

USING RESPONDUS WITH BLACKBOARD

Respondus is a powerful application that can be used to create and manage tests, exams and test banks that can be printed to paper or published directly to Blackboard.

Locate & Install the Software

Respondus files and license information are stored on the Intranet under the Teaching Resources menu. Please login to [my.georgiancollege.ca](http://www.georgiancollege.ca) and refer to the instructions on the Respondus intranet page to save and extract the installation files to your computer.

You can also download & install the CAMPUS WIDE version of Respondus 4.0 from <http://www.respondus.com/download/index.shtml> as well as the software update patch from <http://www.respondus.com/download/respondus40patch.shtml>.

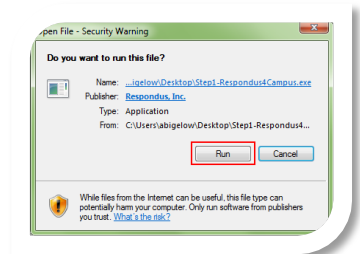
Install Respondus

Step 1:

Double click the “Step1:Respondus4Campus.exe” file. This is the executable file that installs Respondus on your computer.

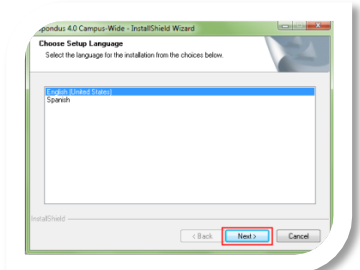
Step 2:

Click “Run” button on the pop-up screen that appears.



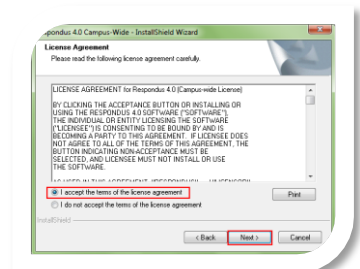
Step 3:

Click “Next.”



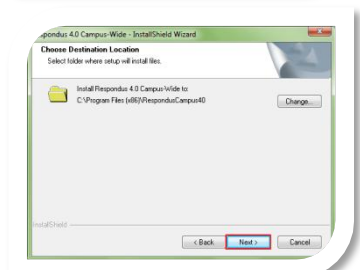
STEP 4:

Accept the terms of the license agreement and click “Next.”



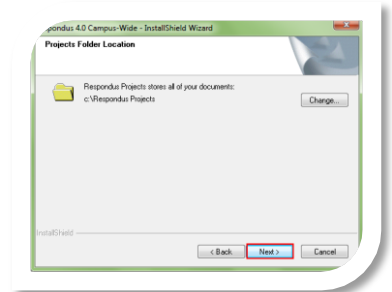
STEP 5:

Click “Next”.



Step 6:

You can change the default project folder location if you choose would like to specify an ‘easy to find’ location for your Respondus files but it is recommended to accept the default location.

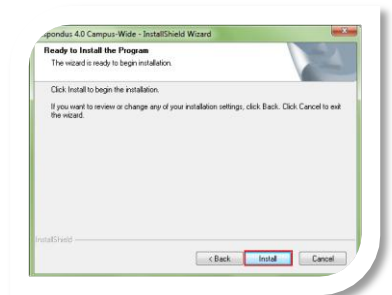


Step 7:

Click “Next”.

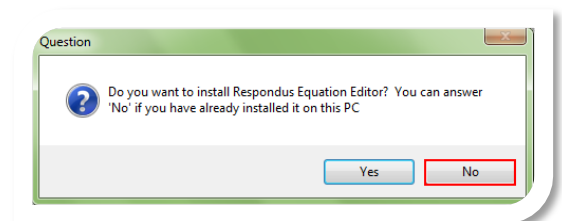
Step 8:

Click “Install”.



Step 9:

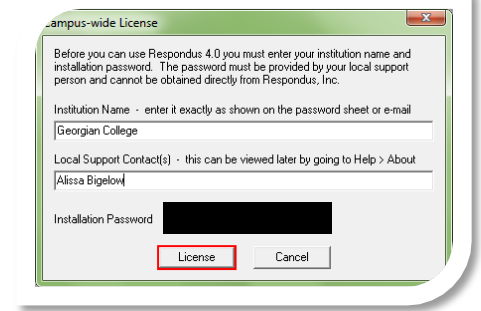
Click “No” if asked to install “Equation Editor”



Set-up Respondus to work with Blackboard

Step 1:

Enter the Institution Name: Georgian College
Local Support Contact(s): alissabigelow@georgiancollege.ca or bob.marchessault@georgiancollege.ca



Step 2:

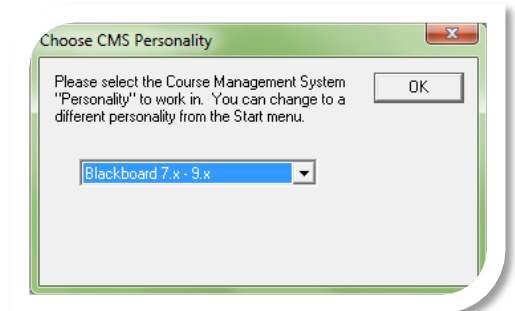
Installation Password can be found in the instructions located on the Intranet.

Step 3:

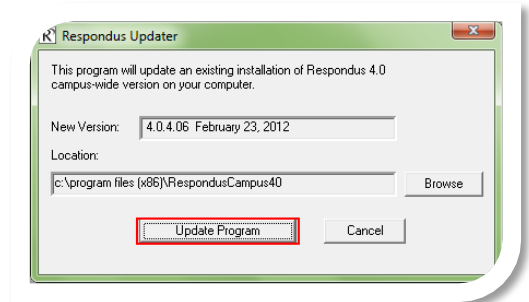
Click "License." Click "Close" on the next screen.



Step 4: Choose "Blackboard 7.x-9x" as the CMS Personality.



Step 5: Locate the 2nd setup file you saved from the intranet to your computer & double click to run. Click the Update Program button. It will only take a few seconds to finish.



Format Test Questions

Respondus allows you to import multiple choice, true-false, essay, fill in the blank, matching, and multiple answer questions from a file. The questions must be organized in a format that is acceptable to Respondus and the file must be stored in one of the following formats: plain text (.txt), rich-text (.rtf), MS Word (.doc and .docx).

NOTE: If you are using .rtf or .doc(x) files it is highly recommended to highlight & copy your questions & then paste them into an MS Notepad file as plain text. Any formatting to the questions (bold, italics, etc) will be removed. It is important to eliminate any unnecessary formatting as many times it can be translate into Respondus & indicate the correct or incorrect answers.

Example 1: Multiple Choice questions

Each *distractor option* **must** begin with a letter (A-T) followed by a period (a.) or a parentheses (a)). The correct answer **must** be indicated by using a "*" directly in front of the correct letter, or else choice 'a' will be designated as the correct answer by default.

Example:

1. Who determined the exact speed of light?

- a. Albert Einstein
- *b. Albert Michelson
- c. Thomas Edison
- d. Guglielmo Marconi

Example 2: Multiple Answer Questions

The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice questions. (Multiple Answers questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "Type: MA". This is followed by the question number and the question wording. Correct answers are designated with an asterisk.

Example:

Type: MA

2. Which of the following individuals are credited with determining the exact speed of light?

- a. Albert Einstein
- *b. Albert Michelson
- c. Thomas Edison
- *d. Edward Williams Morley

Example 3: True/False Questions

The question must be formatted the same way as above & can use either "T/F" or "True/False" as distractor options.

Example:

3. Albert Michelson determined the exact speed of light?

*a. T(rue)

b. F(alse)

Example 4: Short Answer & Fill in the Blank Questions

Short Answer or Fill in the blank questions may be imported by starting the first line of formatting with "Type: F". This is followed by the question number, and the question wording. **Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer (see a,b,c for acceptable correct answer variations).**

Example:

Type: F

4. Who is known as the "father of television"?

a. Zworykin

b. Vladimir Zworykin

c. Vladimir Kosma Zworykin

Respondus can import other types of questions (jumbled sentence, matching, essay), however, they require additional configuration. If you are interested in using any of these question formats please contact the CTL Instructional Technologist.

Once your questions have been formatted you are ready to begin using the program!

Get started with Respondus

The most common way in which faculty use Respondus within the College is to generate test question banks (a.k.a. **pools**) that can be published directly into blackboard & reused when an online test is created. Questions can be imported into Respondus using a Notepad (.txt) file or from MS Word (.doc). Question formatting & identification of the correct answer is EXTREMELY important for this process to work & is [outlined earlier in this document](#). If you would like to learn more or explore other ways Respondus can be used to facilitate online testing please contact the CTL Instructional Technologist.



To begin, double click the Respondus icon that should now appear on your desktop.

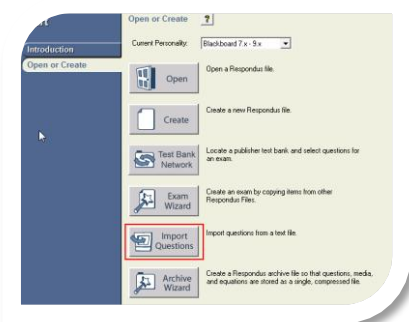
The opening screen presents several options. The most common way Respondus is used is to Import a text file

Import Questions from Text File

This scenario will explore importing test questions that have already been formatted for use with Respondus.

Step 1:

Click Import Questions.



Step 2:

Select the file type. The dropdown box gives alternative file types such as MS Word formats, however in this example we will use a plain text file.

Step 3:

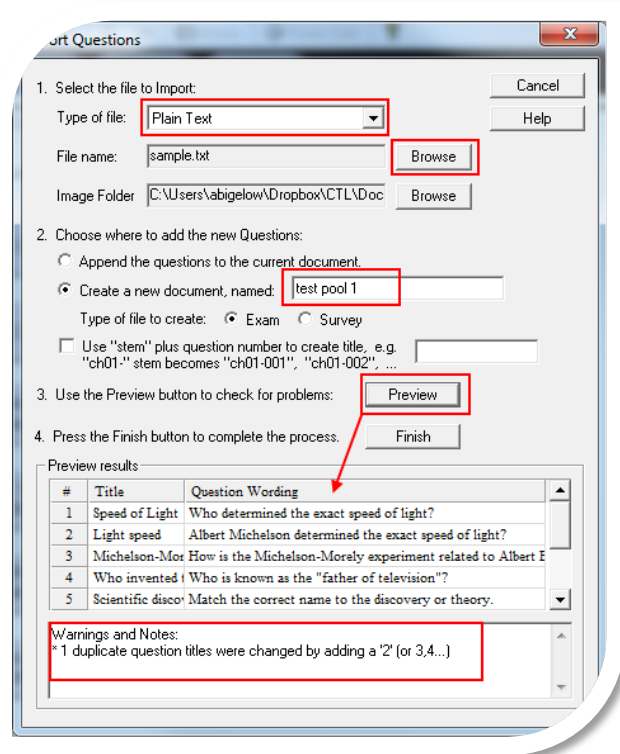
Browse to the computer file location of the test questions you'd like to use.

Step 4:

Click Preview. It is always a good idea to preview the file first to make sure there aren't any formatting issues. You will most likely receive the warning message highlighted regarding duplicate question titles. This is fine. If you receive multiple errors, please contact the CTL Instructional Technologist.

Step 5:

Once you have your questions displayed in the Preview window and you're ready to view each question in full, click Finish.



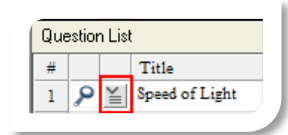
Preview the Test Questions

Step 1:

The questions will now be saved as a Respondus file to the location that was specified during setup.

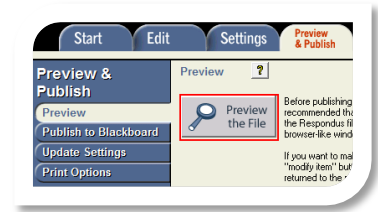
Step 2:

Notice that you are now on the Edit screen & can modify your questions or assign a point value. If you need to make any changes your questions, click the down arrow box & select Edit.



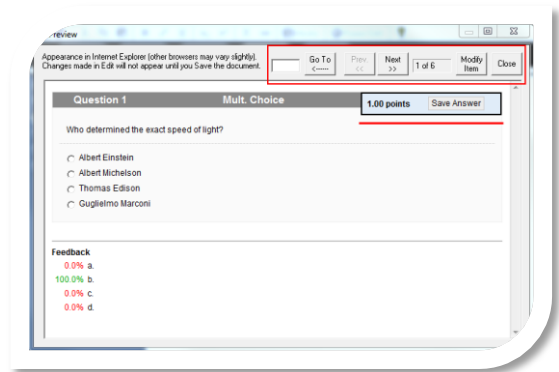
Step 3:

Before you publish the questions to Blackboard it is advised to preview the file to do a final check. Click the 'Preview & Publish' tab at the top of the screen & select the 'Preview the File' button.



Step 4:

The questions will be displayed sequentially as they will be displayed in the test pool. You can specify a question to 'jump' to or navigate using the 'Next & Prev' buttons. If you find you need to change something, you can click the Modify item button at the top. The question text will be displayed & the feedback options are displayed below. The correct answer (as indicated by the * in the text file) will appear in green text.



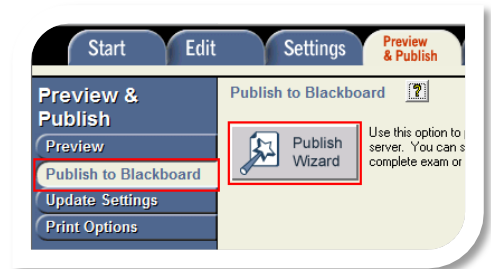
Step 5: When you are finished reviewing the questions click Close.

Publish the Questions to Blackboard

When you are ready to send the questions to Blackboard Click the 'Publish to Blackboard button' down the left side of the screen.

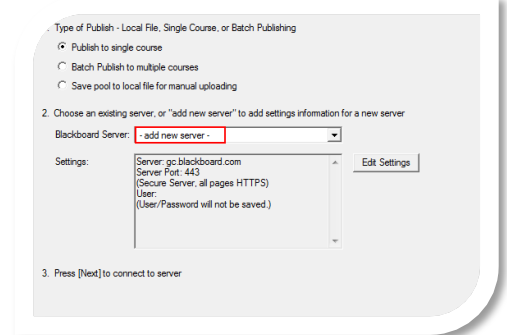
Step 1:

Click the ' Publish Wizard' button.



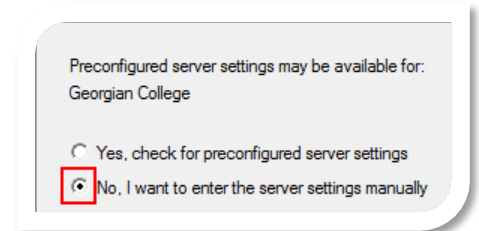
Step 2:

Choose whether to send the questions to a single course or if you have multiple sections of one course, you can choose Batch Publish & send to all courses.



Step 3:

You will need to enter the Georgian College Bb server details. Click Add New Server. On the next screen, choose 'No, I want to enter the server settings manually.' The other option will only work if you are connected to the Georgian College network at the time of setup.



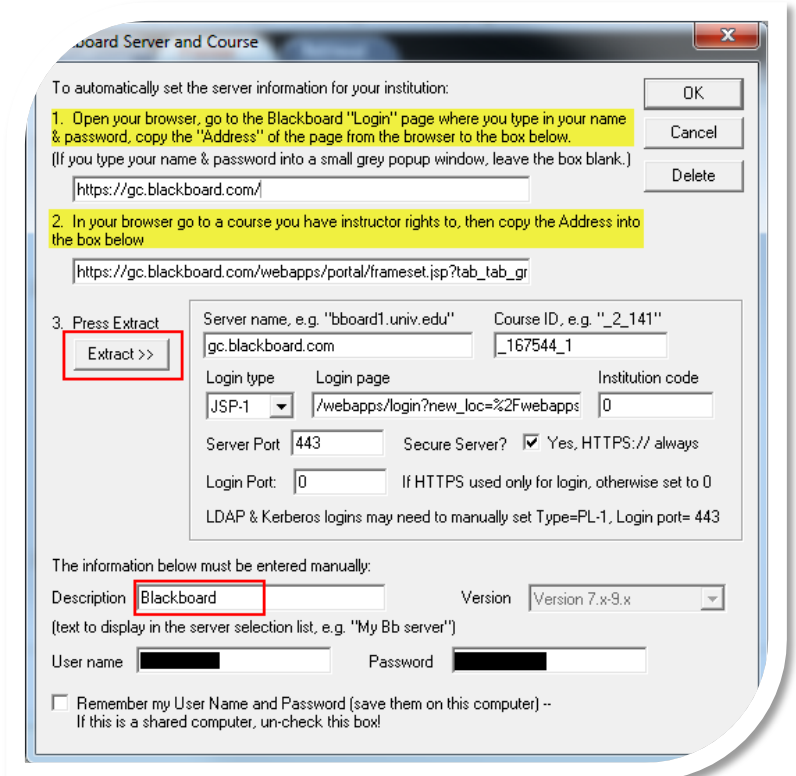
Step 4:

The next screen outlines the steps to enter the Bb server settings for Georgian College into Respondus. **Make sure you copy & paste both URLs in step 1 & 2.**

Step 5: Click 'Extract' & the boxes to the right should populate with our Bb server information.

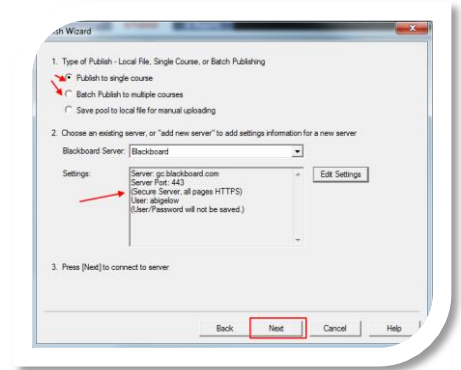
Step 6: Enter a description for the server, your Bb username & password.

Step 7: Click OK at the TOP of the screen.



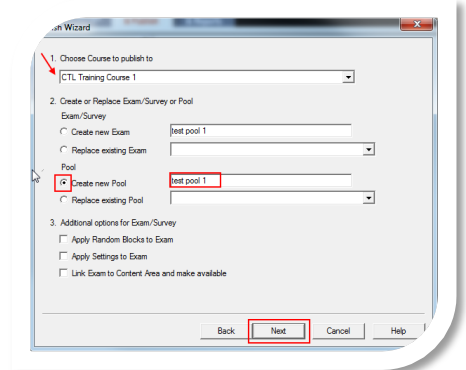
Step 8:

You will be returned to the Publish wizard screen, but now it should now display the server settings. Click Next.



Step 9:

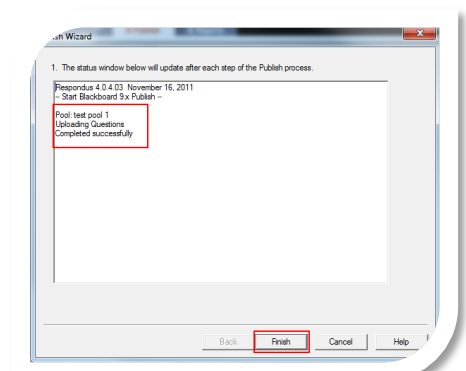
When a connection is made to the server, you will need to specify how to bring the questions into Bb & how they will be stored. From the drop down menu at the top, choose the course that will hold the questions. In this case we created a Test Pool; click the button beside Create new Pool & give it a name if necessary.



Step 10:

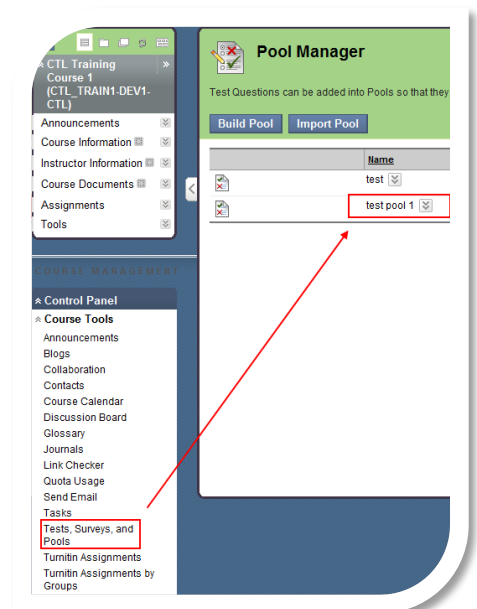
Remove all checkboxes from step 3. Click Next.

Step 11: Respondus will connect to Bb & export the file to the Tests, Surveys & Pools location in the Bb Course Tools menu in the Course specified during the Publish process.



Step 12:

Login to Blackboard & enter the course that now has the Pool of questions. Click on the Course tools menu, 'Tests, Surveys & Pools.' Click 'Pools' & in the Pool manager, you will see the pool that was imported from Respondus.



Step 13:

Once this has been completed, refer to [the Build an Online Test Package](#) for directions to reuse these questions when creating a test in Blackboard.