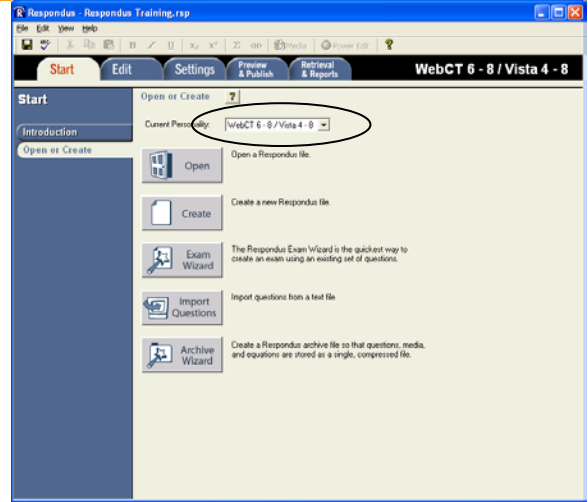


Creating your Exam Using Respondus

Three options for creating your exam/survey

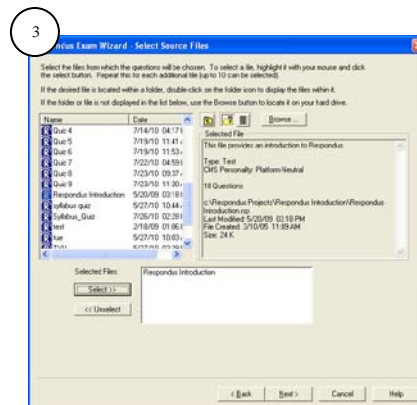
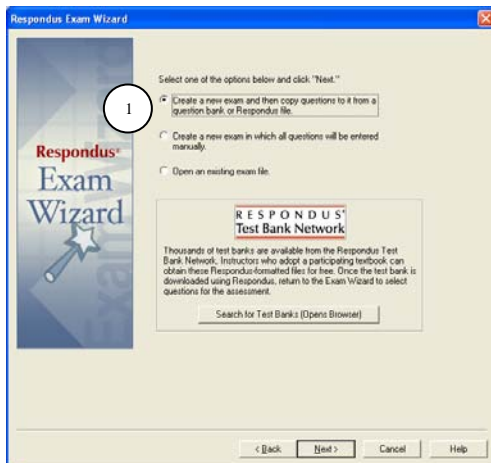
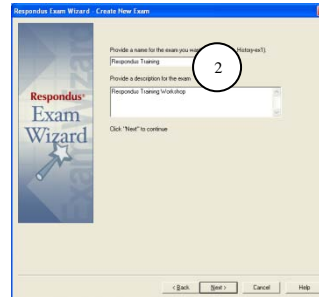
- Make sure you have the Blackboard 6/Vista 4 personally selected before you begin creating your quiz
- **Create** a new file
- **Exam Wizard** provides the easiest way to create an exam
- **Import Questions** from a text file



Step 1 Using the Exam Wizard

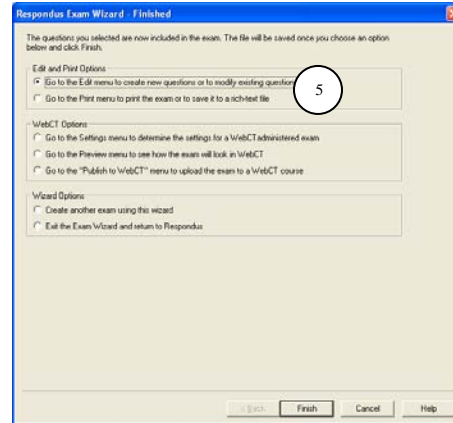
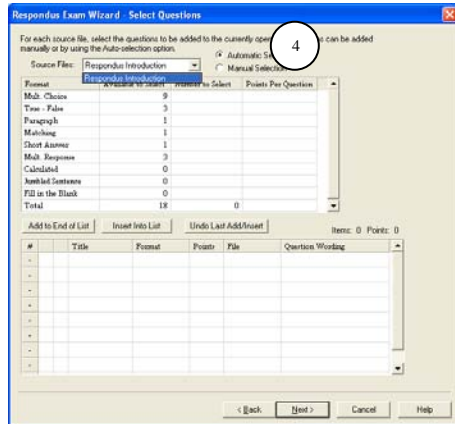
1. Select your option – click on **Next**
2. Provide name for Exam
3. Follow onscreen instructions

NOTE: Similar options are found in the **Start** tab



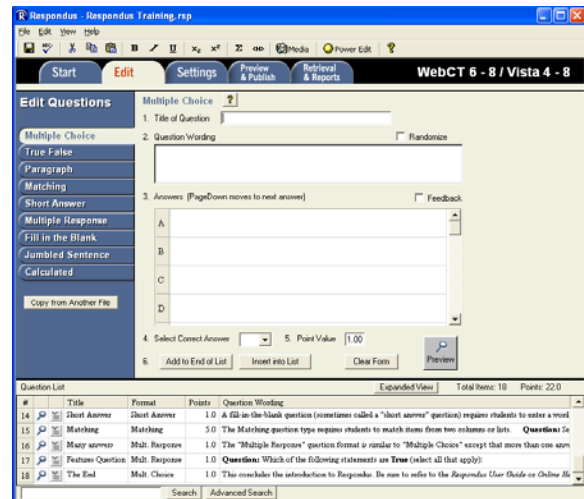
Step 1 Continue

4. Select manual or automatic question import
5. Select Edit option to review exam



Step 2 Using the Edit Tab to create question

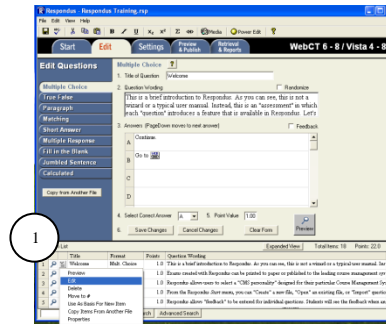
1. Select the desired question type on the left side of the screen. The entry form on the right side of the screen will change accordingly.
 - Enter question title, it can be up to 64 characters
 - Respondus will use the first 20 characters from the "Question Wording" if title is left blank.
2. Enter Question, enter question choice, select correct answer, set point value and select the **Add to End of List** button when question has been completed



Note: Use PageDown/PageUp to move through the Answers section of the Window

Step 3 Edit a Question

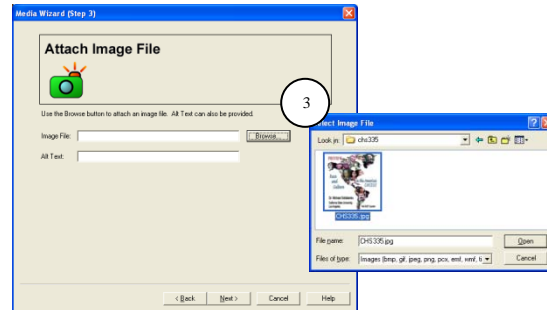
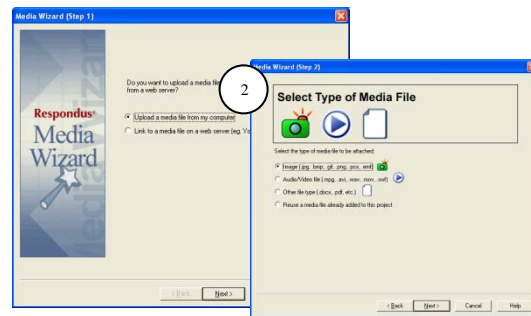
1. Click on drop-down arrow to edit desired question on **Question List**
 - Drop-down options include Preview, Edit, Delete, Move to etc.
2. Press "Save Changes" after you have modified your question.



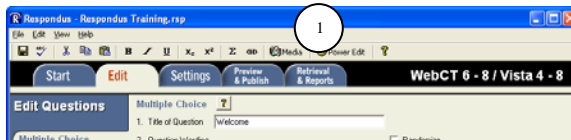
Step 4 Insert Graphics

1. Select **Insert Picture or File** Icon
2. Follow Media Wizard prompt
3. Select Picture and click on **Open**
 - Include Alt-Text and Image size in Step 4.

Note: images, audio clips, video clips, and attachments (e.g., spreadsheets) can be added to exams

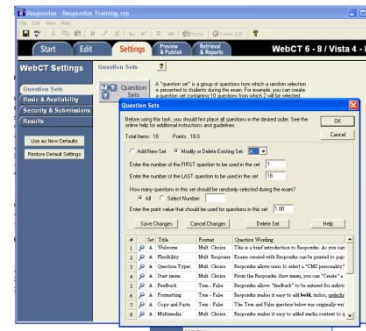


Note: Make sure you include an image description using the Alt+Text option. Also include a picture size when prompted.



Step 5 Settings Tab - Question Sets

- Blackboard supports the creation of "question sets," which are groupings of questions that are randomly selected during an exam. Before creating question sets in Respondus, it is important that questions intended for question sets be organized and grouped properly.

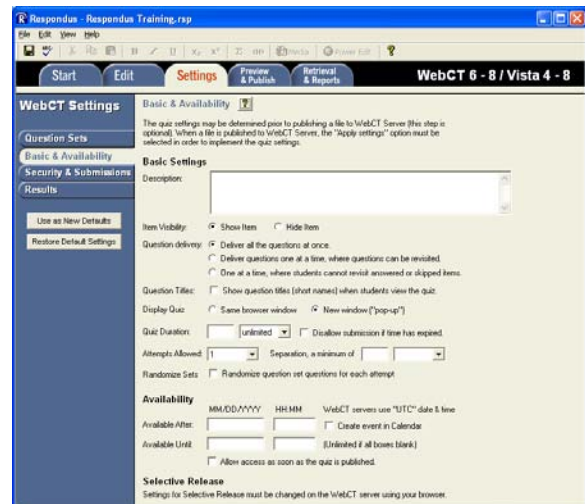


NOTE: In order for question sets to be included with the quiz when it is published to Blackboard, you must select the checkbox on the wizard window.

"Add Question Sets to Quiz" on the *Publish to Blackboard* menu. Conversely, if you do not want question sets included with the quiz when it is published to Blackboard, leave this box unchecked.

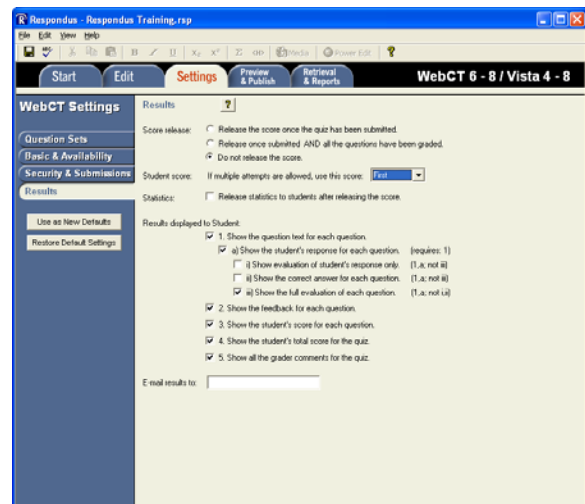
Step 6 Settings Tab - Basic & Availability

Note: For the purpose of compiling question statistics, only the first quiz attempt is recorded.



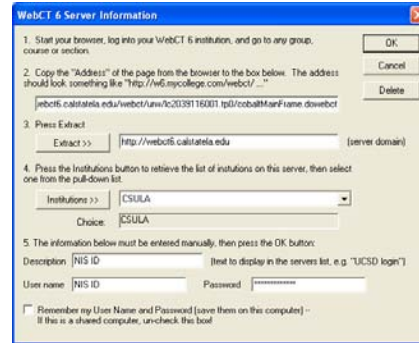
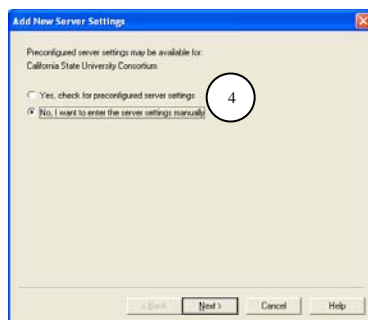
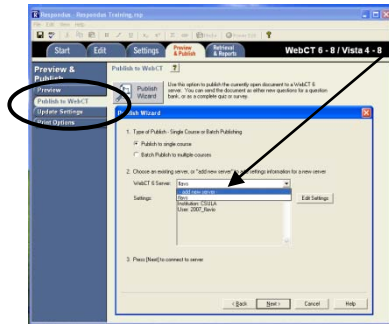
Step 7 Settings Tab – Results

Note: Only fully graded quizzes are used in the score calculation. Quizzes that are not graded or are partially graded are not included in the calculation.

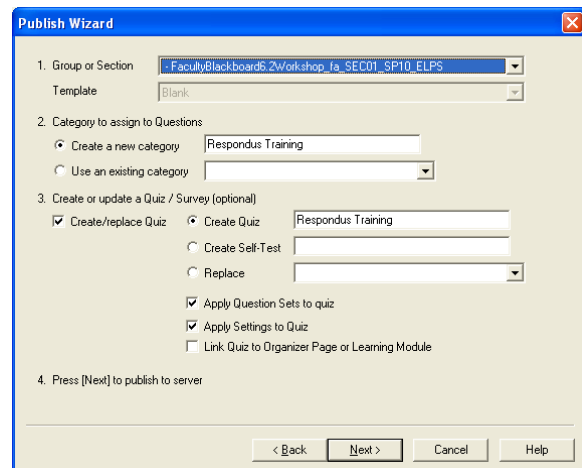


Step 8 Preview and Publish Tab

1. Select **Publish to WebCT**
2. Click on Down-Arrow under **WebCT Server**
3. Select **add new server**
4. Select the **No** setting. Follow instructions on the WebCT 6 Server Information window



Note: NIS ID and password recommended under step 5.

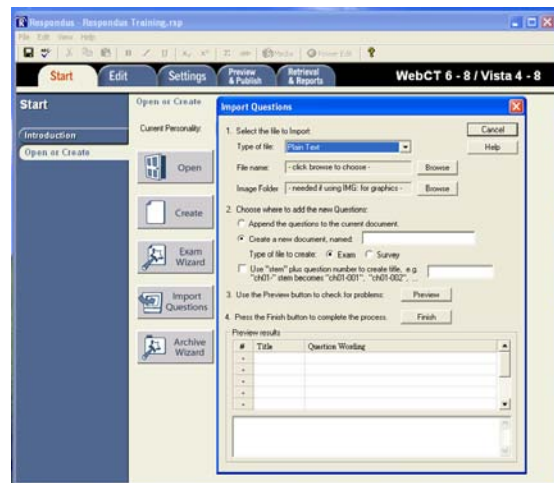


Note: Select course from Setup 1 using the down-arrow. Press **Next** when complete. The following window will show uploading status

Importing File

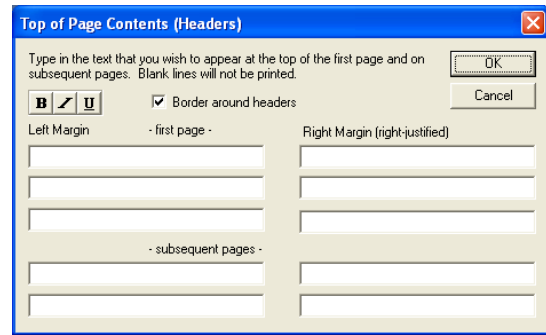
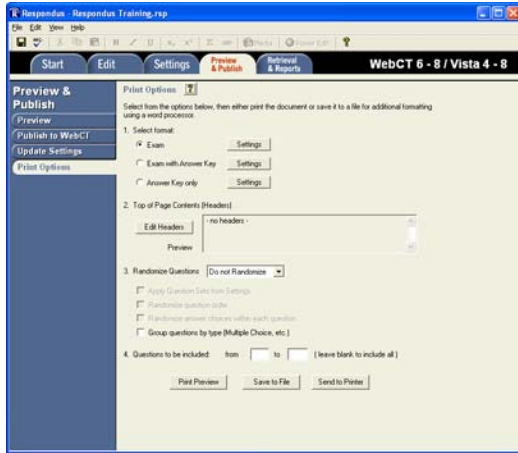
1. The first step is to select the type of file that will be imported use the **[Browse]** button to locate and select the file to be imported
2. Specify whether the questions should be added to the currently open file or whether to create an entirely new file.
3. Click the **[Preview]** button to preview the file being imported and to see if there are any warning messages.

If you are satisfied with how the results look in Preview, click **[Finish]** to complete the import.



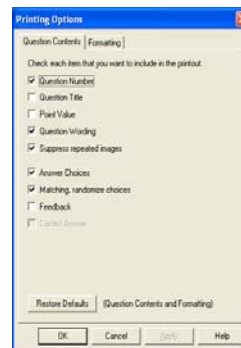
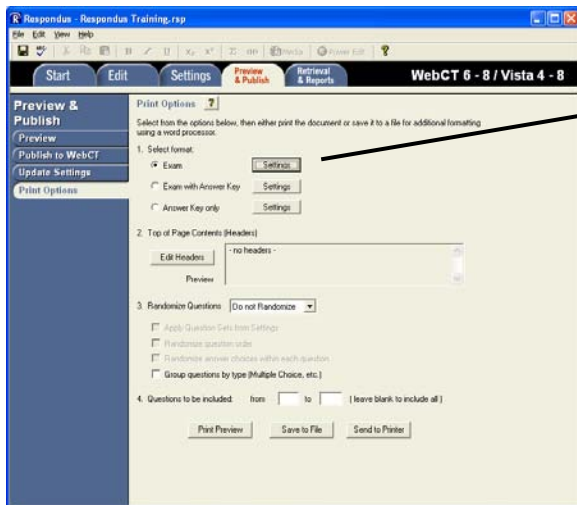
Printing Quiz - Adding Header

Should you consider print your Respondus file.



Note: Click the [Edit Headers] button to enter the information you want to appear at the top of each page. Different information can be entered for the second and subsequent pages too.

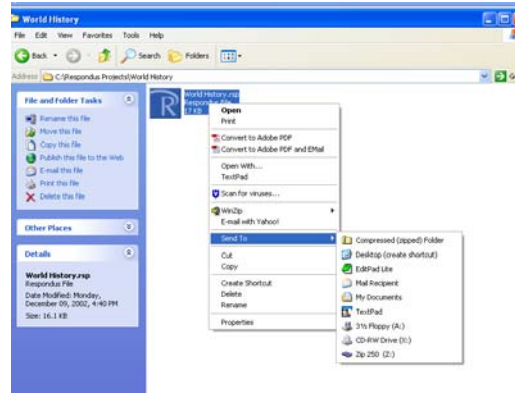
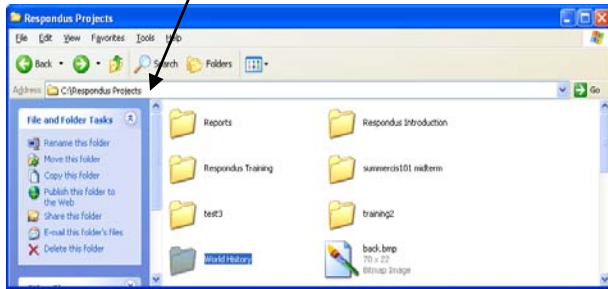
Printing Quiz – Settings



Note: If the exam being printed has matching questions, be sure to select the "Matching, randomize answers" label. Also, if you have sequential questions that refer to the same image or graphic, you will likely want to select the "Suppress Repeated Images" button so that the image is not repeated with each question.

Back-Up Respondus File

Note: Back-up your Respondus File (**filename.rsp**) after you have created a quiz. The path to find these files is C:\Respondus Projects**your quiz name**



Right-Click mouse on your exam file and select **Send To** options. Select your storing media type.