



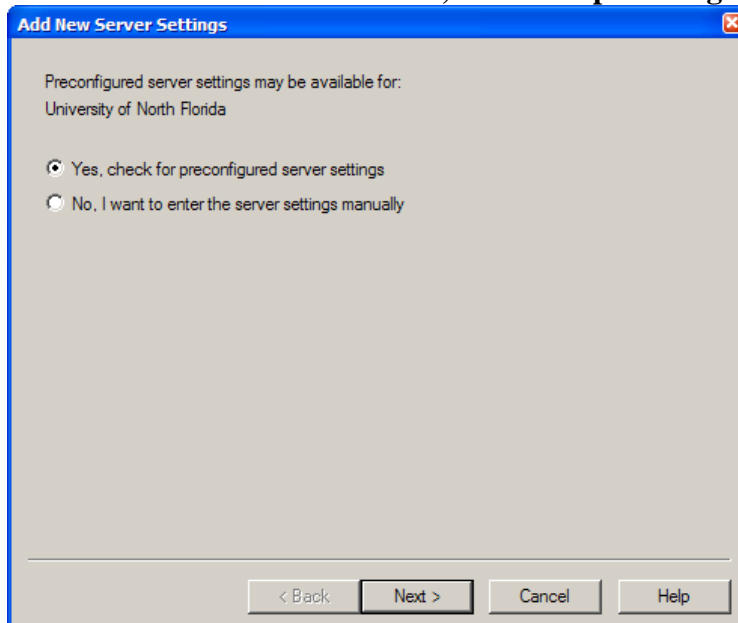
- I. What will I be able to do with Respondus?
 - a. Create exams offline to publish to Blackboard or to print to paper
 - b. Import questions from publisher test banks and Word documents
 - c. Upload an assessment to multiple courses
 - d. Retrieve exams from Blackboard to print to paper or save electronically
- II. Install Respondus
 - a. Installation of Software
 - b. Enter Institution Name, Support Contacts, and Installation Code
- III. Creating Exams
 - a. Preferences
 - b. Question Types
 - c. Adding Questions
 - d. Images, Links, HTML
 - e. Spell Check
- IV. Importing Questions
 - a. Word, Rich Text and Plain Text files
 - i. Respondus Friendly Format
 - ii. Tips for Successful Import
 - b. Publisher Test Banks
 - i. Respondus Test Bank Network
 - ii. Other Test Banks
- V. Exam Settings
 - a. Random Blocks
 - b. Availability Settings
 - c. Other Settings
- VI. Publish Exams
 - a. Type of Publish
 - b. Add New Server - Preconfigured Settings
 - c. Course, Exam or Pool Selection, Apply Settings
 - d. Update Settings
 - e. Print or Save
- VII. Retrieve Exams and Data
 - a. Retrieve Reports
 - b. Retrieve Questions
 - c. Download Exam Data

For more information on using Respondus, please visit the CIRT website:
<http://www.unf.edu/dept/cirt/bb/tools/respondus.html>

Using the Publish Wizard and the Preconfigured Server Settings in Respondus and StudyMate

Respondus and StudyMate users will find a new option in the Publish Wizard when adding a new server: Yes, check for preconfigured server settings. This setting allows users to connect to the Blackboard Server at UNF through Respondus and StudyMate with UNF login credentials; no server setting information is required!

1. To use this new option, start the Publish Wizard and select **Add New Server**.
2. Select the radio button next to **Yes, check for preconfigured server settings** and click **Next**.



3. Enter a **name to describe the Blackboard server**; then enter your **Username** and **Password** for Blackboard. Select the radio button next to **Run connection test**. Click **Next**.

Auto Server Settings Wizard

Success! The server settings have been downloaded for:
University of North Florida

1. Enter a name to describe this Blackboard server (e.g. My Bb Courses)

2. Enter your login information for this Blackboard server

User name Password

Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)

3. Respondus can run a connection test using the above settings
to make sure it can communicate with your online course

Run connection test
 Skip connection test

< Back Next > Cancel Help

4. The connection test will run. You should receive a **Completed Successfully** message. Click **Next**.

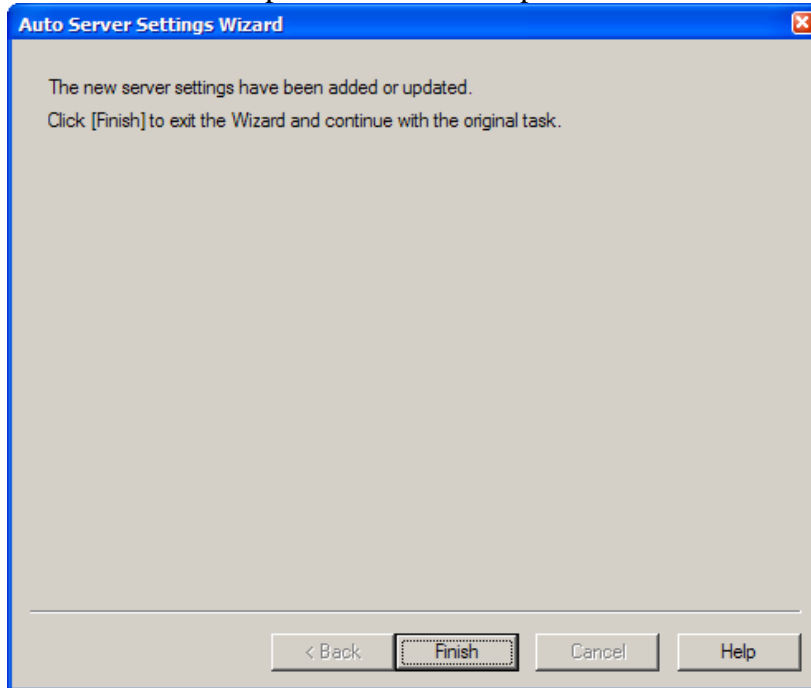
Auto Server Settings Wizard

The status window below will update after each step of the connection process:

```
- Server Connection Test -  
University of North Florida  
Server: blackboard.unf.edu  
Server Port: 443  
User: n00012884  
Login Type: JSP-1  
Login Page: /webapps/login/  
Institution Code: 0  
Secure Server: Yes, Https always  
Login Port: 443  
Login... completed  
Retrieve Course List... completed  
Connection Test: Completed Successfully.  
Click [Next] to continue.
```

< Back Next > Cancel Help

5. Click **Finish** to complete the server setup. You will return to the Publish Wizard.



Please Note: In StudyMate, the Add New Server option is on the third screen of the Publish Wizard. You will select your activities and upload type (Blackboard 6.3-7.x) before adding the new server.



WHAT IS RESPONDUS?

Respondus is a Windows-based authoring tool that makes it easy to create and manage exams for Blackboard, WebCT, ANGEL, eCollege and other learning systems.

INSTALLATION

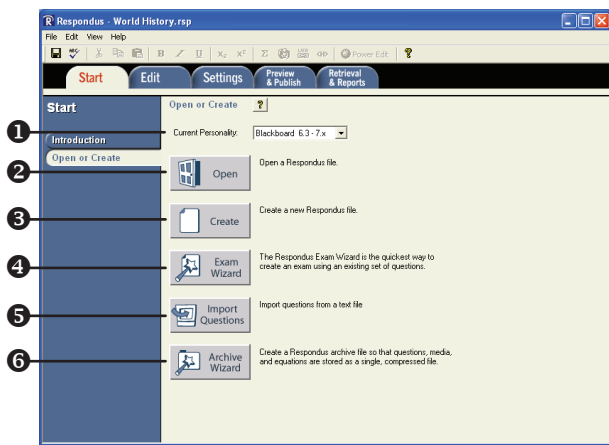
To install the Campus-wide version of Respondus:

- Your institution will provide you the download and activation information for Respondus.
- The name of the installation program is "Respondus35Campus.exe." Double-click the file to run it.
- Once installed, start Respondus and enter the Institution Name and Activation Password provided by your institution.

To install the Single-user version of Respondus:

- Download the Respondus software from www.respondus.com.
- Locate the file downloaded and double-click it to start the setup program.
- After installation, start Respondus to obtain the Product ID number.
- Return to the Respondus web site to obtain a 30-day activation password or a permanent activation password.
- Enter the activation password in the Respondus software as prompted.

THE START MENU



- 1 **Personality** - select the course management system being used with Respondus.
- 2 **Open** - open an existing Respondus file.
- 3 **Create** - create a new file.
- 4 **Exam Wizard** - create a new exam by copying questions from other Respondus files.
- 5 **Import Questions** - import questions from MS Word, Rich Text, QTI and other formats.
- 6 **Archive Wizard** - create a zip archive of a Respondus file, including all pictures and media.

DOWNLOAD A PUBLISHER-PARTNER TEST BANK

Over 1,000 publisher test banks are available in Respondus format (free to instructors who adopt a participating textbook).

1. (Instructors only) Open a browser and go to <http://www.respondus.com>.
2. Locate the area for the **Respondus Test Bank Network**.
3. Search for and select the textbook adopted for the course.
4. Submit the request form, including your textbook adoption information.
5. The publisher will email you a File Code and Password within 1-3 days.
6. When the File Code and Password is received, start Respondus and select the **Open** task.
7. Click the **Download Test Bank** button.
8. Enter the File Code and Password provided by the publisher and click the **Download** button.
9. The test bank will now appear in the **Projects** folder in Respondus.
10. From the Start menu, use the **Exam Wizard** to select questions from the test bank (this is described further below).

IMPORTING QUESTIONS FROM OTHER FORMATS

Existing questions can be imported from other file formats, such as MS Word.

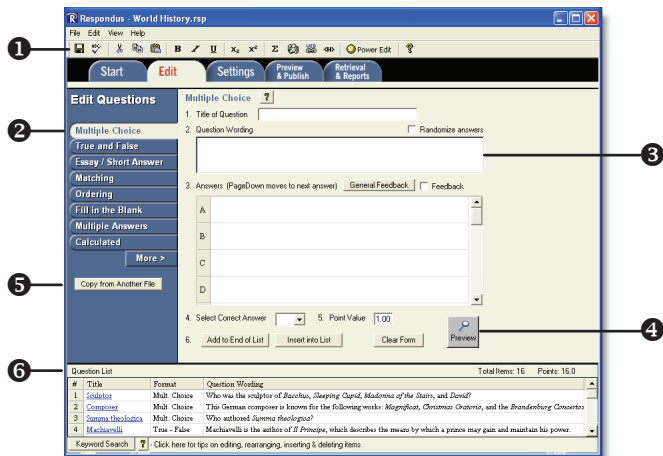
1. From the Start menu, select **Import**.
2. Select the **Type of File** being imported (MS Word, Rich Text, CSV).
3. Make sure that the file to be imported follows the formatting guidelines provided in the online help (very important).
4. **Browse** to and select the file being imported.
5. **Preview** the import results to check for errors, then click **Finish** to complete the import.

USING THE EXAM WIZARD

Use the Exam Wizard to create a new exam by copying questions from other Respondus files (such as publisher test banks).

1. From the Start menu, select the **Exam Wizard**.
2. Select the first option to *Create a new exam and copy questions to it*. Click **Next**.
3. Enter a name and description for the new file. Click **Next**.
4. Select the Respondus "source" files from where the exam questions will be copied. Click **Next**.
5. From the pull-down list, select one of the source files from the previous step.
6. Select either the **Automatic Selection** or **Manual Selection** option and then select questions from the source file.
7. Add the selected questions to the list in the lower section by selecting **Add to End of List** or **Insert into List**.
8. Repeat steps 5 to 7 until the desired questions are selected. Click **Next**.
9. The new file has been created. Choose from the options shown and click **Finish**.

OVERVIEW OF EDIT MENU



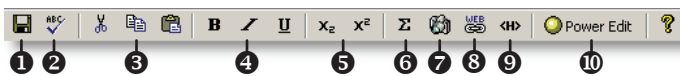
- 1 **Toolbar** - provides tools for formatting a question or adding equations, images or media files.
- 2 **Question Types** - click a tab to view the template for a question type.
- 3 **Question Template** - the question wording and content are entered in a template.
- 4 **Preview** - displays the question as it will appear in an online assessment.
- 5 **Copy from another file** - a tool for copying questions from another Respondus file.
- 6 **Question List** - lists the questions in the file; click on a question title to edit it.

USING THE EDIT MENU

Use the Edit menu to create or edit questions.

1. Select a question type from the tabs along the left.
2. Enter the question text in the question template.
3. Add formatting to the question text using the toolbar options.
4. Specify the correct answer (if applicable) and the point value.
5. Click the **Preview** button to preview the question.
6. When ready, click the **Add to End of List** or **Insert into List** button.
7. The question will appear in the **Question List** at the bottom of the screen.

THE EDIT TOOLBAR

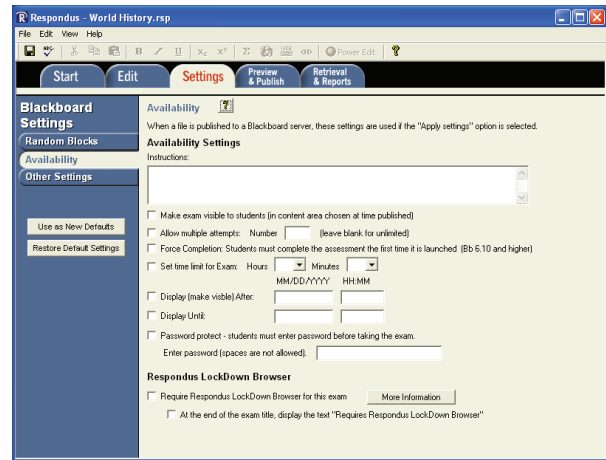


The Edit Toolbar provides tools for formatting text or adding equations, tables, images and other media.

- 1 **Save File** - save the currently open file.
- 2 **Spell checker** - spell check the file.
- 3 **Cut, Copy and Paste** - copy text to/from a text entry field.
- 4 **Bold, Italic, Underline** - add bold, italic or underline formatting.
- 5 **Subscript and Superscript** - add subscript or superscript formatting.
- 6 **Equation Editor** - launches the equation editor.
- 7 **Add images, audio/video, or other types of files** - add media files.

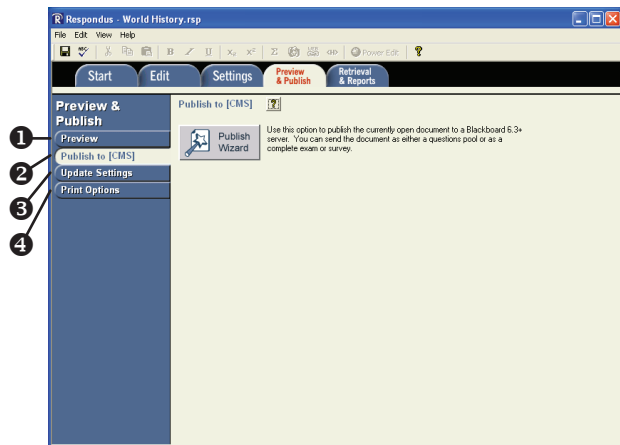
- 8 **Web links** - create a link to an object or website.
- 9 **HTML Editor** - add a block of HTML to a question.
- 10 **Power Edit** - provides a larger edit window and includes other tools like bulleted lists, fonts, table editor, etc.

THE SETTINGS MENU



The Settings menu displays the exam settings available for the course management system (CMS) that was selected on the Start menu. Select the exam settings prior to publishing the exam to your CMS. (See the user guide for your CMS, or the online help in Respondus, to learn more about these settings.)

THE PUBLISH MENU



- 1 **Preview** - preview the exam before printing or publishing it.
- 2 **Publish to [CMS]** - publish the exam to your online course using the Publish Wizard.
- 3 **Update Settings** - update the settings for an existing exam in a CMS.
- 4 **Print Options** - print the exam or save it to MS Word or Rich Text Format.

USING THE PUBLISH WIZARD

Use the **Publish Wizard** to publish exams directly to your online course.

1. From the Preview & Publish menu, select the **Publish to [CMS]** tab and then click the **Publish Wizard** button.
2. To publish the exam to a single course, select the **Publish to single course** option.
3. Click the **Edit Settings** button if you haven't previously provided server information for your online course. (Otherwise, click **Next** and skip to step 5.)

- A screen will appear that looks similar to the one below (each course management system is different, so your display may differ):
 - Enter the URL for the login page of your course management system.
 - If prompted, enter the URL for a page within one of your courses.
 - Click the **Extract** button.
 - Enter a description for your server ("My Online Course").
 - Enter your User Name and Password for your online course.
 - Select the *Remember my User Name and Password* box if it isn't a shared computer.
 - Click the **OK** button to close the window and click **Next** to continue to the next page of the wizard.

The screenshot shows a dialog box titled "Server and Course". It has a close button (X) in the top right corner. The main area contains instructions and input fields:

- Instructions: "To automatically set the server information for your institution: 1. Open your browser, go to the Blackboard 'Login' page... 2. In your browser go to the course you want to use... 3. Press Extract".
- Buttons: "OK", "Cancel", "Delete".
- Fields: "Server name, e.g. 'bboard1.univ.edu'", "Course ID, e.g. '_2_141'", "Login type" (dropdown with "JSP-1" selected), "Login page", "Institution code", "Server Port" (80), "Secure Server?" (checkbox), "Login Port" (0), "LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443".
- Manual entry section: "The information below must be entered manually: Description", "Version" (dropdown with "Version 6.3-7.x" selected), "User name", "Password".
- Checkbox: "Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!"

- The wizard will display a screen that looks similar to the one below (each course management system is different, so your features and display may differ):
 - Choose the course from the pull-down list.
 - Enter a name for the exam or quiz.
 - Select additional options for the exam or quiz.
 - Click **Next** to continue.

The screenshot shows a dialog box titled "Publish Wizard" with a close button (X) in the top right corner. It contains the following sections:

- Choose Course to publish to: History 110 (dropdown).
- Create or Replace Exam/Survey or Pool:
 - Exam/Survey:
 - Radio button selected: "Create new Exam" with text "History 110 - Exam 1".
 - Radio button: "Replace existing Exam" with a dropdown menu.
 - Pool:
 - Radio button: "Create new Pool" with an empty text field.
 - Radio button: "Replace existing Pool" with a dropdown menu.
- Additional options for Exam/Survey:
 - Checked: "Apply Random Blocks to Exam"
 - Checked: "Apply Settings to Exam"
 - Checked: "Link Exam to Content Area and make available"

Buttons at the bottom: "< Back", "Next >", "Cancel", "Help".

- The exam will now be published to the specified course. When the publishing process is completed, click the **Finish** button.

PRINTING AN EXAM

- From the Preview & Publish menu, select the **Print Options** tab.
- Select an option: **Exam** or **Exam with Answer Key** or **Answer Key only**. Click the **Settings** button to the right to further adjust the settings.
- Click the **Edit Headers** button to modify the text that will appear at the top of each page.
- To print multiple variations of the exam (with randomized question orders in each), change the pull-down list to the desired number of exam variations.
- Click the **Print Preview** button to display the exam output in a window.
- Click the **Save to File** button to save the exam to MS Word, Rich Text Format or Text format. Or, click the **Send to Printer** button to print the exam directly.

RETRIEVING AN EXAM FROM A CMS

Respondus will "retrieve" an exam from a course management system, which then allows the file to be edited, published to another online course, or printed using Respondus.

- From the Retrieval & Reports menu, select the **Retrieve Questions** tab.
- Choose the CMS Server from the list.
- Choose the Course from the list.
- Select the Exam from the list.
- Enter a name for the Respondus file that will be created once the exam is retrieved.
- Click the **Retrieve** button to complete the download process and to create the new Respondus file.

OTHER TRAINING & SUPPORT RESOURCES

- Online Help** - press F1 in Respondus to get context-sensitive help.
- User Guide** - download the Respondus user guide from <http://www.respondus.com/download>.
- Demo Movies** - view demonstration and training movies at <http://www.respondus.com/demo>.
- Knowledgebase** - <http://www.respondus.com/esupport>.
- Ticket-based Support**¹ - <http://www.respondus.com/esupport>.

¹ If your institution has a campus-wide license of Respondus, contact your local support representative before opening a support ticket at www.respondus.com.

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