

# Respondus Assessment Builder

Respondus is a software tool that assists instructors in creating assessments. Respondus converts documents created in rich text format (.rtf), or Microsoft Word (.docx) formats, into a format suitable for uploading to Blackboard. Users may also create new tests, replace existing tests, or create question pools. Respondus can also be used to print tests and answer keys. In addition to creating tests, users may also spell check tests and answers, add images and media, or use a question to tests.

## Types of Questions

Only eight question types are available for use with Respondus:

Question Type	Description
<b>Multiple Choice</b>	Up to 20 answer choices, but only one correct answer can (and must) be selected.
<b>True or False</b>	With Surveys, “True and False” is replaced with “Yes and No”.
<b>Essay/Short Answer</b>	Allow students to enter complete sentences or paragraphs for their answer. Answers are graded manually.
<b>Matching</b>	Require students to match items from two columns.
<b>Ordering</b>	Answers are provided in a specific order or series.
<b>Fill in the Blank</b>	Students to enter a word, short phrase, or string of characters. Students must give an answer that exactly matches one of the answers provided by the teacher. You are permitted to enter multiple forms of the correct answer.
<b>Multiple Answer</b>	Students can (and generally should) select more than one correct answer.
<b>Algorithmic</b>	Students to apply a mathematical formula to answer the question.

## Download Respondus

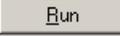
The licensing information listed below is entered each time the Respondus software is installed.

Institution Name	University of the Incarnate Word
Local Support Contact	Terence Peak ( <a href="mailto:tpeak@uiwtx.edu">tpeak@uiwtx.edu</a> )
Installation Password	Please contact Terry for the current Password

1 [Click here to download the Respondus installation file](#)

1. On the **Blackboard homepage**, locate and click on the **Download Respondus Link**.



2 Click **Run**,  and then follow the prompts to complete the installation.

## Create a Test as a New Respondus File

1. Click the **Respondus icon**.
2. From the Start menu, click **Create** to create a new file.
3. Enter a **file name** and a **description**.
4. Choose **Exam** or **Survey**.
5. Click **OK**.
6. The Edit menu Opens. Choose a **Question Type**.
7. Type the **question** and **title**.
8. Type the **answer(s)**.
9. Select the **correct answer**.
10. Type a **point value**.
11. Select the **location for the question**.
12. Repeat the process until all questions are added.

## Import Questions from Microsoft Word

### Format Questions

Questions are numbered followed by a period or parenthesis. Place a space after the period or parenthesis and type the question. For Example:

1. What is the capital of Texas?  
1) What is the capital of Texas?

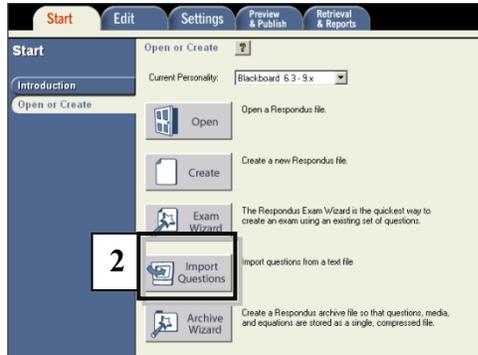
### Format Answers

Type answers with a letter followed by a period and the answer. Correct answers are denoted by an asterisk (\*) directly in front of the correct answer. For Example:

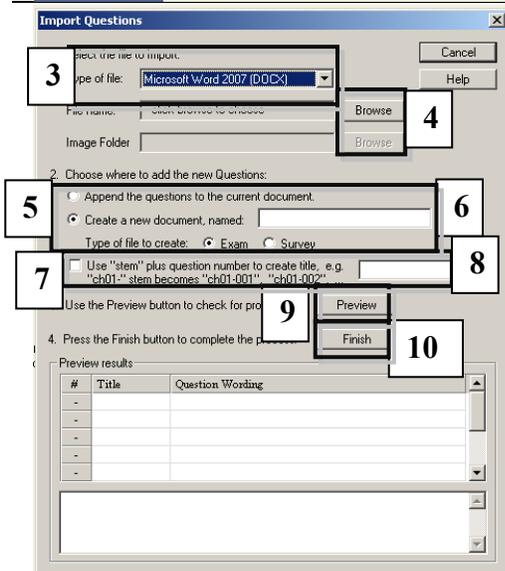
- \*a. Austin
- \*a) Austin

The answers can also be listed at the end of the file. This list must be formatted with the question number, and answer choice answer. All answers must be placed under the heading **Answers**. For Example:

1. \*a. Austin  
1) \*a) Austin

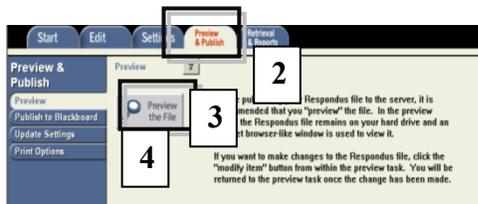


1. Click the **Respondus icon.** 
2. From the **Start** menu, click **Import Questions**  to create a new file.

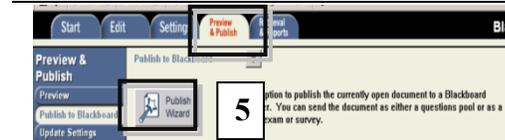


3. Choose a **file type (Microsoft Word 2007)**
4. Click **Browse**  to locate the document.
5. In the menu **Create a new document named:** type a **new document name.**
6. Choose **Exam** or **Survey.**
7. Click **Use stem plus question number.**
8. Type a **stem (test-001).**
9. Click **Preview**  to review the test.
10. Click **Finish.** 

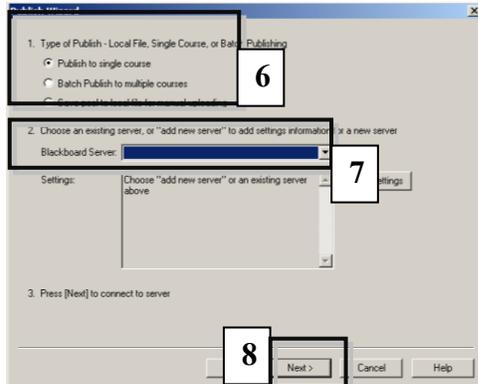
## Publish a Respondus Test



1. Click the **Respondus icon.** 
2. From the **Start** menu, click the **Preview and Publish** tab.
3. Click the **Preview the File**  button to preview the test. This is an opportunity to review the test for correct answers, images, and content.



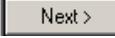
4. Click the **Preview & Publish** tab again.
5. Click the **Publish Wizard button.** 

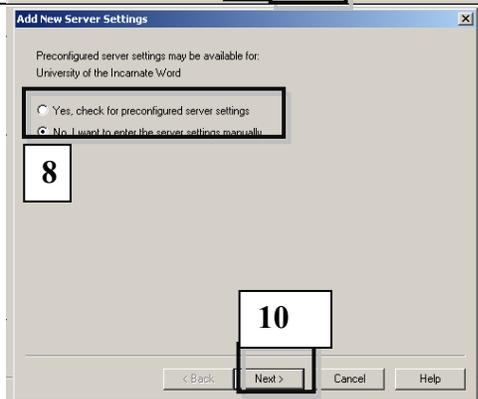


6. Choose a **Publishing Type:**

- Single Course
- Batch Course
- Pool

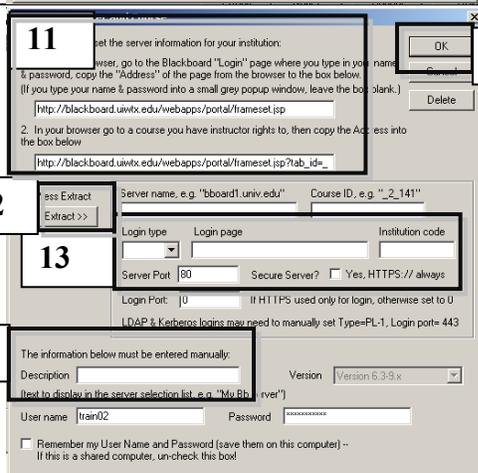
7. The Blackboard Server window will have a server address. If not, change the setting to **Add New Server**.

8. Click **Next**. 



9. On the next page, click **No**.

10. Click **Next**. 



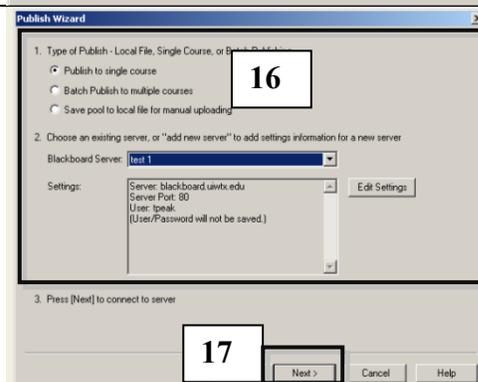
11. Review the instructions, and type in the **server and course settings**.

12. Click **Extract**. 

13. Type your **Username** and **Password** in the spaces provided.

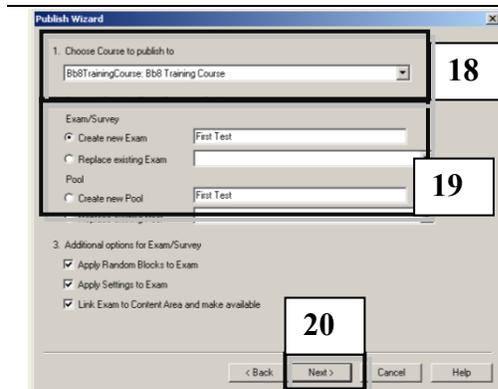
14. Type the **Test Title** in the **description** window.

15. Click **OK**. 



16. Review the server information from step 6,

17. Click **Next**. 



18. Click the **drop down list** to choose the **course** to add the test.
19. Choose the **test settings**.
20. Click **Next**. **Next >** **TWICE**
21. When the status changes to **Completed Successfully**, the test has been successfully uploaded. Login to your course and open the test to modify the test settings and make the test available.