

Create a Test or Quiz Using Respondus

By Ryan Hanley



Version 3.5 - Licensed for use only at:

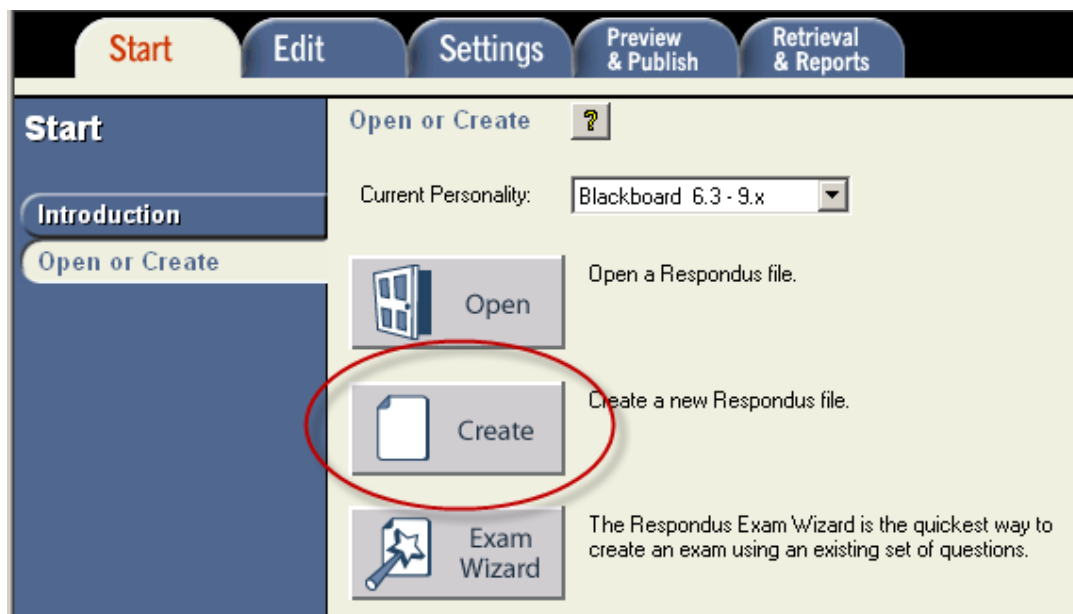
Rhode Island College

Copyright © 2009 Respondus, Inc. All Rights Reserved

Respondus is a program that allows you to create tests, quizzes, and surveys, which you can then upload to Blackboard 9.

Create a Test or Quiz

Follow these instructions to create a test or quiz using Respondus:



1. On the **Start Tab**, click on **Create**.

Create New File

Name of File: (e.g. History test-1)

Description: .

Type of File

☒ Exam Create an exam file.

☐ Survey Create a survey file. Survey files are similar to exam files, except that they lack correct answers, point values, and feedback.

OK Cancel Help

2. Give a name and description to the **Respondus File**. In the **Type of File** section, select **Exam**.

Edit Questions

Multiple Choice

True and False

Essay / Short Answer

Matching

Ordering

Fill in the Blank

Multiple Answers

Calculated

More >

Edit Questions

Jumbled Sentence

Either/Or

File Response

Opinion Scale

Numeric

Quiz Bowl

Fill in Multiple Blanks

< Back

3. Choose your question type.

Multiple Choice ?

1. Title of Question

2. Question Wording ☐ Randomize answers

3. Answers (PageDown moves to next answer) ☐ Feedback

A	Father
B	Uncle
C	Cousin
D	Brother

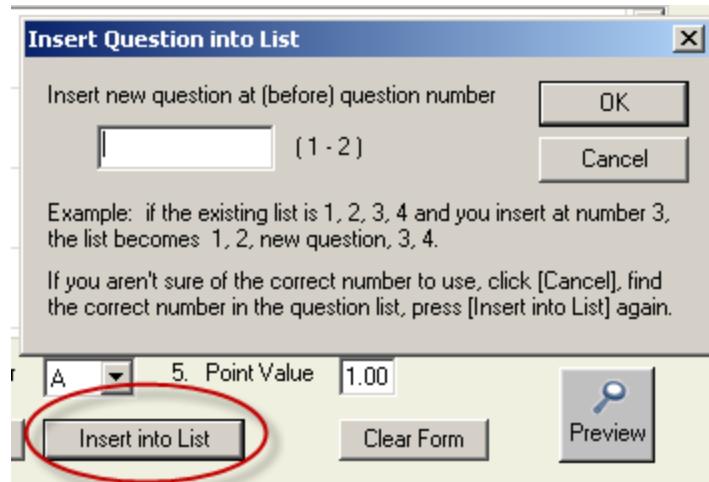
4. Select Correct Answer 5. Point Value

6.

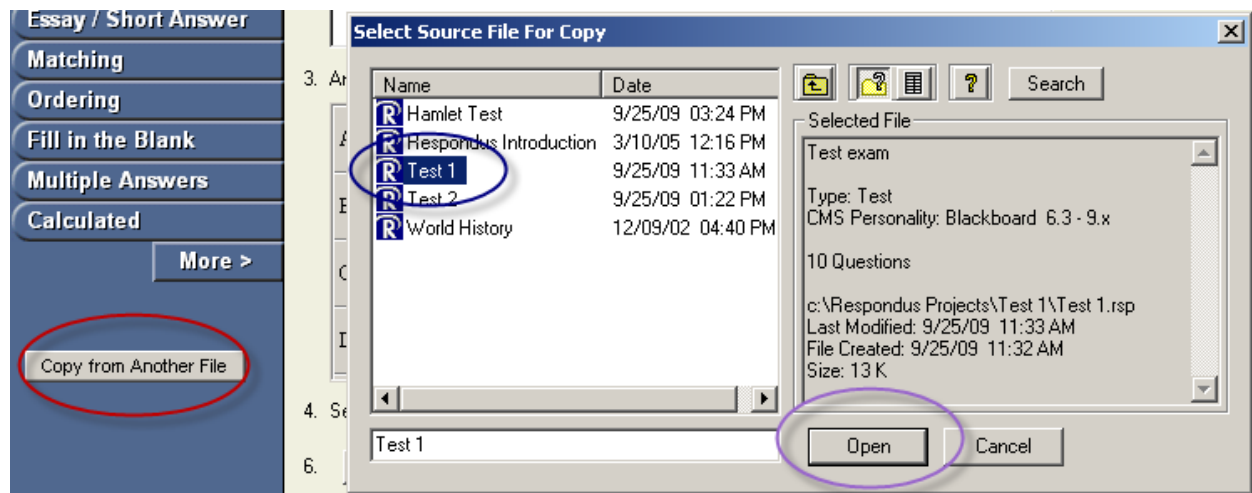
4. When you choose your question type, fill out the necessary information. This information will vary depending on the question, but in all cases you will at least have the **Title of Question**, **Question Wording**, and **Point Value** to fill out.

				6. <input type="button" value="Add to End of List"/>
Question List				
#	Title	Format	Question Wording	
1	Claudius	Mult. Choice	Claudius is Hamlet's...	
-				

5. Click **Add to End of List** to add the question to the list. Repeat this process until you have all of the questions added.



- Once you have at least one question added, you can use the **Insert into List** function to add the question where you would like, rather than adding it to the end of the list.



- You can also add questions from other exams by clicking **Copy from Another File**. From there, click on which exam you would like to take questions from and click **Open**.

Question List X

File: Test 1.rsp Items Selected: 2

<input checked="" type="checkbox"/>	#	Title	Format	Question Wording
<input checked="" type="checkbox"/>	1	Machiavelli	True - False	Machiavelli is the author of <i>Il Principe</i> , which describes th
<input checked="" type="checkbox"/>	2	Composer	Mult. Choice	This German composer is known for the following works:
<input type="checkbox"/>	3	Summa theologiae	Mult. Choice	Who authored <i>Summa theologiae</i> ?
<input type="checkbox"/>	4	Smallpox	Mult. Choice	Who discovered the vaccine for smallpox?
<input type="checkbox"/>	5	Penicillin	Mult. Choice	Who is credited for discovering the antibacterial medicine
<input type="checkbox"/>	6	Wireless radio	Mult. Choice	Who is credited for inventing the wireless radio?
<input type="checkbox"/>	7	Independence	Mult. Choice	In 1803, _____ was the first black nation to
<input type="checkbox"/>	8	Timeline	Matching	For each of the following dates, match the event or person
<input type="checkbox"/>	9	First computer	Fill in Blank	In 1946, J. Presper Eckert and John Mauchly created the f
<input type="checkbox"/>	10	Inca	Fill in Blank	The remains of the Inca empire can be found in the moder

Keyword Search Select All Clear Selections

Select up to 250 items by clicking the mouse in the boxes at the left of the item numbers.

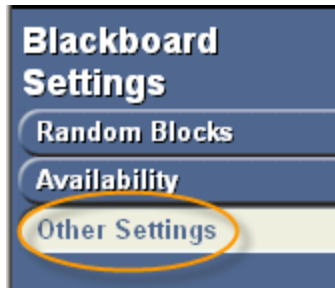
- In the next window, check off the questions you would like to use and then click either **Add to End of List** or **Insert Into List**.

Settings

While the settings can also be changed within Blackboard 9, some of the settings can be established here. To adjust settings:



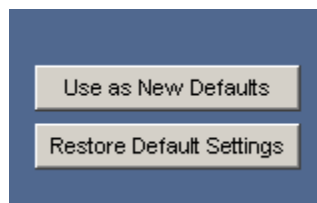
- Click on the **Settings** tab.



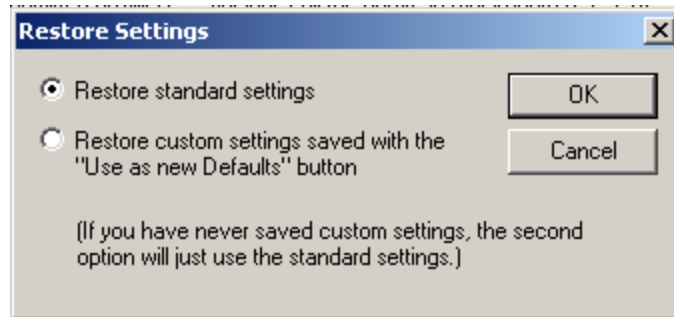
2. Click on **Other Settings**.

A screenshot of the Blackboard 'Other Settings' page. The page has a yellow background. At the top, there is a blue header with the text 'Other Settings' and a question mark icon. Below the header, there is a paragraph: 'When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.' Below this paragraph is a section titled 'Feedback and Presentation'. Under this section, there are several settings: 'Self-Assessment' with a checked checkbox for 'Include this test in Gradebook score calculations' and an unchecked checkbox for 'Hide the score of this test from the Gradebook'; 'Feedback Options' with a checked checkbox for 'Score' and unchecked checkboxes for 'Submitted answers', 'Correct answers', and 'Feedback'; 'Question Presentation' with a selected radio button for 'All at once' and an unchecked checkbox for 'Prohibit Backtracking'; 'Randomize Questions' with an unchecked checkbox; and 'Answer Numbering' with a dropdown menu set to 'Default/None'. Each setting has a brief description in parentheses.

3. Adjust the settings to your liking. One setting that we recommend you take note of is **Include this test in Gradebook score calculations**. Again, all of these settings can be adjusted within Blackboard *with the exception of* **Hide the score of this test from the Gradebook**. Once this option is set, it cannot be reversed without deleting all previous attempts.

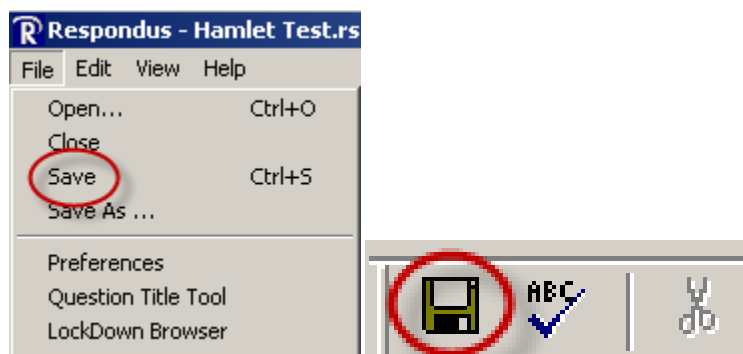


- If you prefer the settings that you establish, you can click **Use as New Defaults** to have these settings automatically.



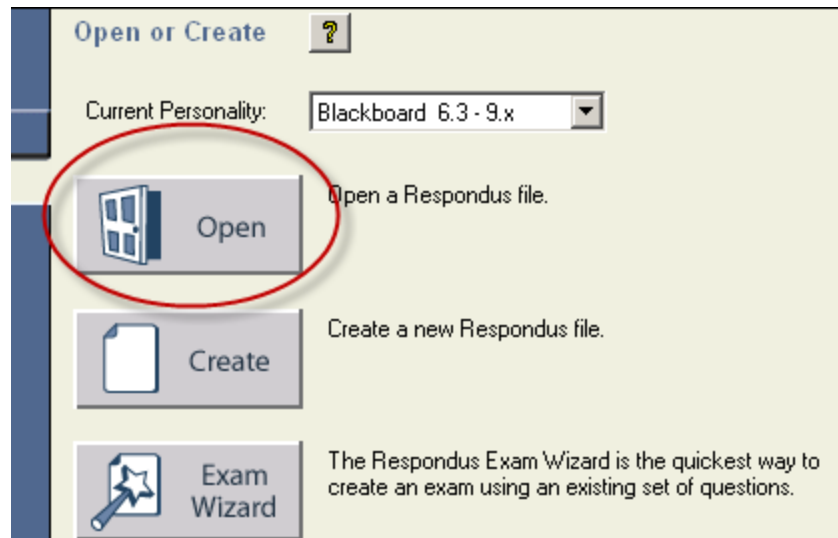
- If you click **Restore Default Settings**, you can either restore the Respondus default settings, or you can restore the default settings you previously saved.

Save Your Test or Quiz

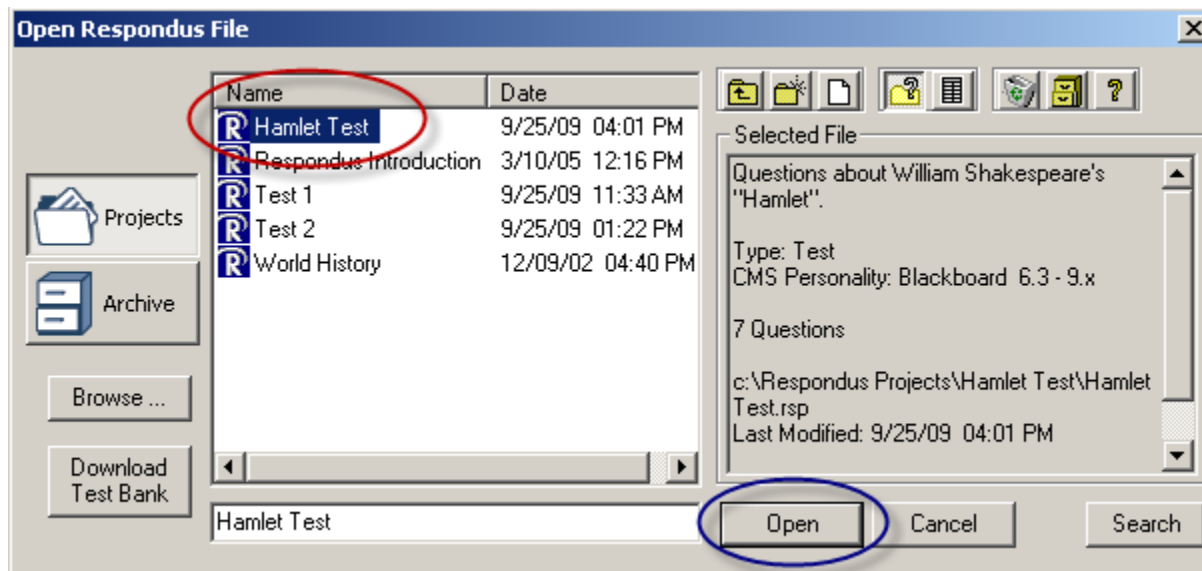


When you created your Respondus file, a directory was automatically created with it. To that end, when saving your test or quiz, you can just click **File -> Save**, or you can click the **Save** button. Unless you are creating two different versions of the same test (i.e. slightly different questions), there is no need to use **Save As**.

Open a Saved Test or Quiz



1. Click **Open** on the opening screen.



2. Click the file you would like to open, and then click **Open**.

Edit Questions

Multiple Choice

True and False

Essay / Short Answer

Matching

Ordering

Fill in the Blank

Multiple Answers

Calculated

More >

Copy from Another File

Multiple Choice ?

- Title of Question
- Question Wording ☐ Randomize answers
- Answers (PageDown moves to next answer)

General Feedback

☐ Feedback

A

B

C

D
- Select Correct Answer
- Point Value

1.00
- Add to End of List

Insert into List

Clear Form

Preview

Question List

#	Title	Format	Question Wording
1	Claudius	Mult. Choice	Claudius is Hamlet's...
2	Finish the Line	Mult. Choice	"Get thee to a _____"
3	The Skull	Mult. Choice	The skull Hamlet was holding belonged to...
4	Hamlets Death	Mult. Choice	How was Hamlet killed?
5	The Church	Mult. Choice	Why didn't Hamlet kill Claudius in the church when he had the chance?
6	Your Hamlet	Essay/Short Ans	Hamlet was many things: a prince, a soldier, a philosopher, an actor, etc. Who was Hamlet to you and why?
7	Sanity	Essay/Short Ans	Was Hamlet truly insane? Explain your answer in detail.
-			

3. Your test or quiz will now be open.