

Getting Started with Respondus!

Section 1: Introduction – What is Respondus?

Respondus is a software that allows the user to create exams, surveys and pools for Blackboard without being logged in and online while working. UofL has a site license, which means you may download and install it on your office computer and your home computer.

Section 2: Download and install

Information on downloading and installing Respondus is now available on the Help Tab after you login to Blackboard under Instructor Help. This includes a link to download the program and any information you will need regarding the license key.

When installing the program it will prompt you through the installation wizard. It will then install the Equation Editor. You may be prompted for Microsoft Frontpage installation on the K: drive you can click cancel on that screen. This may come up once or twice more just click cancel on that only and it will finish the installation. You will not need to restart your machine for the program to run.

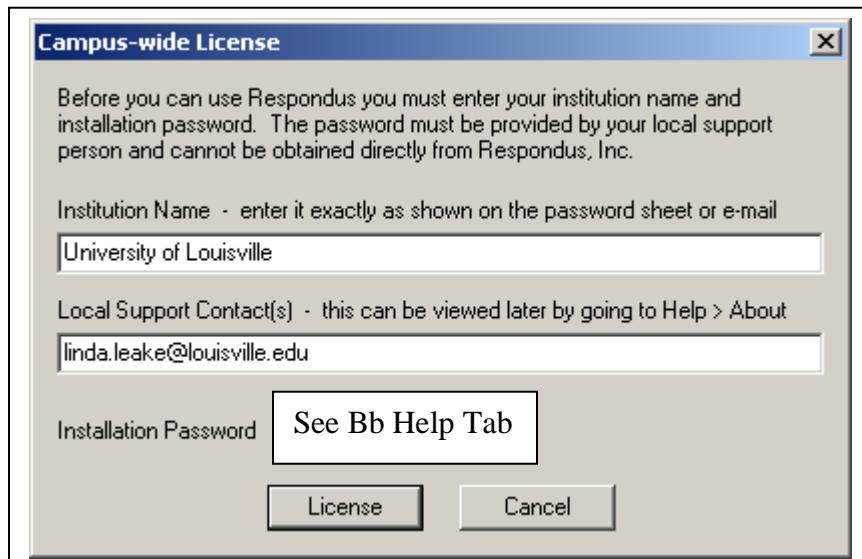
Section 3: Running Respondus for the first time!

When you run Respondus for the first time you will be prompted for three pieces of information to license your copy of the software. The information you will need is below. You must enter the items within the brackets “<>” as typed:

Institution Name: <University of Louisville>

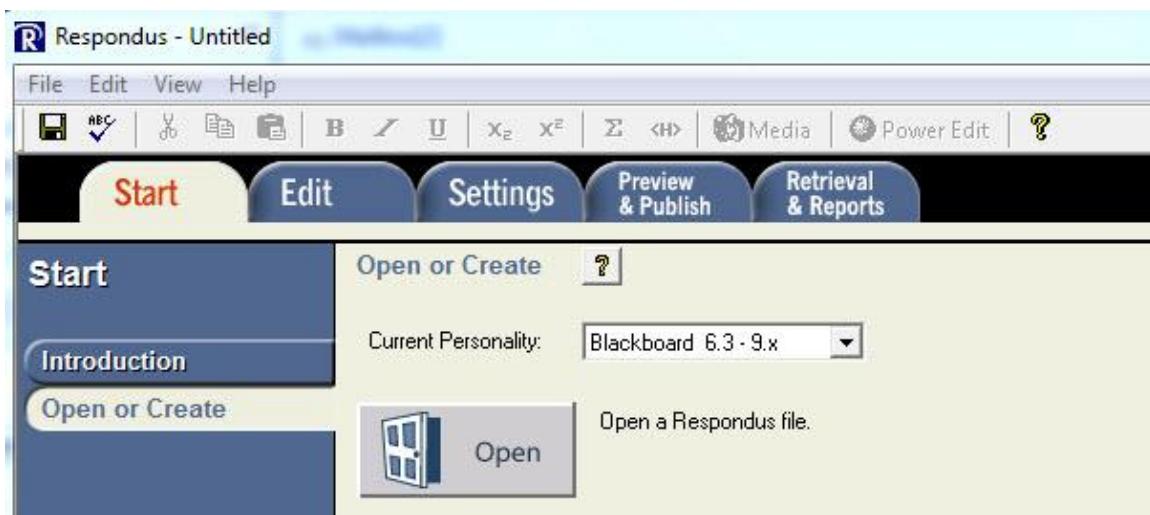
Local Support Contact: linda.leake@louisville.edu

Installation Password: <Located with the Download on the Help Tab in Blackboard>



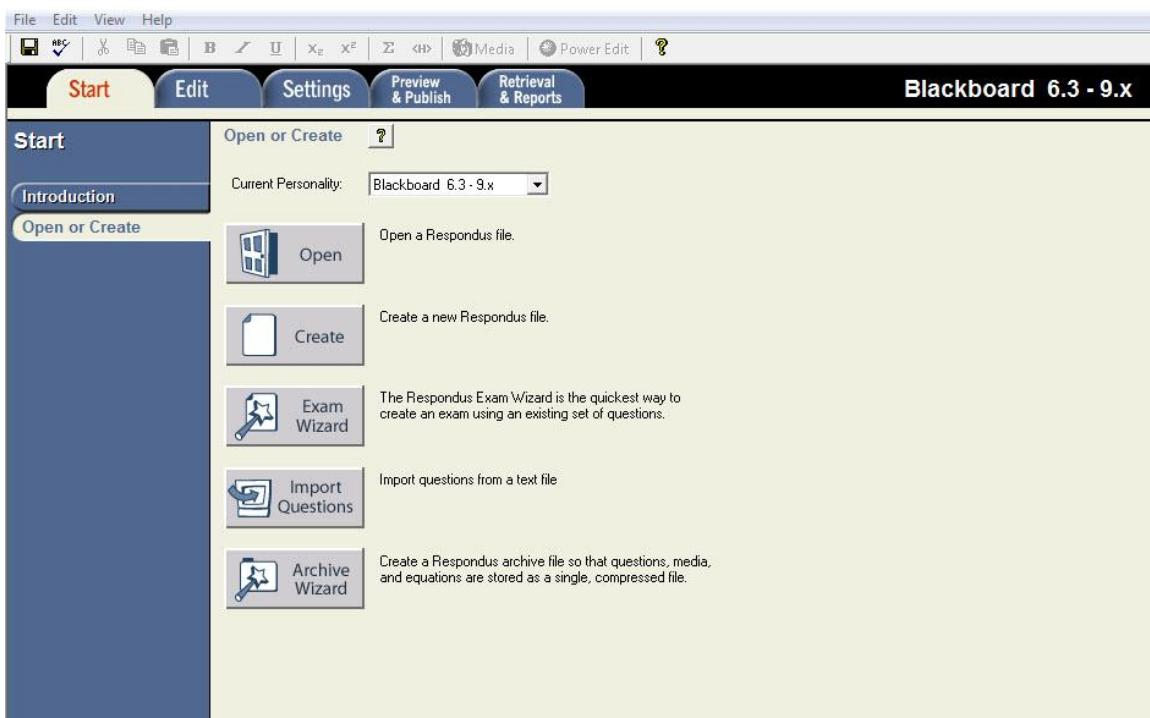
Once you have entered the information above click License, and you will not be prompted for it again. Now you may begin to use the Respondus software.

You will then be prompted to enter the Course Management System you are using. Please choose Blackboard 6.3 - 9.x from the drop-down menu.



Section 4: Open or Create a file

In this section you may open an existing file or create a new file from this panel. The Exam Wizard will allow you to create an exam from an existing set of questions. The Import Questions button allows you bring in questions from a text file (See Appendix A for formatting of import questions) . The Archive button allows you to create a file in a compressed format.



Section 5: Edit/Add to a file

This section has the question types that are available within Blackboard so that you may add or edit questions in your file. Using the tabs to the left will allow you to choose the question type you would like to use. In this section you may also add questions from another file.

The screenshot shows the Blackboard 6.3 - 9.x software interface with the Edit tab selected. The left sidebar lists question types: Multiple Choice, True and False, Essay / Short Answer, Matching, Ordering, Fill in the Blank, Multiple Answers, Calculated, and More >. A button labeled 'Copy from Another File' is circled with a black oval. The main panel is titled 'Multiple Choice' and contains fields for: 1. Title of Question, 2. Question Wording (with a 'Randomize answers' checkbox), 3. Answers (A, B, C, D) with a note '(PageDown moves to next answer)' and checkboxes for General Feedback and Feedback, 4. Select Correct Answer, 5. Point Value (set to 1.00), and buttons for Add to End of List, Insert into List, Clear Form, and Preview.

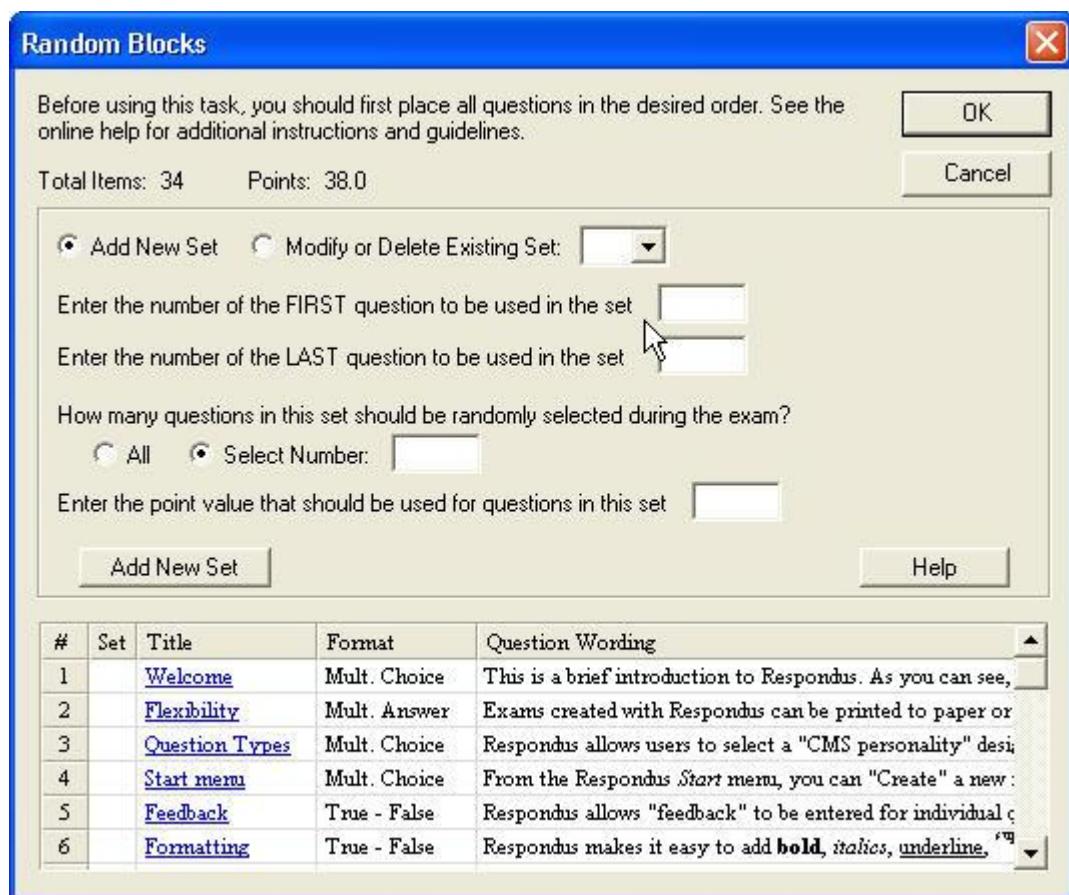
[Copy from Another File](#)

Using the copy button above you can copy questions from another Respondus file into the current one you are editing.

Section 6: Settings for a file

In this section you can actually setup the exam for student view once it has been uploaded to your course and set up Random Blocks.

Random Blocks are a group of questions that come from a pool that will select random questions for the exam each time a student clicks to take the assessment.



In the above screen, you have the option to select a specific number of questions lower than the total number of questions in the exam and other options as well.

Settings:

You can choose how it will be presented, the dates the exam is to be posted, and how the answers will preset after the students submit their exam/survey. This is great because you can do all the prep work, so when you get the exam/survey into your course it is ready to go. You have no other work to do!

These options are the same options you would receive in the “Modify Test Options” screen when deploying a test within Blackboard.

The screenshot shows the Blackboard 6.3 - 7 interface with the 'Settings' tab selected. On the left, a sidebar titled 'Blackboard Settings' has 'Availability' selected. The main content area is titled 'Availability' and contains instructions: 'When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.' It includes sections for 'Availability Settings' and 'Respondus LockDown Browser'. Under 'Availability Settings', there are several checkboxes and input fields for configuring exam visibility, attempt limits, time limits, and password protection. Under 'Respondus LockDown Browser', there are checkboxes for requiring the browser and displaying a message at the end of the exam.

Other Settings: This section is the Feedback and Presentation mode for the exam you are creating.

Blackboard 6.3 - 7

Blackboard Settings

- Random Blocks
- Availability**
- Other Settings

Other Settings ?

When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.

Feedback and Presentation

Self-Assessment

- Include this test in Gradebook score calculations
- Hide the score of this test from the Gradebook

Feedback Options

- Score (always included in Blackboard 6.3 - 7.0)
- Submitted answers (includes all the above in Blackboard 6.3 - 7.0)
- Correct answers (includes all the above in Blackboard 6.3 - 7.0)
- Feedback (includes all the above in Blackboard 6.3 - 7.0)

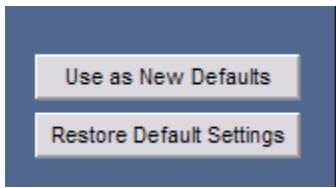
Question Presentation

- 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)

In the settings areas you can set default settings and save them for use in other exams you create.



Section 7: Preview and Publish a file

In this section, you can preview and upload the exam/survey directly to your course! The first time you get to this section you will need to do a little setup to be able to continually upload exams/surveys directly to your courses. This is only to be done one time.

Preview:

Now that you have entered all of your questions you can use this feature to preview each question as it would appear in Blackboard.

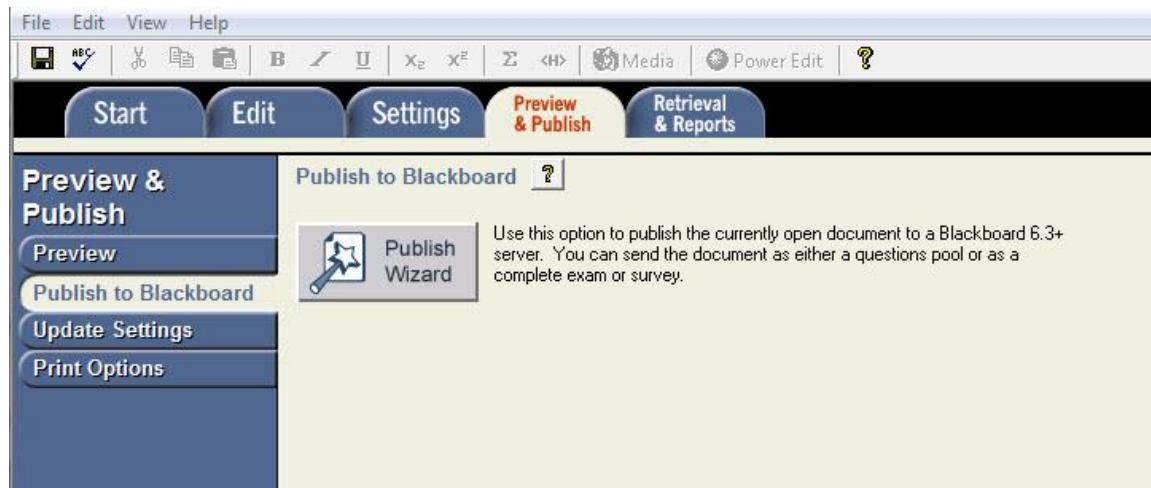


If you click “Preview the File” button, it will give you the screen below and allow you to preview and edit each question in the file.

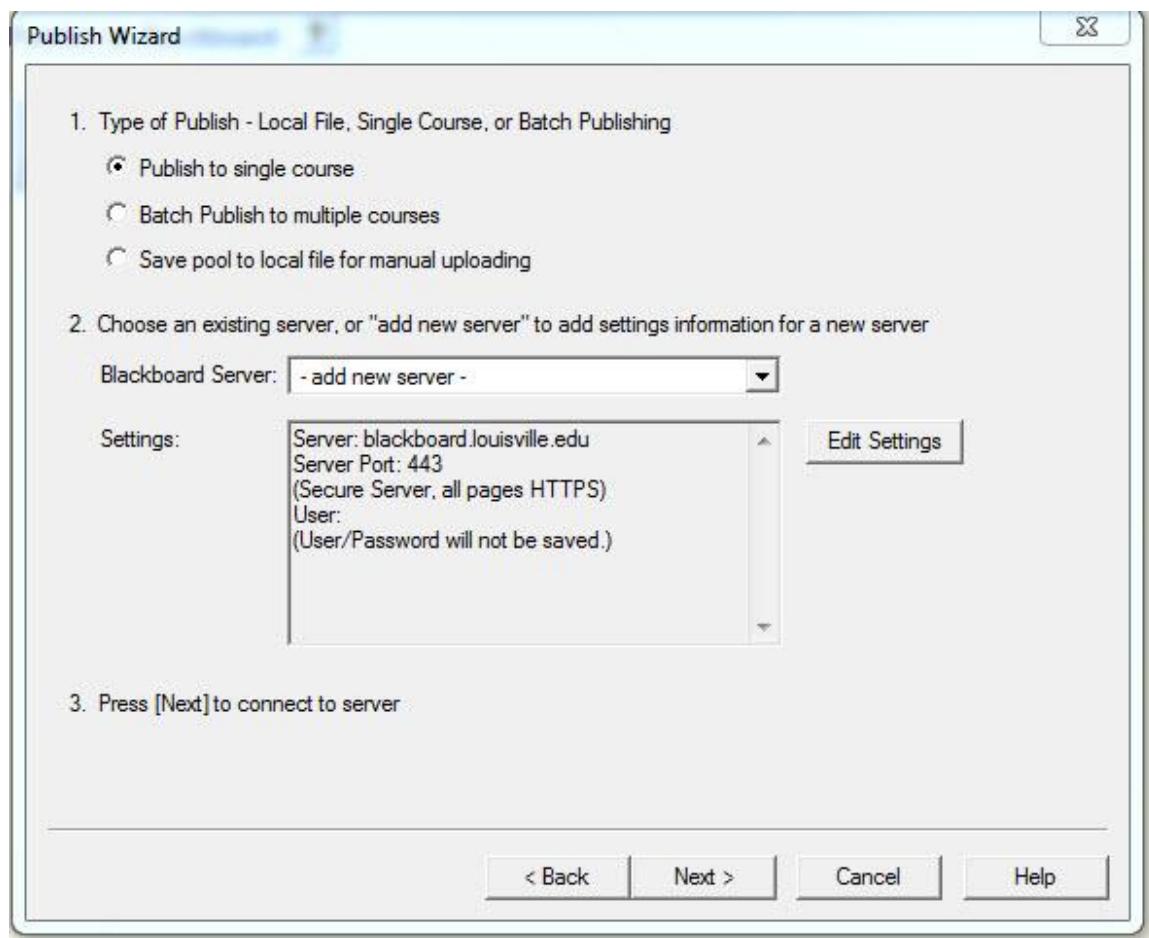
A screenshot of the 'Preview' dialog box. The title bar says 'Preview'. The toolbar includes buttons for 'Prev.', 'Next', '1 of 34', 'Modify Item', and 'Close'. A status message at the top says 'Appearance in Internet Explorer (other browsers may vary slightly). Changes made in Edit will not appear until you Save the document.' The main content area shows 'Question 1' of type 'Mult. Choice' worth '(1.00 points)'. The question text is: 'Question: This is a brief introduction to Respondus. As you can see, this is not a wizard or a typical user manual. Instead, this is an "exam" in which each "question" introduces a feature that is available in Respondus. Let's go to the next question.' There are two radio buttons: one for 'Continue.' and another for 'Go to www.respondus.com'. A 'Continue' button is at the bottom left, and a 'Feedback' link is at the bottom right.

Setting up the Publish Feature for the first time:

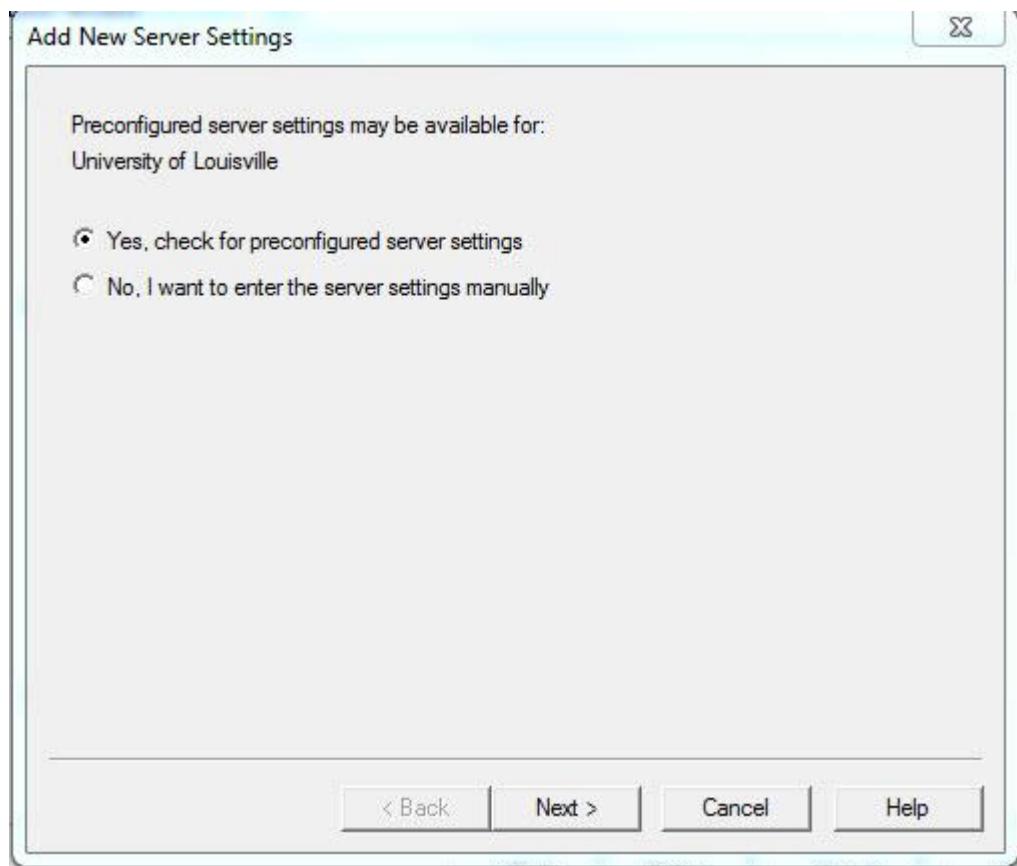
When you first go to the publish area, this is the screen you will see:



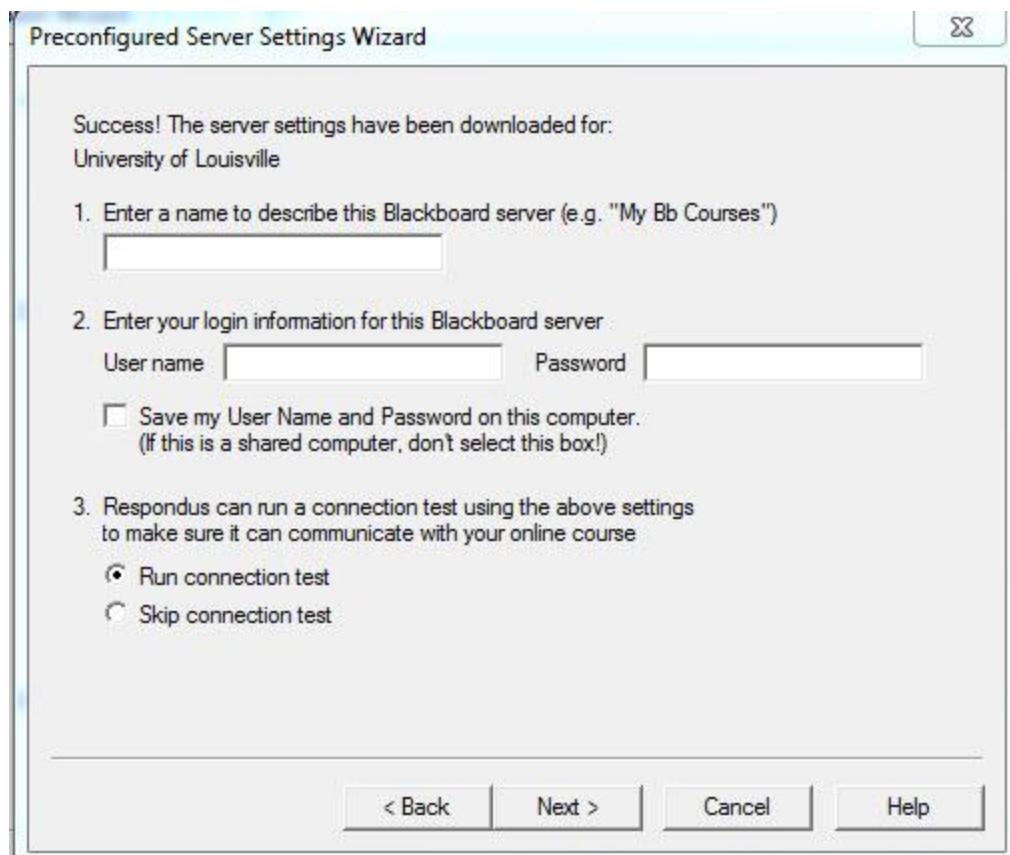
Click “Publish Wizard” and you will see the following screen:



with step 1 “Type of Publish”, leave it at the default of “Publish to a single course” and move to step 2: “Choose Server”, you will see on the drop-down menu “Add New Server”. Once you choose that, you will see the following screen.



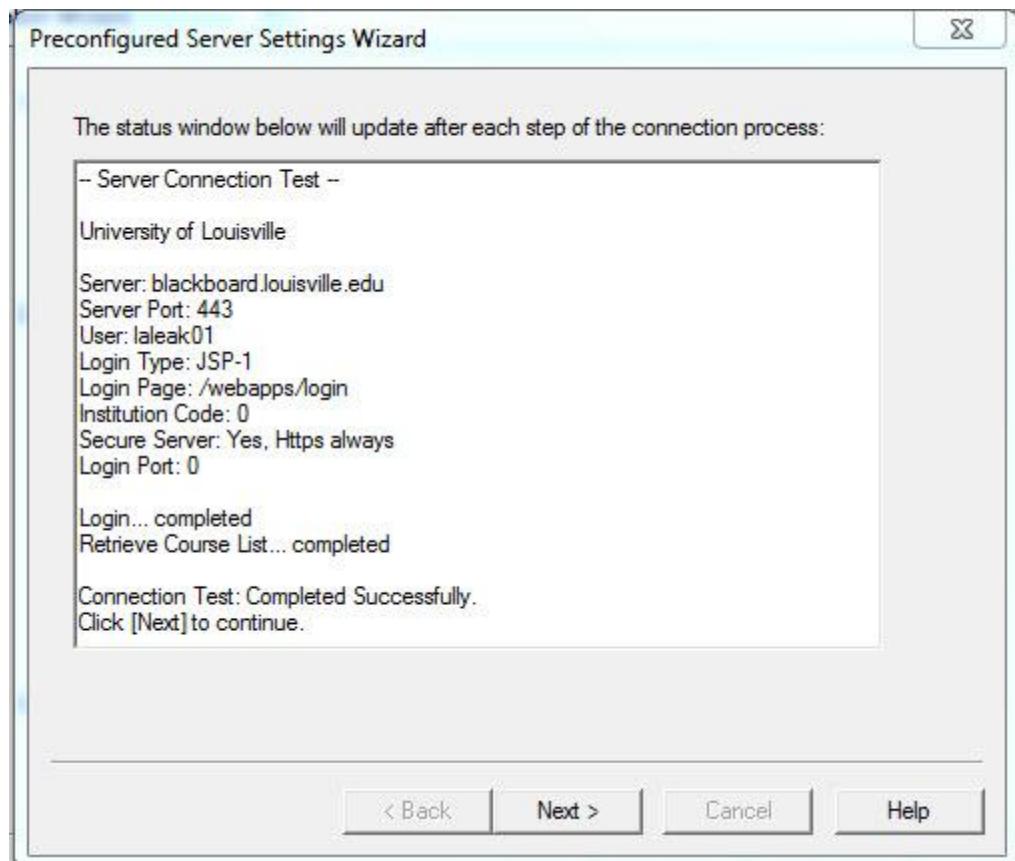
Leave this screen at the default of “Yes, Check for Pre-Configured Settings” and click “Next”.



You will be asked some questions to set this up.

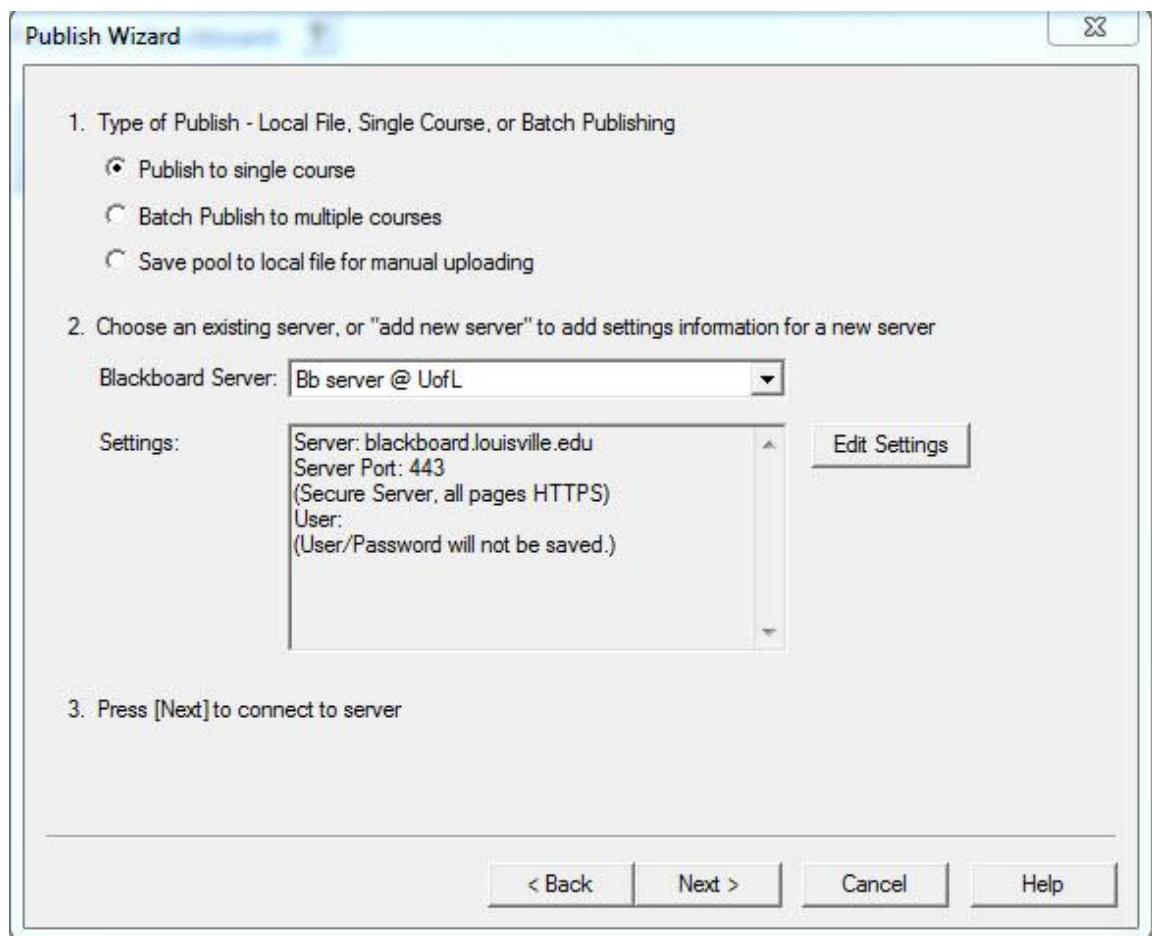
- a. . Enter the information as stated below:
 - i. For Description: Bbserver at UofL
 - ii. Your login id
 - iii. Your password (will display as asterisks)
- b. **Do not check the “Save My Username and Password” check box**
- c. In Number 3: Leave the default set in the connection test and click next.

The connection test will run and give you a report on the screen.



If it is successful it will tell you to click next to continue. On the next screen you need to click finish to close this settings section.

Once you press “Finish”, you will be back on the original publish wizard screen. Click next to continue.

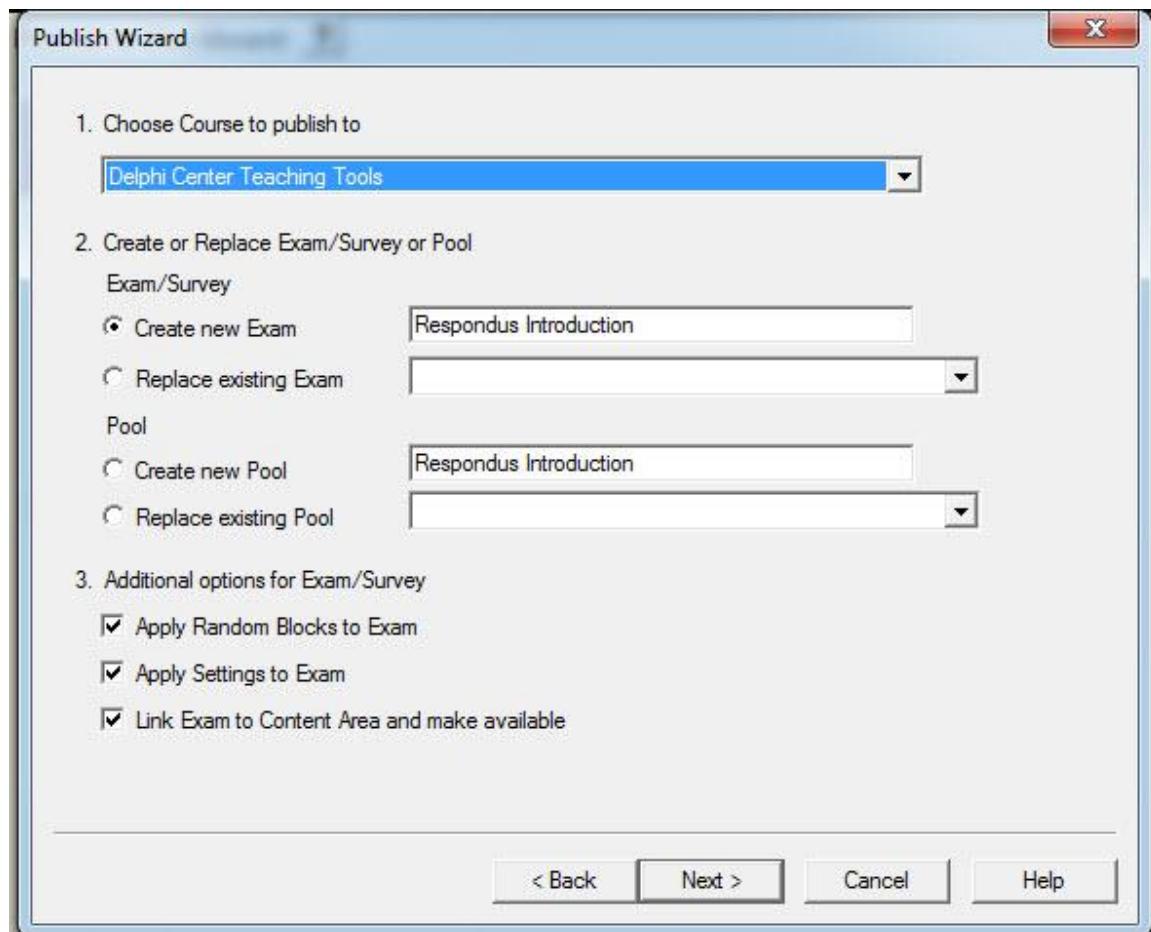


You will then be asked to enter your username and password for Blackboard. This will always come up because we didn't check “Save my username and password” during the setup process. Only because we change our passwords often and they never can be used again for security purposes.



Once you enter your username and password, click “Ok” to continue.

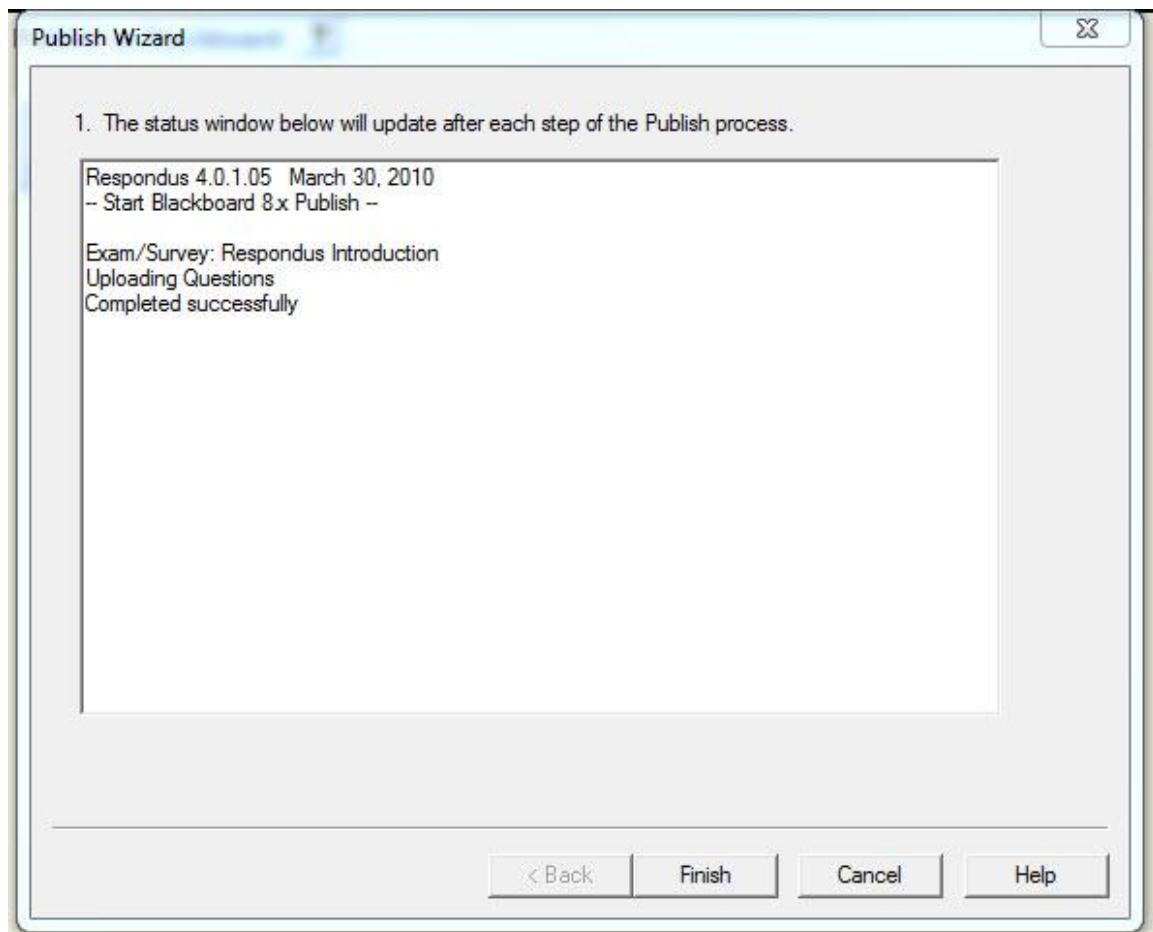
Then in the next box on that screen if you click on the drop-down menu you will see a list of all of your courses and you can then choose which one to put the exam/survey into on the server.



You can then choose to create a new exam/survey/pool with this file on your course or replace an existing exam/survey/pool on your course with the current file.

Then you can choose to apply the settings you setup in the “Settings” section of Respondus by selecting one or both of the check boxes.

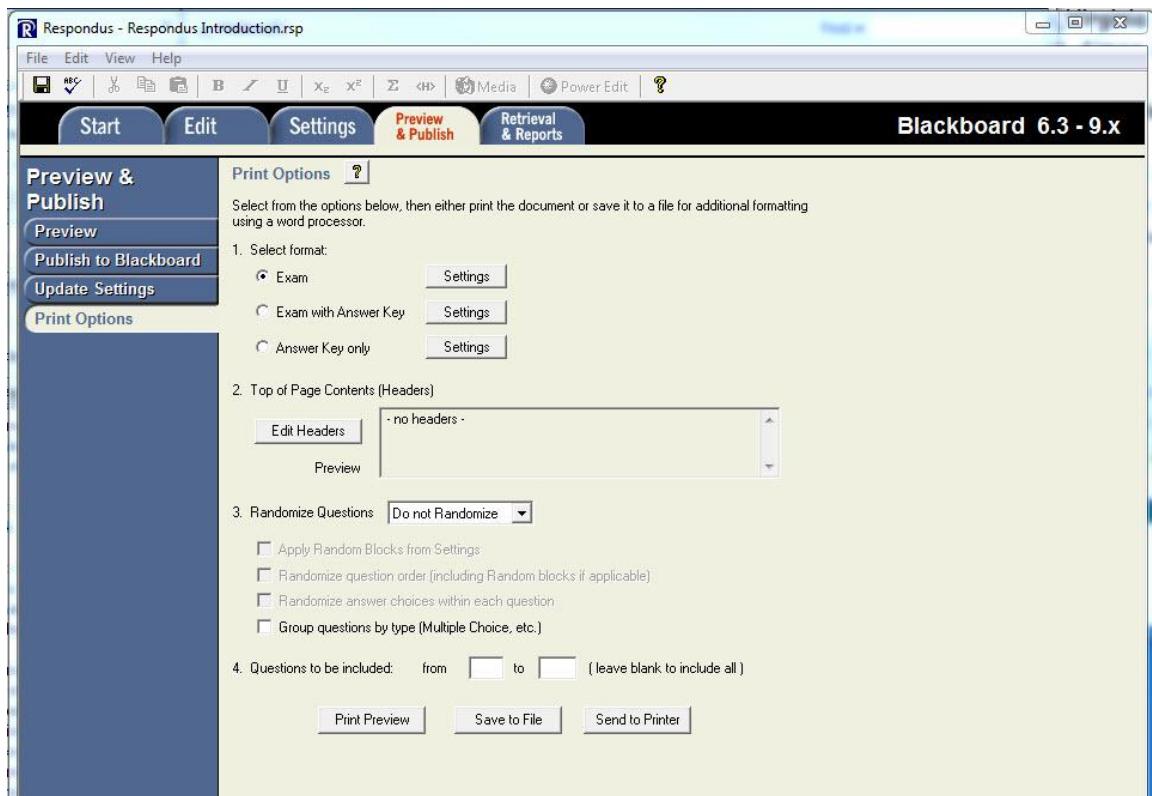
Press Next: Then you can watch the status screen and it will let you know if there are any problems or if the file uploaded successfully as shown below.



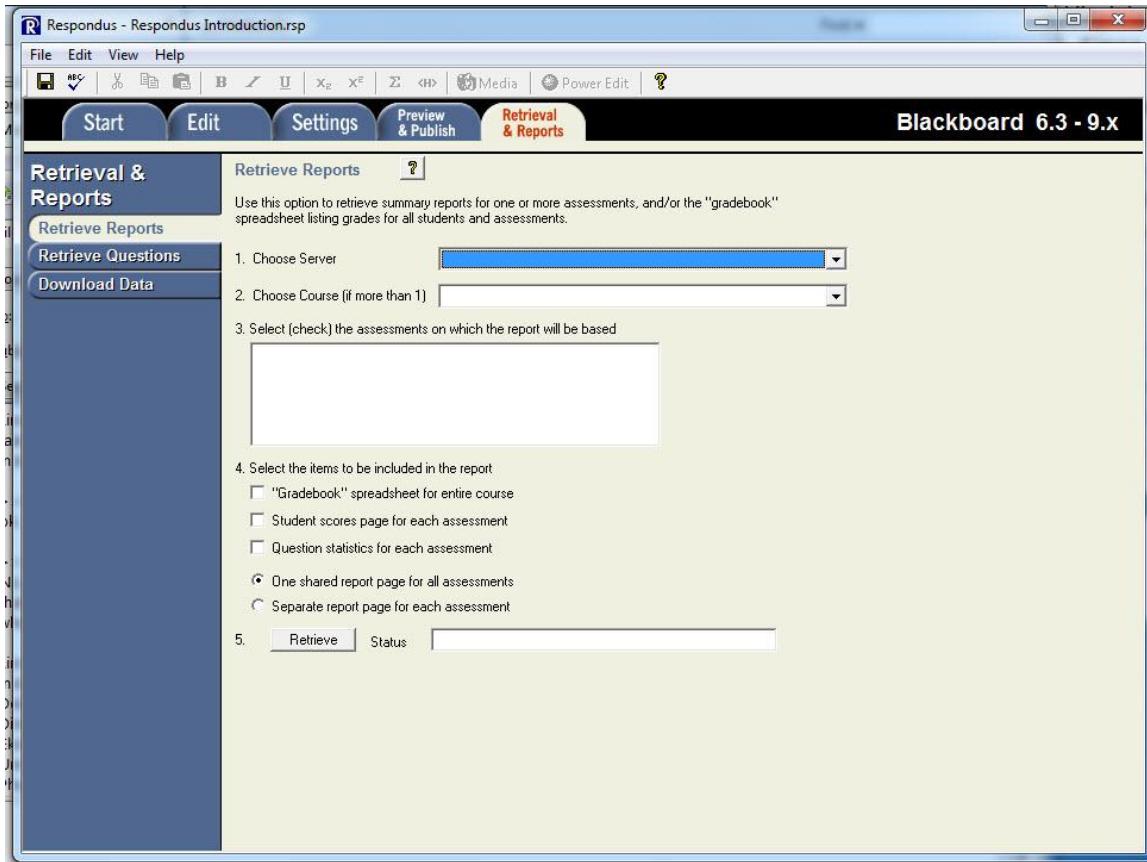
Click “Finish” when it says completed successfully.

Print options:

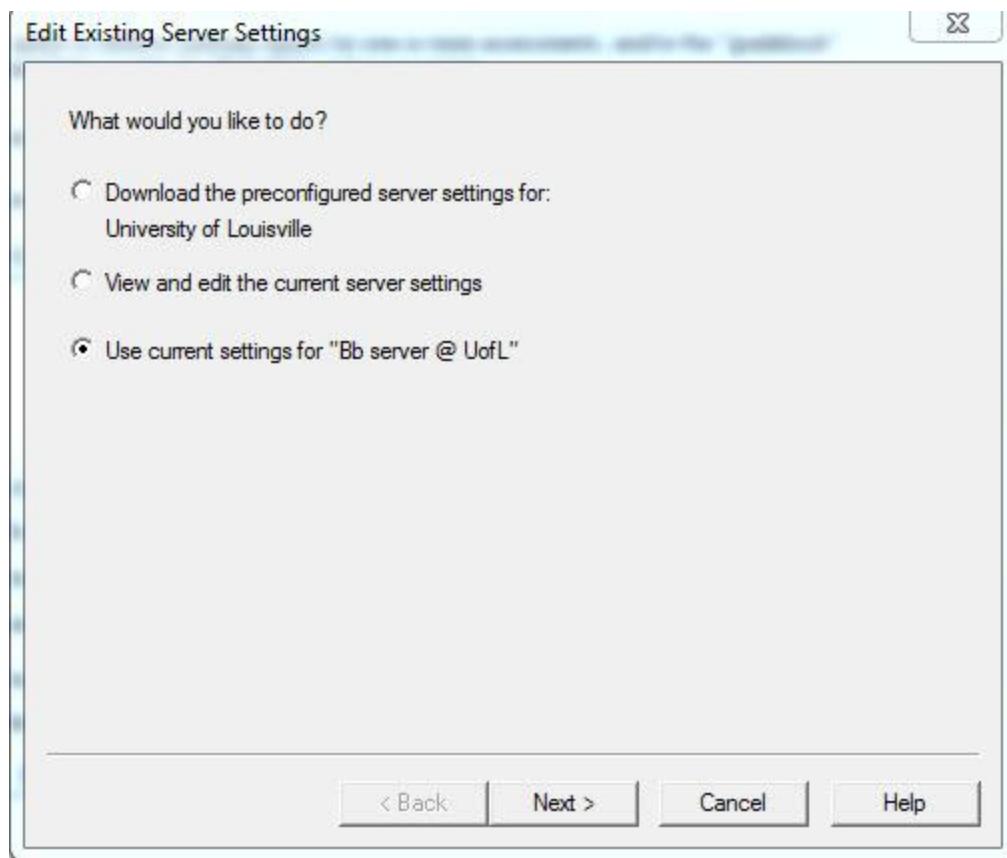
With Respondus, you can also print the test. You have three options. You may print the exam, print the exam with an answer key, and print the answer key only.



Section 8: Retrieval/Reports:



1. Select a server: choose the same server you setup earlier and you will see the following screen:



Leave it set at the default pictured above. Then click “Next” to continue. You will be prompted for your username and password again to ensure security.

On the retrieval screen you can do other options as well that include retrieving questions from an exam that is already in Blackboard and downloading the data from Blackboard.

Retrieve Questions from Blackboard.

This is a section that will allow you to retrieve questions from exams on the Blackboard system. You can use this to pull test questions from your courses into Respondus to work on them or use a group of questions in creating new exams/surveys.

If you have any questions please contact me either by phone at 852-4332 or by email at linda.leake@louisville.edu

Appendix A:

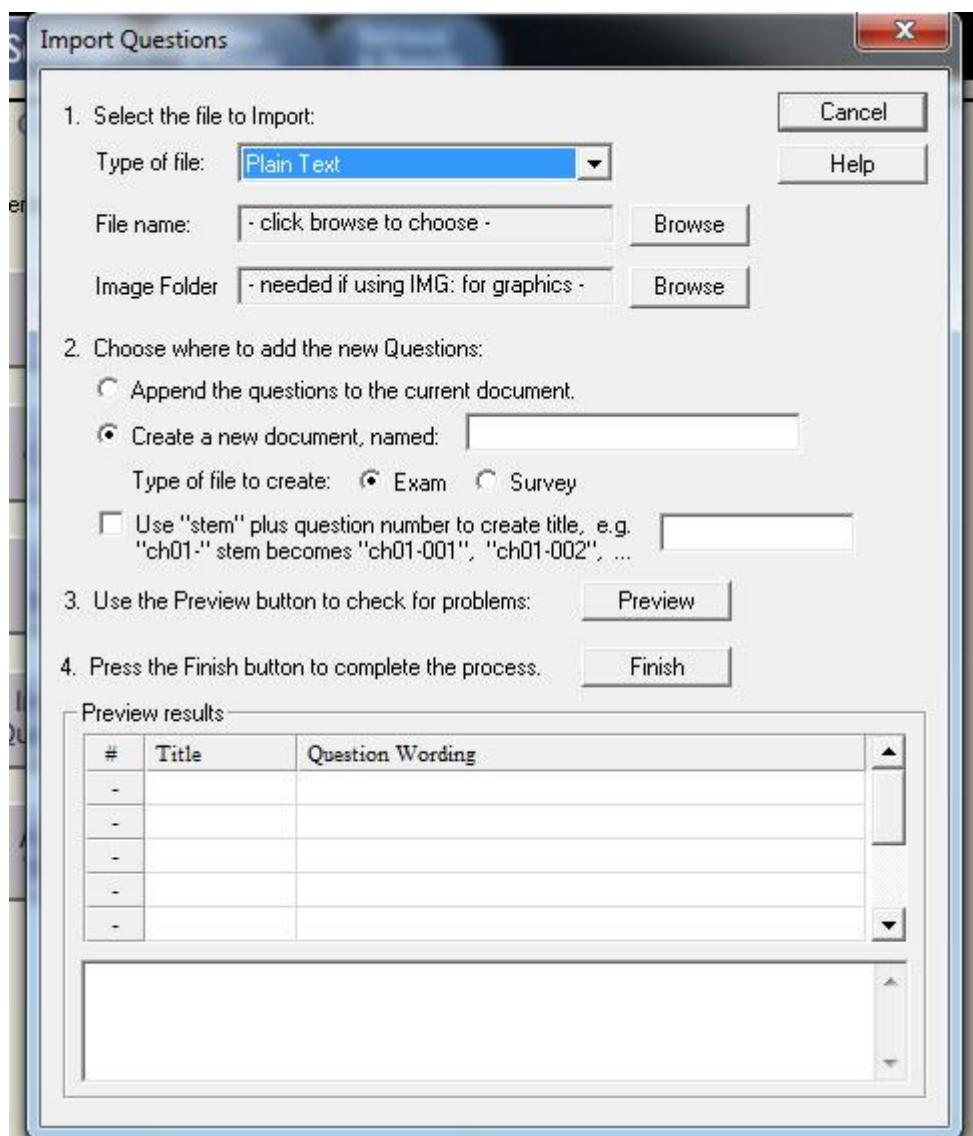
Importing Questions for Respondus

Respondus allows you to import multiple choice, true-false, essay, fill in the blank, matching, and multiple answer questions from a file. The questions must be organized in a format that is acceptable to Respondus and the file must be stored in text (.txt) or rich-text (.rtf) format. (All word processors have the capability of saving files to .txt or .rtf format--so does the WordPad application in Windows.)

Before importing a file into Respondus, it must be organized into a standard format. Once the file is in the Standard Format, follow these steps to import it into Respondus.

Starting the Import

To start the import, select the [Import Questions] task from the Start menu.



Step 1

The first step is to select the type of file that will be imported. You have several options here such as:

- a. Plain text (.txt)
- b. Rich text (.rtf)
- c. Microsoft Word (.doc)
- d. Microsoft Word 2007 (.docx)
- e. Comma Delimited (.csv)

(The Import Questions file will tell you how to format your word file so that Respondus will know what answers are correct and such)

Next, use the [Browse] button to locate and select the file to be imported.

If you are importing a file that contains "IMG:" tags that specify the location of images (see Importing Images with Questions), the next step is to browse to the folder that contains those images.

Step 2

Specify whether the questions should be appended to the currently open file or whether to create an entirely new file. If you select the second option you will need to enter the name of the file to be created and indicate whether the file should be an "Exam" or "Survey."

Each question being imported will have a "title". If you don't specify a title for each question in the text file itself (discussed below), Respondus will automatically use the first 20 characters of the question wording as the question title. Alternatively, titles can be based on a specific "stem" (or string of text) which will then be followed by consecutive numbering starting with 001. For example, if you select the "Use stem..." checkbox and enter the text "Chapter1-", the title for the first question being imported will be Chapter1-001, the title for the second question will be Chapter1-002, and so on. (You are not required to enter a stem phrase--this feature is entirely optional.)

Step 3

Click the [Preview] button to preview the file being imported and to see if there are any warning messages. If warning messages are shown at the bottom of the screen, you need to determine whether to make changes to the text file or whether to continue with the import.

Note that some warning messages can be ignored. For instance, Respondus might give the warning "2 duplicate titles were changed by adding '2' (or 3, 4...)". This is simply indicating that two of the question titles for the file being imported are identical (remember, question titles are generated from the first 20 characters of the question wording). Since two question titles in Respondus cannot be identical, the warning message is simply indicating that the duplicate title is having a number such as "2" added to the end of it to make it distinct. This change does not affect the question itself (titles aren't displayed during an exam), so most users can safely ignore this warning.

Step 4

If you are satisfied with how the results look in Preview, click [Finish] to complete the import. The file has now been created or appended. Switch to the Edit menu to modify the file, or go to the Preview tab to view the file using a browser-like window.