
Respondus Training

Download Respondus Quiz Creator	2
Set Up Respondus	2
Check for Updates.....	2
Connect Respondus to the Blackboard Server	4
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.....	18
Other Settings	19
Preview and Publish.....	20
Preview Exam Questions	20
Publish Exam to Blackboard.....	22
Print Options	25
Retrieval and Reports	26
Retrieve Reports	26
Retrieve Questions.....	27
Download Data	29
Respondus LockDown Browser.....	30

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 TTU Online 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.

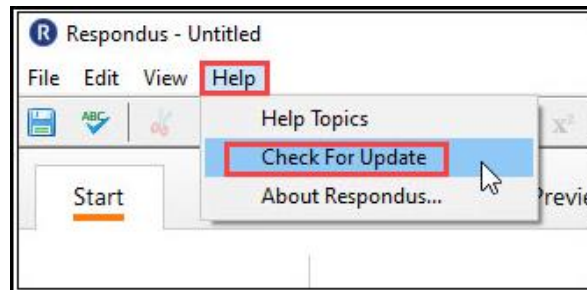
12. Click **License**.

Set Up Respondus

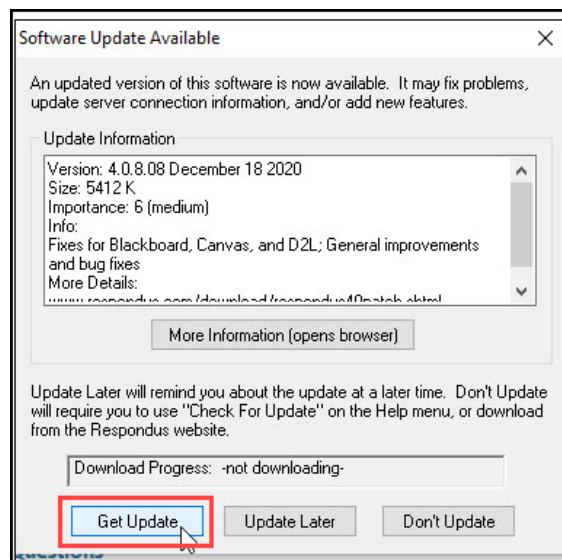
Check for Updates

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

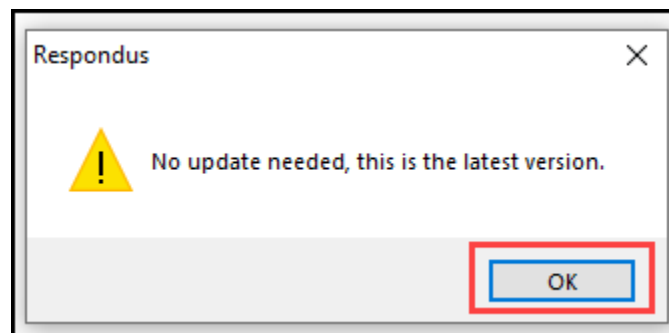
1. Click **Help** at the top of the Respondus window and select **Check for Update**.



2. If there is an update, you will receive the notification that a software update is available. Click **Get Update**.



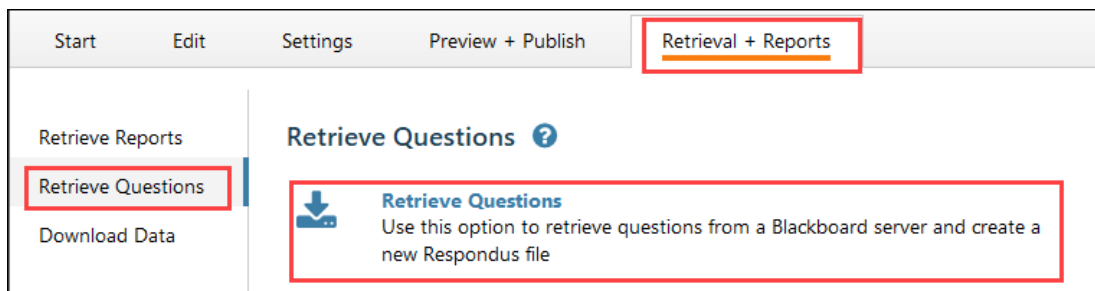
If Respondus 4.0 is up to date, you will receive the notification that no update is needed. Click **OK**.



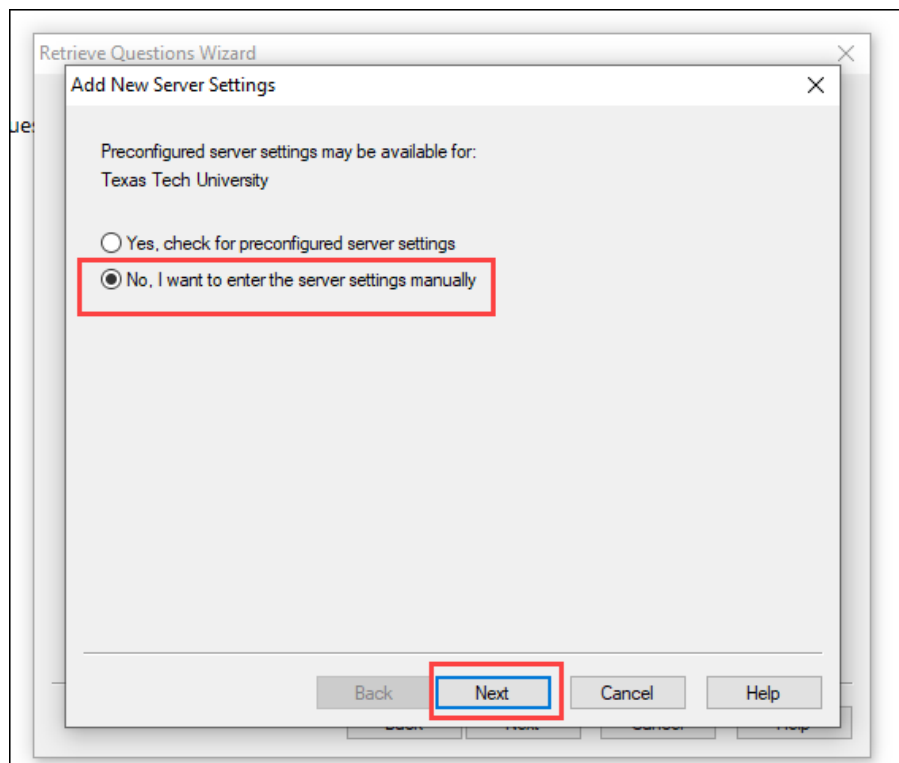
Connect Respondus to the Blackboard Server

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

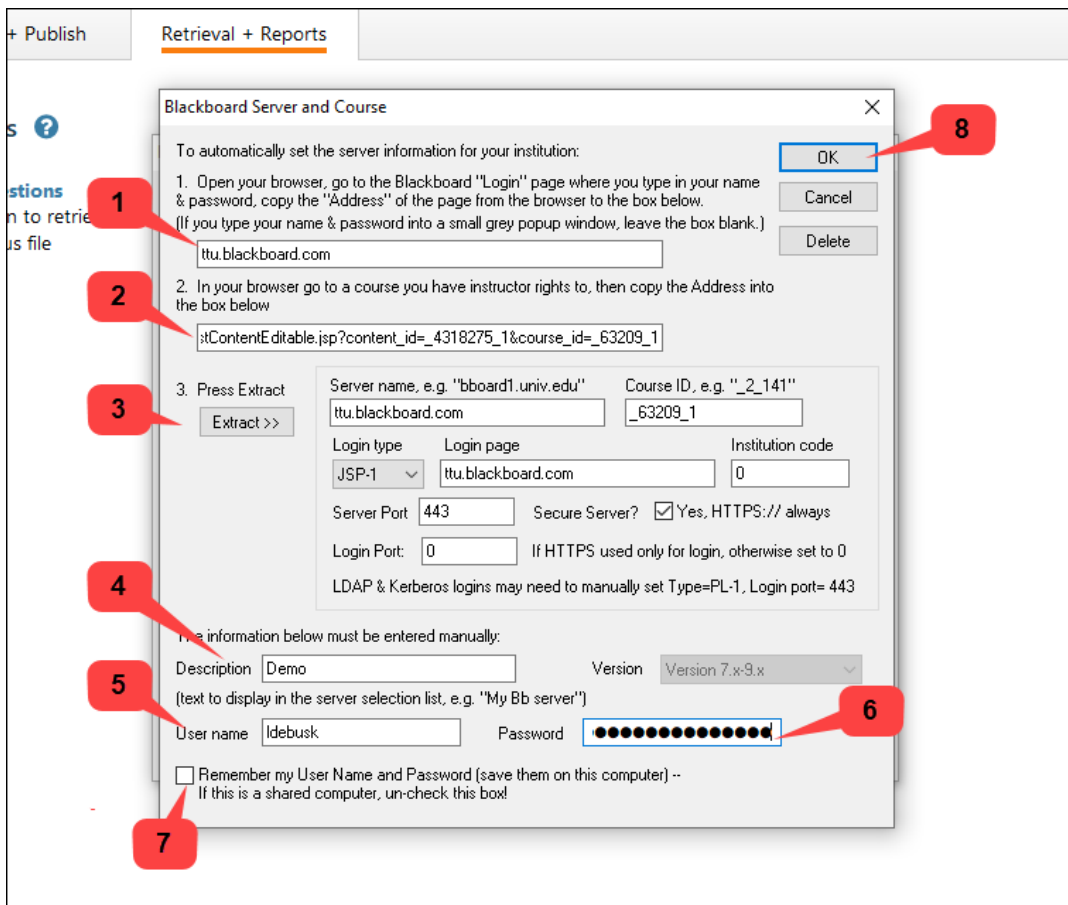
1. Select the **Retrieval + Reports** tab or the **Preview + Publish** tab.
2. Click **Retrieve Questions** if you are in Retrieve + Reports view (or **Publish** if you are in Preview + Publish).



3. Click the **Blackboard Server** pulldown menu, select **add new server**, select the **No, I want to enter the server settings manually** radio button, then click **Next**.



4. Complete the Blackboard Server and Course information:
 1. Enter **ttu.blackboard.com**.
 2. Log in to Blackboard, navigate to a course where you are an instructor, copy the URL from the address bar, then paste it in the textbox in Step 2.
 3. Click **Extract**, enter **ttu.blackboard.com** in the **Login page** textbox.
 4. Enter a **Description** in the textbox for the name of the connection (this can be anything).
 5. Enter your **User name** (your TTU eRaider username).
 6. Go to the [Respondus Quiz Creator](#) page, scroll down and click **Respondus Publish Feature Password request**. At the top of that page is a password that is a combination of numbers and letters. Copy that password and paste it in the **Password** textbox.
 7. Select the **Remember my User Name and Password** checkbox.
 8. Click **OK**.



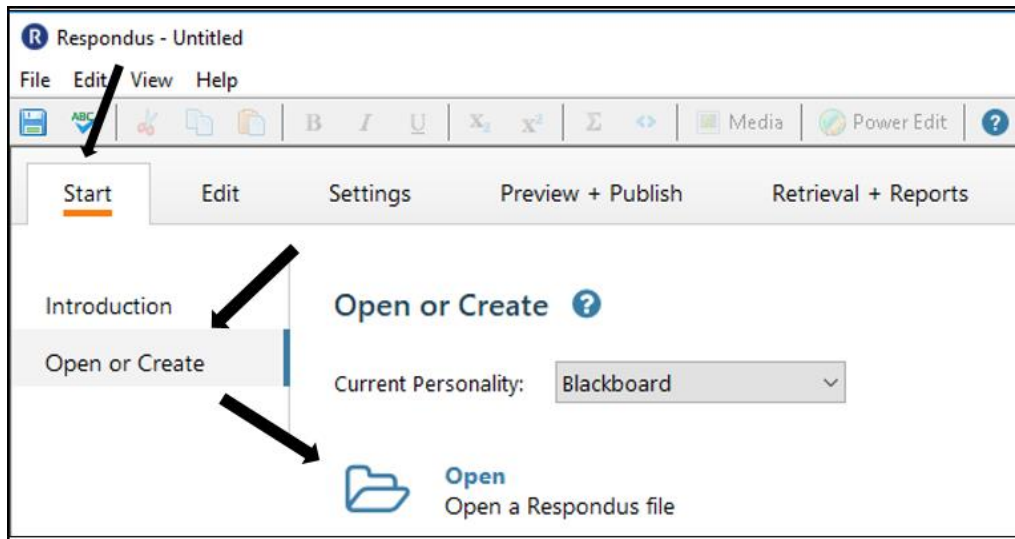
The screenshot shows the "Blackboard Server and Course" configuration dialog box. It contains the following fields and options:

- Server name:** ttu.blackboard.com (Callout 1)
- Course ID:** _63209_1
- Login page:** ttu.blackboard.com (Callout 3)
- Description:** Demo (Callout 4)
- User name:** ldebusk (Callout 5)
- Password:** [Redacted with dots] (Callout 6)
- Remember my User Name and Password:** (Callout 7)
- Buttons:** OK (Callout 8), Cancel, Delete

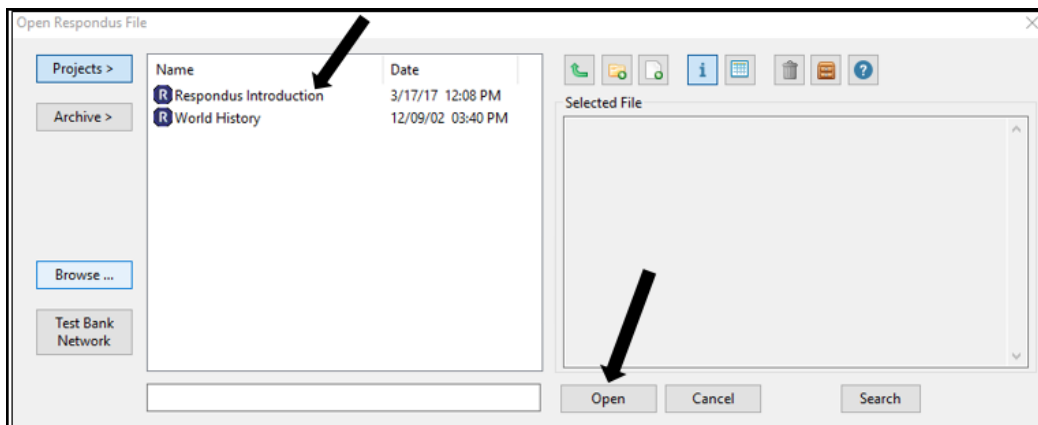
5. Click **Next**.

Open and Edit an Existing Respondus Exam

1. Click the **Start** tab, click **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**.

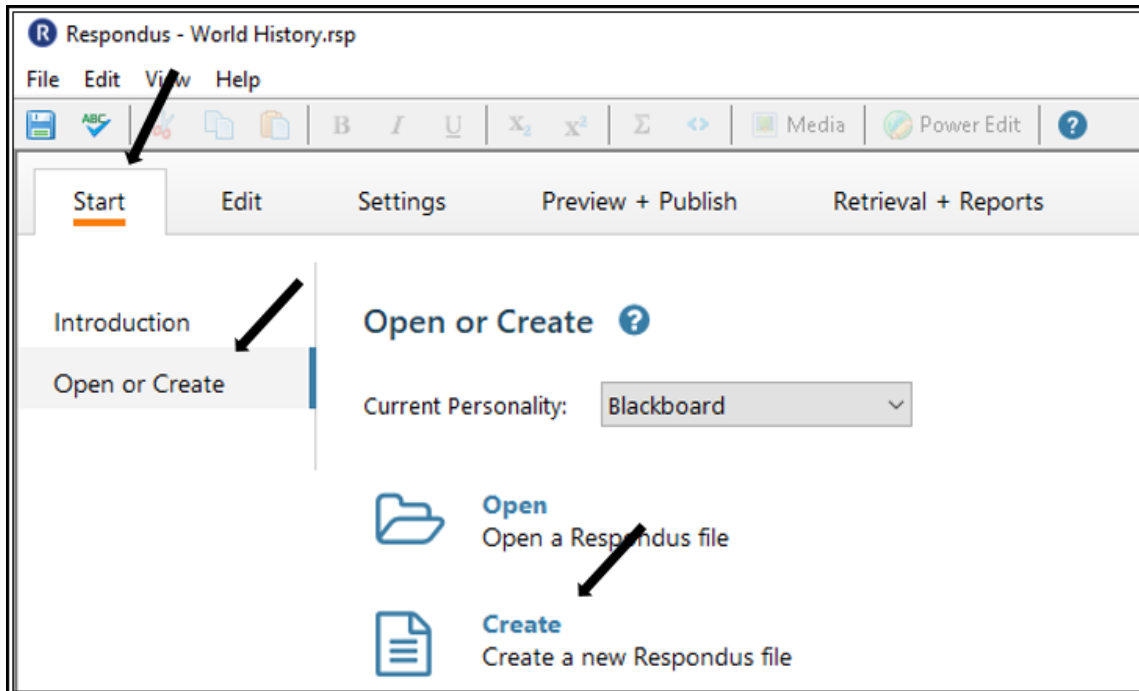


3. In the **Question List**, click the pulldown arrow next to the question you want to edit. You can preview, edit, or delete the question.

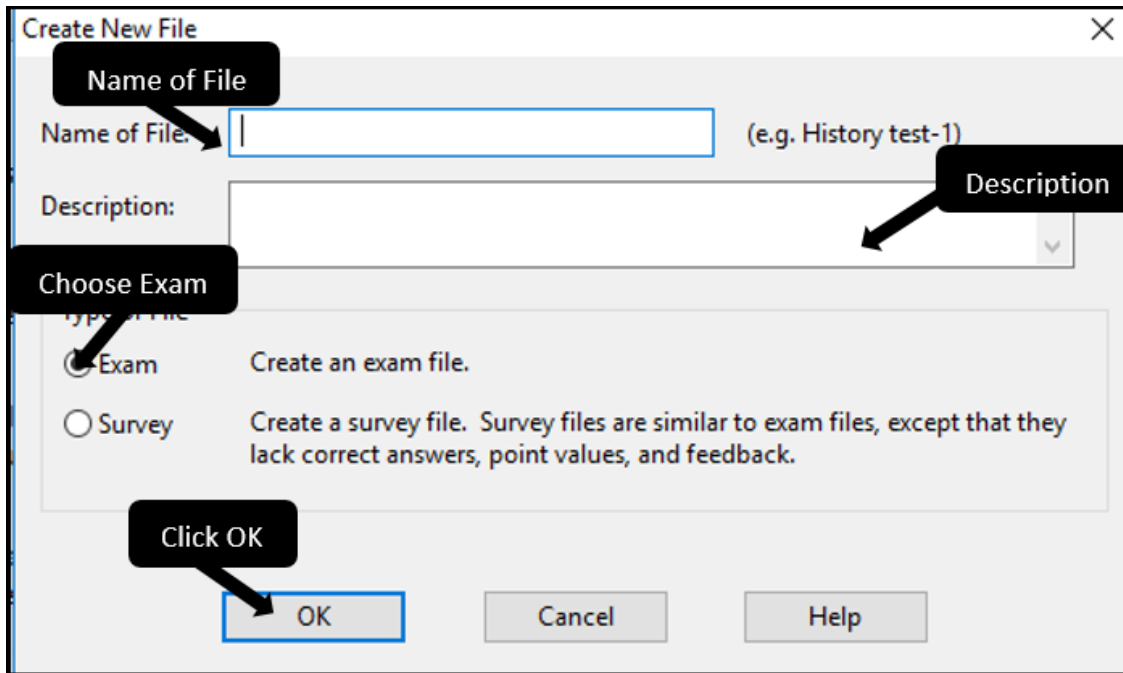
#	Title	Format	Points	Question Wording
1	Sculptor	Mult. Choice	1.0	Who was the sculptor of Bacchus, Sleeping Cupid, Madonna of the Stairs, and David?
2	Composer	Mult. Choice	1.0	This German composer is known for the following works: Magnificat, Christmas Oratorio, and the Brandenburg Concertos.
3	Summa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

Create a New Respondus File

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



2. Enter the **Name of File** and **Description**.
3. Select the **Exam** radio button, 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**.)

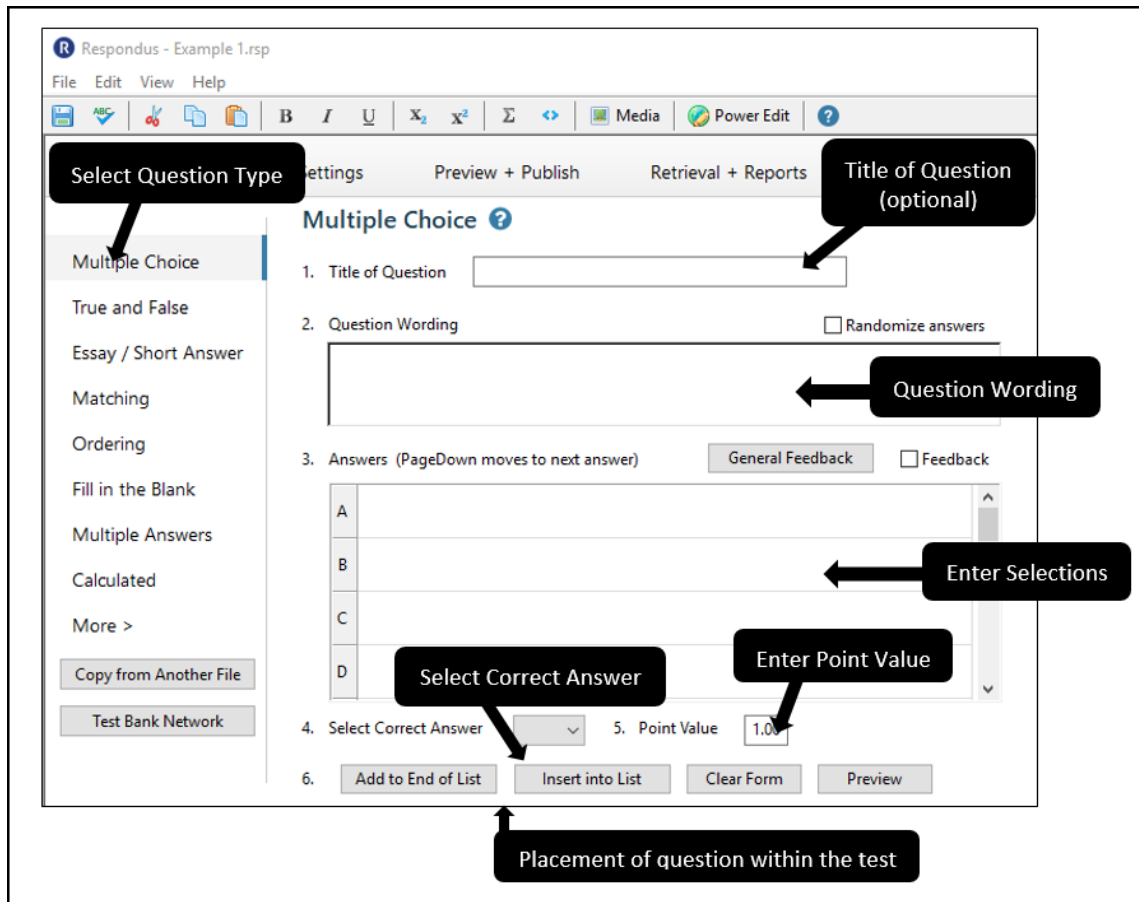
Question Types

Multiple Choice

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

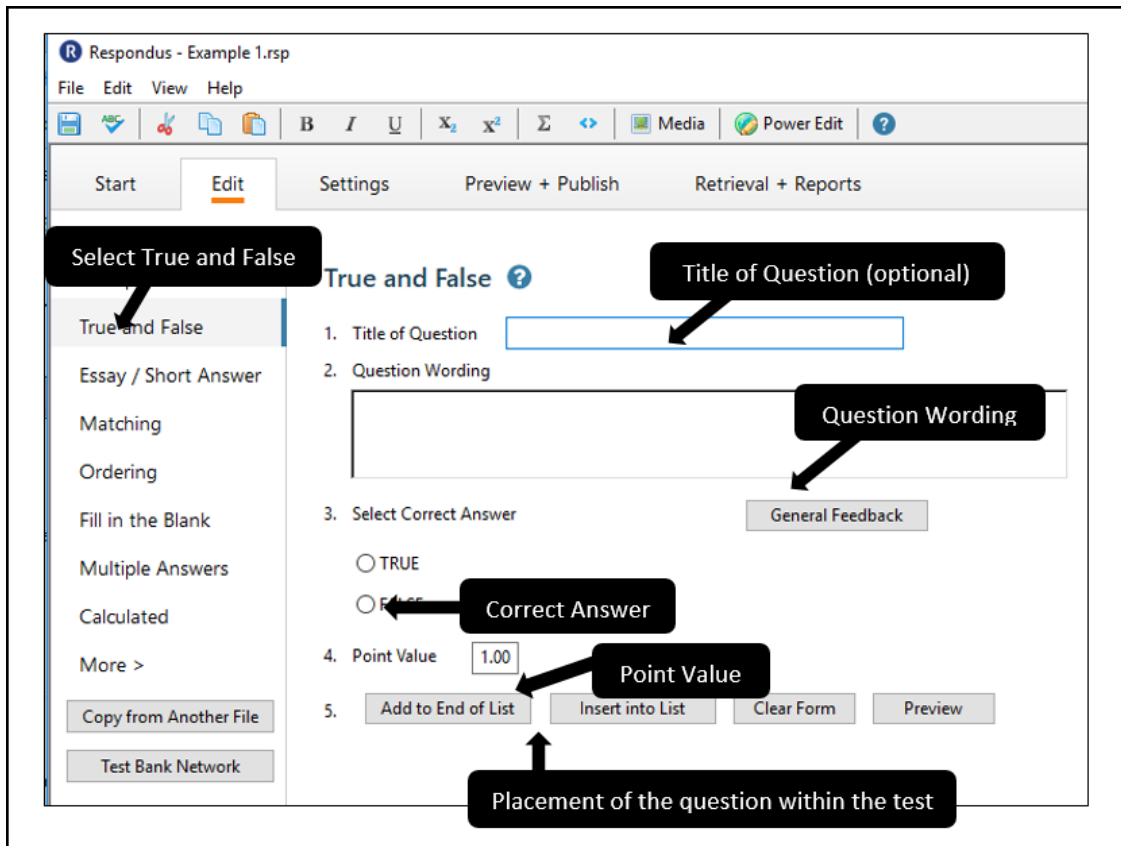
NOTE To randomize answers, select the **Randomize answers** checkbox. To give feedback, select the **Feedback** checkbox.

4. Select the **Correct Answer** from the pulldown menu, and enter the **Point Value**.
5. Click the option for where you want to place the question in the test: **Add to End of List** or **Insert into List**.



True/False

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

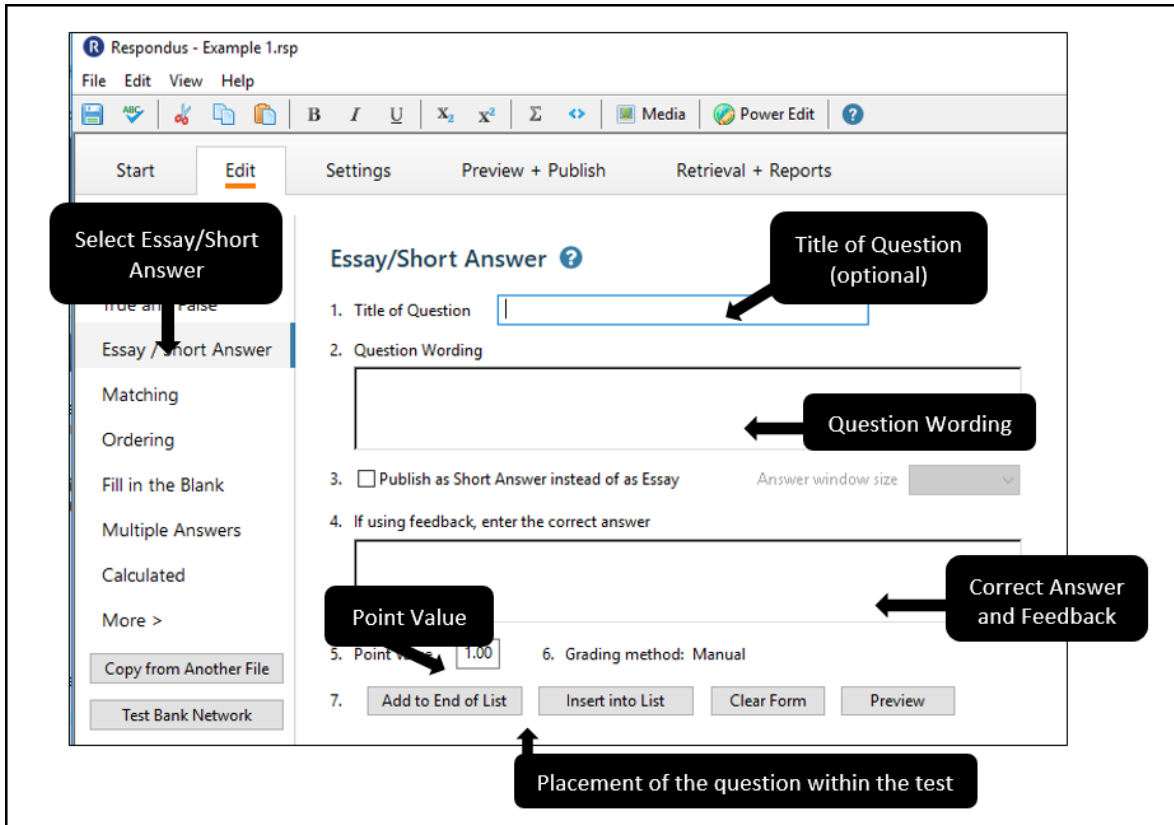


Essay/Short Answer

1. Click **Essay / Short Answer**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording**.

NOTE 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.

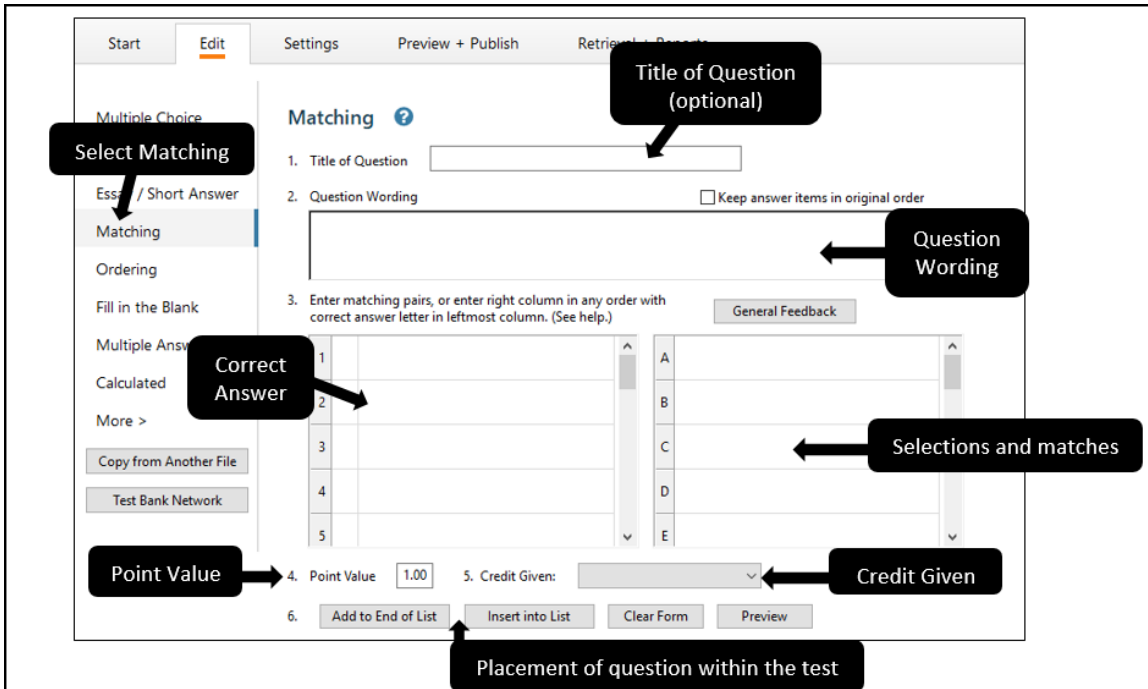
4. Enter **Feedback** if you want to include it.
5. Enter the **Point Value**.
6. Click the option for where you want to place the question in the test: **Add to End of List** or **Insert into List**.



The screenshot shows the Respondus software interface for creating an Essay/Short Answer question. The interface includes a menu on the left with options like 'True and False', 'Essay/Short Answer', 'Matching', 'Ordering', 'Fill in the Blank', 'Multiple Answers', 'Calculated', and 'More >'. The main area has fields for 'Title of Question (optional)', 'Question Wording', 'Point Value', and 'Correct Answer and Feedback'. There are also buttons for 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'.

Matching

1. Click **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 pulldown menu: **Proportional to # Correct** or **All Points** or **None**.
7. Click the option for where you want to place the question in the test: **Add to End of List** or **Insert into List**.

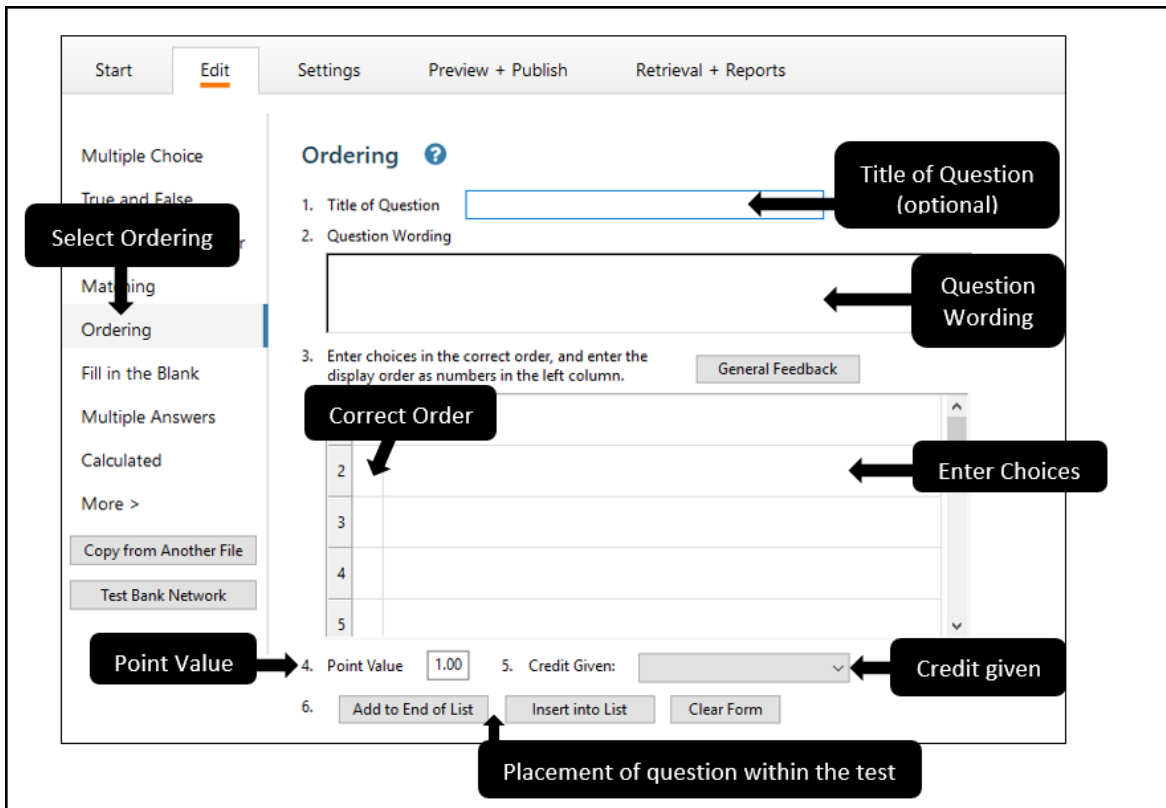


The screenshot shows the Blackboard Matching question editor interface. The interface includes a navigation menu on the left with options like Multiple Choice, Essay / Short Answer, Matching, Ordering, Fill in the Blank, Multiple Answer, Calculated, and More >. The main area is titled 'Matching' and contains several numbered steps for editing the question:

- 1. Title of Question: A text input field with a callout 'Title of Question (optional)'.
- 2. Question Wording: A large text area with a checkbox 'Keep answer items in original order' and a callout 'Question Wording'.
- 3. Enter matching pairs, or enter right column in any order with correct answer letter in leftmost column. (See help.): A table with two columns. The left column contains numbers 1-5, and the right column contains letters A-E. A callout 'Correct Answer' points to the first row. A callout 'Selections and matches' points to the table area.
- 4. Point Value: A text input field with '1.00' and a callout 'Point Value'.
- 5. Credit Given: A dropdown menu with a callout 'Credit Given'.
- 6. Placement of question within the test: A row of buttons including 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'. A callout 'Placement of question within the test' points to these buttons.

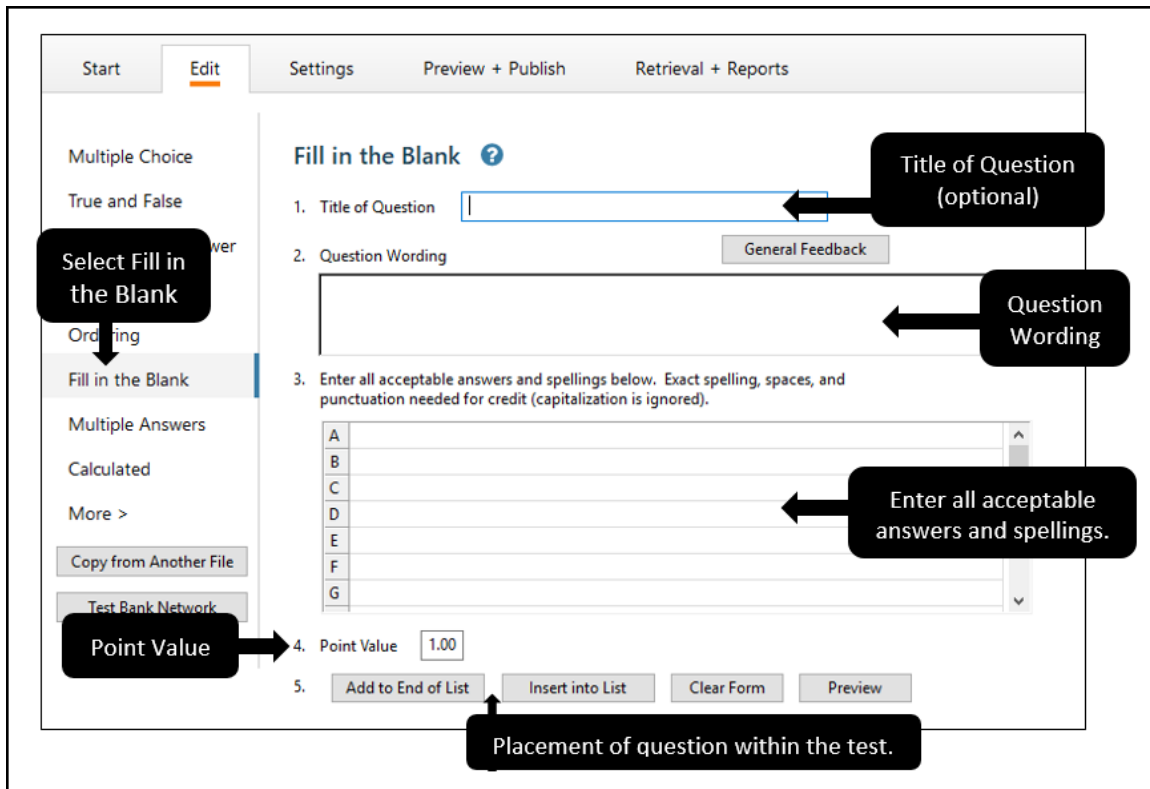
Ordering

1. Click **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 pulldown menu: **Proportional to # Correct** or **All Points or None**.
7. Click the option for where you want to place the question in the test: **Add to End of List** or **Insert into List**.



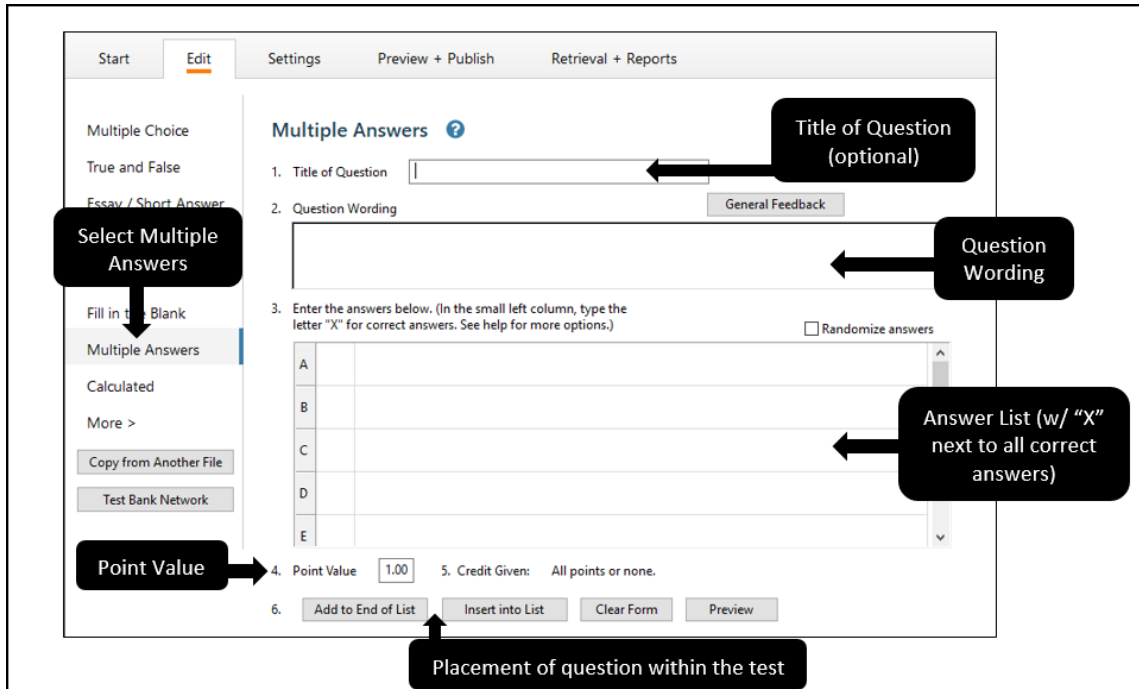
Fill in the Blank

1. Click **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. Click the option for where you want to place the question in the test: **Add to End of List** or **Insert into List**.



Multiple Answers

1. Click **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. Click the option for where you want to place the question in the test: **Add to End of List** or **Insert into List**.



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

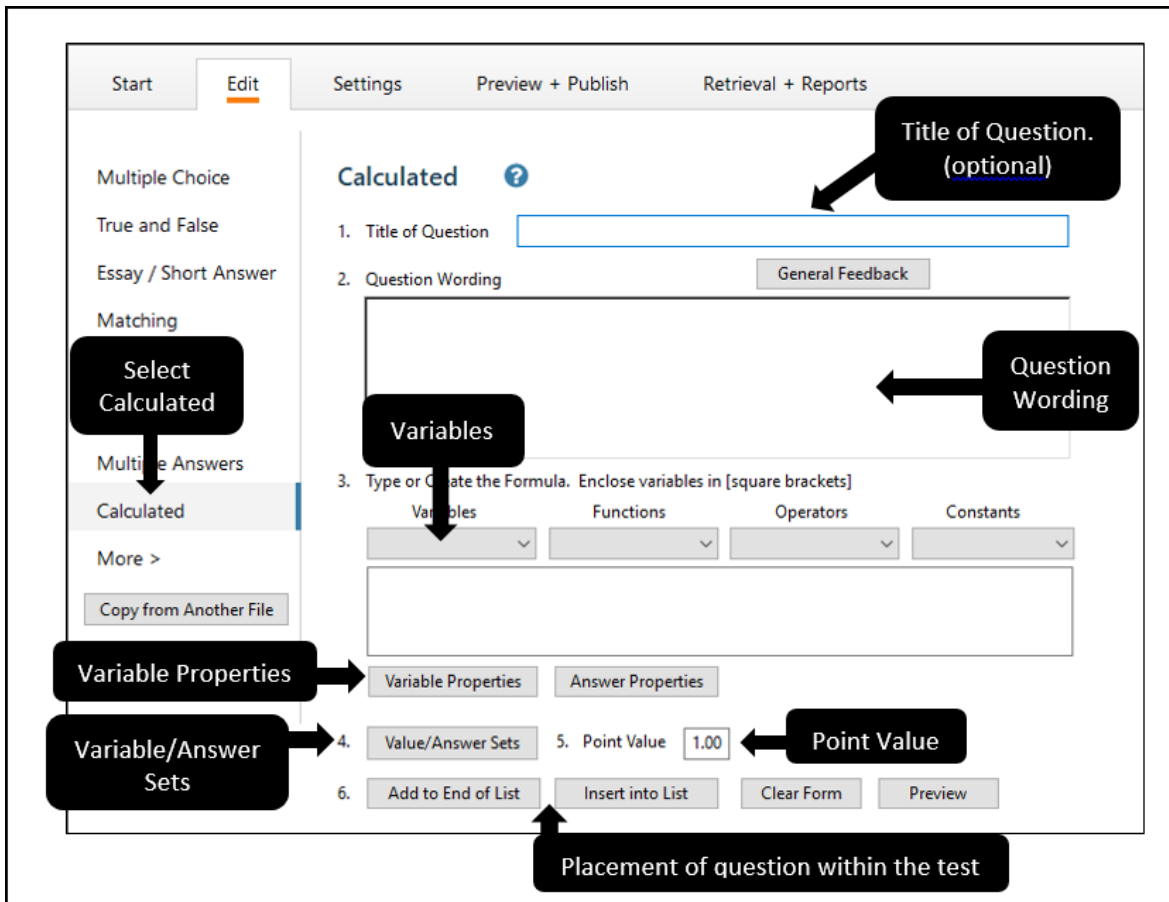
- 1. Title of Question: A text input field with a callout 'Title of Question (optional)'.
- 2. Question Wording: A large text area with a 'General Feedback' button and a callout 'Question Wording'.
- 3. Enter the answers below. (In the small left column, type the letter "X" for correct answers. See help for more options.) A checkbox for 'Randomize answers'.
- 4. Point Value: A text input field with '1.00' and a callout 'Point Value'.
- 5. Credit Given: A dropdown menu with 'All points or none'.
- 6. Placement of question within the test: Buttons for 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'. A callout 'Placement of question within the test' points to these buttons.

At the bottom of the answer list, there is a callout 'Answer List (w/ "X" next to all correct answers)' pointing to the list of options (A, B, C, D, E).

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. Click **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. Click the option for where you want to place the question in the test: **Add to End of List** or **Insert into List**.



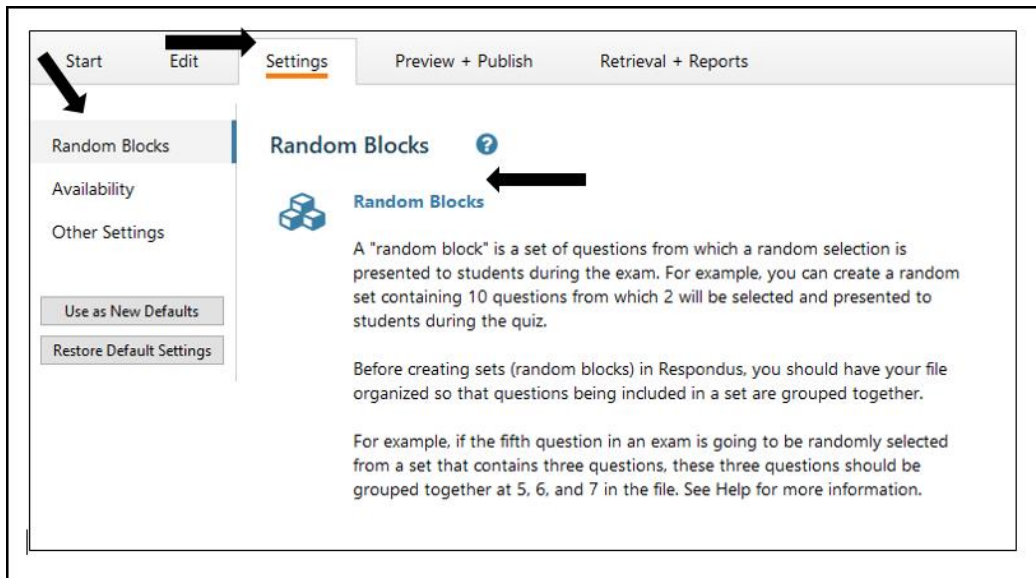
Settings: Random Blocks, Availability Settings, and Other Settings

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, click **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
-				
-				
-				
-				
-				
-				
-				
-				
-				
-				
-				

- 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

Total Items: 13 Points: 130.0 Cancel

Add New Set
 Modify or Delete Existing Set:
 A

Enter the number of the FIRST question to be used in the set

Enter the number of the LAST question to be used in the set

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

All
 Select Number:

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

Add New Set
Help

#	Set	Title	Format	Question Wording
4	A	Machiavelli	True - False	Machiavelli is the author of <i>Il Principe</i> , which describes the n
5	A	Laws of Motion	Mult. Answer	Newton's three famous laws of motion include these concep
6	A	Smallpox	Mult. Choice	Who discovered the vaccine for smallpox?
7	A	Penicillin	Mult. Choice	Who is credited for discovering the antibacterial medicine pe
8	A	Psychoanalysis	Mult. Choice	Who is considered to be the founder of <i>psychoanalysis</i> ?
9	B	New World	Mult. Answer	Who are the first 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

NOTE To modify an existing Random Block, select the **Modify or Delete Existing Set** radio button, then select its letter from the pulldown menu.

Availability Settings

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

- Select the **Settings** tab, then click **Availability**.
- 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 style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>
<input type="checkbox"/> Display Until:	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>
<input type="checkbox"/> Due Date	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" 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 click **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

Score Per Question All Answers Correct Submitted Feedback Show Incorrect Questions

Rule 2

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

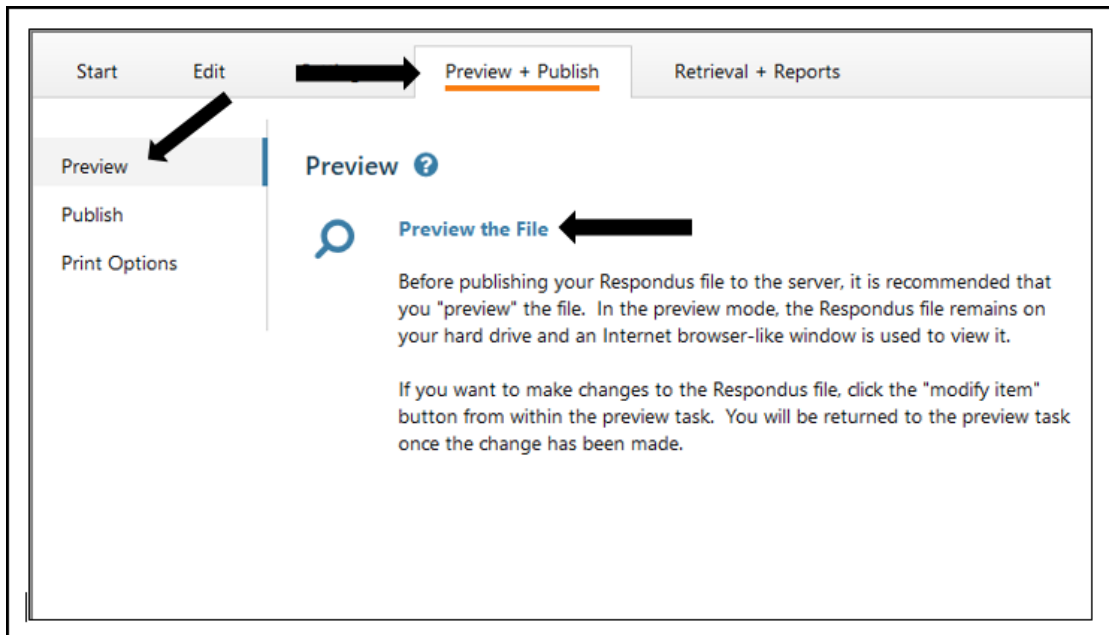
Answer Numbering (only applies to Multiple Choice, Multiple Answer, Ordering, Opinion Scale, and Matching questions)

Preview and Publish

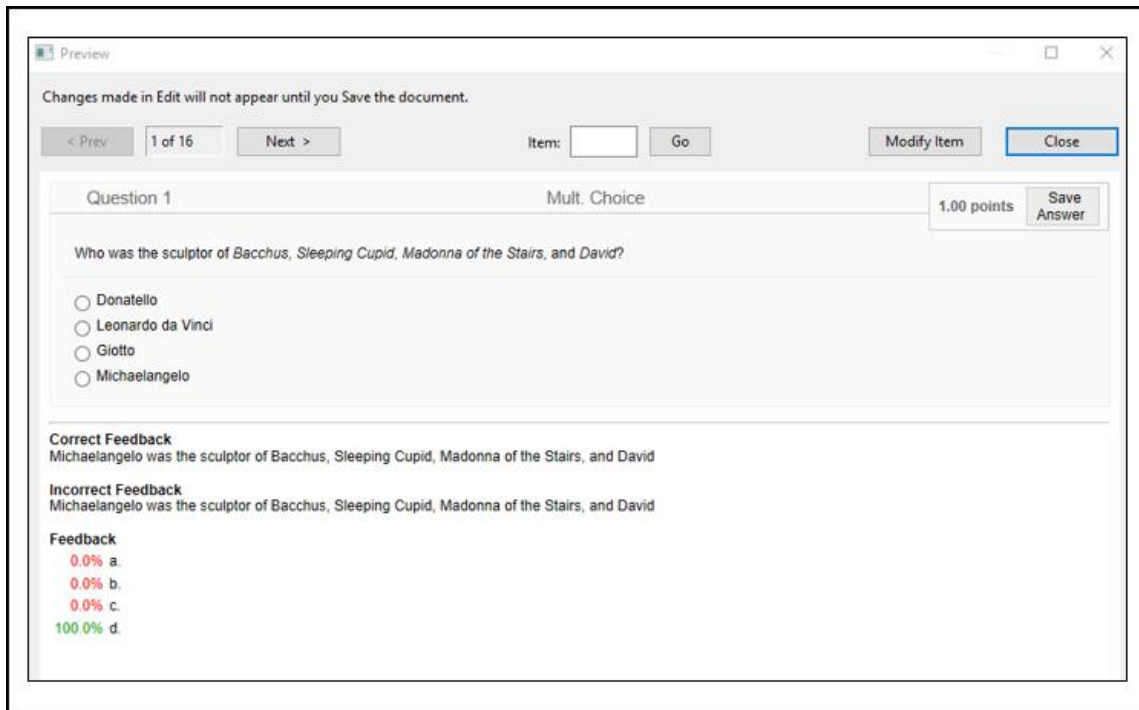
Preview Exam Questions

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, click **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.

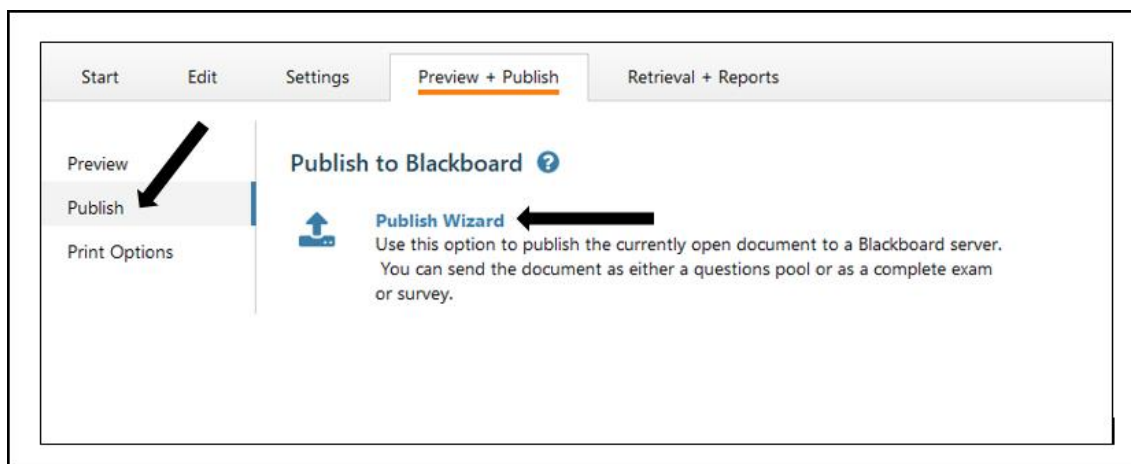


3. Click the **Close** button when you have completed previewing and modifying your questions.

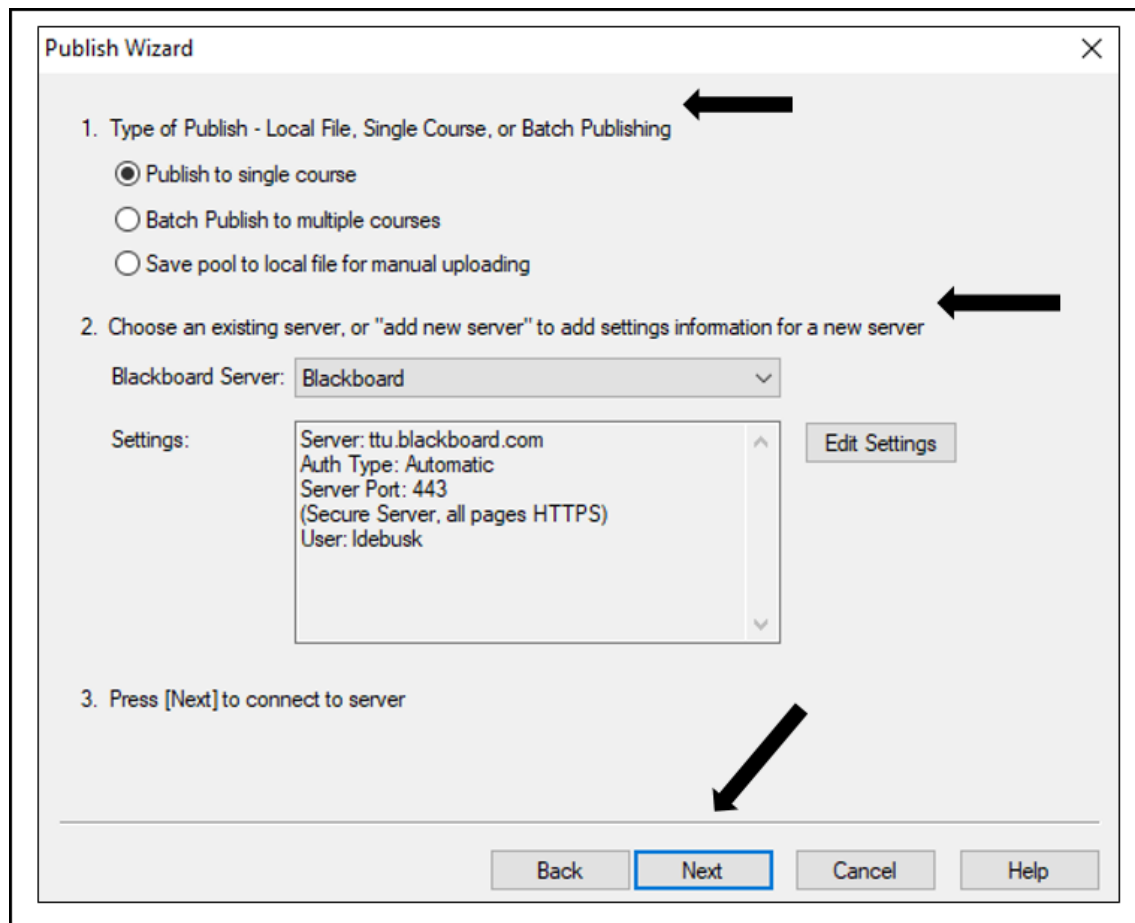
Publish Exam to Blackboard

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.

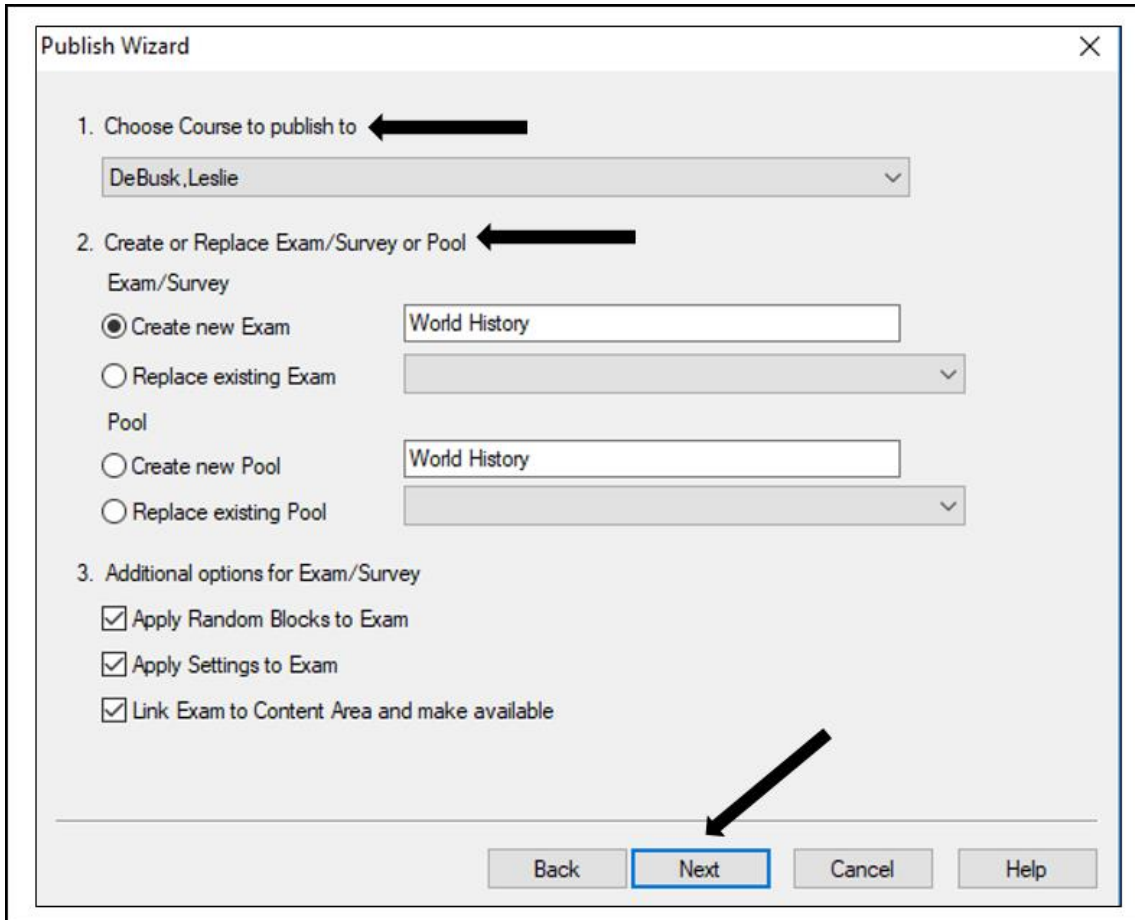
1. Select the **Preview + Publish** tab, click **Publish**, then click **Publish Wizard**.



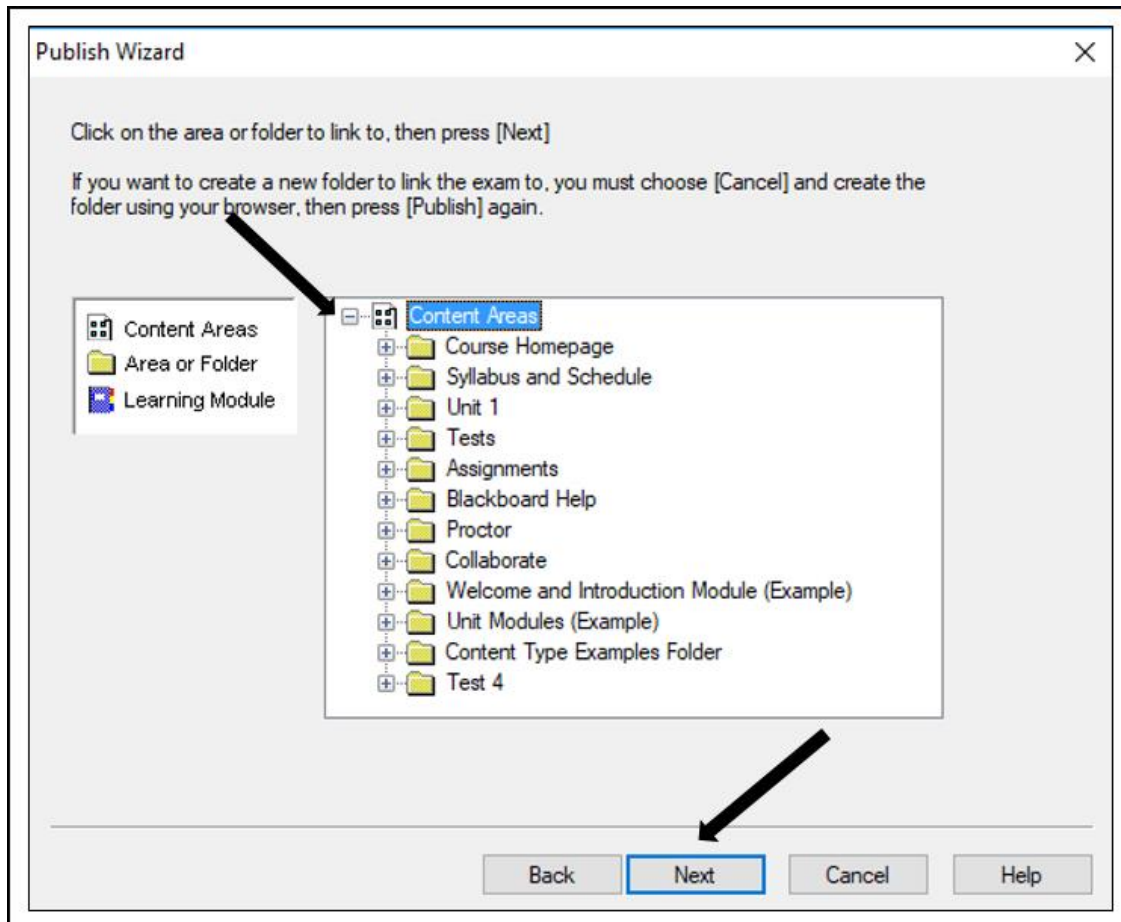
2. Select the **Type of Publish** – publish the exam to just one course or publish to several courses at the same time.
3. Select the **Blackboard Server** you have set up.
4. Click **Next**.



5. Select the **Course** you want to upload the exam to from the **Choose course to publish to** pulldown 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 place 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 click **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.

1. Select format:

Exam

Exam with Answer Key

Answer Key only

2. Top of Page Contents (Headers)

Preview

3. Randomize Questions

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)

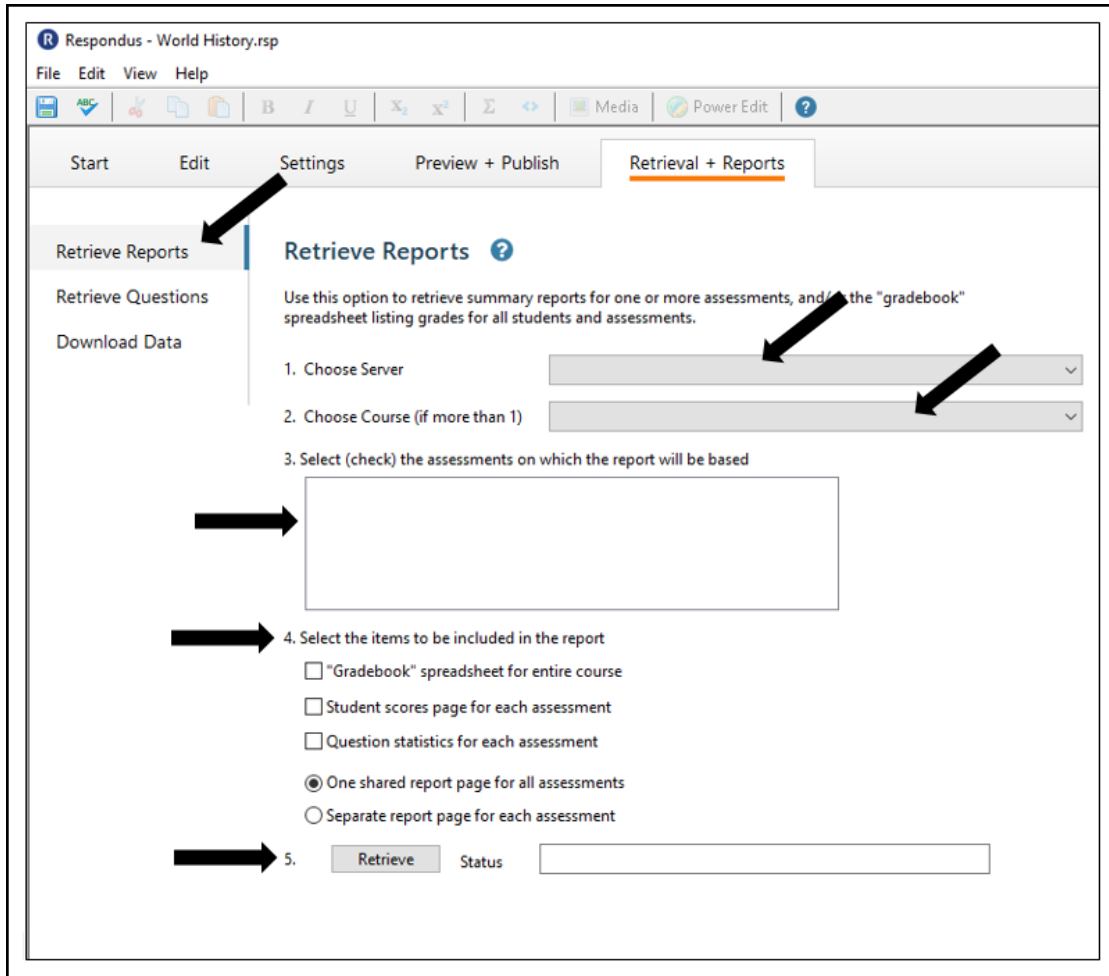
Retrieval and Reports

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 click **Retrieve Reports**.
2. Select the **Server** from the **Choose Server** pulldown menu.
3. Select the **Course** from the **Choose Course** pulldown 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).

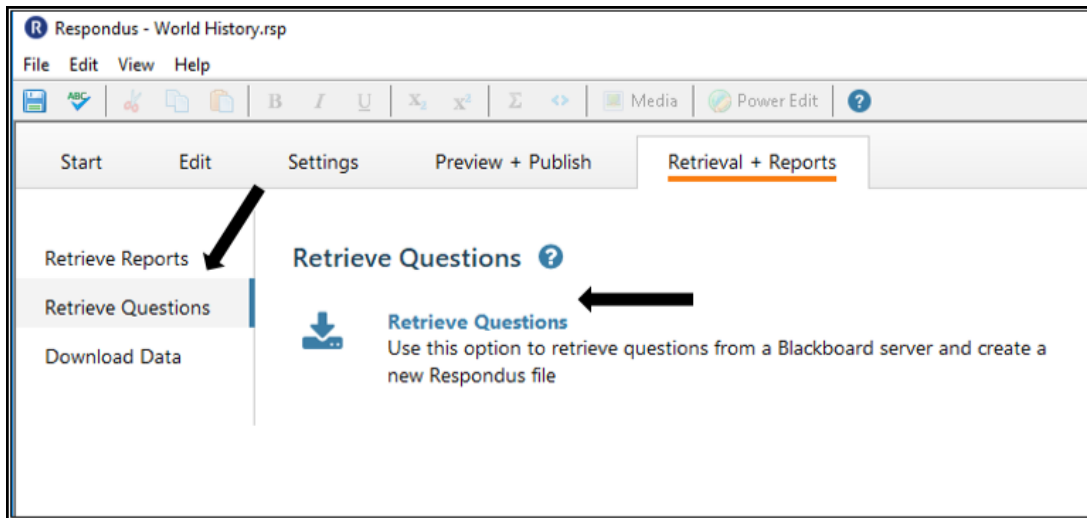
- Click the **Retrieve** button. The results will display in an HTML page that you can save to your computer.



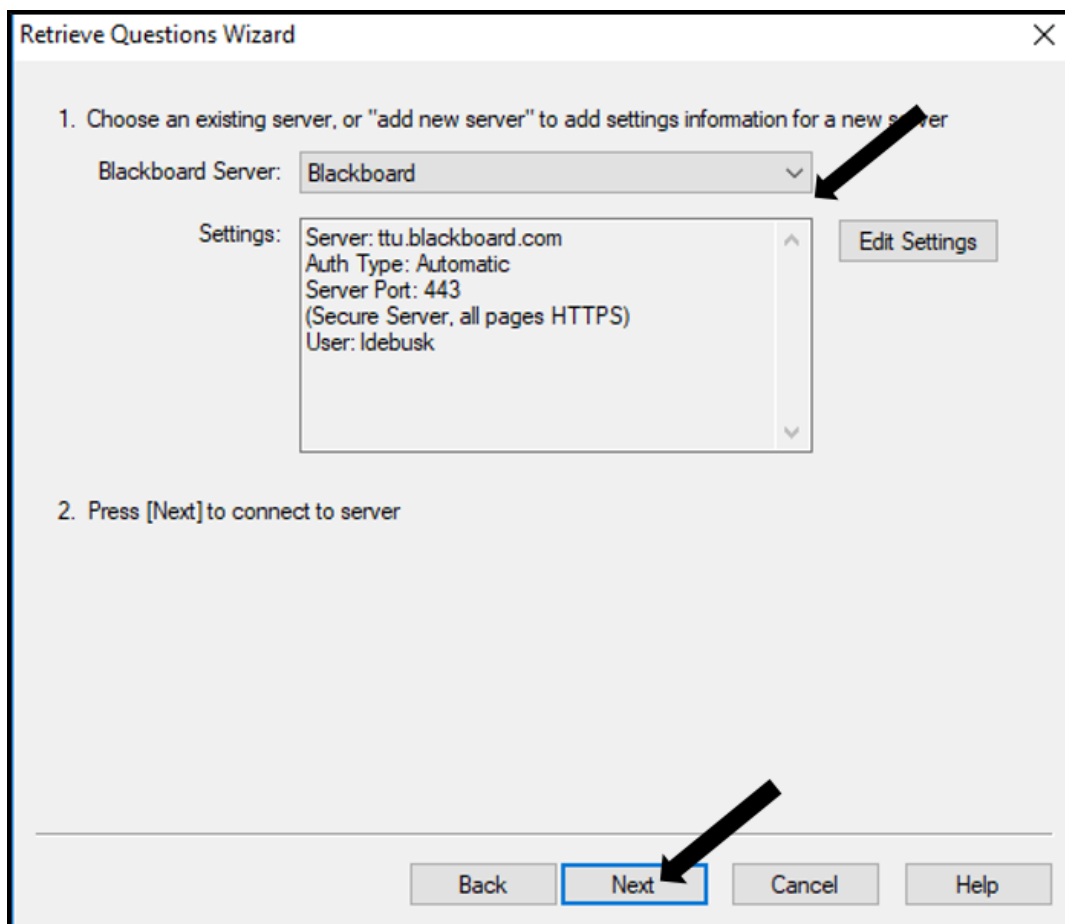
Retrieve Questions

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

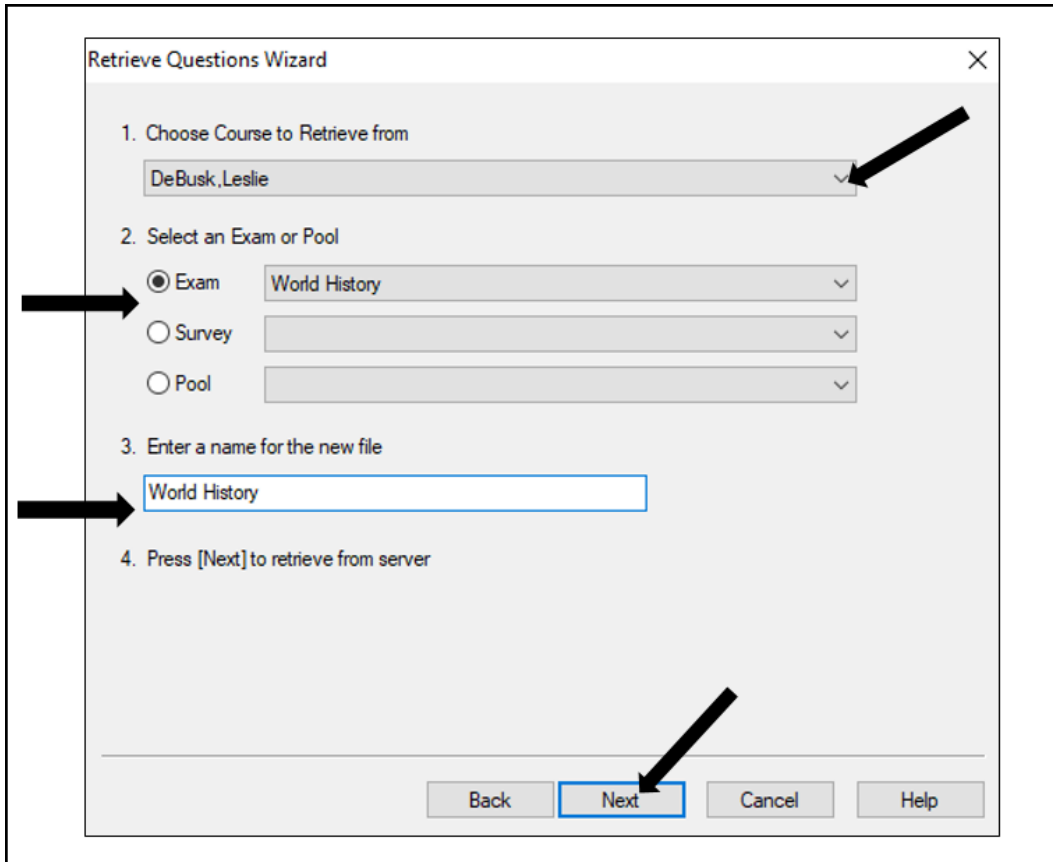
- Select the **Retrieval + Reports** tab, click **Retrieve Questions**, then click **Retrieve Questions**.



2. Select the **Blackboard Server** from the pulldown menu, then click **Next**.



3. Select the Course from the **Choose Course to Retrieve from** pulldown menu.
4. Select the **Exam** from the pulldown menu.
5. Enter a **Name** for the file.
6. Click **Next**.



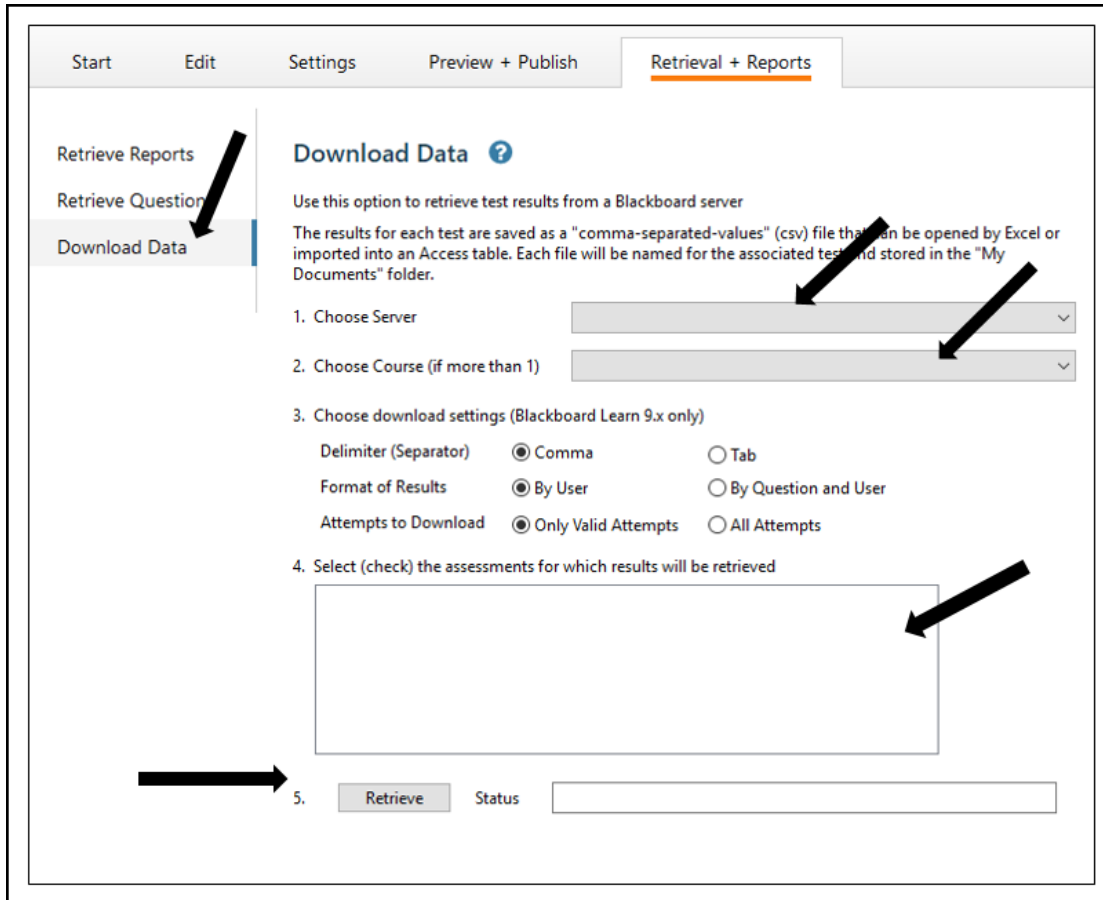
7. Click **Finish** when the “Completed successfully” message appears in the status box. The exam is saved in Respondus.
8. To open the file, select the **Start** tab, and click **Open**. The file will be listed in the **Open Respondus File** list.

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 click **Download Data**.
2. Select the Server from the **Choose Server** pulldown menu.

3. Select the Course from the **Choose Course** pulldown 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.



The screenshot shows the 'Download Data' interface in Blackboard. The 'Retrieval + Reports' tab is active. On the left sidebar, 'Download Data' is selected. The main content area is titled 'Download Data' and includes a help icon. Below the title, there is a descriptive paragraph: 'Use this option to retrieve test results from a Blackboard server. The results for each test are saved as a "comma-separated-values" (csv) file that can be opened by Excel or imported into an Access table. Each file will be named for the associated test and stored in the "My Documents" folder.'

The interface contains the following steps and controls:

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

Arrows in the image point to the 'Download Data' menu item, the 'Choose Server' dropdown, the 'Comma' radio button, the 'Assessments' selection box, and the 'Retrieve' button.

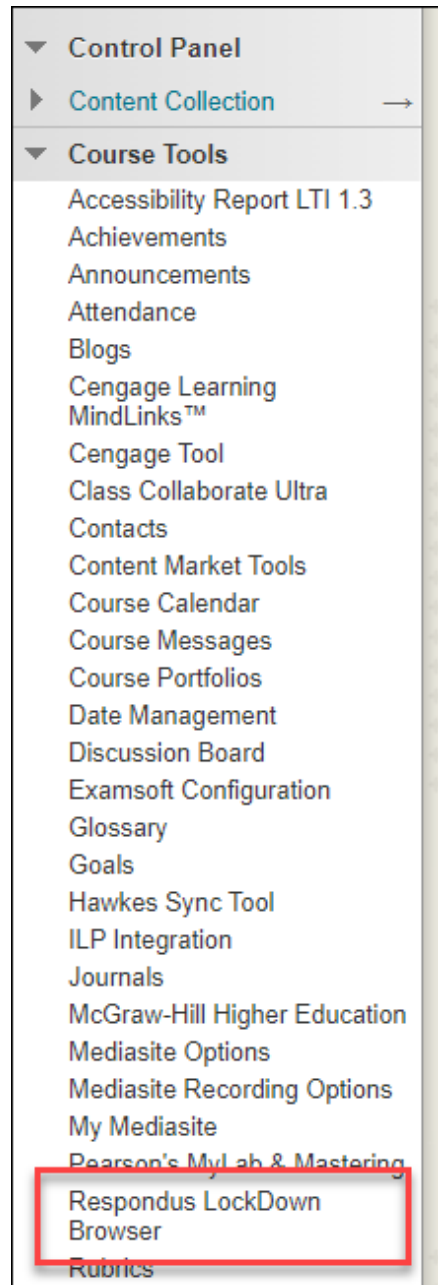
Respondus LockDown Browser

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

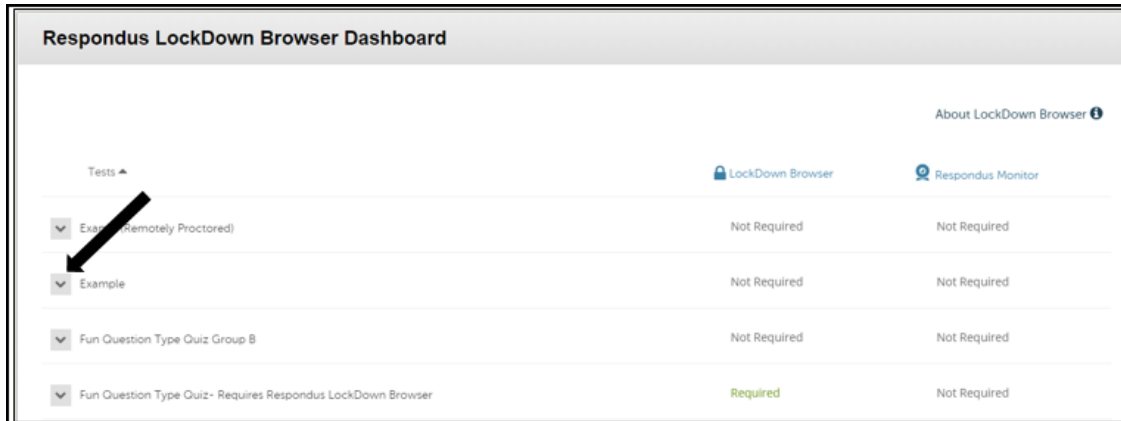
- The instructor must turn on the assessment setting that makes it accessible only with the Respondus LockDown Browser.
- The student's computer must have the Respondus LockDown Browser installed.

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

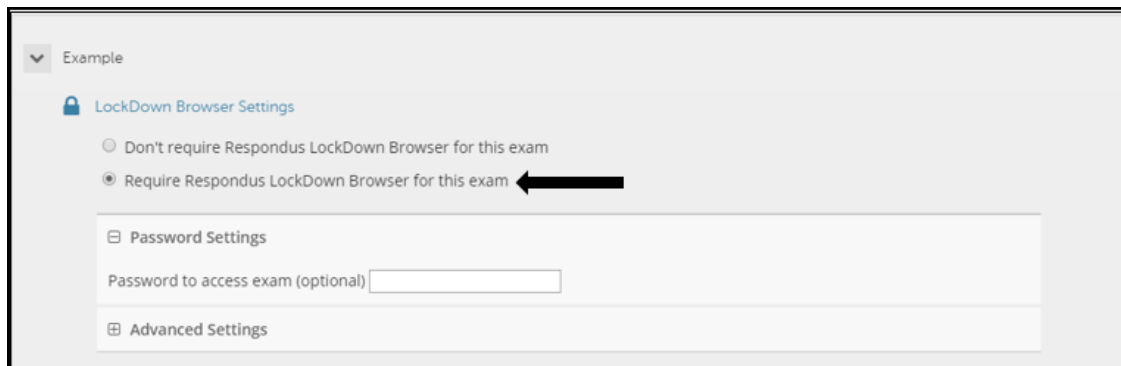
1. Go to the course that you want to use the Respondus LockDown Browser in.
2. In the Control Panel, click **Course Tools** and select **Respondus LockDown Browser**.



3. Click the pulldown menu next to the assessment you want to use the Respondus LockDown Browser with and select **Settings**.



4. Select the **Require Respondus LockDown Browser for this exam** radio button.



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.