Respondus Training

Download Respondus Quiz Creator ............................................................................................................. 2
Set Up Respondus ......................................................................................................................................... 3
Open and Edit an Existing Respondus Exam .......................................................................................... 6
Create a New Respondus File .................................................................................................................. 7

Question Types ....................................................................................................................................... 8
  Multiple Choice ................................................................................................................................ 8
  True/False ........................................................................................................................................ 9
  Essay/Short Answer ............................................................................................................................. 10
  Matching ......................................................................................................................................... 11
  Ordering ........................................................................................................................................ 12
  Fill in the Blank ................................................................................................................................. 13
  Multiple Answers ............................................................................................................................... 14
  Calculated ....................................................................................................................................... 15

Settings: Random Blocks, Availability Settings, and Other Settings .................................................... 16
  Random Blocks ................................................................................................................................... 16
  Availability Settings ........................................................................................................................... 19
  Other Settings .................................................................................................................................... 20

Preview and Publish .............................................................................................................................. 21
  Preview Exam Questions ..................................................................................................................... 21
  Publish Exam to Blackboard .............................................................................................................. 23
  Print Options ...................................................................................................................................... 27

Retrieval and Reports ............................................................................................................................ 28
  Retrieve Reports ................................................................................................................................ 28
  Retrieve Questions ............................................................................................................................... 29
  Download Data .................................................................................................................................. 32

Respondus LockDown Browser ............................................................................................................... 33
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:

   ![Software Update Available](image)

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

   ![No update needed](image)

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.
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 past it into the Password field.
   7. Place a check mark in the **Remember my User Name and Password** box.
   8. Select **Ok**.
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.

![Screen shot of Question List]

---

### Create a New Respondus File

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

![Screenshot of Open or Create]

2. Enter the **Name of File** and **Description**.

3. Select **Exam**, then click **OK**.

![Screenshot of creating exam]
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.

![Availability settings](image)

**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**.
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**.
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.

---

**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**.
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.
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.