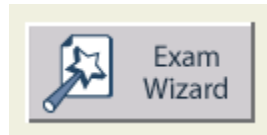


Using the Exam Wizard

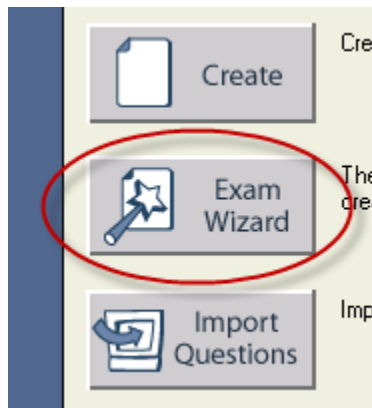
By Ryan Hanley



The **Exam Wizard** allows you to quickly create tests and quizzes by using premade questions from previous exams. You can use the Wizard to create brand new exams or to modify existing exams.

Create an Exam Using Other Exam Questions

Follow these instructions to create a new exam and use questions from previous exams:



1. Click on **Exam Wizard** when Respondus starts up.

Select one of the options below and click "Next."

- Create a new exam and then copy questions to it from a question bank or Respondus file.
- Create a new exam in which all questions will be entered manually.
- Open an existing exam file.

2. Choose to **create a new exam and copy questions from other files or a question bank** on the next screen.

RESPONDUS
Test Bank Network

Over 1000 test banks are available from the Respondus Test Bank Network. Instructors who adopt a participating textbook can obtain these Respondus-formatted files for free. Once the test bank is downloaded using Respondus, return to the Exam Wizard to select questions for the assessment.

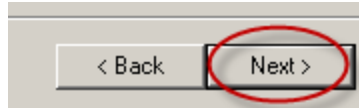
[Search for Test Banks \(Opens Browser\)](#)

- Another option is to use the **Respondus Test Bank Network**. This allows you to use questions from participating text books for free.

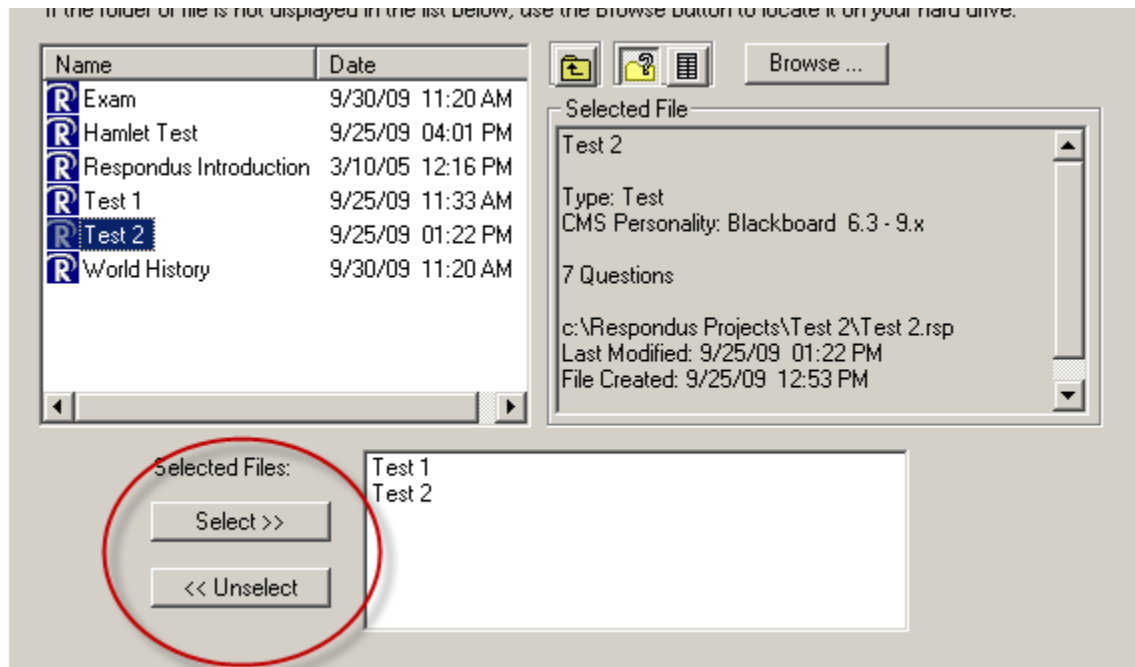
Provide a name for the exam you want to create (e.g. History-ex1).

Provide a description for the exam

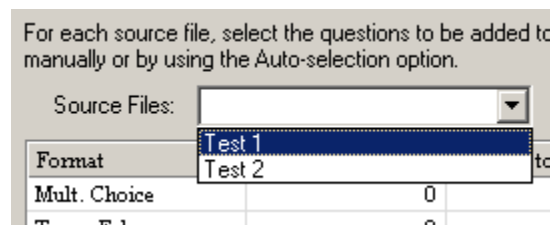
3. When creating a new exam, give the exam a **name** and **description**.



4. Click **Next**.



5. On the next screen, select which exams you would like to take questions from when building your new exam. You can either **double-click** the exam to select it, or you can click **Select**. Click **Unselect** to remove an exam.



6. When building the exam, first choose a **Source File** to take questions from. You can switch between Source Files anytime.

manually or by using the Auto-selection option.

Source Files: Automatic Selection Manual Selection

Format	Available to Select	Number to Select	Points Per Question
Mult. Choice	6		
True - False	1		
Essay/Short Answer	0		
Matching	1		
Fill in Blank	2		
Mult. Answer	0		
Calculated	0		
Ordering	0		
Jumbled Sentence	0		
Either/Or	0		
File Response	0		

Add to End of List Insert Into List Undo Last Add/Insert Items: 0 Points: 0

#	Title	Points	Format	File	Question Wording
-					
-					
-					
-					
-					
-					

7. Next, go through the list of formats and choose the questions you would like.

Automatic Selection Manual Selection

a. Choose **Automatic Selection** to choose the questions at random.

Format	Available to Select	Number to Select	Points Per Question
Mult. Choice	6	4	10
True - False	1		

i. Under **Automatic Selection**, each format will show how many questions of that type are available. Type in how many of those questions you would like to use in the **Number to Select** column. Then, type in how many points each question will be worth.

#	Title	Points	Format	File	Question Wording
1	Summa theologica	10.00	Mult. Choice	Test 1	Who authored <i>Summa theologica</i> ?
2	Smallpox	10.00	Mult. Choice	Test 1	Who discovered the vaccine for smallpox?
3	Wireless radio	10.00	Mult. Choice	Test 1	Who is credited for inventing the wireless ra
4	Independence	10.00	Mult. Choice	Test 1	In 1803, _____ was the first bl

- ii. Click on **Add to End of List** to add the questions. You can use **Insert Into List** only if you already have questions on the list.

Insert Question into List [X]

Insert new question at (before) question number (1 - 4) [OK] [Cancel]

Example: if the existing list is 1, 2, 3, 4 and you insert at number 3, the list becomes 1, 2, new question, 3, 4.

If you aren't sure of the correct number to use, click [Cancel], find the correct number in the question list, press [Insert into List] again.

- If you use **Insert Into List**, then you will need to type in the number of where you want the question to appear. Click **OK** when finished.

Automatic Selection

Manual Selection

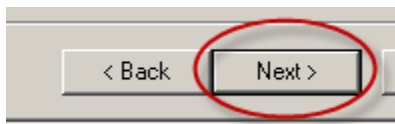
- b. Choose **Manual Selection** to choose your questions manually.

✓	#	Title	Format	Question Wording
✓	1	Machiavelli	True - False	Machiavelli is the author of <i>Il Principe</i> , which describes the mean
	2	Composer	Mult. Choice	This German composer is known for the following works: <i>Magnu</i>
✗	3	Summa theologica	Mult. Choice	Who authored <i>Summa theologica</i> ?
✗	4	Smallpox	Mult. Choice	Who discovered the vaccine for smallpox?

- i. When using **Manual Selection**, you will see each question individually. To choose a question, click the empty space in the “✓” column next to the question. If there is an “✗” next to the question, it means it is already being used.

#	Title	Points	Format	File	Question Wording
1	Summa theologica	10.00	Mult. Choice	Test 1	Who authored <i>Summa theologica</i> ?
2	Smallpox	10.00	Mult. Choice	Test 1	Who discovered the vaccine for smallpox?
3	Wireless radio	10.00	Mult. Choice	Test 1	Who is credited for inventing the wireless ra
4	Independence	10.00	Mult. Choice	Test 1	In 1803, _____ was the first bl
5	Machiavelli	10.00	True - False	Test 1	Machiavelli is the author of <i>Il Principe</i> , whi
-					

- ii. Click **Add to End of List** or **Insert Into List** to add the question. Because there is no **Points Per Question** column in the top window while in **Manual Selection**, you can adjust the points in the **Points** column, which is located in the list of questions.



8. When you have finished adding all of the questions, click **Next**.

Edit and Print Options

Go to the Edit menu to create new questions or to modify existing questions

Go to the Print menu to print the exam or to save it to a rich-text file

Blackboard Options

Go to the Settings menu to determine the settings for a Blackboard administered exam

Go to the Preview menu to see how the exam will look in Blackboard

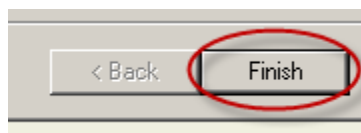
Go to the "Publish to Blackboard" menu to upload the exam to a Blackboard course

Wizard Options

Create another exam using this wizard

Exit the Exam Wizard and return to Respondus

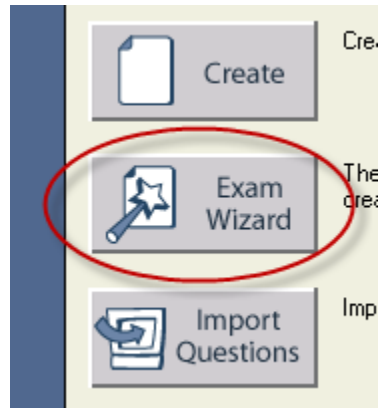
9. Choose one of the options available.



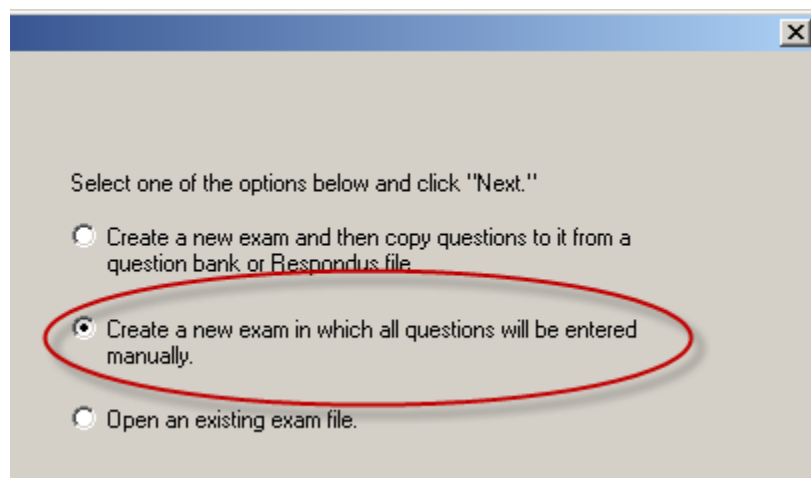
10. Click **Finish**.

Create a New Exam and Manually Enter Questions

To create a completely new exam using the Wizard:



1. Click **Exam Wizard**.



2. Choose to **create a new exam with questions entered manually** on the next screen.

Provide a name for the exam you want to create (e.g. History-ex1).

Exam 2

Provide a description for the exam

Exam 2

Click "Finish" to begin creating new questions manually.

3. Enter a **name** and **description**.

Start **Edit** Settings Preview & Publish Retrieval & Reports

Edit Questions

Multiple Choice ?

1. Title of Question
2. Question Wording Randomize answers
3. Answers (PageDown moves to next answer) General Feedback Feedback
4. Select Correct Answer 5. Point Value 1.00
6.

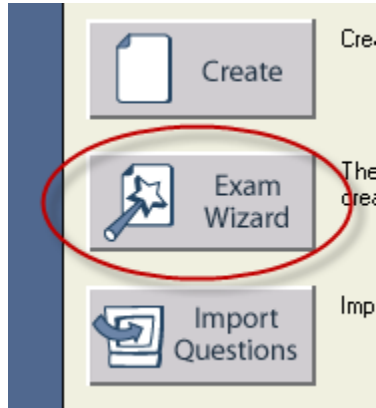
Multiple Choice
True and False
Essay / Short Answer
Matching
Ordering
Fill in the Blank
Multiple Answers
Calculated
More >
Copy from Another File

A
B
C
D

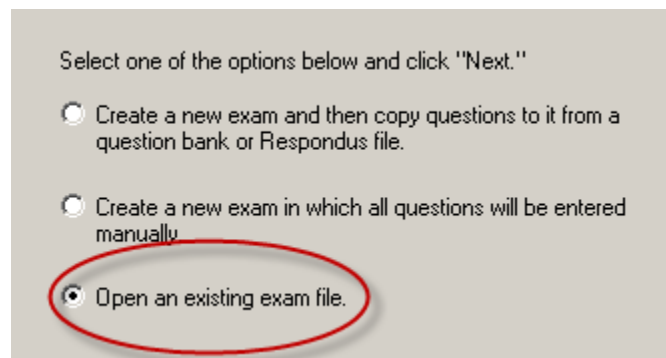
4. A new **Respondus File** will be created. From here, click on the **Edit Tab** and create your test or quiz. For more information, refer to the **Create a Test or Quiz Using Respondus** white paper.

Open an Existing File with the Exam Wizard

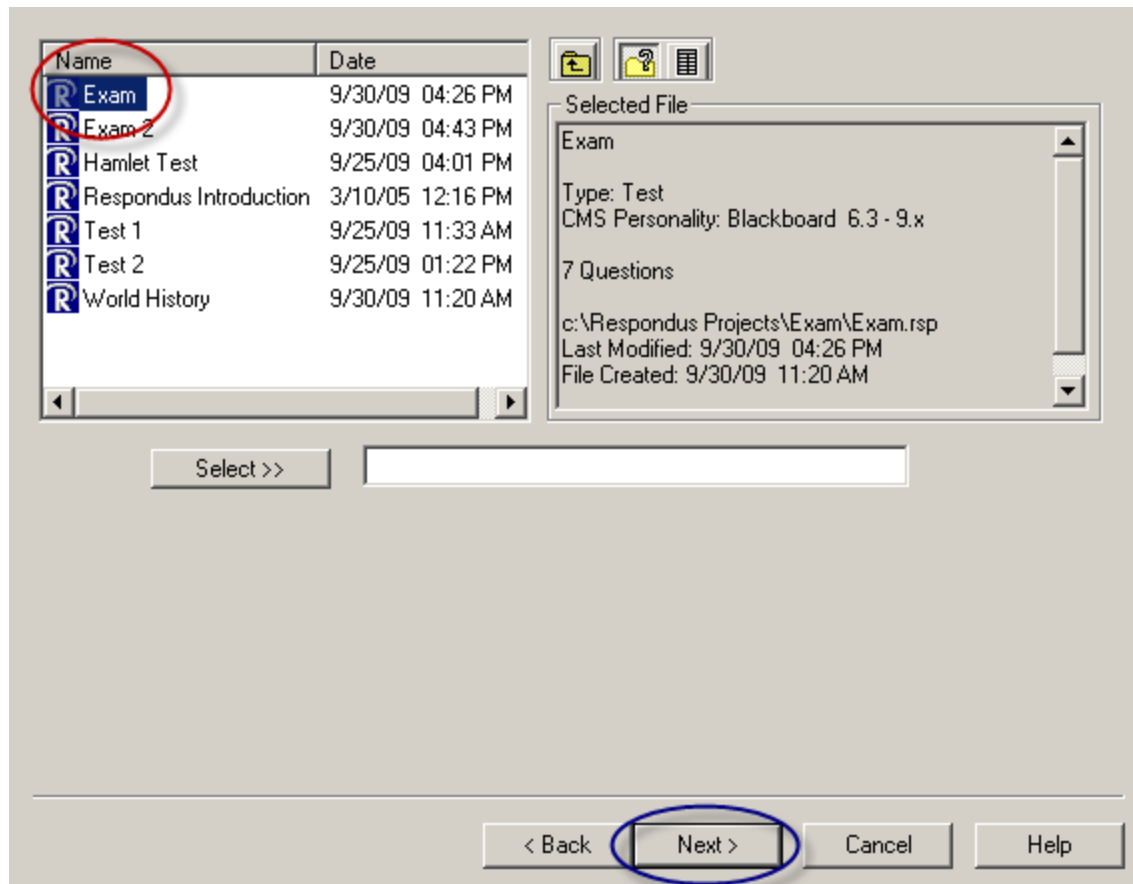
Follow these instructions to use the Wizard on an existing file:



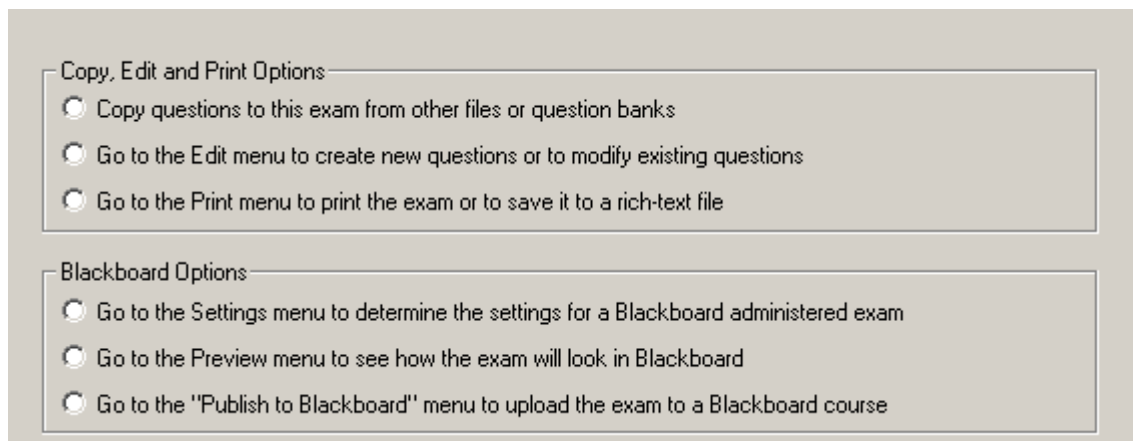
1. Click **Exam Wizard**.



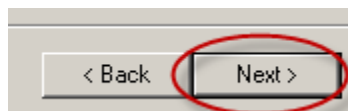
2. Choose **Open an existing exam file** on the next screen.



3. Choose your exam and click **Next**.



4. Choose an available option.



5. Click **Next**, then go through the respective instructions.