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**.
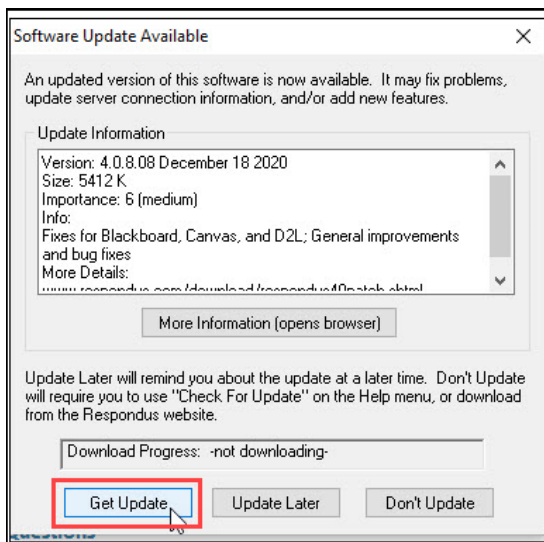
Set Up Respondus

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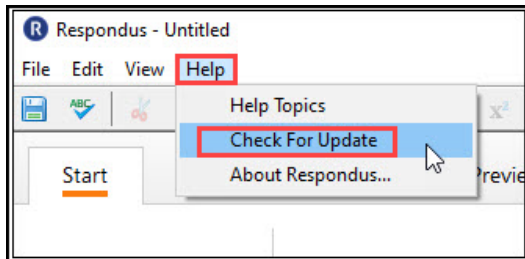
2. If there is an update, you will be prompted to Get Update:

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

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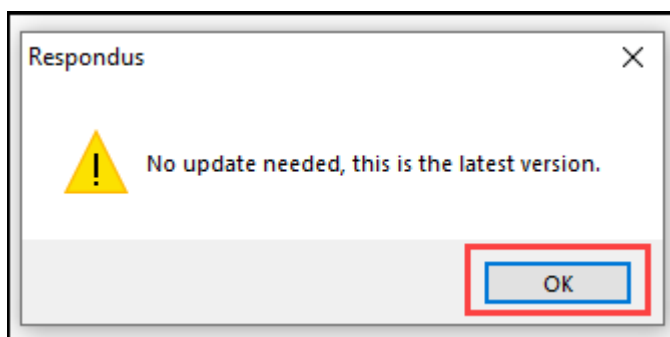
Connect Respondus to the Blackboard Server

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

1. To Select a file that already exists in Respondus 4.0, click the **File** tab and select Open, **OR** select a file from the list of recently accessed files.
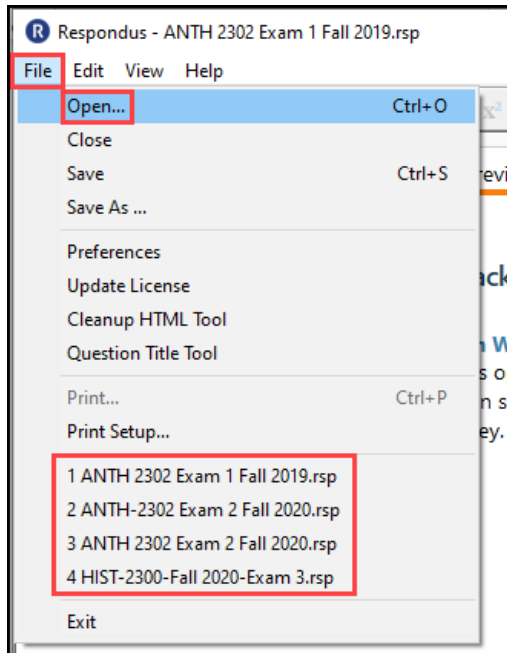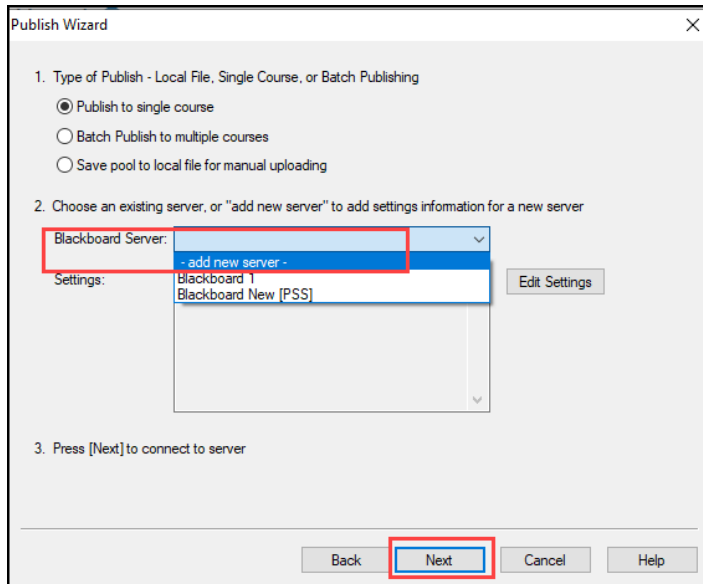

2. Go to Preview + Publish or Retrieval + Reports.

3. Select **Publish Wizard** if you are in Preview + Publish, or **Retrieve Questions** if you are in Retrieval + Reports.

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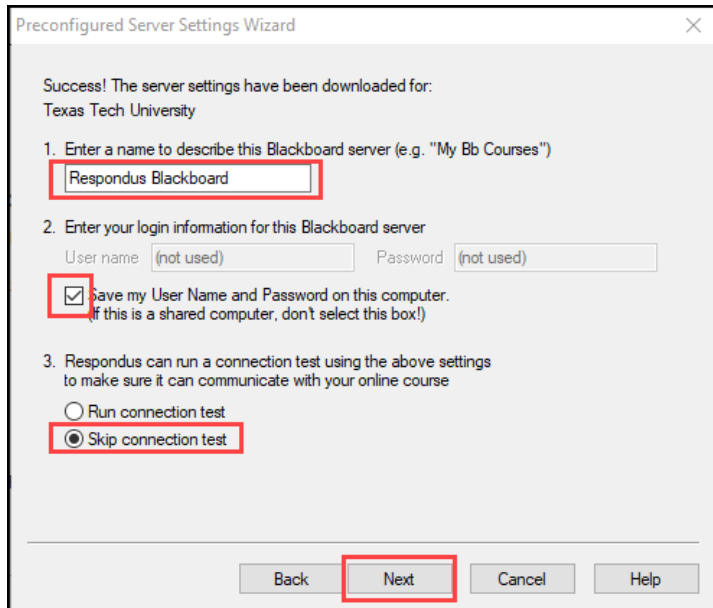Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

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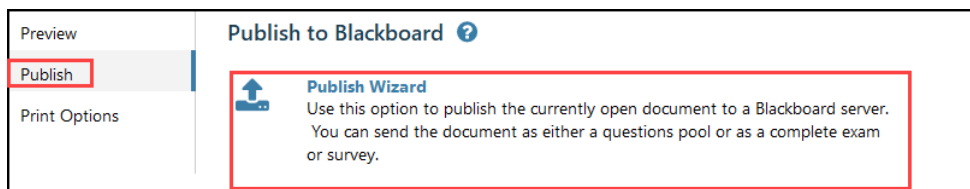
4. Choose the publish type under #1, in #2 select the drop-down for the Blackboard Server option, choose **add new server**, and click **Next**.

5. Select **Yes, check for preconfigured server settings** and **Next**.

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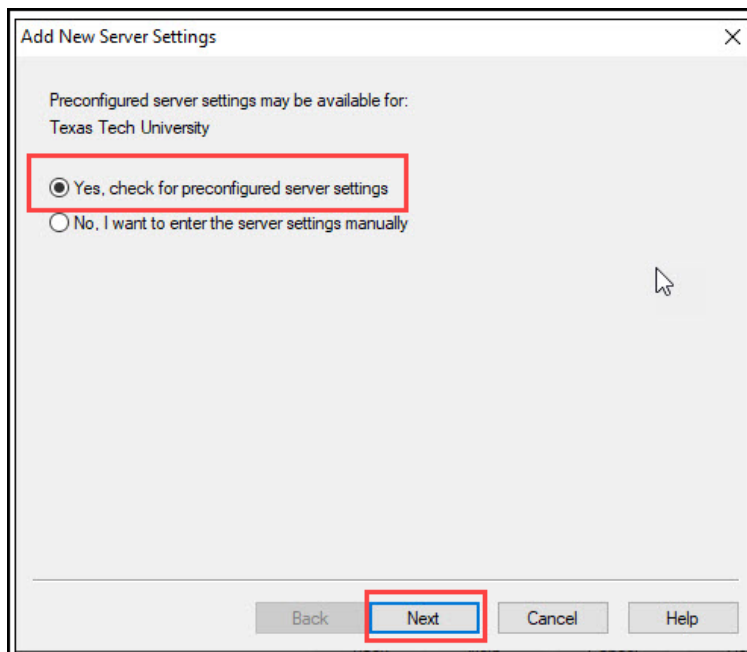
6. Select the preconfigured server settings. In #1 name the server (it can be Blackboard or your course name), in option 2 check **Save my Username and Password on this computer**, in option #3 select **Skip Connection Test** and select **Next**.
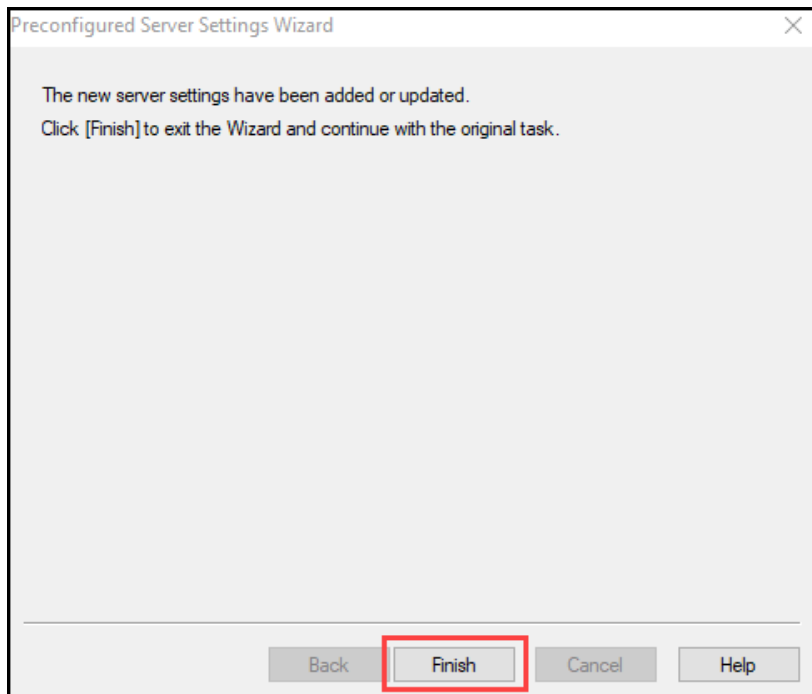

7. Select **Finish**.

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8. Choose the publish type under option 1, be sure the Blackboard Server is the newly created server, select **Next**.
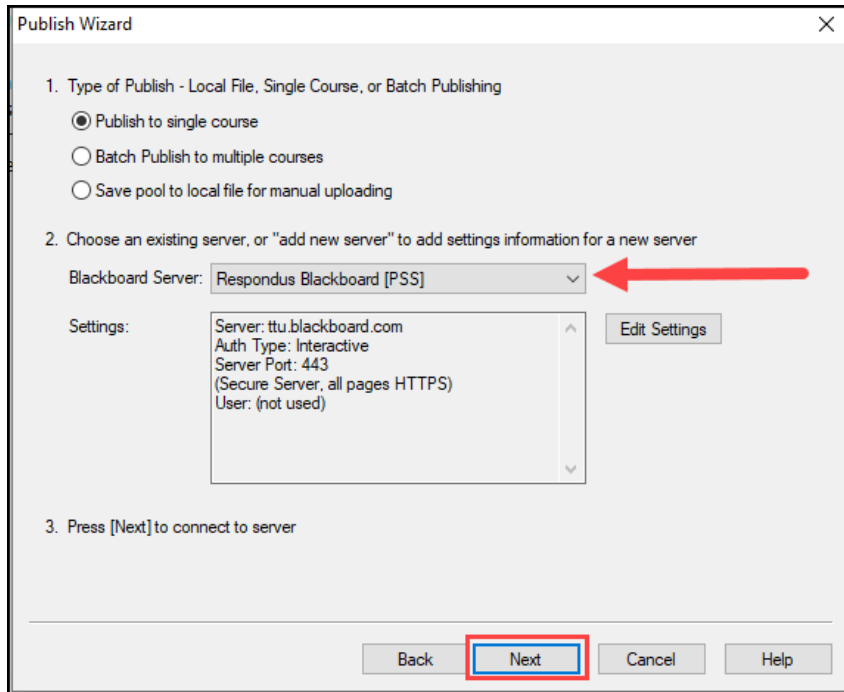
9. You will receive a message stating that you will need to login to Blackboard. You will use your TTU username and password, select **OK**.
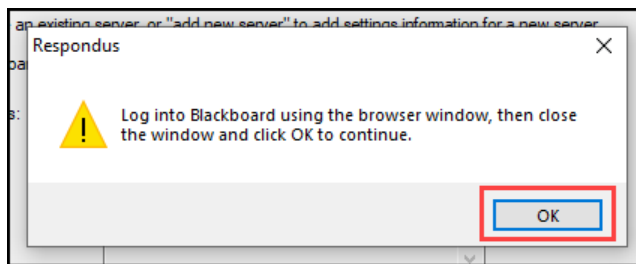
10. Login using your **TTU username and password**.

11. After you login, select **Close After Login** in the top right corner.

12. Select **Ok**.

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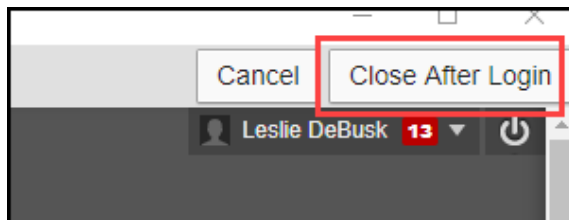
Open and Edit an Existing Respondus Exam

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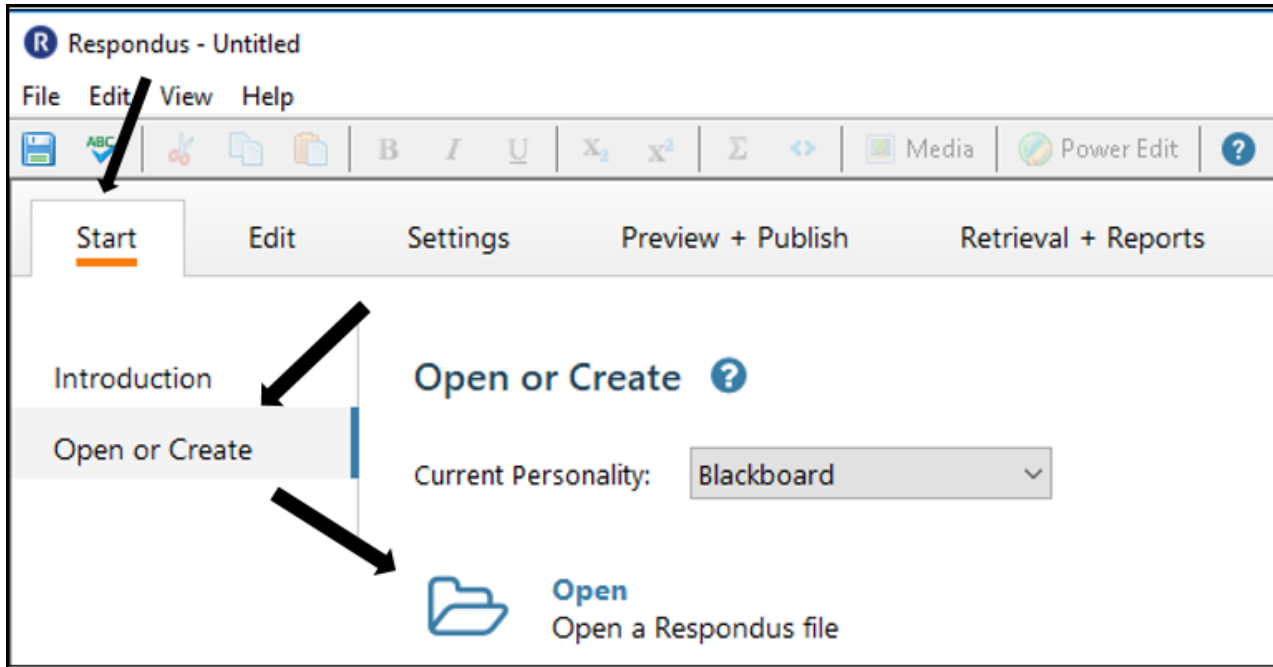
2. Select the file you want to edit and click **Open**.

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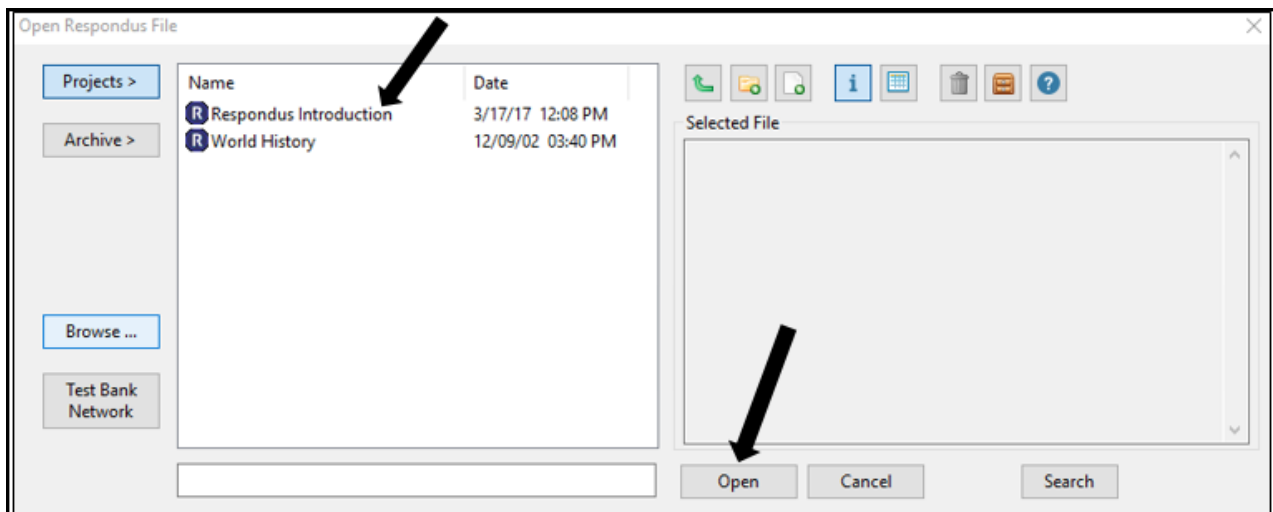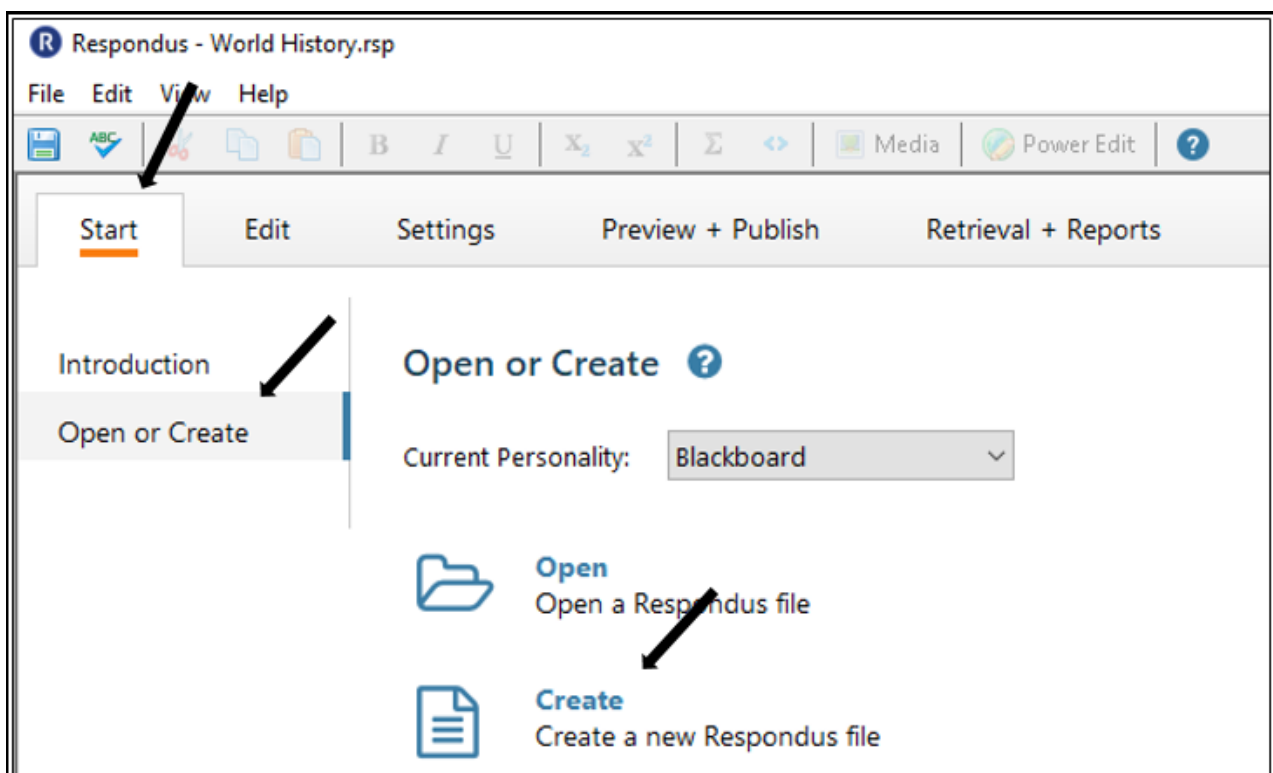
3. In the **Question List**, select the drop-down next to the question you want to edit. You can preview, edit, or delete the question.

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**.

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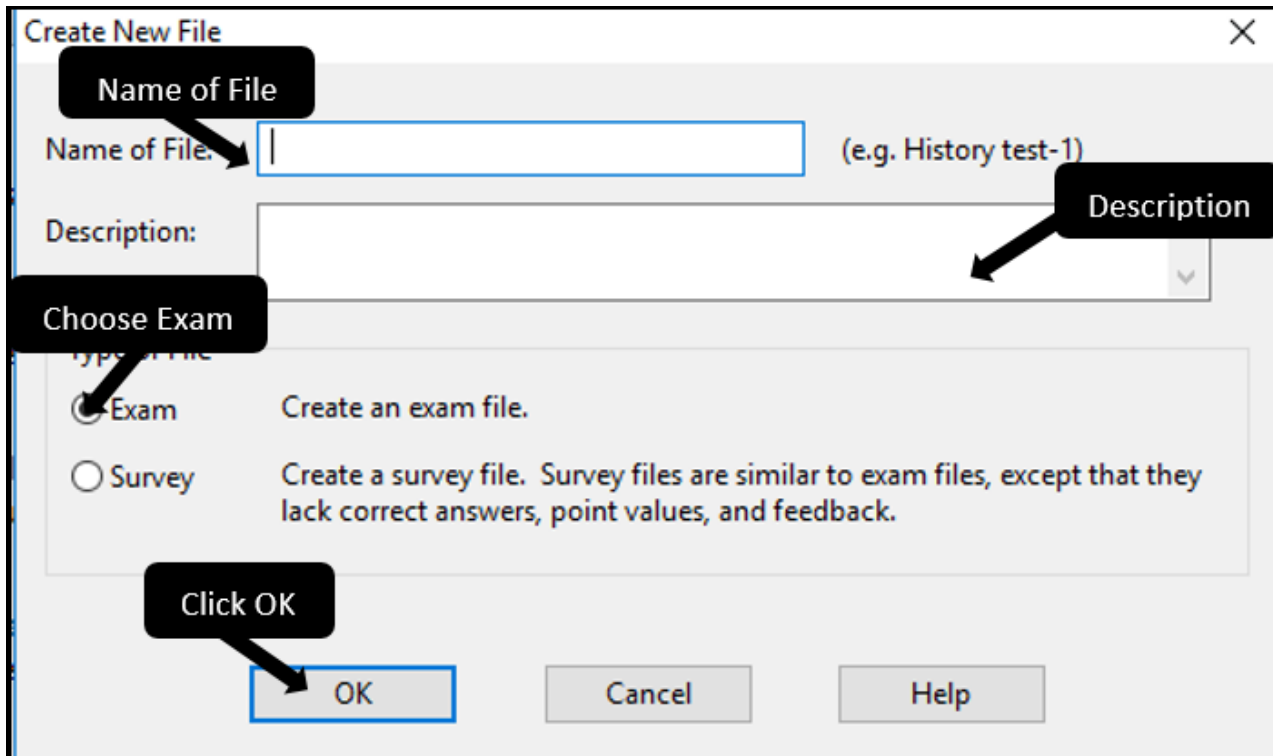
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Create New File ✕

Name of File

Name of File: [   ]   (e.g. History test-1)

Description

Description: [   ]

Choose Exam

Type of File

◉ Exam   Create an exam file.

○ Survey   Create a survey file. Survey files are similar to exam files, except that they lack correct answers, point values, and feedback.

Click OK

[OK]   [Cancel]   [Help]

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**.)
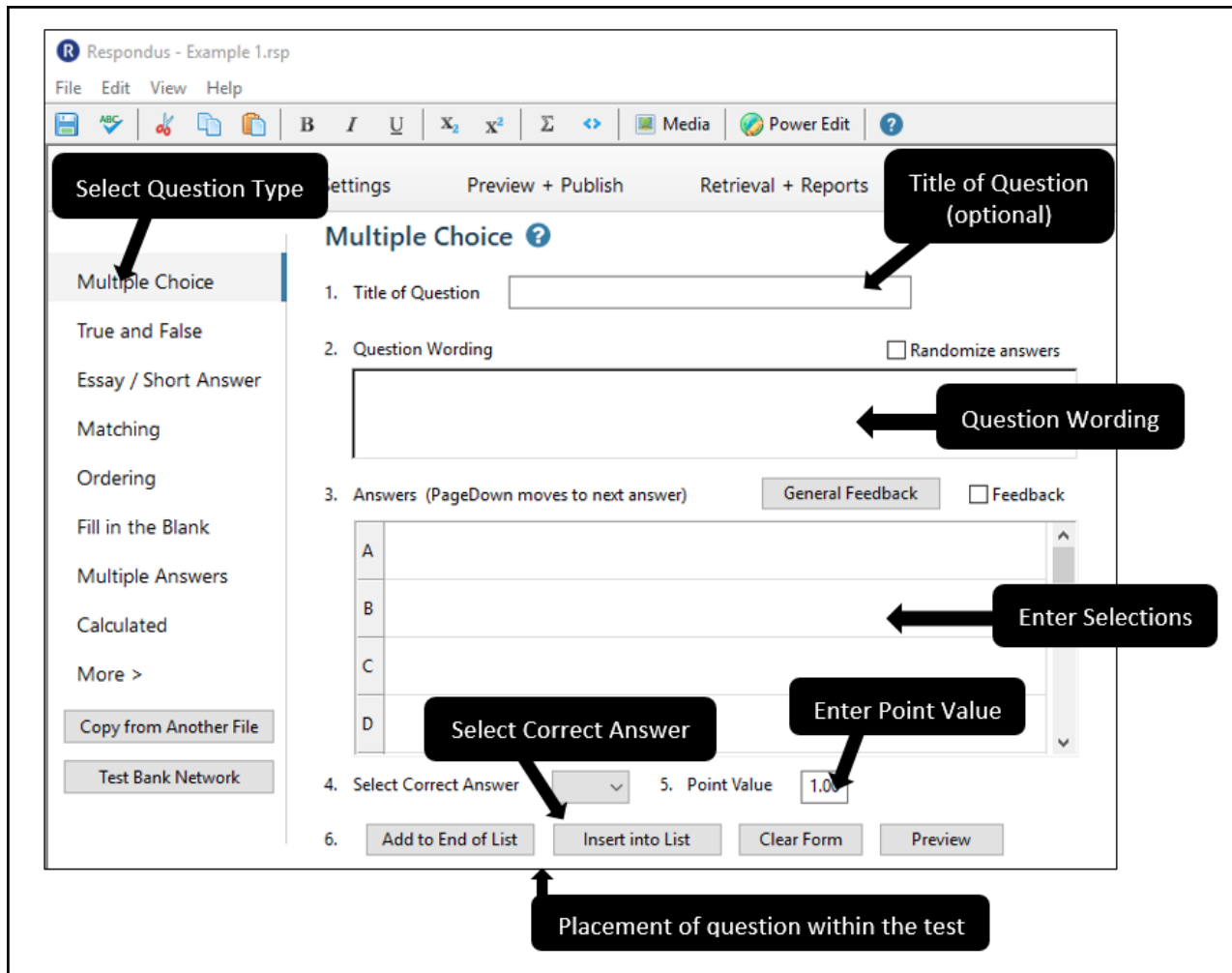
Question Types

Multiple Choice

1. Select **Multiple Choice**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording** and the **Answers**.
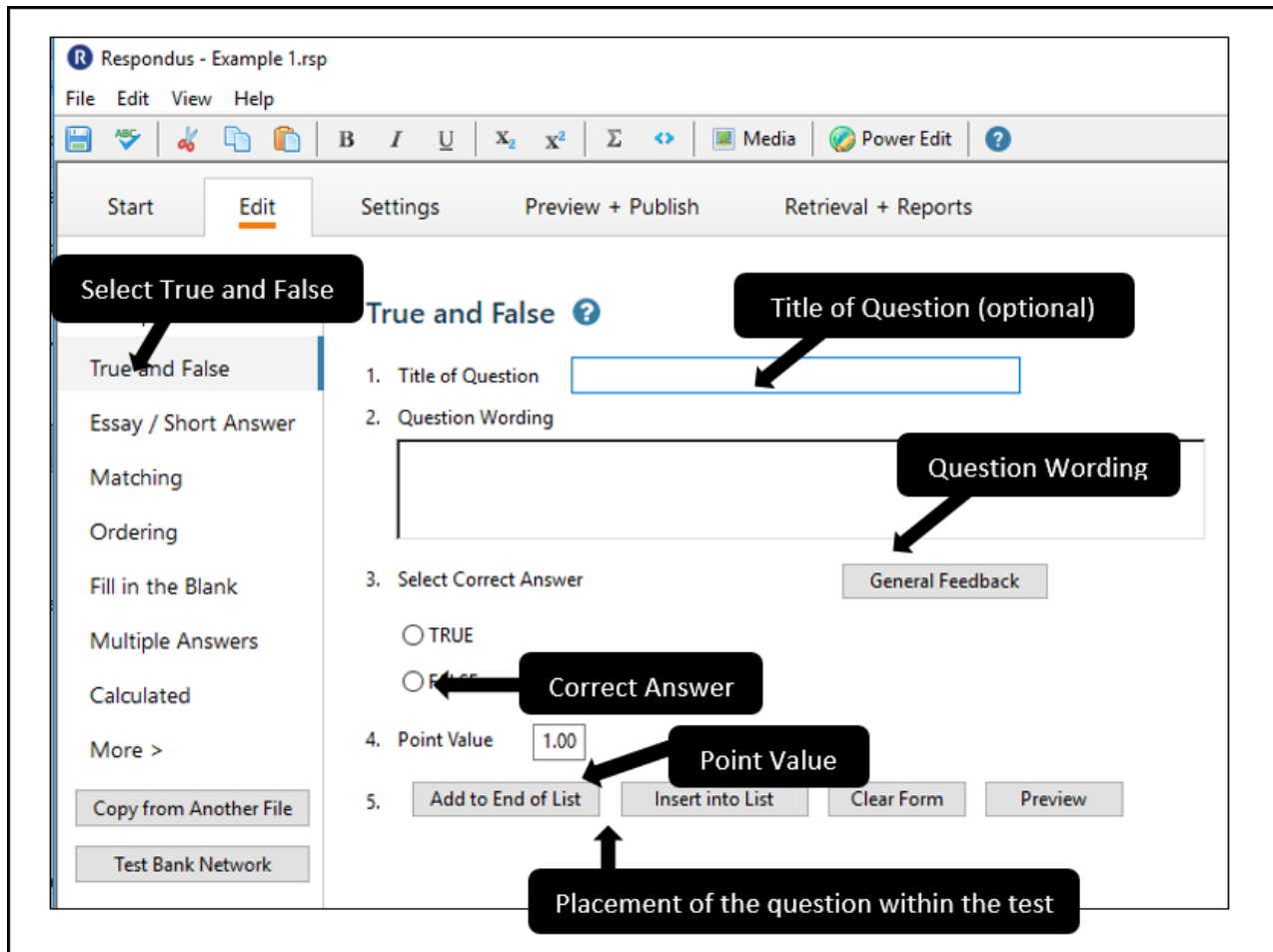
> NOTE To randomize answers, select the **Randomize answers** checkbox. To give feedback, select the **Feedback** checkbox.

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**.

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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**.

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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**.

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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.
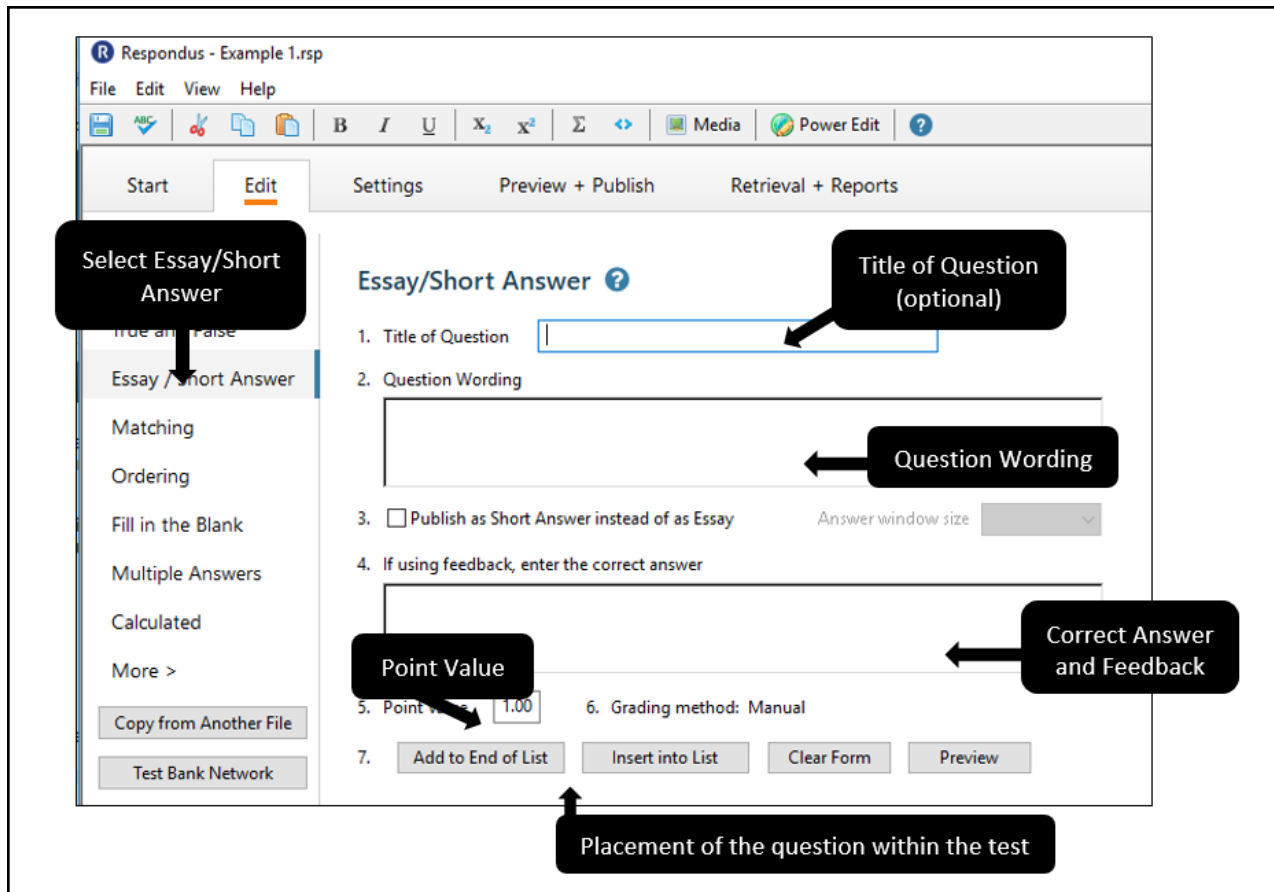5. Enter the **Point Value**.
6. Select the **Credit Given** from the pull-down menu: **Proportional to # Correct** or **All Points or None**.
7. Select where you want the question in the test: **Add to End of List** or **Insert into List**.

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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**.

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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**.
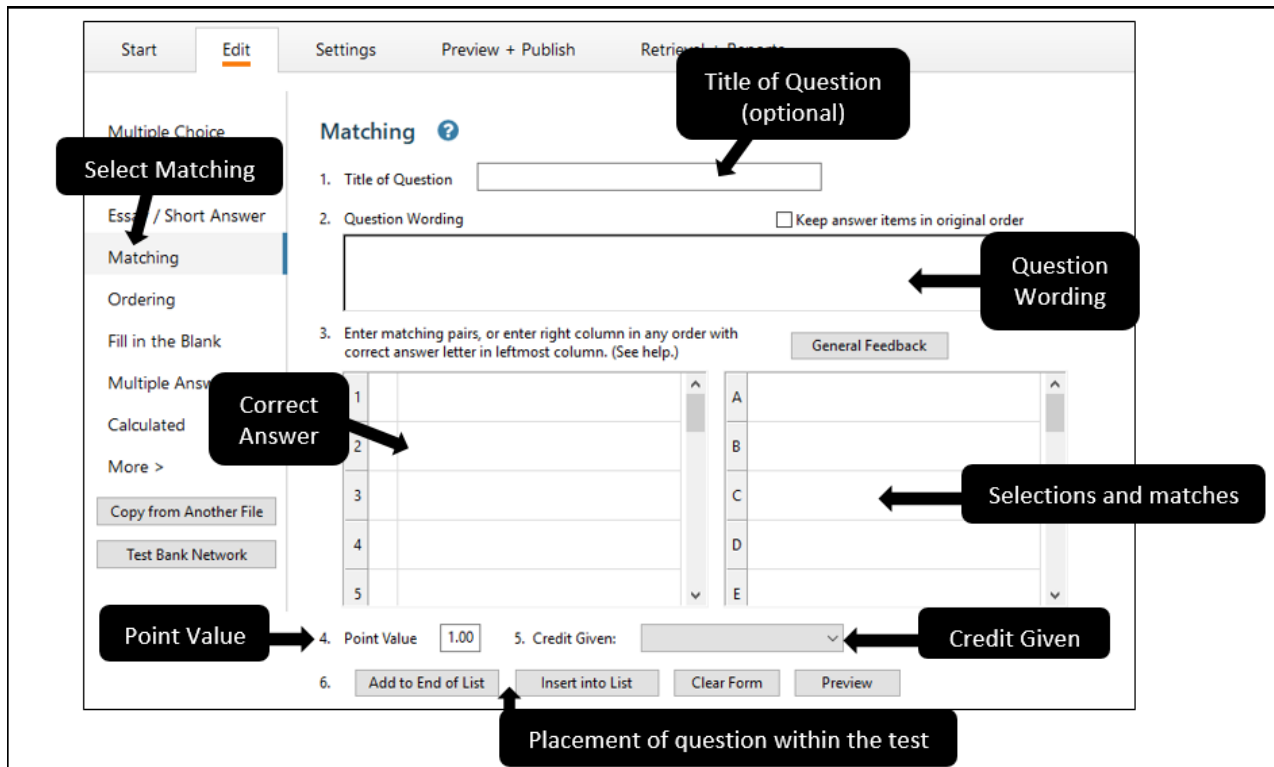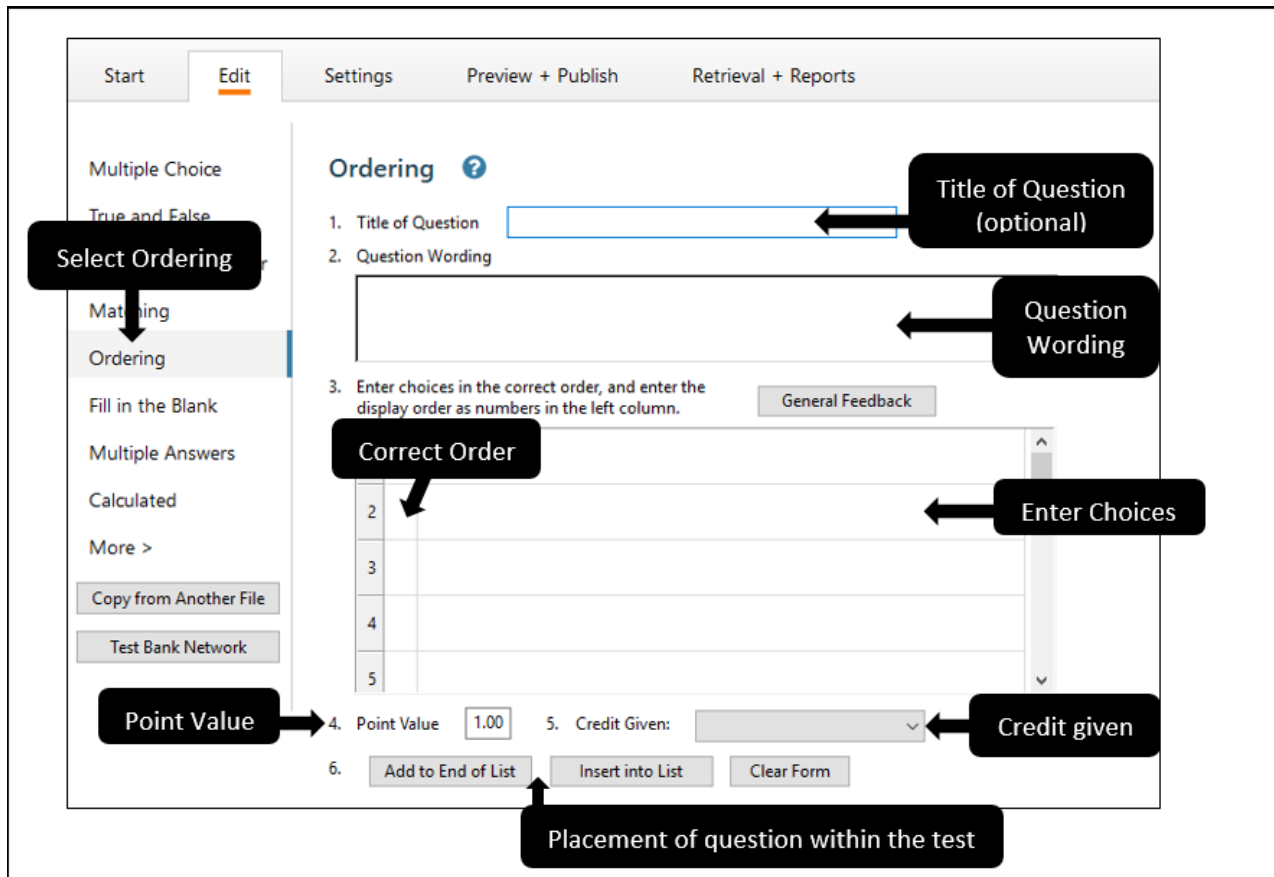6. Select where you want the question in the test: **Add to End of List** or **Insert into List**.

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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**.

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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**.
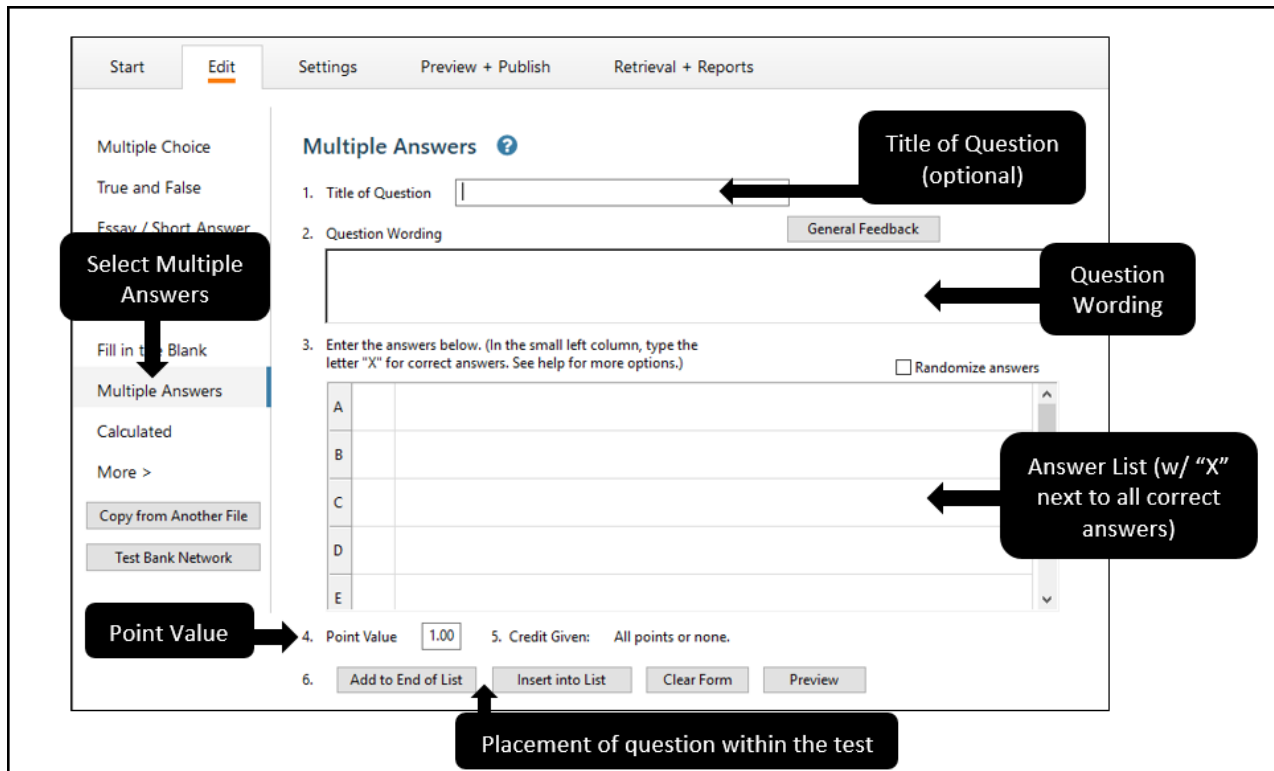8. Select where you want the question in the test: **Add to End of List** or **Insert into List**.

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**.
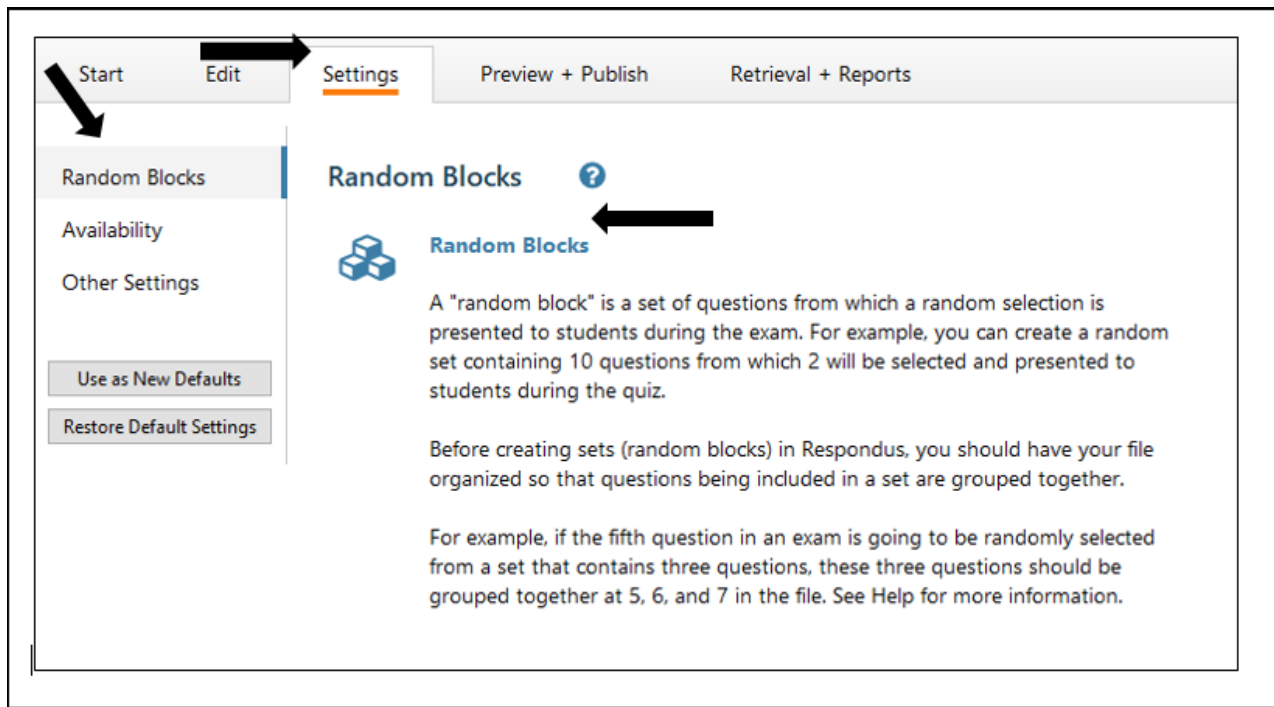
3. Complete the Random Blocks form, click **Add New Set**, then click **OK**.

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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: 0   Points: 0.0

◉ Add New Set   ○ Modify or Delete Existing Set: [▾]

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.

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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 *Il Principe*, which describes the m	
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 *psychoanalysis*?	
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	
		B	Louisiana Purch:	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 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.

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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
☐ Display (make visible) After:	[ ]	[ ]
☐ Display Until:	[ ]	[ ]
☐ Due Date	[ ]	[ ]

☐ 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.

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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

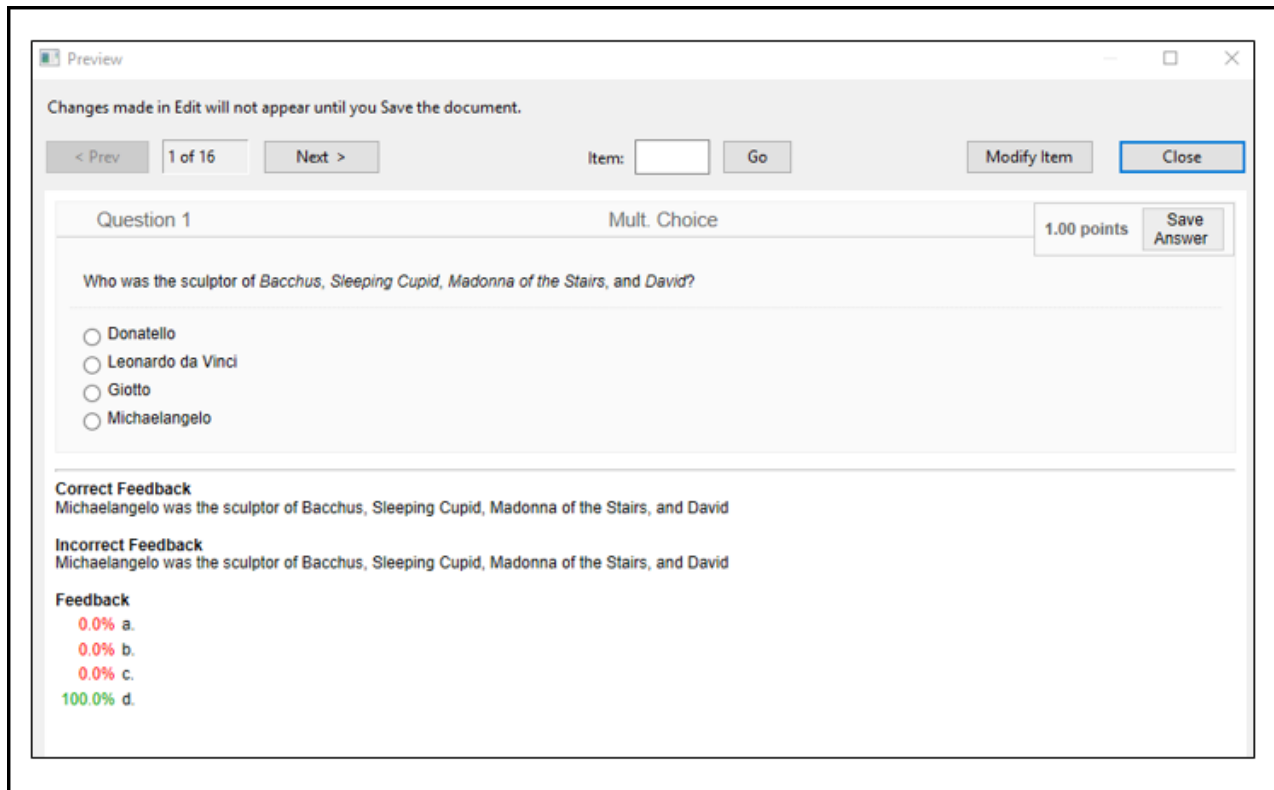**Preview Exam Questions**

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**.

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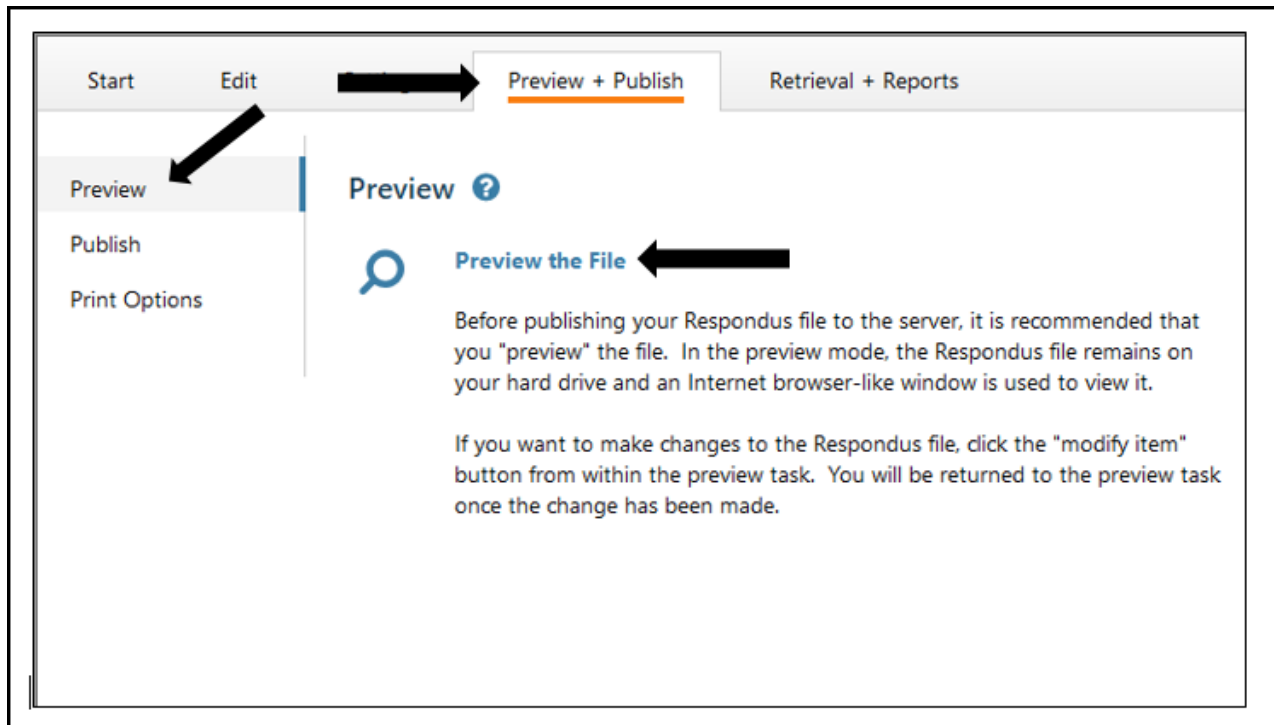
2. The preview window shows one question at a time.

- 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.

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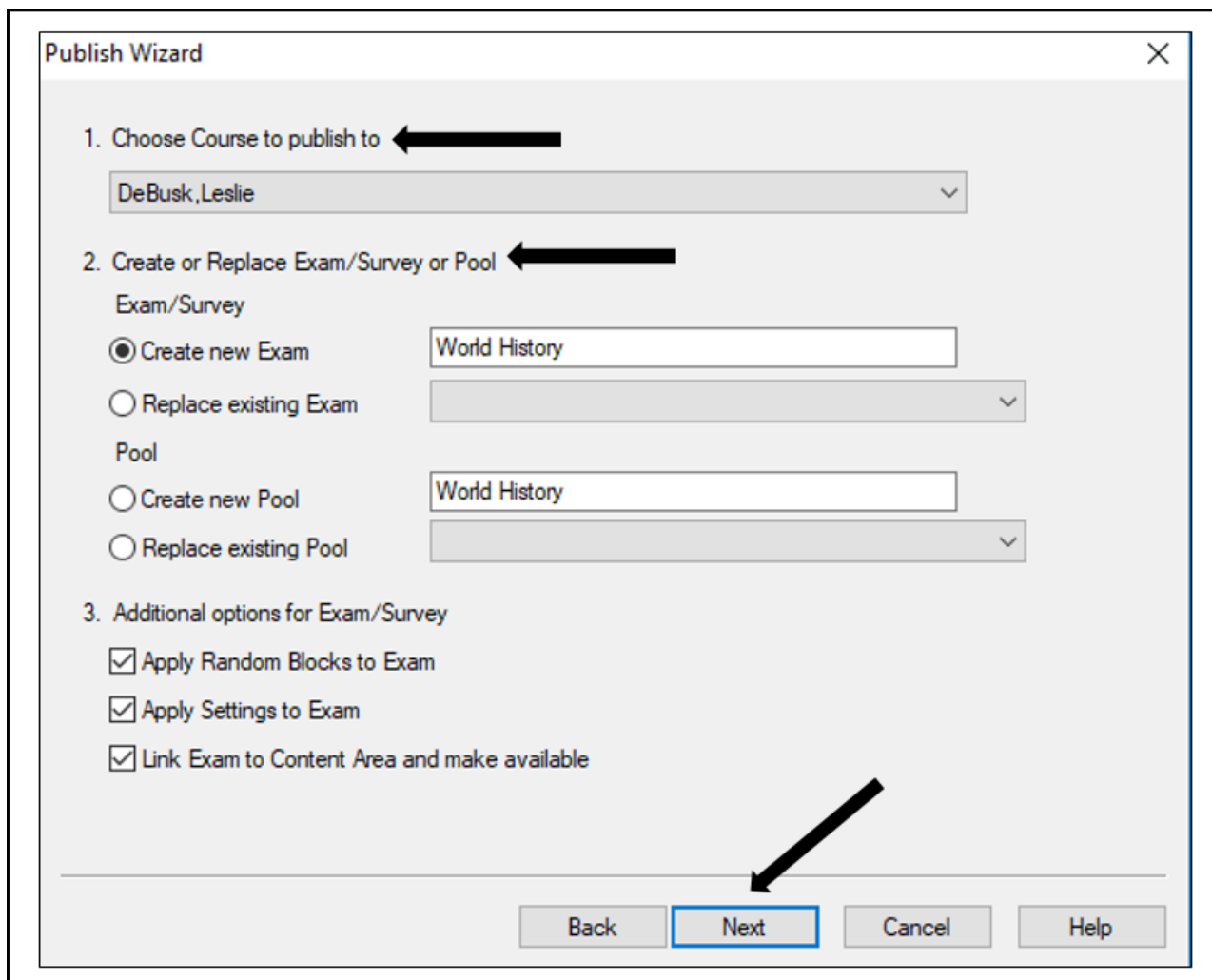
1. Select the **Preview + Publish** tab, select **Publish**, then click **Publish Wizard**.

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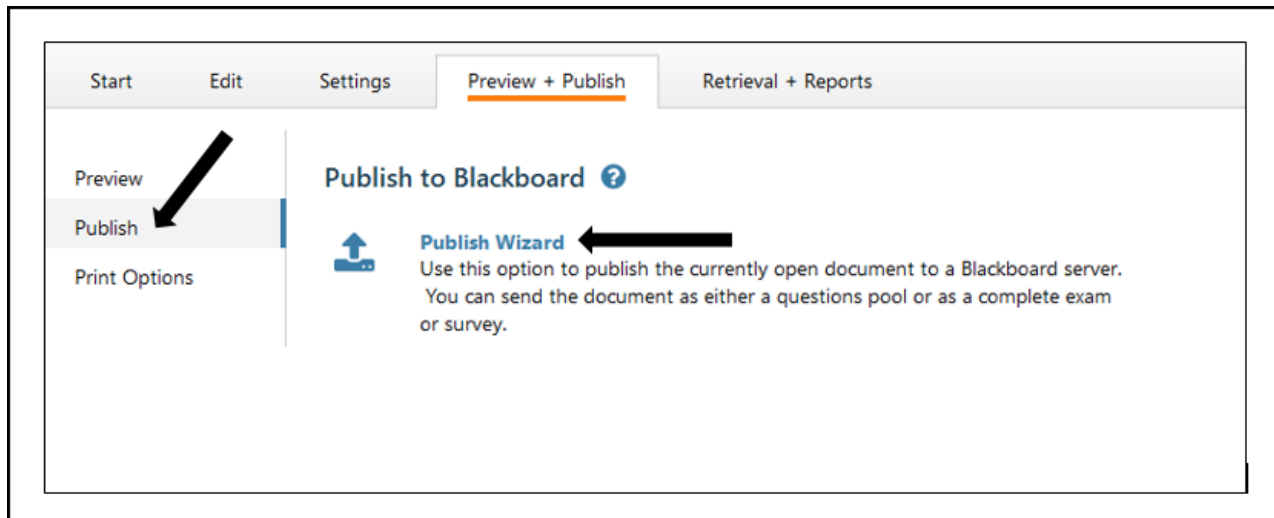
2. Select the **Type of Publish** – publishing the exam to just one course or publishing to several courses at the same time.

3. Select the **Blackboard Server** you have set up.

4. Click **Next**.

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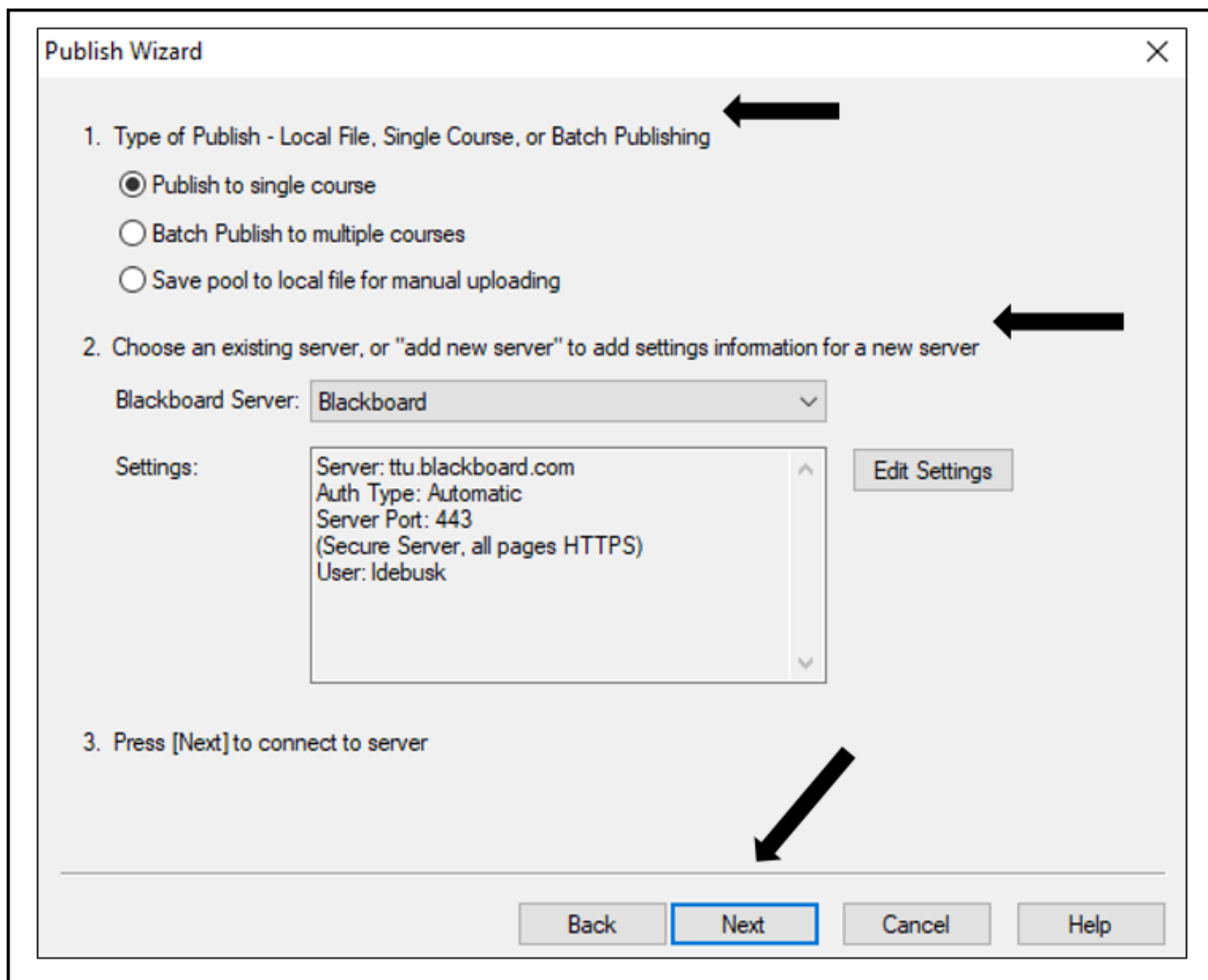
5. Select the **Course** you want upload the exam to from the pull-down menu.
6. Select the radio button to create a new exam or replace an existing; or, select the radio button to create a new pool or replace an existing pool.
7. Leave the other settings as the defaults.
8. Click **Next**.

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9. Select the **Content Area** where you want to put the exam.
10. Click **Next**.

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Publish Wizard

Click on the area or folder to link to, then press [Next]

If you want to create a new folder to link the exam to, you must choose [Cancel] and create the folder using your browser, then press [Publish] again.

- Content Areas
- Area or Folder
- Learning Module

- Content Areas
  - Course Homepage
  - Syllabus and Schedule
  - Unit 1
  - Tests
  - Assignments
  - Blackboard Help
  - Proctor
  - Collaborate
  - Welcome and Introduction Module (Example)
  - Unit Modules (Example)
  - Content Type Examples Folder
  - Test 4

Back   Next   Cancel   Help

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.

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Print Options ❓

Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.

1. Select format:

⦿ Exam   [Settings]

○ Exam with Answer Key   [Settings]

○ Answer Key only   [Settings]

2. Top of Page Contents (Headers)

[Edit Headers]

Preview   `- no headers -`

3. Randomize Questions   [Do not Randomize ⌄]

☐ Apply Random Blocks from Settings

☐ Randomize question order (including Random blocks if applicable)

☐ Randomize answer choices within each question

☐ Group questions by type (Multiple Choice, etc.)

4. Questions to be included: from [_____] to [_____]   (leave blank to include all)

[Print Preview]   [Save to File]   [Send to Printer]
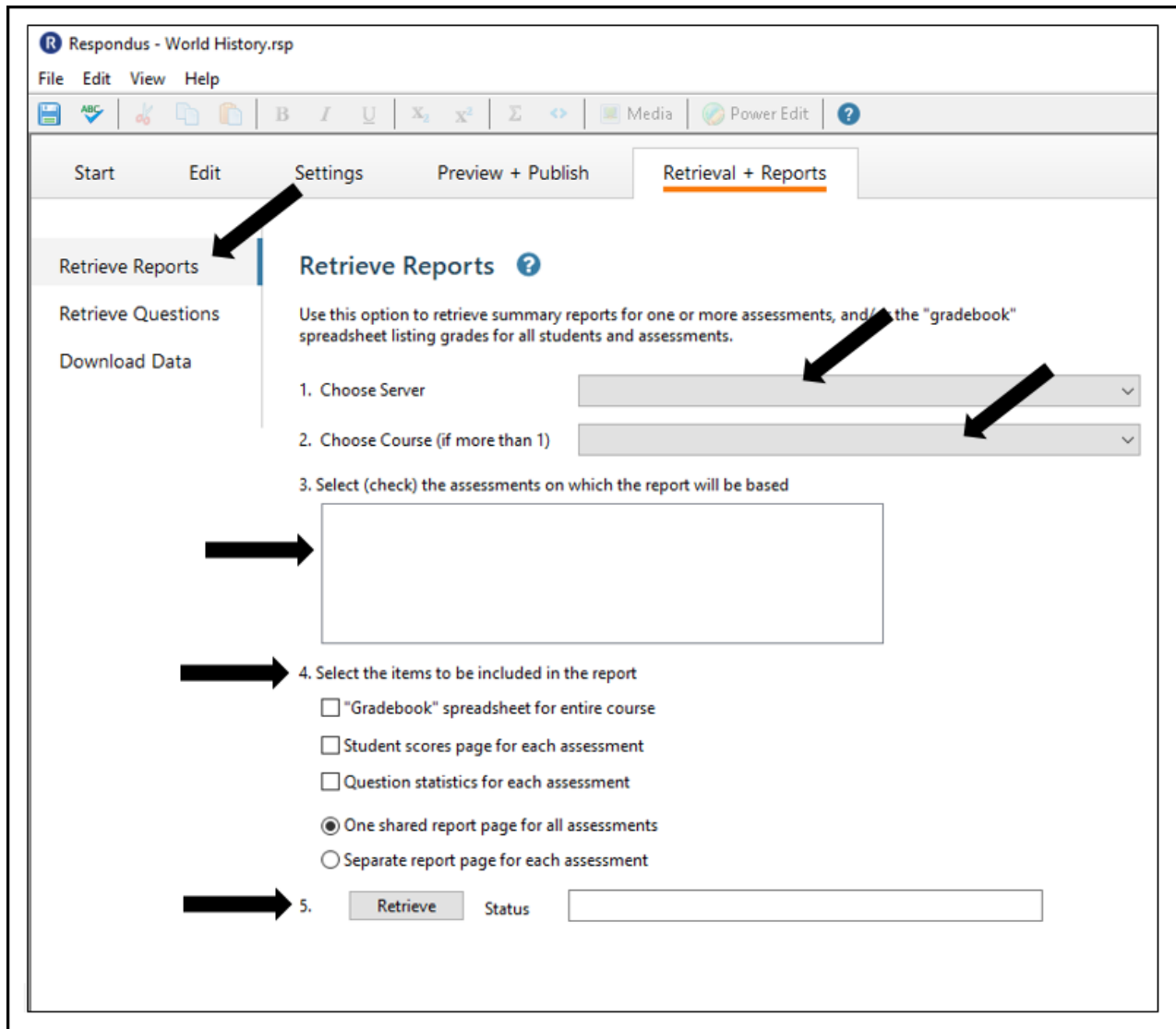
Retrieval and Reports

Retrieve Reports

You can use this option to retrieve student information and summary statistics for a 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**.

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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.

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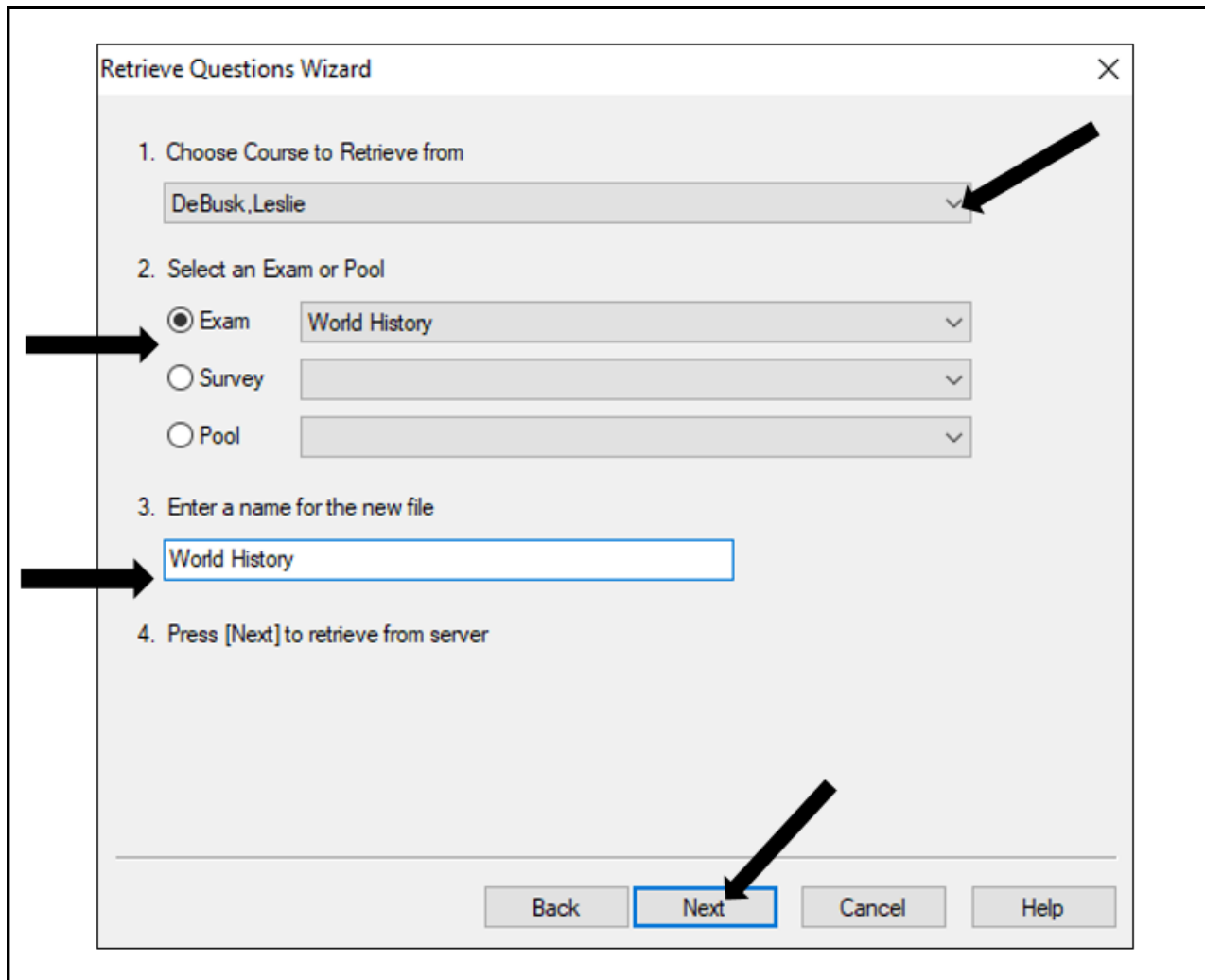Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

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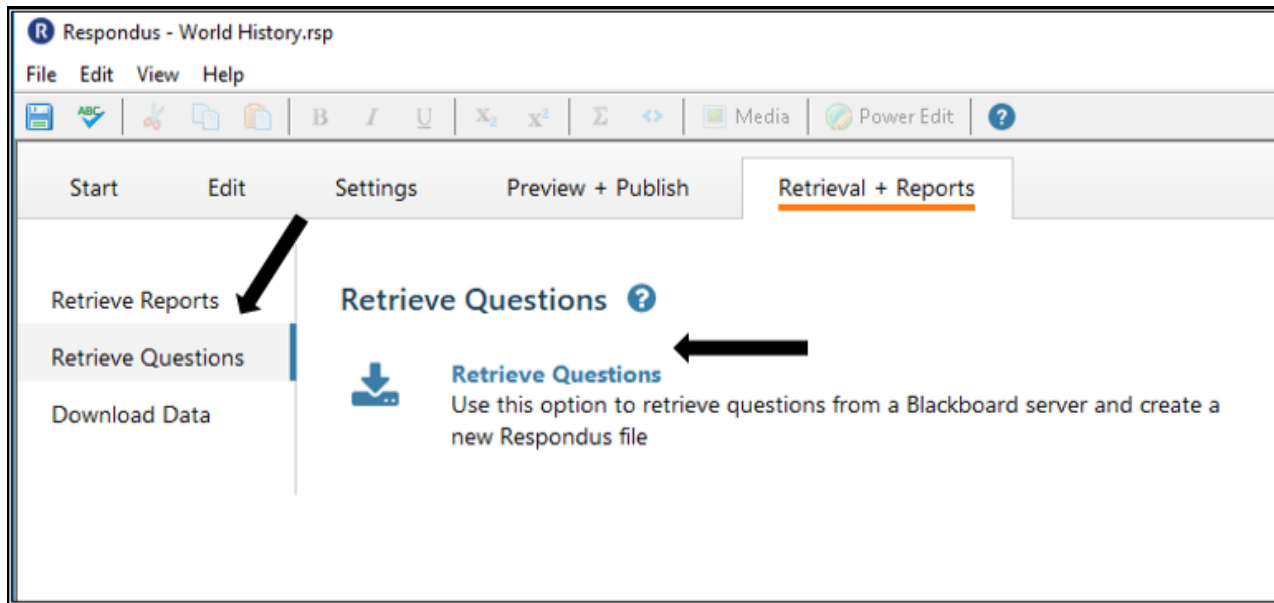
2. Select the **Server** from the pull-down menu, then click **Next**.

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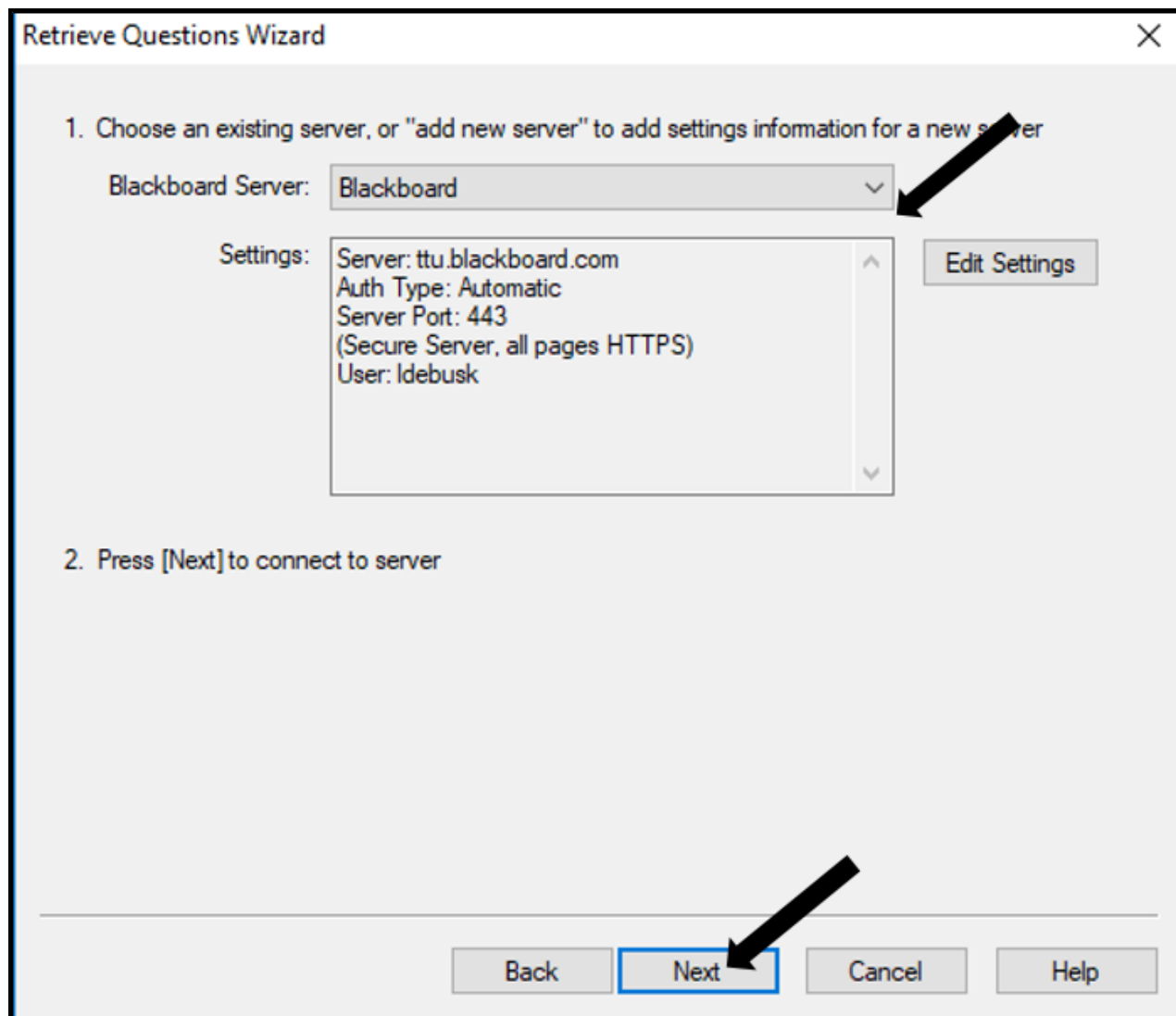
3. Select the **Course** you want to retrieve the questions from.
4. Select the **Exam**.
5. Enter a **Name** for the file.
6. Click **Next**.

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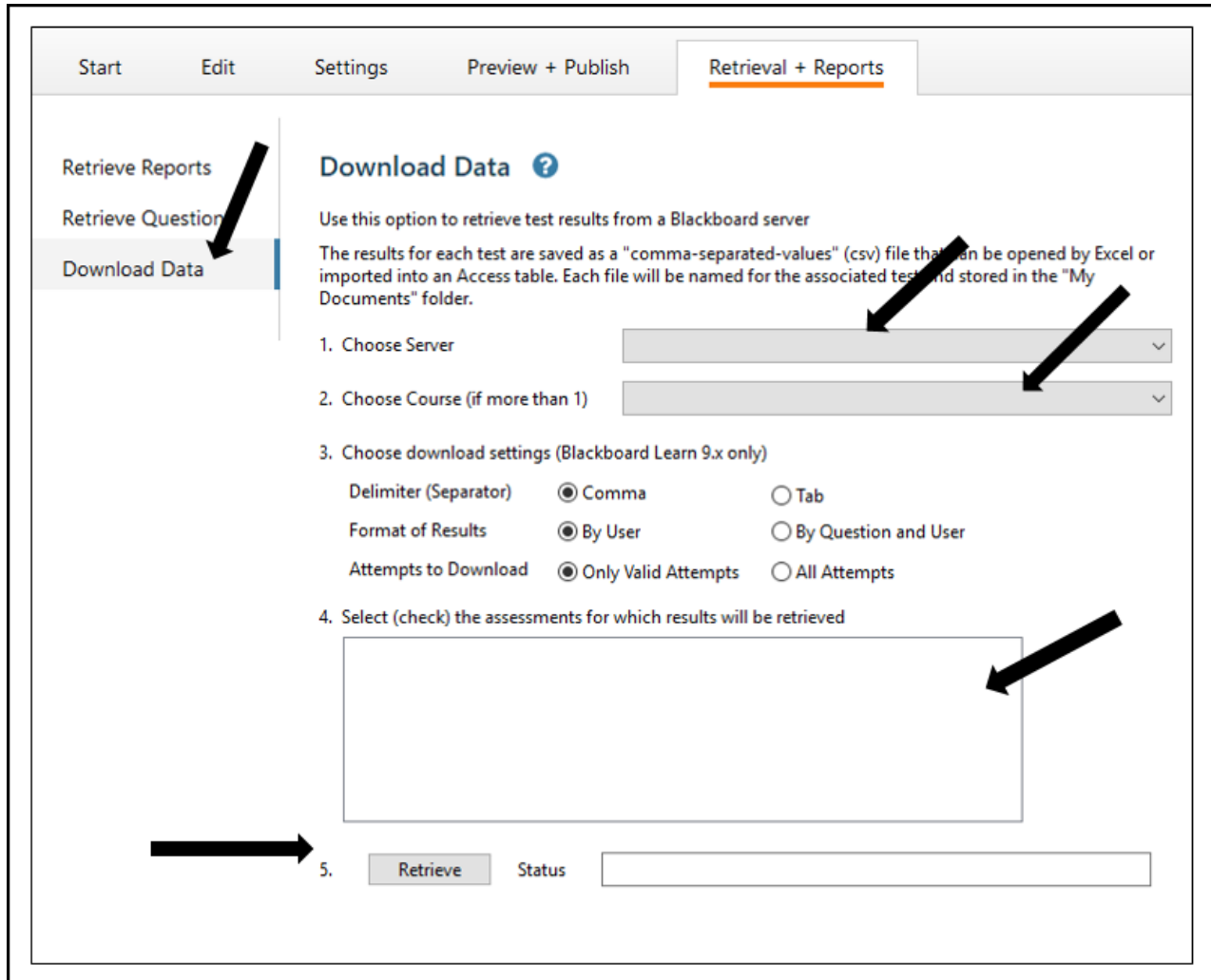Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

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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**.

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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.

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If the assessment is already in Blackboard, follow these steps to enable the LockDown Browser settings:
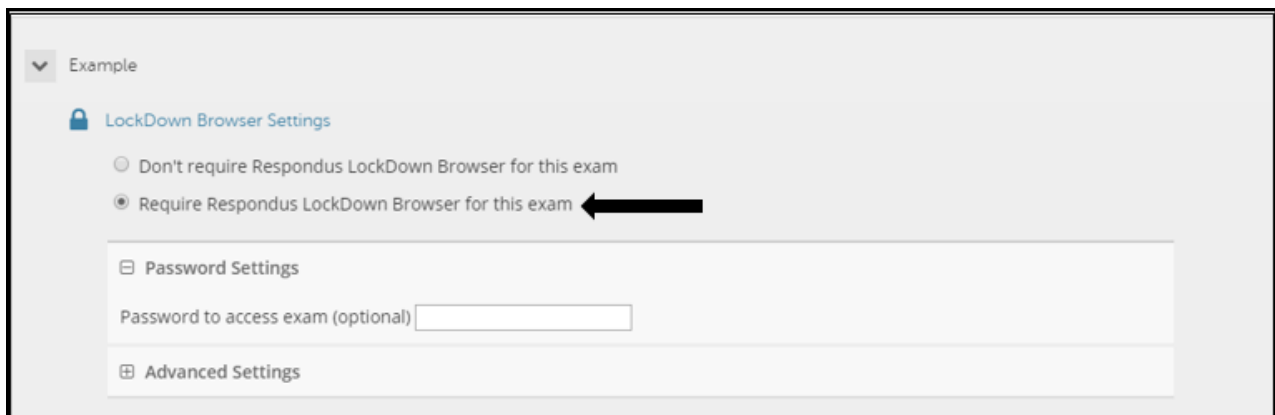
1. Go to the course that you want to use the Respondus LockDown Browser in.
2. In the Control Panel, click **Course Tools** and select **Respondus LockDown Browser**.

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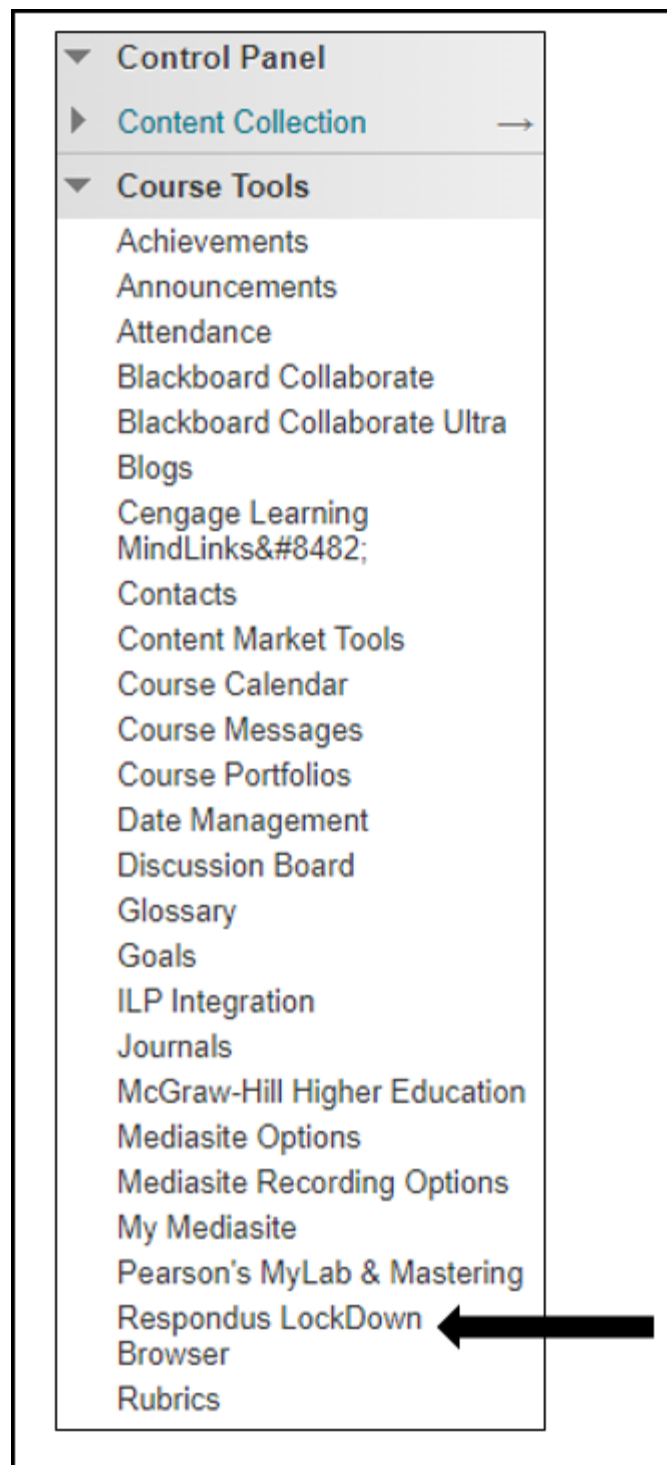
3. Click the pull-down menu next to the assessment you want to use the Respondus LockDown Browser with and click **Settings**.

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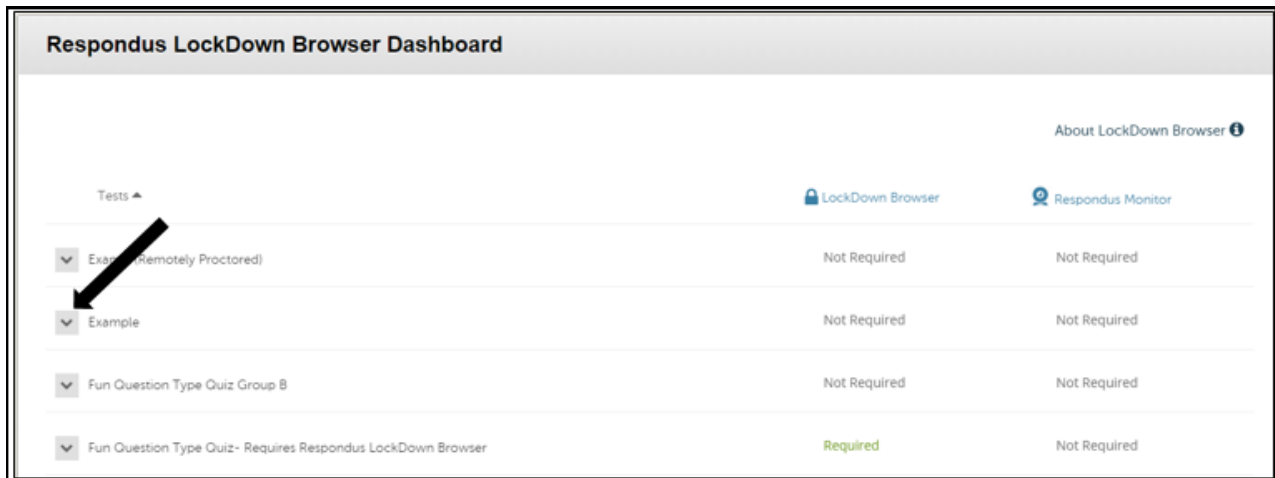
4. Select **Require Respondus LockDown Browser for this exam**.

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.

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