# 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

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

Only eight question types are available for use with Respondus:

### 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 (tpeak@uiwtx.edu)
Installation Password	Please contact Terry for the current Password



### Create a Test as a New Respondus File

Nati     Early     Party     Party     Party     Party	<ol> <li>Click the <b>Respondus icon.</b> R</li> <li>From the Start menu, click <b>Create</b> to create a new file.</li> </ol>
Create New File  Name of File  Use scription:  Type of File  Use sam file.  Surva  te an exam file.  Surva  te a survey file. Survey files are similar to exam files, except that lack correct answers, point values, and feedback.  5  0  Cancel Help	<ol> <li>Enter a file name and a description.</li> <li>Choose Exam or Survey.</li> <li>Click OK. OK</li> </ol>
Certart     Edit     Settings     Preview & Audit     Referral       6     restions     Mathin Chaice     2       6     restions     Title of Quarkon     Reed       7     Galaring     Constant Working     Reed       7     Galaring     Answers     PageDown moves to next answer)     General Feedback.       6     Feedback     Answers     PageDown moves to next answer)     General Feedback.       6     Feedback     More >     C       Calculated     C     C     C       10     11     Constant wave in the constant wave in	<ul> <li>6. The Edit menu Opens. Choose a Question Type.</li> <li>7. Type the question and title.</li> <li>8. Type the answer(s).</li> <li>9. Select the correct answer.</li> <li>10. Type a point value.</li> <li>11. Select the location for the question.</li> <li>12. Repeat the process until all questions are added.</li> </ul>

### 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



Start     Edit     Settings     Percent       Start     Open or Create     Import       Introduction     Current Percondly:     Blackboad 63-9a       Open or Create     Open or Create       Open or Create     Open or Create <th><ol> <li>Click the <b>Respondus icon.</b> R</li> <li>From the Start menu, click <b>Import Questions</b></li> <li>Import Questions to create a new file.</li> </ol></th>	<ol> <li>Click the <b>Respondus icon.</b> R</li> <li>From the Start menu, click <b>Import Questions</b></li> <li>Import Questions to create a new file.</li> </ol>
3       pe of file:       Microsoft Ward 2007 (DOCX       Hep         Hep       Hep       Hep         Fac name       click broker to choose       Browse         4       Browse       4         Image Folder       Browse       4         2       Choose where to add the new Questions:       6         5       C reate a new document, named:       6         7       Use "stem" plus question number to create title, e.g.       8         7       Use "stem" plus question number to create title, e.g.       8         4       Preview button to check for program       Preview         4       Preview touton to check for program       Preview         4       Title       Question Working       Image         6       Title       Question Working       Image	<ol> <li>Choose a file type (Microsoft Word 2007)</li> <li>Click Browse Browse to locate the document.</li> <li>In the menu Create a new document named: type a new document name.</li> <li>Choose Exam or Survey.</li> <li>Click Use stem plus question number.</li> <li>Type a stem (test-001).</li> <li>Click Preview Preview to review the test.</li> <li>Click Finish. Finish</li> </ol>

## Publish a Respondus Test





Type of Publish - Local File, Single Course, or Ball Publishing     Publish to single course     Back Publish to single course     Course an existing server, or and existing server     Blockbard Server:     Diroces "add new server" to add settings information for a new server     Blockbard Server:     Origonse "add new server" or an existing server     T single     .     . Press [Next] to connect to server     .     .     . Ress [Next] to connect to server     .	<ul> <li>6. Choose a Publishing Type: <ul> <li>Single Course</li> <li>Batch Course</li> <li>Pool</li> </ul> </li> <li>7. The Blackboard Server window will have a server address. If not, change the setting to Add New Server.</li> <li>8. Click Next. Next&gt;</li> </ul>
Add New Server settings may be available for: University of the Incarnate Word    Yes, check for preconfigured server settings    Not user in enter the server settings manually	9. On the next page, click <b>No</b> . 10. Click <b>Next</b> .
1       extension       extension         1       et the server into Blackhoad "Login" page where you type in you name         1       et the server into Blackhoad "Login" page where you type in you name         1       et the server into Blackhoad "Login" page where you type in you name         1       et the server into the page from the browner to the backhoad         1       et the server into the page from the browner to the backhoad         1       et the server into the page from the browner to the backhoad         1       et the server into the page from the browner to the backhoad         1       et the server into the page from the browner to the backhoad         1       et the server into the page from the browner to the backhoad         1       et the backhoad         1       et the server into the page from the browner to the backhoad         1       et the server into the page from the browner to the backhoad         1       et the information below must be entered manually.         1       et the information below must be entered manually.         1       the information below must be entered manually.         1       the information below must be entered manually.         1       the information the server selection bit e.g. "MuBB         1       the information the server selection bit e.g. "MuBB <t< th=""><th><ol> <li>Review the instructions, and type in the server and course settings.</li> <li>Click Extract. Extract &gt;&gt;&gt;</li> <li>Type your Username and Password in the spaces provided.</li> <li>Type the Test Title in the description window.</li> <li>Click OK. OK</li> </ol></th></t<>	<ol> <li>Review the instructions, and type in the server and course settings.</li> <li>Click Extract. Extract &gt;&gt;&gt;</li> <li>Type your Username and Password in the spaces provided.</li> <li>Type the Test Title in the description window.</li> <li>Click OK. OK</li> </ol>
Publish Vizard       X         1. Type of Publish - Local File, Single Course, or Bart & Duction       16         Back Publish to multiple course       16         C Save pool to local file for manual uploading       16         C Choose an existing server, or "add new server" to add settings information for a new server       Blackboard Server         Blackboard Server       Entity       Edit Settings         Setting:       Server Elackboard server 80       Edit Settings         User typesk:       User typesk       Edit Settings         James (User/Password will not be served)       T       Edit Settings	16. Review the server information from step 6, 17. Click <b>Next</b> .



				10
Bb8TrainingCourse: Bb8 Tra	ining Course		-	19
Exam/Survey				
Create new Exam	First Test			
C Replace existing Exam			-	1
Pool				10
C Create new Pool	First Test			1)
Additional options for Exam/S	iurvey			
Apply Random Blocks to	Exam			
Apply Settings to Exam				
F Link Exam to Content Are	a and make available	20		

- 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.

