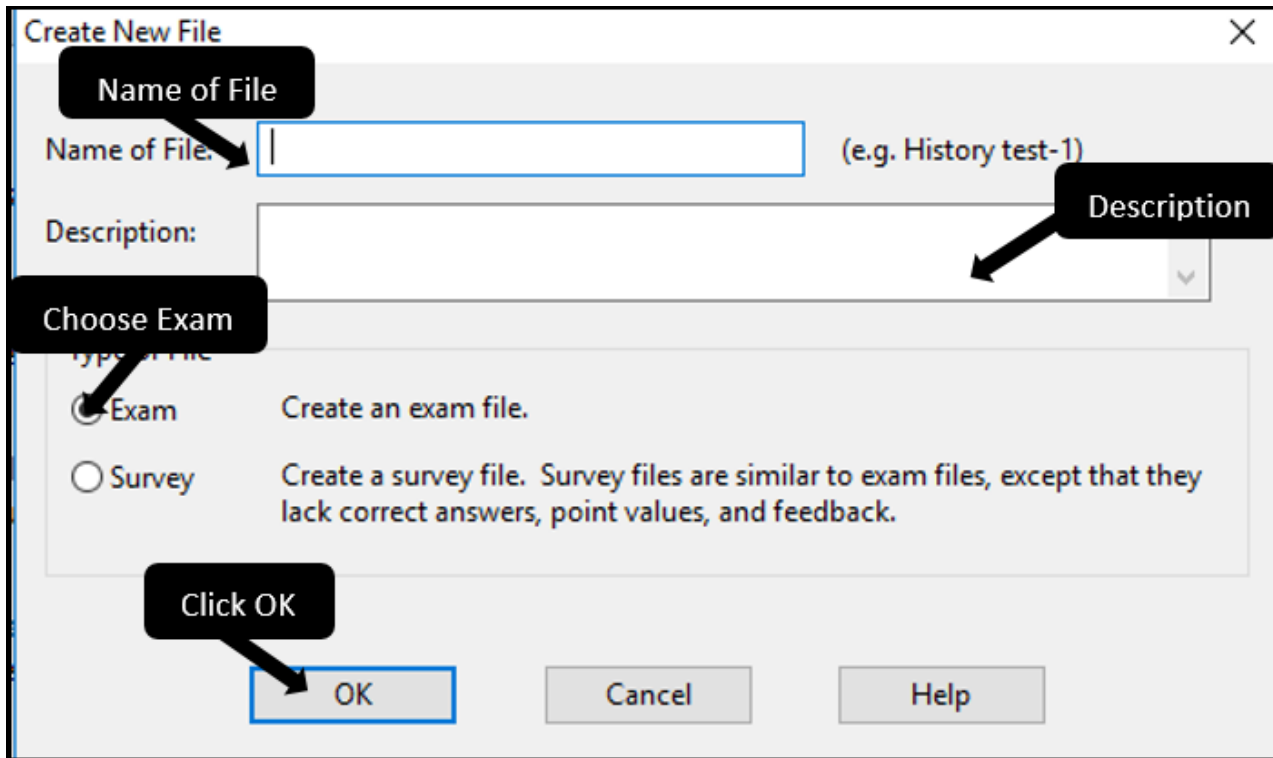
## Create a New Respondus File

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



The screenshot shows the Respondus application window titled "Respondus - World History.rsp". The menu bar includes File, Edit, View, and Help. The toolbar contains icons for document, text, insert, and other functions. The "Start" tab is selected, and the "Open or Create" option is highlighted in the left sidebar. The main area displays "Open or Create" with a question mark icon. Below this, there is a "Current Personality" dropdown menu set to "Blackboard". Two options are listed: "Open" (with a folder icon) and "Create" (with a document icon). The "Create" option is highlighted with an arrow.

2. Enter the **Name of File** and **Description**.
3. Select **Exam**, then click **OK**.



The screenshot shows the 'Create New File' dialog box. It has a title bar with a close button (X). The main area contains a 'Name of File' text box with a placeholder '(e.g. History test-1)', a 'Description' text box, and a 'Choose Exam' section. The 'Choose Exam' section has two radio buttons: 'Exam' (selected) and 'Survey'. Below the radio buttons are two text boxes: 'Type of File' and 'Create an exam file.' (which is disabled). The 'Survey' option is also disabled. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'. Callouts with arrows point to the 'Name of File' text box, the 'Description' text box, the 'Exam' radio button, and the 'OK' button.

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**.)

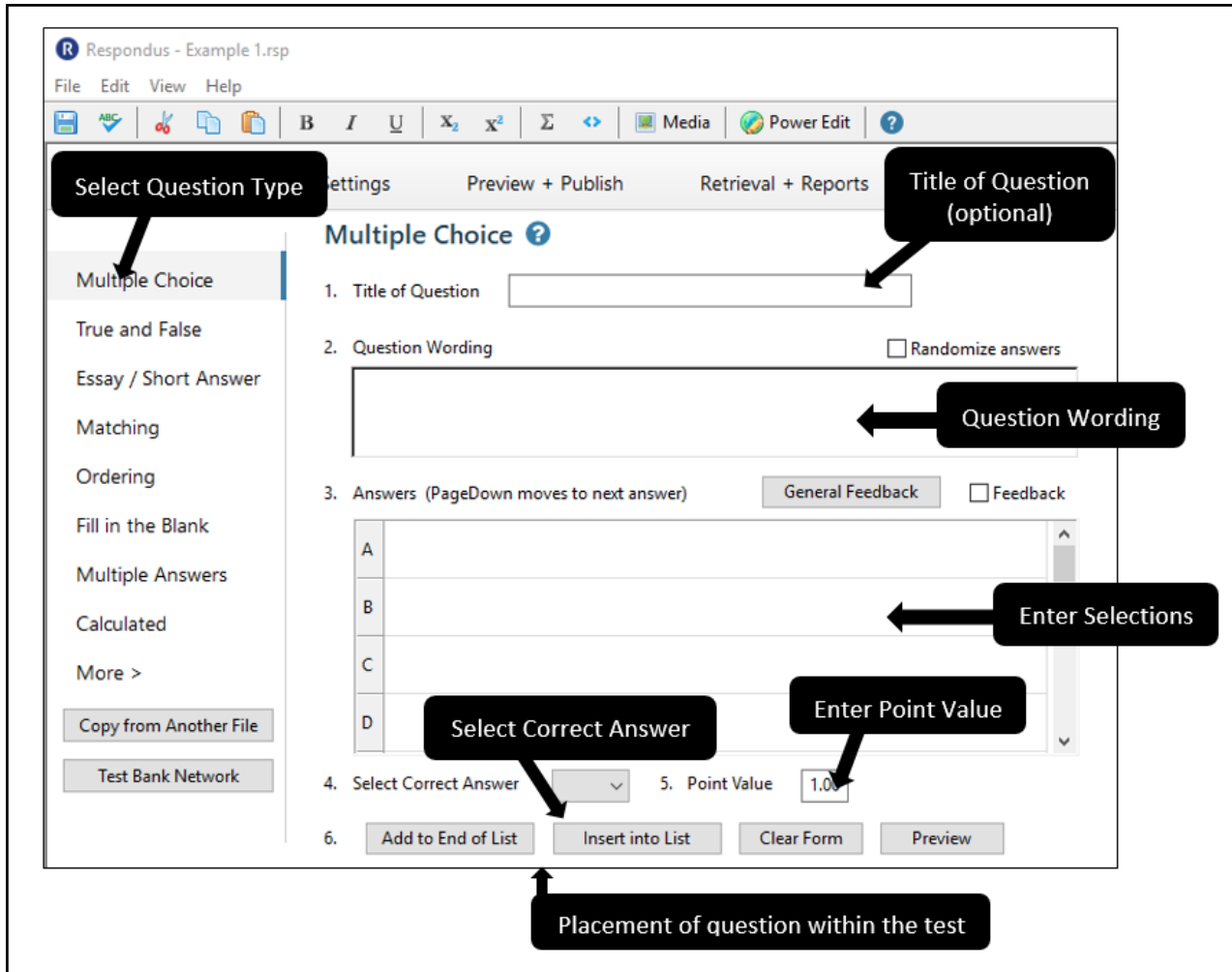
## Question Types

### 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**.



**Respondus - Example 1.rsp**

File Edit View Help

Media Power Edit ?

**Select Question Type**

- Multiple Choice
- True and False
- Essay / Short Answer
- Matching
- Ordering
- Fill in the Blank
- Multiple Answers
- Calculated
- More >

Copy from Another File

Test Bank Network

**Multiple Choice ?**

1. Title of Question

**Title of Question (optional)**

2. Question Wording  ☐ Randomize answers

**Question Wording**

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

A	<input type="text"/>
B	<input type="text"/>
C	<input type="text"/>
D	<input type="text"/>

**Enter Selections**

4. Select Correct Answer  **Select Correct Answer**

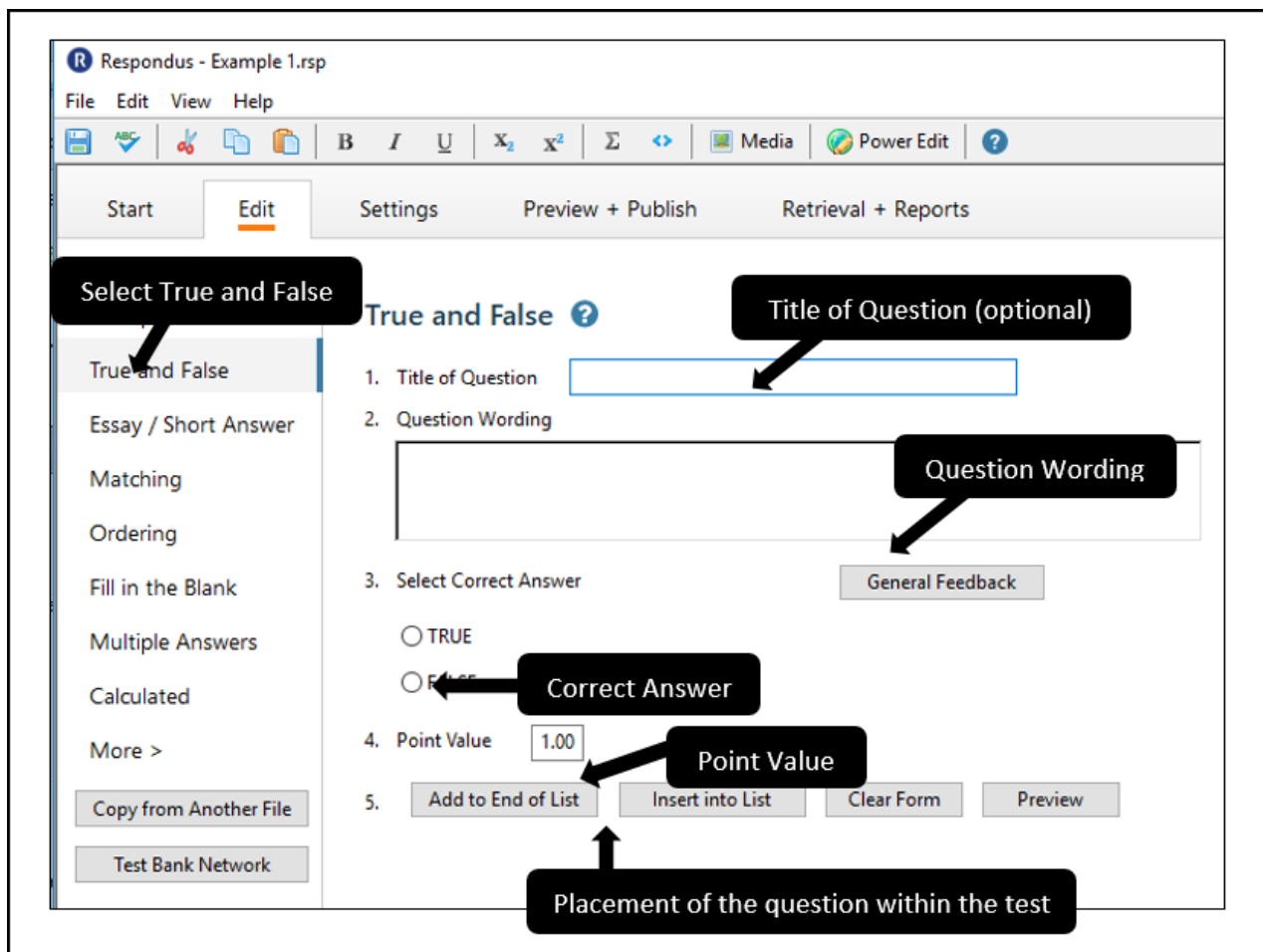
5. Point Value  **Enter Point Value**

6.

**Placement of question within the test**

## 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**.

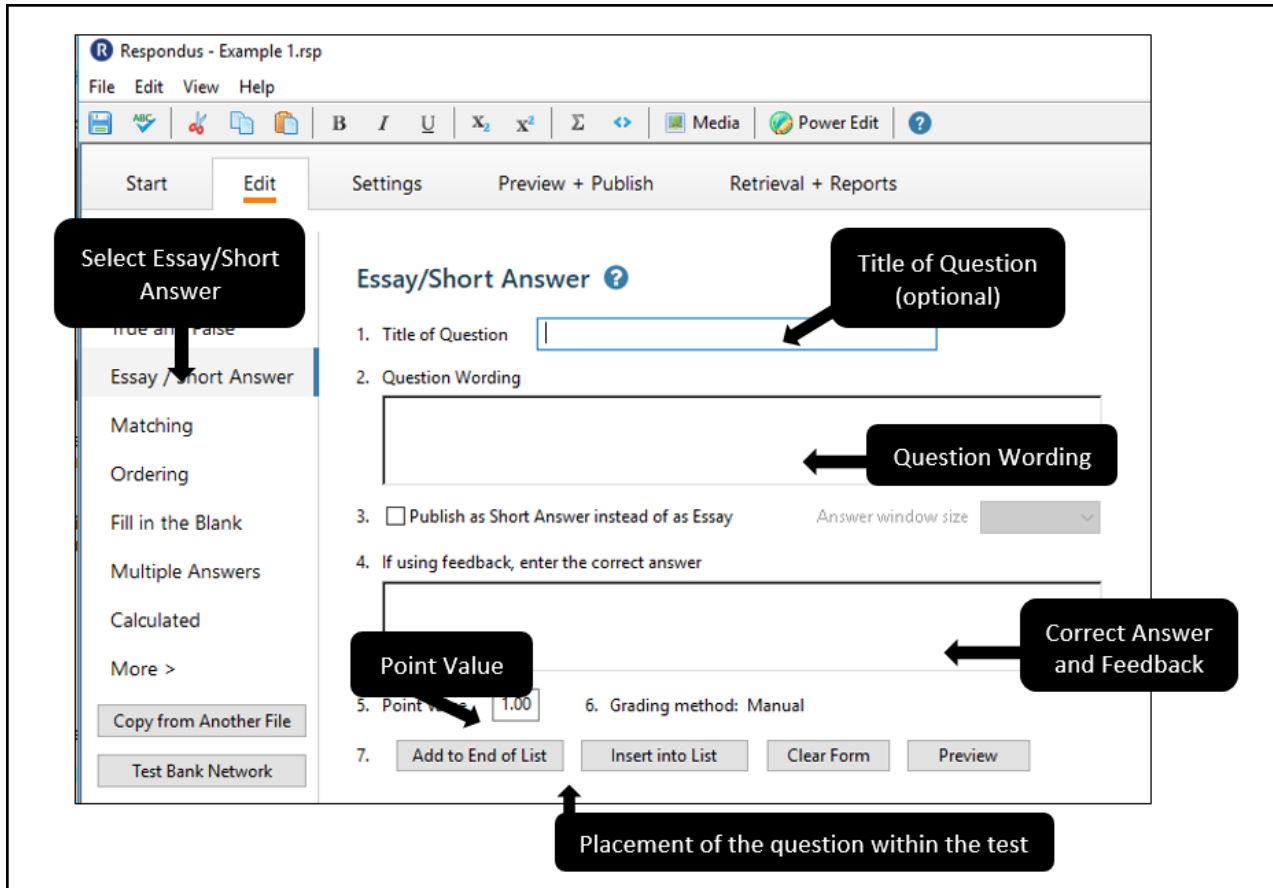


The screenshot shows the Respondus interface for creating a question. The sidebar on the left lists question types: True and False, Essay / Short Answer, Matching, Ordering, Fill in the Blank, Multiple Answers, Calculated, and More >. The main form is titled 'True and False' and contains the following 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'.
- 3. Select Correct Answer:** Radio buttons for 'TRUE' and 'FALSE'. The 'FALSE' option is selected, with a callout 'Correct Answer'.
- 4. Point Value:** A text input field with '1.00' entered, with a callout 'Point Value'.
- 5. Placement:** Buttons for 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'. A callout 'Placement of the question within the test' points to the 'Add to End of List' button.
- General Feedback:** A text input field.

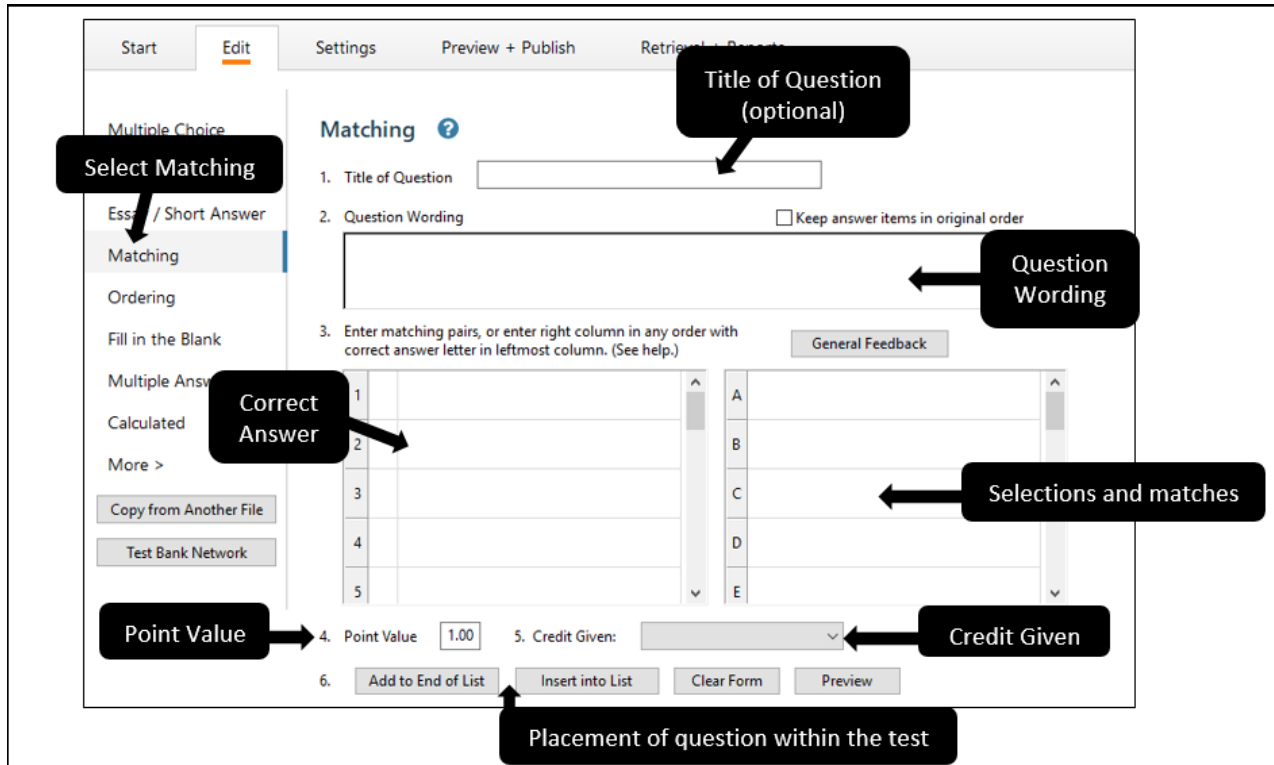
### Essay/Short Answer

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**.



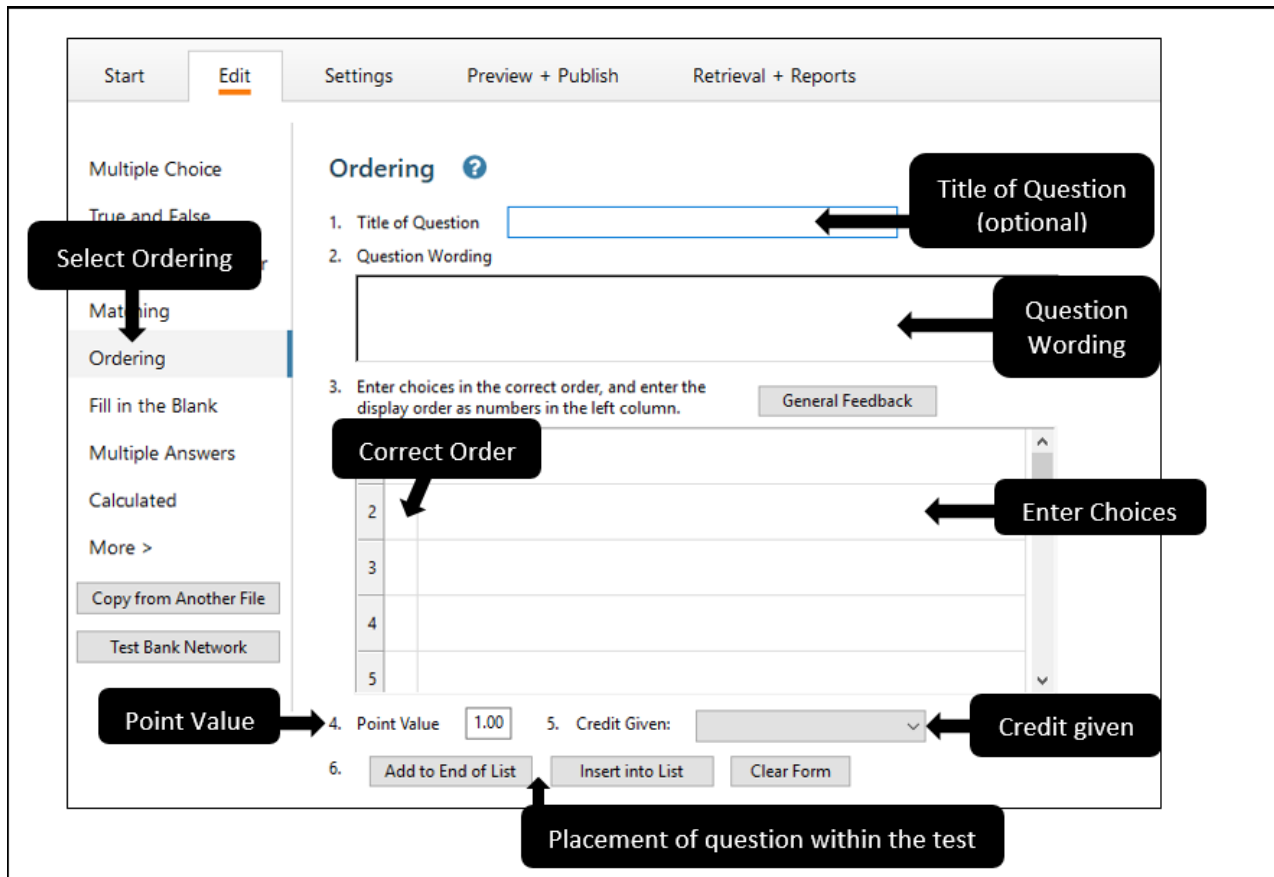
## Matching

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**.



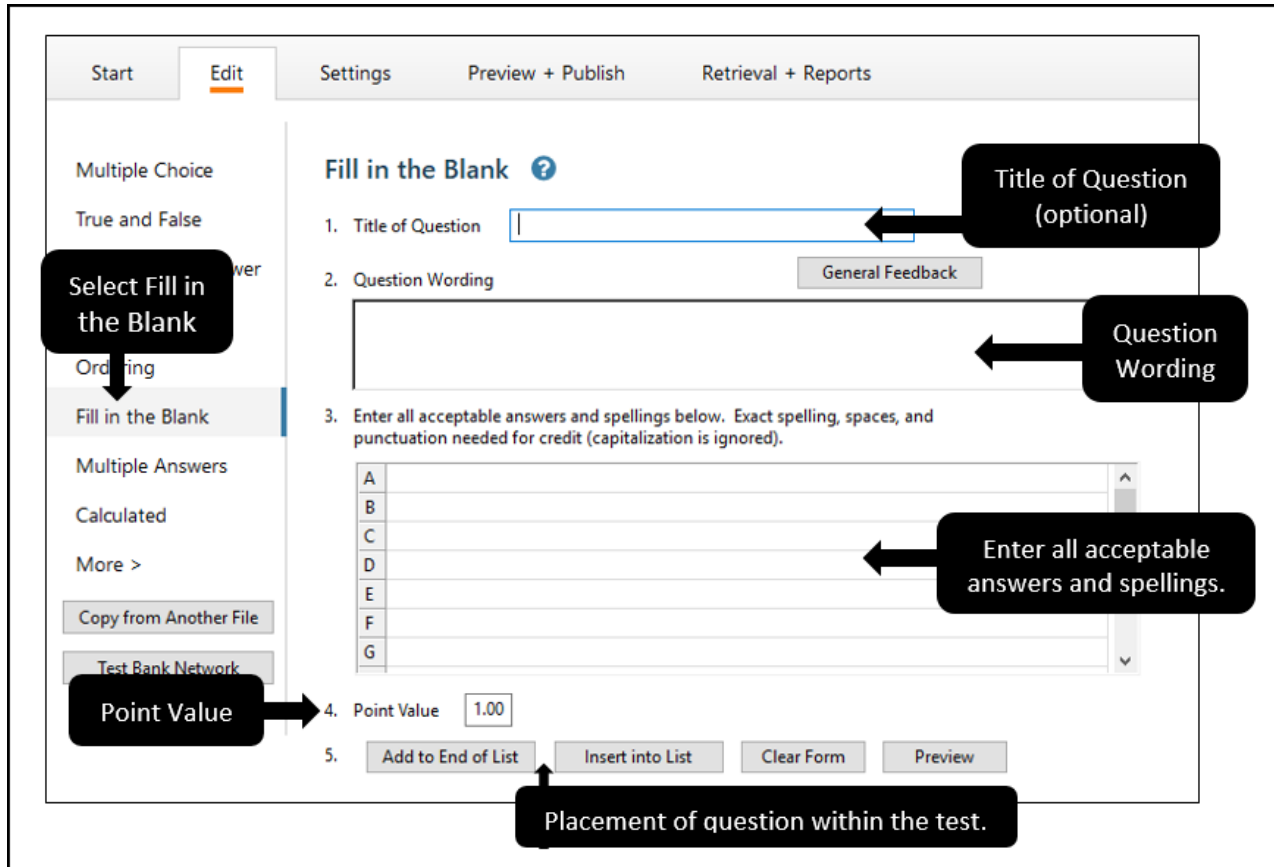
The screenshot shows the 'Ordering' question editor in Blackboard. The interface includes a top navigation bar with 'Start', 'Edit', 'Settings', 'Preview + Publish', and 'Retrieval + Reports'. On the left, a sidebar lists question types: 'Multiple Choice', 'True and False', 'Matching', 'Ordering' (selected), '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 area is titled 'Ordering' 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 choices in the correct order, and enter the display order as numbers in the left column:** A table with a left column for display order (numbers 2, 3, 4, 5) and a right column for choices. An annotation 'Correct Order' points to the left column, and 'Enter Choices' points to the right column.
- 4. Point Value:** A text input field with '1.00' entered. An annotation 'Point Value' points to it.
- 5. Credit Given:** A dropdown menu. An annotation 'Credit given' points to it.
- 6. Placement of question within the test:** Three buttons: 'Add to End of List', 'Insert into List', and 'Clear Form'. An annotation 'Placement of question within the test' points to the 'Add to End of List' button.

A 'General Feedback' button is also visible next to the choices table.

### Fill in the Blank

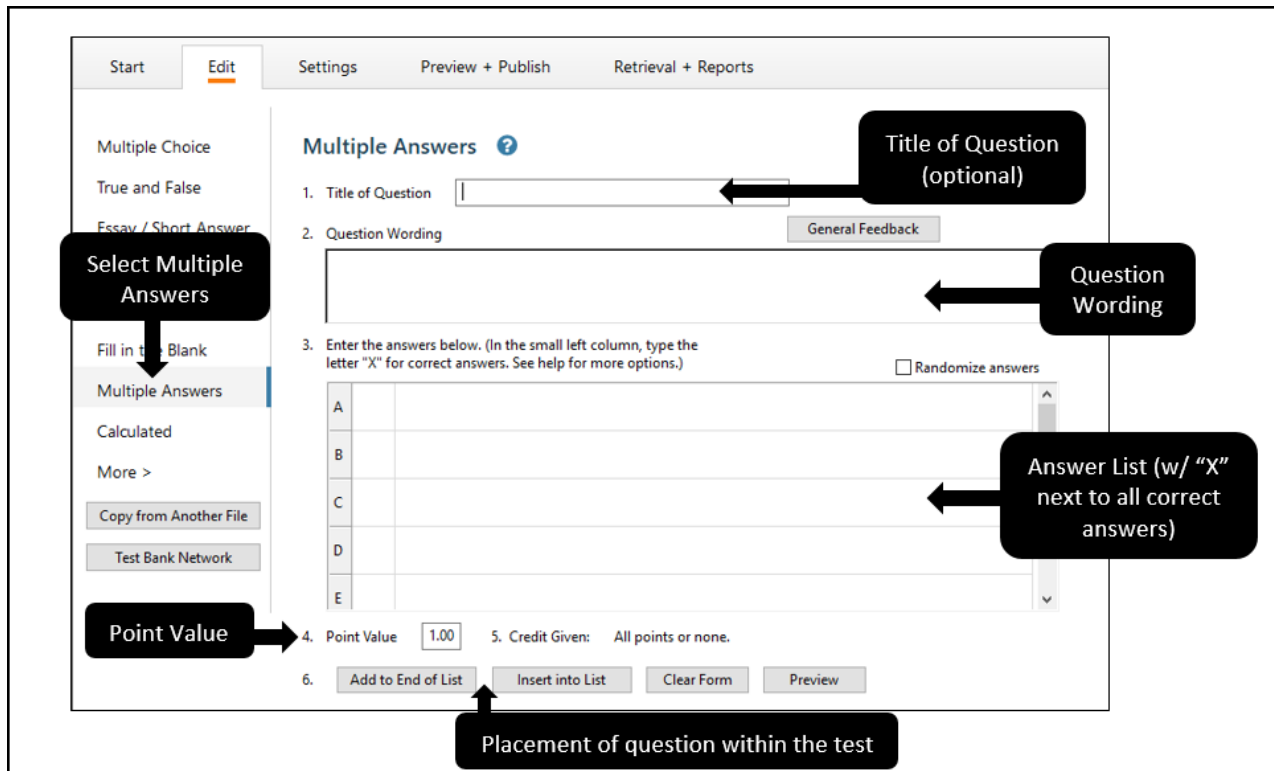
1. Select **Fill in the Blank**.
2. *Optional:* enter the **Title of Question**.
3. Enter the **Question Wording**.
4. Enter **all** acceptable answers and spellings.
5. Enter the **Point Value**.
6. Select where you want the question in the test: **Add to End of List** or **Insert into List**.



The screenshot shows the 'Edit' tab of the Blackboard question editor. The left sidebar contains a list of question types: Multiple Choice, True and False, Fill in the Blank (selected), Multiple Answers, Calculated, and More >. Below this list 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 an annotation 'Title of Question (optional)'), 2. Question Wording (with an annotation 'Question Wording'), 3. Enter all acceptable answers and spellings below. Exact spelling, spaces, and punctuation needed for credit (capitalization is ignored). (with an annotation 'Enter all acceptable answers and spellings.'), 4. Point Value (with an annotation 'Point Value' and a value of 1.00), and 5. Placement of question within the test. (with an annotation 'Placement of question within the test.'). Below field 5 are four buttons: 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'.

## Multiple Answers

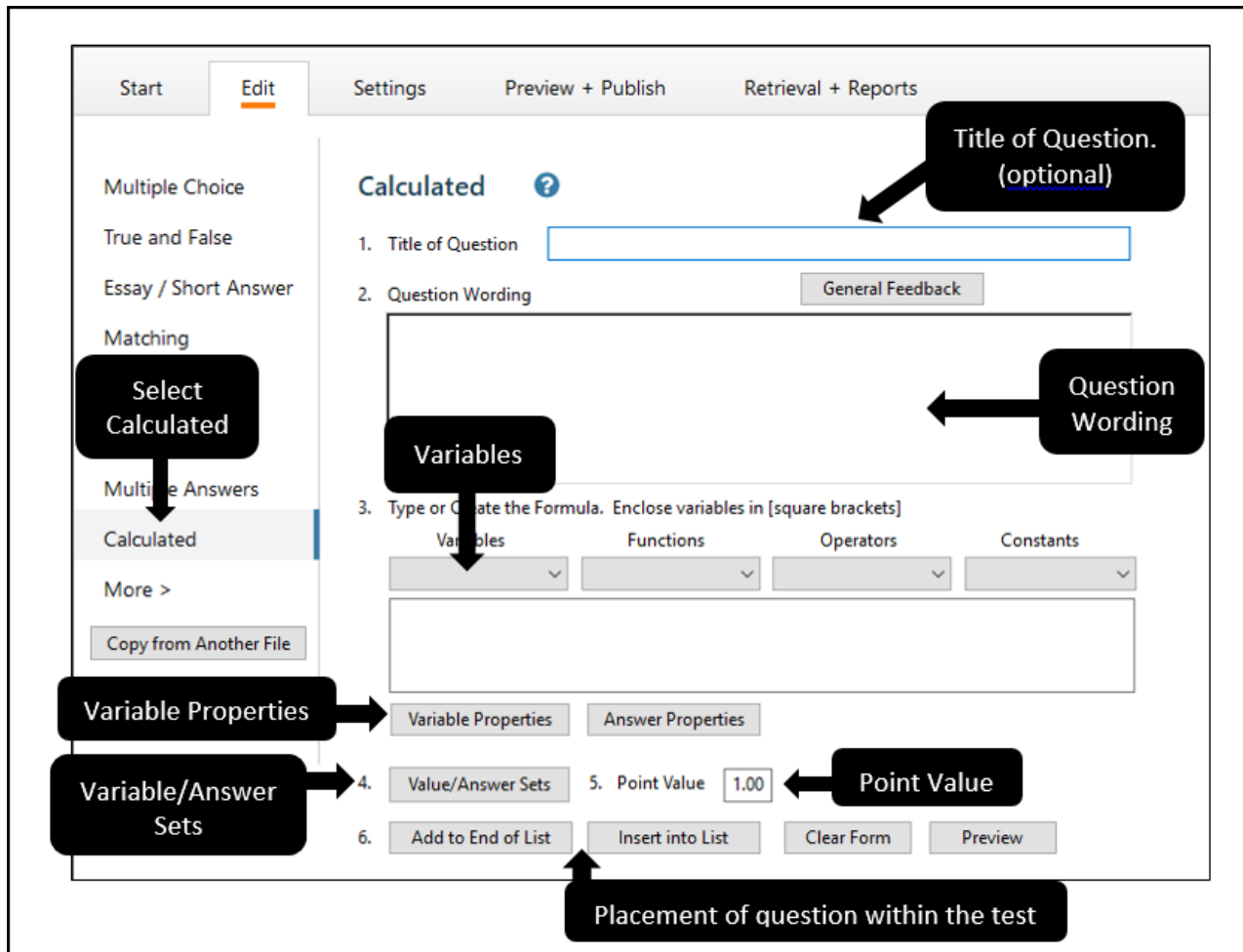
1. Select **Multiple Answers**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording**.
4. Enter the **Answers** and enter an "X" in the column next to the **correct** answers.
5. Enter the **Point Value**.
6. Select where you want the question in the test: **Add to End of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



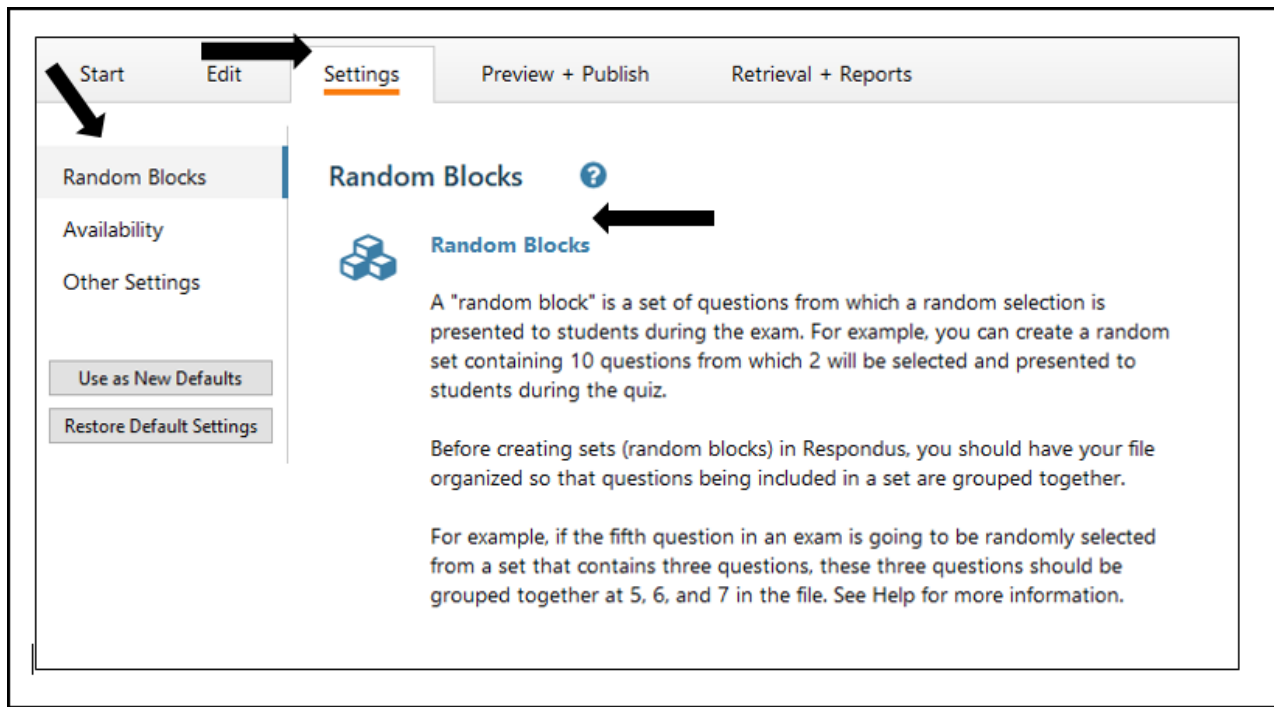
## Settings: Random Blocks, Availability Settings, and Other Settings

### 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**.

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: 0
Points: 0.0
Cancel

☒ Add New Set
☐ Modify or Delete Existing Set:
v

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. The letter assigned to the Random Block will 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

Cancel

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

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. acquired the Louisiana Purchase from

**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.

Last Updated: 2/8/2022

Questions? Contact us at [blackboard@ttu.edu](mailto:blackboard@ttu.edu) or 806-742-5933.

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1. Select the **Settings** tab, then select **Availability**.
2. Select the settings you want 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.

1. Select the **Settings** tab, then select **Other Settings**.
2. Select the settings you want 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

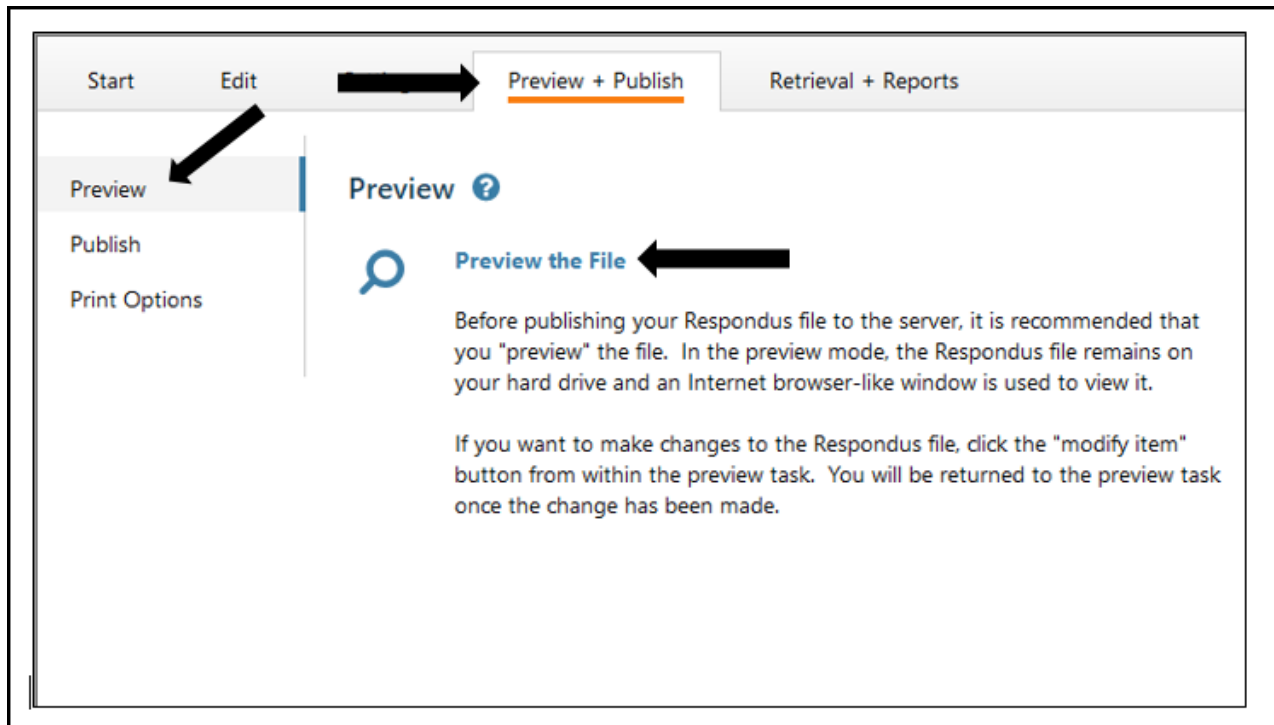
Answer Numbering Default/None (only applies to Multiple Choice, Multiple Answer, Ordering, Opinion Scale, and Matching questions)

## Preview and Publish

### Preview Exam Questions

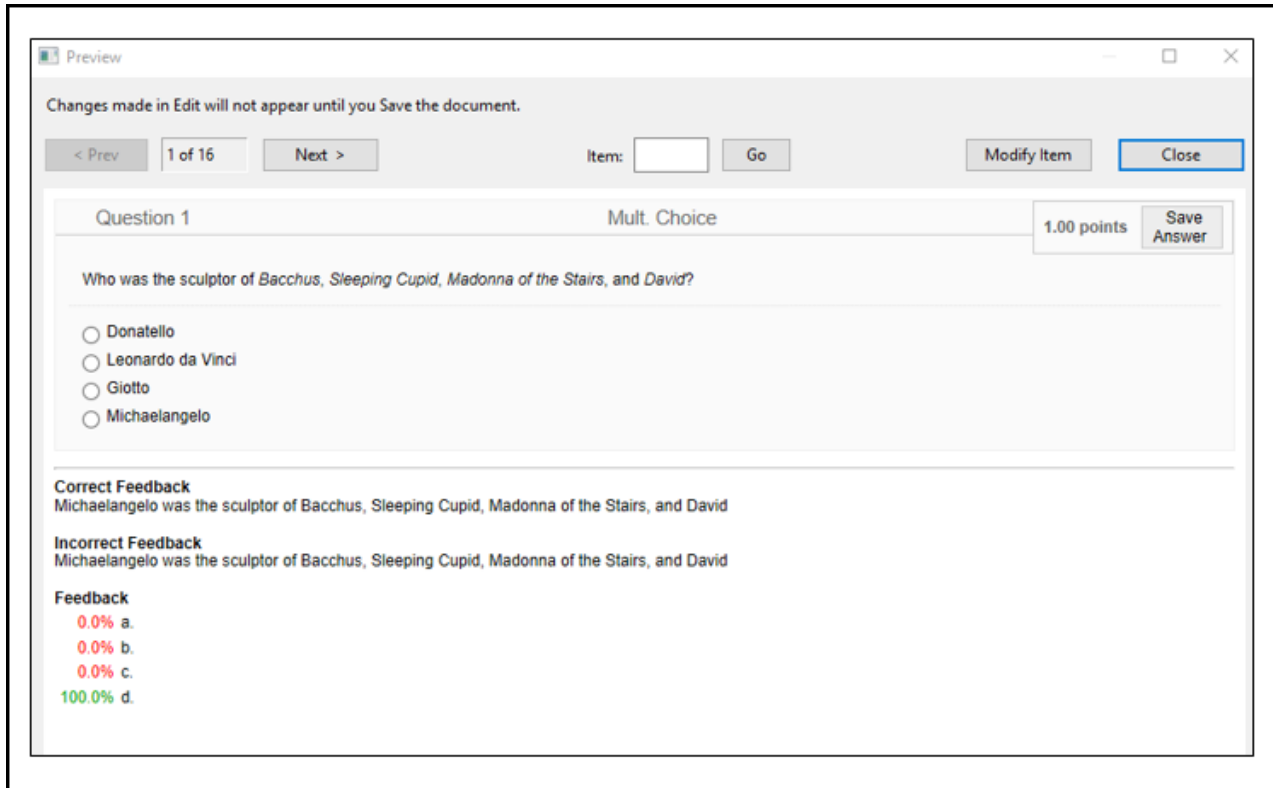
Before you publish your quiz in Blackboard, it is a good idea to preview it to check for any inconsistencies and to make modifications before it is uploaded (published) to Blackboard.

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.



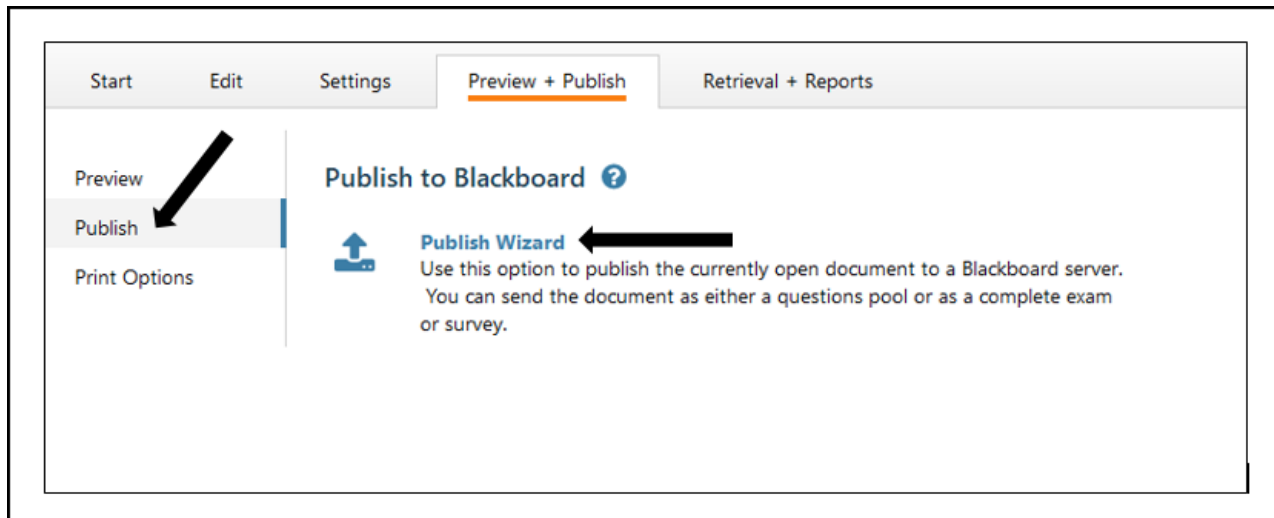
The screenshot shows a 'Preview' window for a Blackboard question. At the top, it says 'Changes made in Edit will not appear until you Save the document.' Below this are navigation buttons: '< Prev', '1 of 16', 'Next >', 'Item: [ ]', 'Go', 'Modify Item', and 'Close'. The question is titled 'Question 1' and is a 'Mult. Choice' type worth '1.00 points'. The question text is 'Who was the sculptor of Bacchus, Sleeping Cupid, Madonna of the Stairs, and David?'. There are four radio button options: 'Donatello', 'Leonardo da Vinci', 'Giotto', and 'Michaelangelo'. Below the options, there is a 'Correct Feedback' section stating 'Michaelangelo was the sculptor of Bacchus, Sleeping Cupid, Madonna of the Stairs, and David'. An 'Incorrect Feedback' section also states 'Michaelangelo was the sculptor of Bacchus, Sleeping Cupid, Madonna of the Stairs, and David'. A 'Feedback' section shows the following scores: '0.0% a.', '0.0% b.', '0.0% c.', and '100.0% d.'.

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

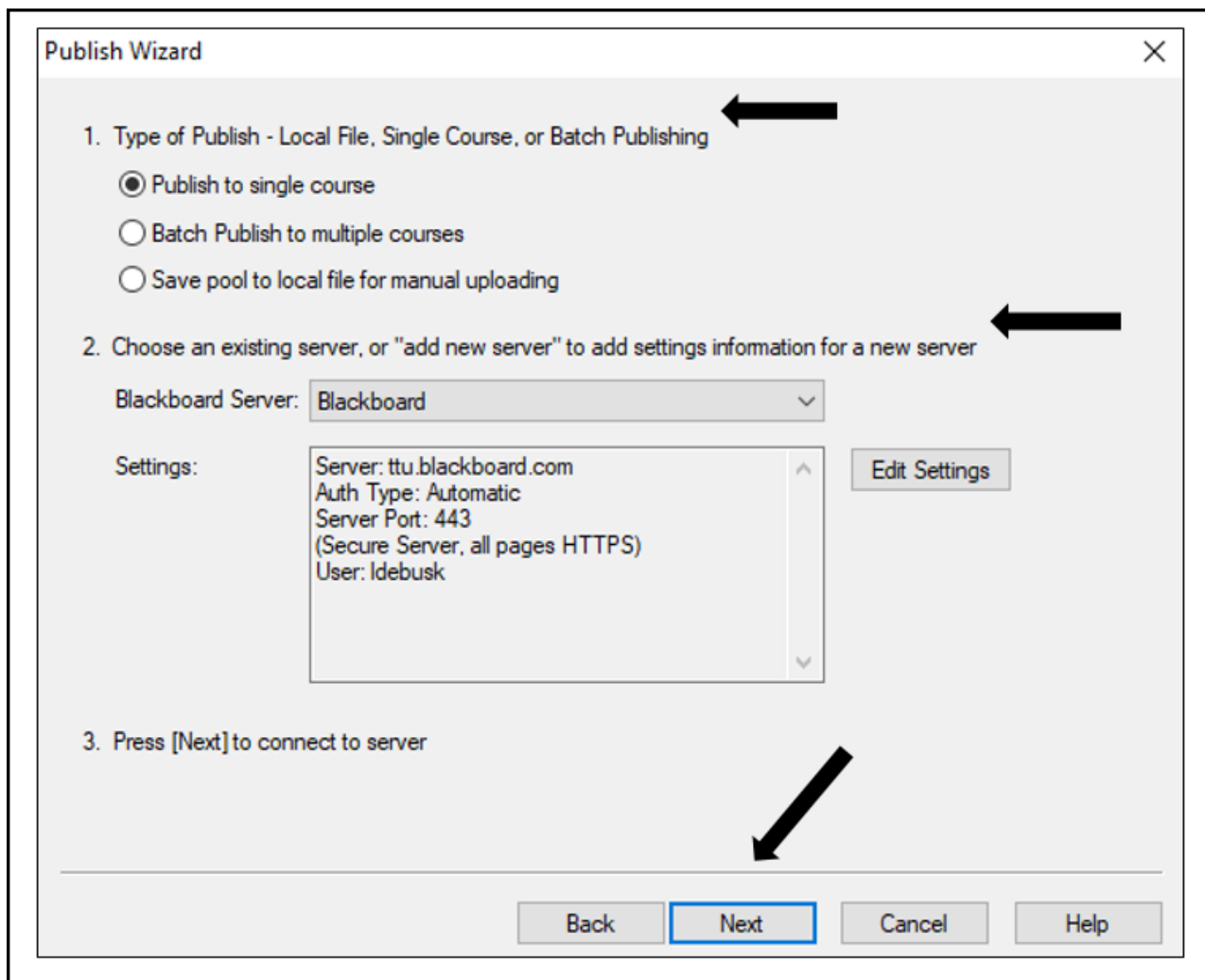
## Publish Exam to Blackboard

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**.



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**.



Publish Wizard

1. Type of Publish - Local File, Single Course, or Batch Publishing

☒ Publish to single course

☐ Batch Publish to multiple courses

☐ Save pool to local file for manual uploading

2. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server: Blackboard

Settings:

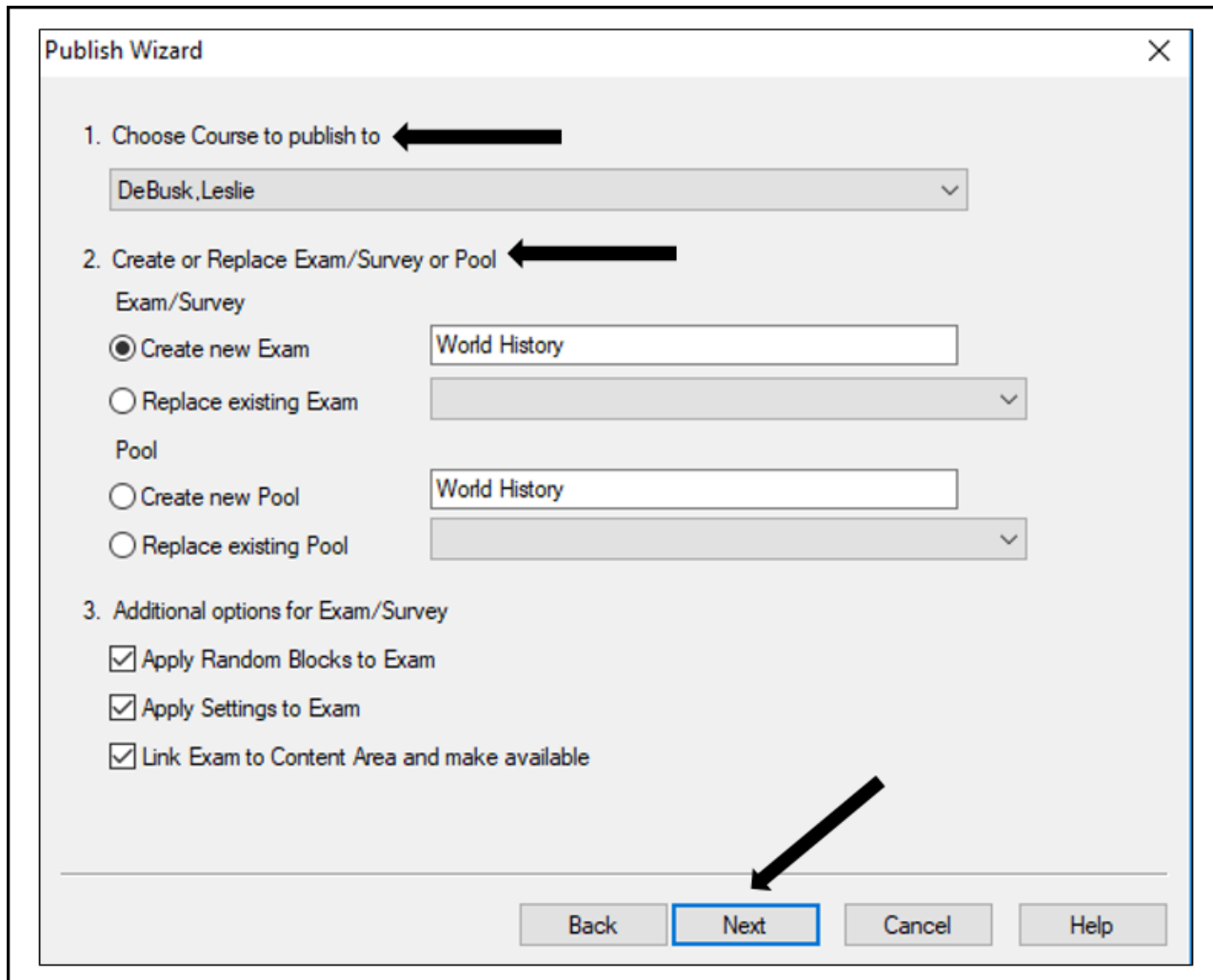
Server: ttu.blackboard.com  
Auth Type: Automatic  
Server Port: 443  
(Secure Server, all pages HTTPS)  
User: ldebusk

Edit Settings

3. Press [Next] to connect to server

Back Next Cancel Help

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**.



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

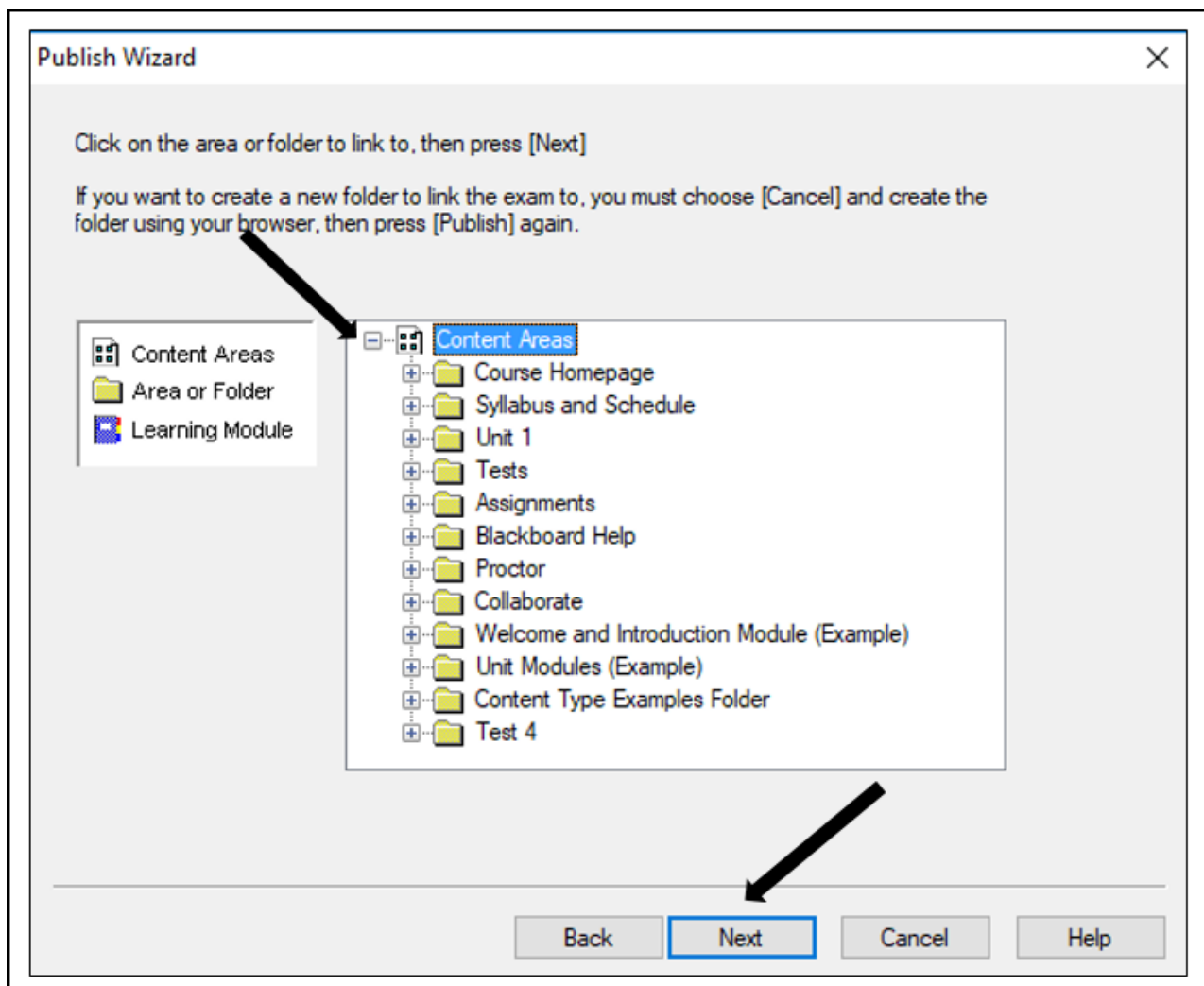
☒ Apply Settings to Exam

☒ Link Exam to Content Area and make available

Back Next Cancel Help

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.

### 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

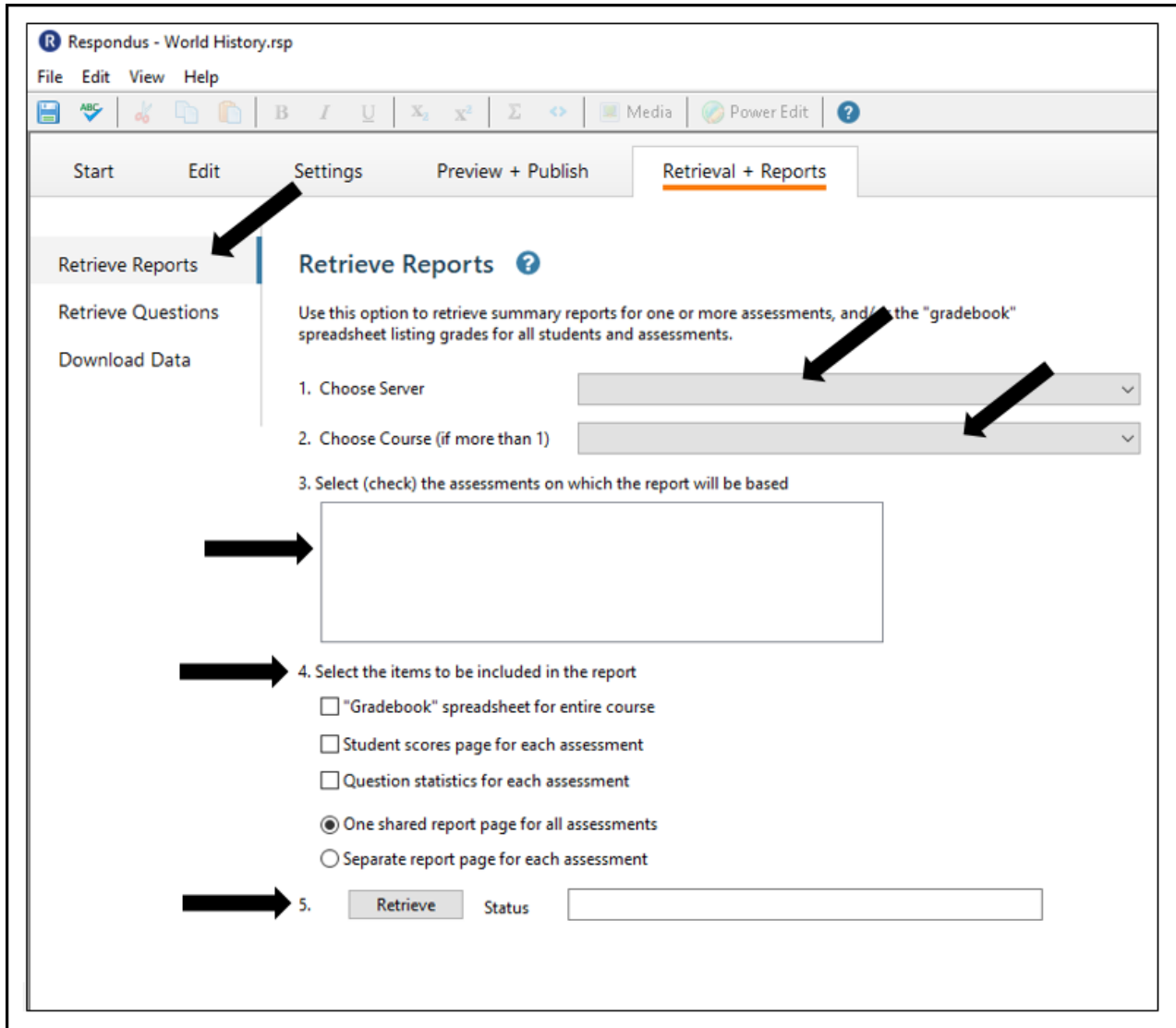
## Retrieval and Reports

### Retrieve Reports

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

- 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.



Respondus - World History.rsp

File Edit View Help

Media Power Edit ?

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

Retrieve Reports Retrieve Questions Download Data

**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

2. Choose Course (if more than 1)

3. Select (check) the assessments on which the report will be based

4. Select the items to be included in the report

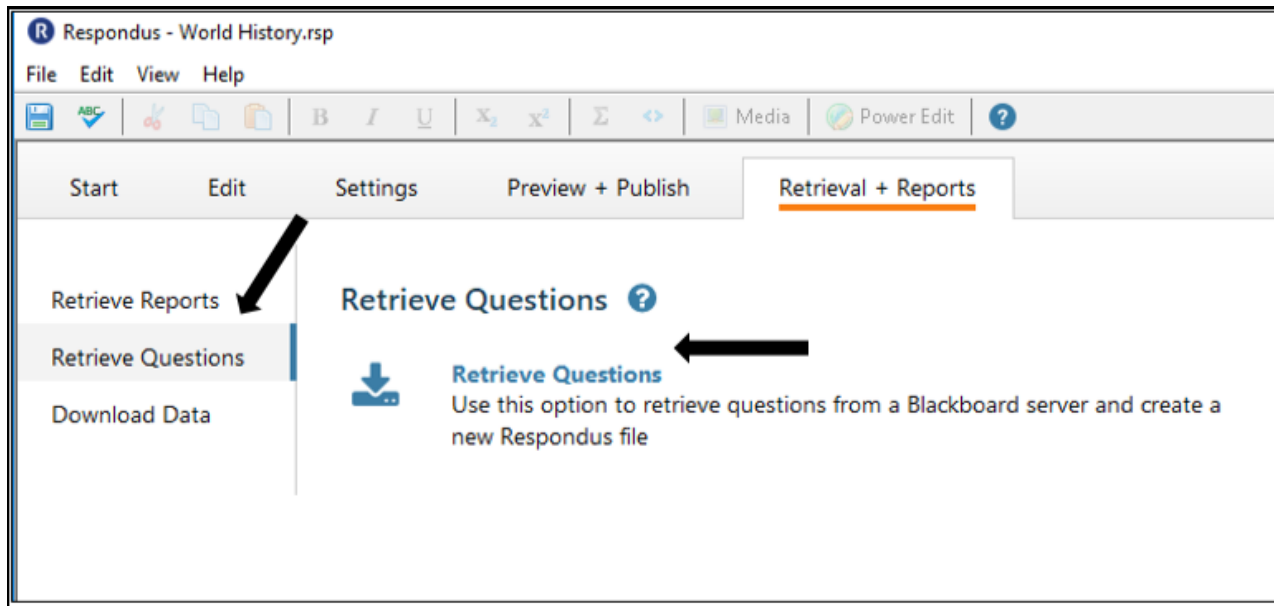
☐ "Gradebook" spreadsheet for entire course  
☐ Student scores page for each assessment  
☐ Question statistics for each assessment  
☒ One shared report page for all assessments  
☐ Separate report page for each assessment

5. **Retrieve** Status

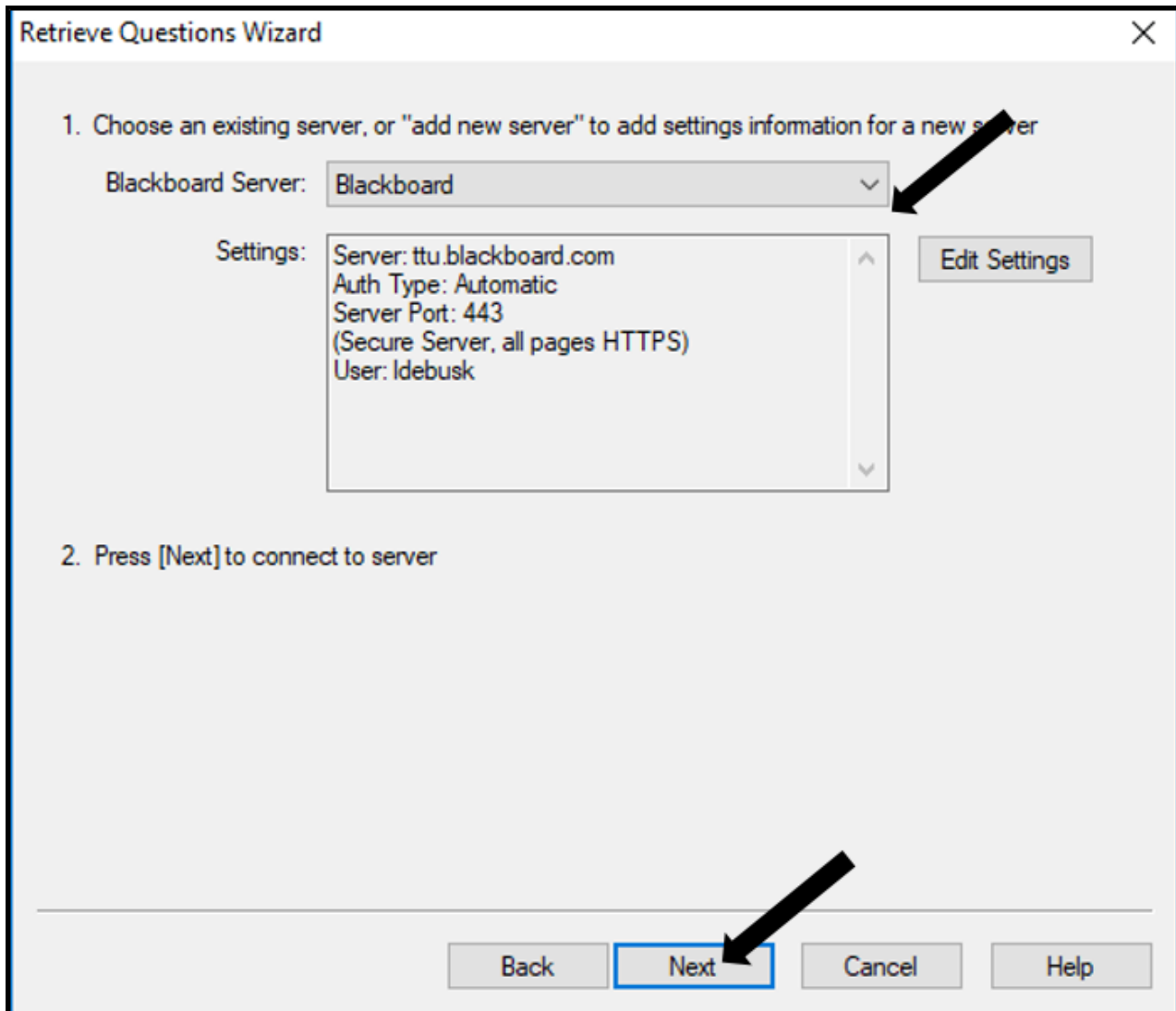
## Retrieve Questions

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**.



Retrieve Questions Wizard

1. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server: Blackboard

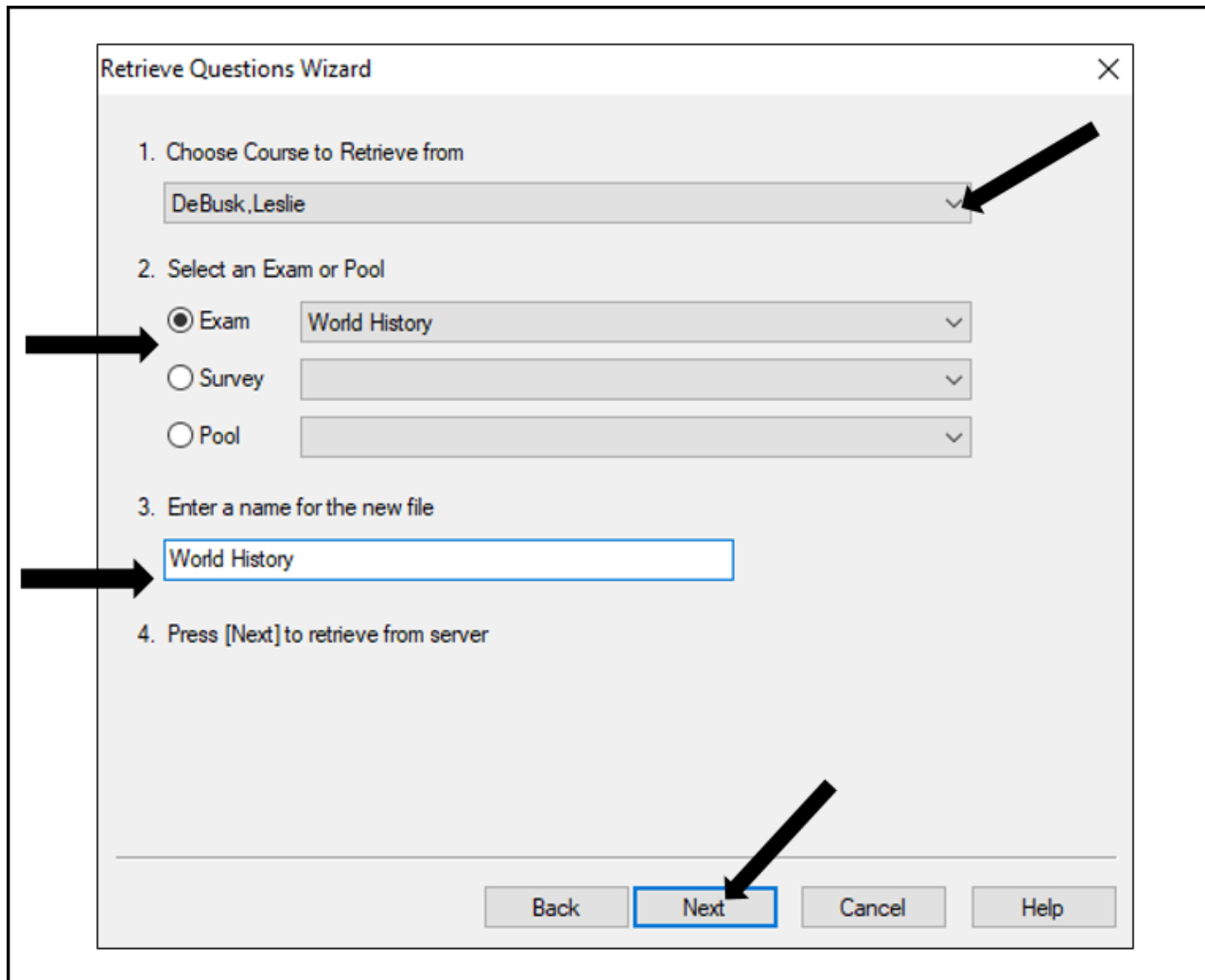
Settings: Server: ttu.blackboard.com  
Auth Type: Automatic  
Server Port: 443  
(Secure Server, all pages HTTPS)  
User: ldebusk

Edit Settings

2. Press [Next] to connect to server

Back Next Cancel Help

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

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

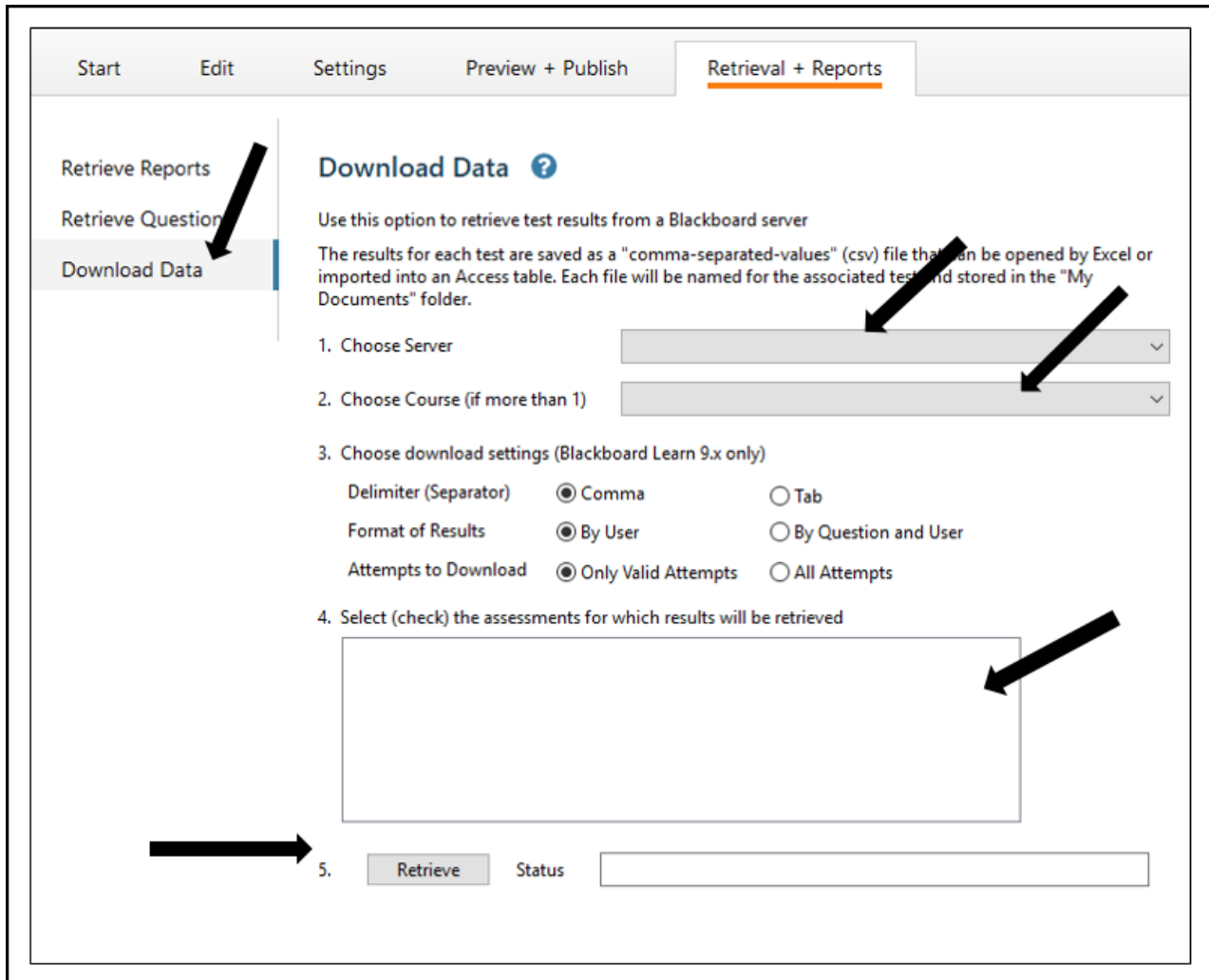
- Click **Finish** when the “Completed successfully” message appears in the status box. The exam is saved in Respondus.
- To open the file, select the **Start** tab and click **Open**. The file will be listed in the **Open Respondus File** list.

## 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.

- Select the **Retrieval + Reports** tab, then select **Download Data**.
- Select the **Server** from the pull-down menu.
- Select the **Course** from the pull-down menu.
- 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.



The screenshot shows the 'Retrieval + Reports' tab in the Blackboard interface. On the left sidebar, 'Download Data' is selected, indicated by arrow 1. The main content area is titled 'Download Data' with a help icon. It contains instructions: 'Use this option to retrieve test results from a Blackboard server' and '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 includes the following steps, each indicated by an arrow:

1. Choose Server (indicated by arrow 1 pointing to the dropdown menu)
2. Choose Course (if more than 1) (indicated by arrow 2 pointing to the 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 (indicated by arrow 4 pointing to the empty list box)
5. Retrieve (indicated by arrow 5 pointing to the 'Retrieve' button)

At the bottom right, there is a 'Status' label and an empty input field.

## Respondus LockDown Browser

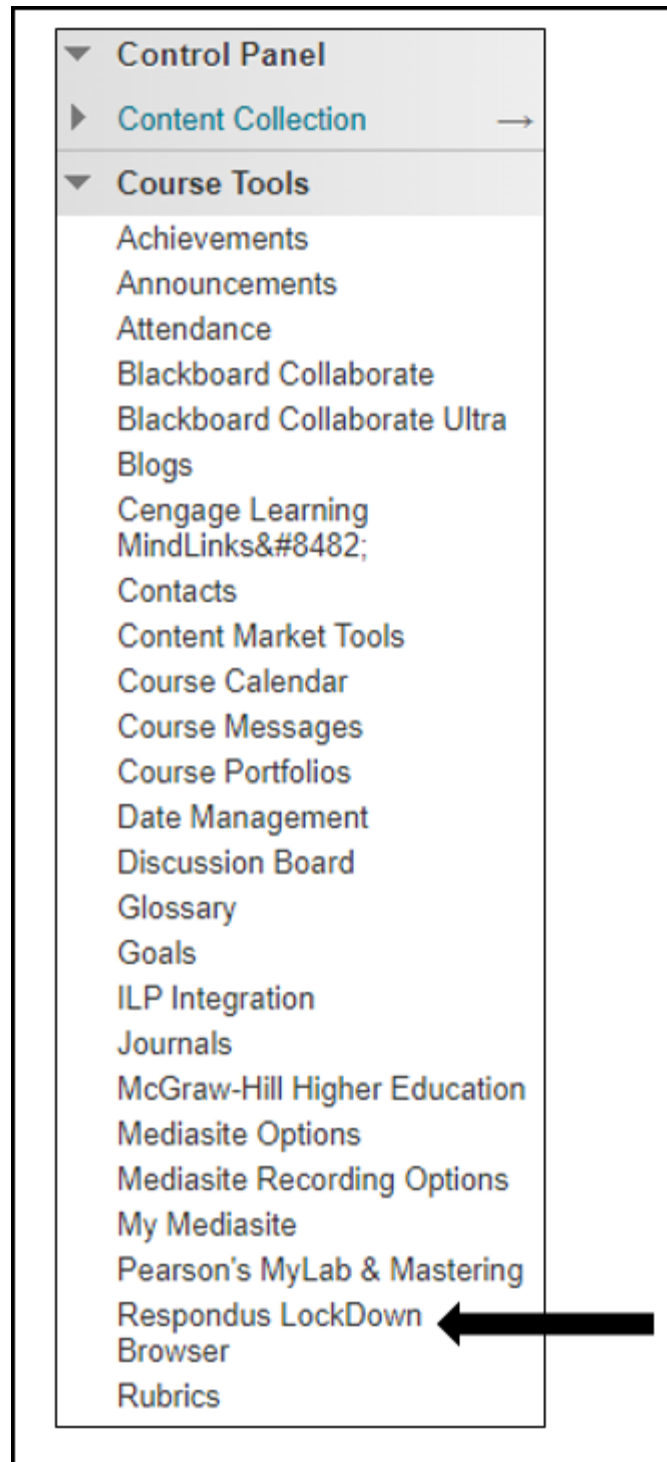
To require that students use the Respondus LockDown Browser to access a Blackboard assessment, two things must occur:

- 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.

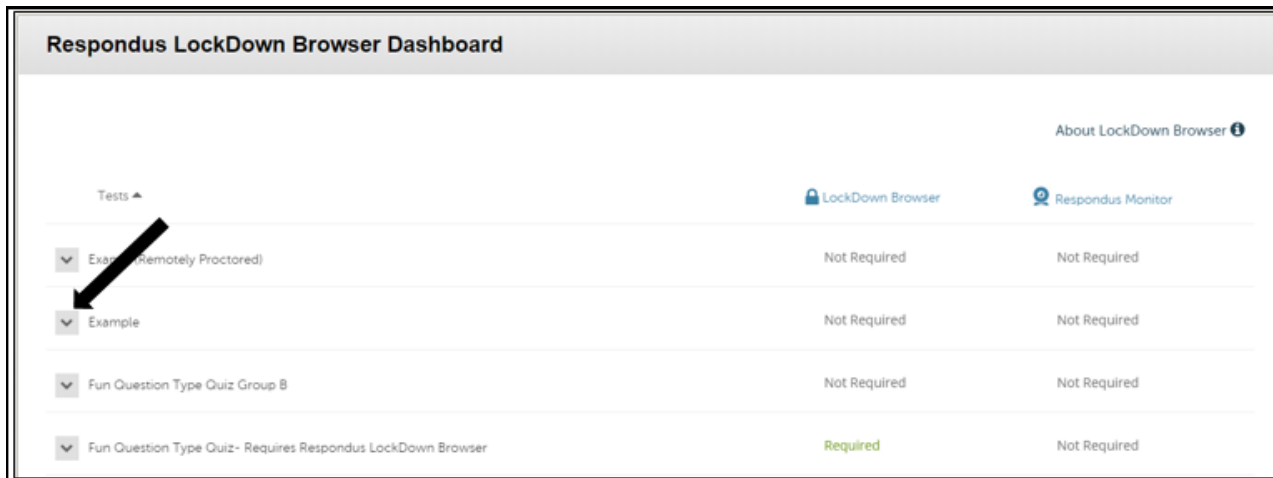
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If the assessment is already in Blackboard, follow these steps to enable the LockDown Browser settings:

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**.

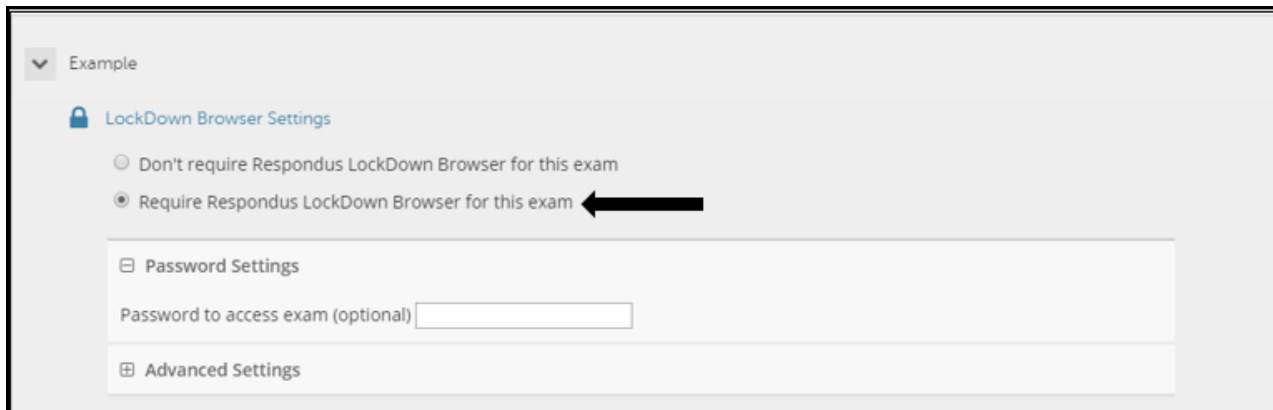


3. Click the pull-down menu next to the assessment you want to use the Respondus LockDown Browser with and click **Settings**.



Respondus LockDown Browser Dashboard		
Tests	LockDown Browser	Respondus Monitor
Example (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

4. Select **Require Respondus LockDown Browser for this exam.**



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

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.