Respondus
VERSION 4.0

Instructor Quick Start Guide

WHAT IS RESPONDUS?

Respondus is a Windows-based authoring tool that makes it easy to create and manage exams for Blackboard, ANGEL, Desire2Learn, eCollege, Moodle, 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 "Respondus4Campus.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
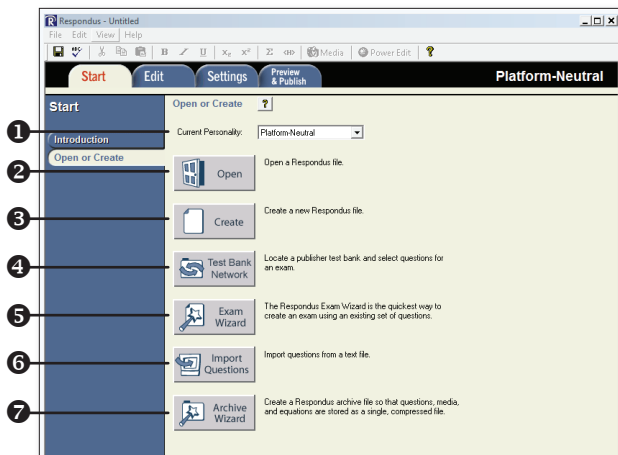
❶ **Personality** - select the course management system being used with Respondus.

❷ **Open** - open an existing Respondus file.

❸ **Create** - create a new file.

❹ **Test Bank Network** - locate a publisher test bank and select questions for an exam.

❺ **Exam Wizard** - create a new exam by copying questions from other Respondus files.

❻ **Import Questions** - import questions from MS Word, Rich Text, QTI and other formats.

❼ **Archive Wizard** - create a zip archive of a Respondus file, including all pictures and media.

REGISTER A PUBLISHER TEST BANK

Thousands of publisher test banks are available in Respondus format (free to instructors who adopt a participating textbook).

1. On the Start menu in Respondus, select the **Test Bank Network** button.
2. The first option, "Search for a publisher test bank" will open a browser window and enable you to search for the textbook adopted for your course.
3. For the textbook selected, click "More Information" and submit the request form for the test bank.
4. The publisher receives the request and will send you the File Code and Password via email within 1-3 days.
5. When the File Code and Password is received, start Respondus and return to the **Test Bank Network** wizard.
6. Select the second option, "Register a test bank using a file code and password".
7. Enter the File Code and File Password (if required) provided by the publisher, along with the information requested. This will register the test bank with this copy of Respondus. It won't be necessary to repeat the process again on this computer.
8. Once the test bank is registered, select the third option on the **Test Bank Network** wizard, "Select questions from one of the following publisher test banks".

Questions can now be copied from the test bank to the currently open Respondus file.

USING THE EXAM WIZARD

Use the Exam Wizard to create a new exam by copying questions from other Respondus files.

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**.

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.

OVERVIEW OF EDIT MENU
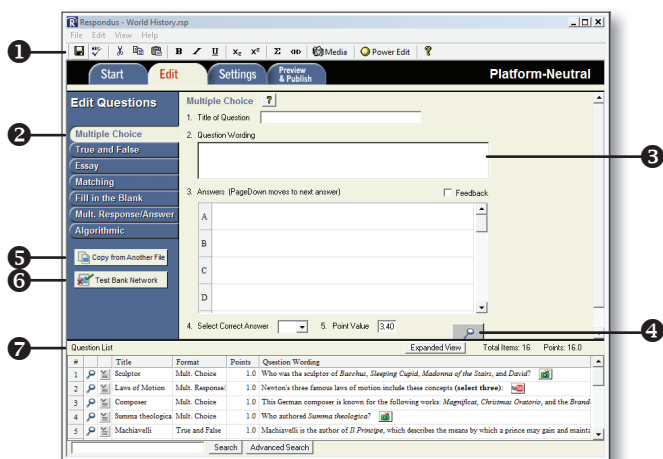
❶ **Toolbar** - provides tools for formatting a question or adding equations, images or media files.

❷ **Question Types** - click a tab to view the template for a question type.

❸ **Question Template** - the question wording and content are entered in a template.

❹ **Preview** - displays the question as it will appear in an online assessment.

❺ **Copy from another file** - a tool for copying questions from another Respondus file.

❻ **Test Bank Network** - copy questions from a previously registered publisher test bank to this Respondus file.

❼ **Question List** - lists the questions in the file; use the drop-down context menu to edit a question.

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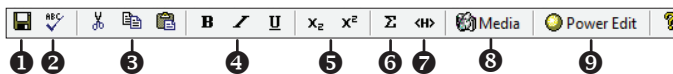
The Edit Toolbar provides tools for formatting text or adding equations, tables, images and other media.

❶ **Save File** - save the currently open file.

❷ **Spell checker** - spell check the file.

❸ **Cut, Copy and Paste** - copy text to/from a text entry field.

❹ **Bold, Italic, Underline** - add bold, italic or underline formatting.

❺ **Superscript and Subscript** - add superscript or subscript formatting.

❻ **Equation Editor** - launches the equation editor.

❼ **HTML Editor** - add a block of HTML to a question.

❽ **Media Wizard** - add images, audio, video, and other files; embed files from other servers (e.g. YouTube, Picasa).

❾ **Power Edit** - provides a larger edit window and includes other tools like bulleted lists, fonts, table editor, etc.

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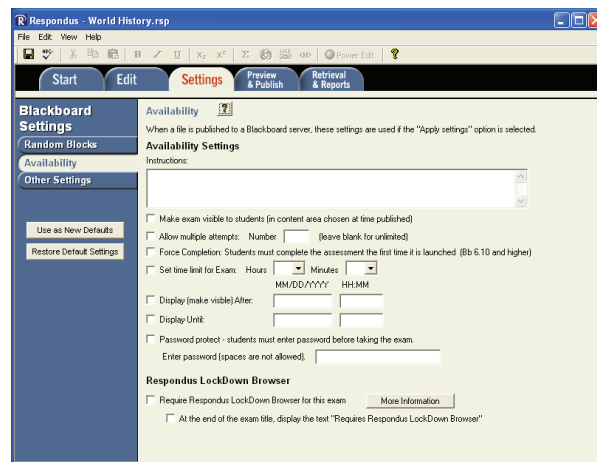
The Settings menu displays the exam settings available for the course management system (CMS) that was selected on the Start menu. Select the exam settings prior to publishing the exam to your CMS. (See the user guide for your CMS, or the online help in Respondus, to learn more about these settings.)

THE PUBLISH MENU
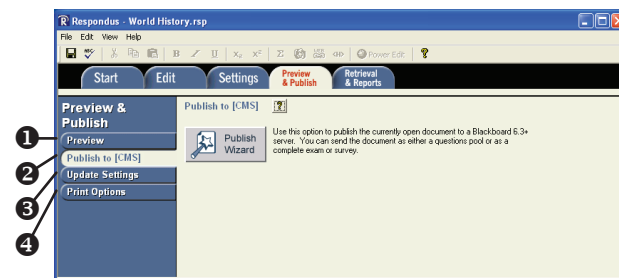
❶ **Preview** - preview the exam before printing or publishing it.

❷ **Publish to [CMS]** - publish the exam to your online course using the Publish Wizard.

❸ **Update Settings** - update the settings for an existing exam in a CMS.

❹ **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.)
4. 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.
5. 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.

- Select additional options for the exam.
- Click **Next** to continue.
6. The exam will now be published to the specified course. When the publishing process is completed, click the **Finish** button.

PRINTING AN EXAM

1. From the Preview & Publish menu, select the **Print Options** tab.
2. 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.
3. Click the **Edit Headers** button to modify the text that will appear at the top of each page.
4. 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.
5. Click the **Print Preview** button to display the exam output in a window.
6. 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.

1. From the Retrieval & Reports menu, select the **Retrieve Questions** tab.
2. Choose the CMS Server from the list.
3. Choose the Course from the list.
4. Select the Exam from the list.
5. Enter a name for the Respondus file that will be created once the exam is retrieved.
6. 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.