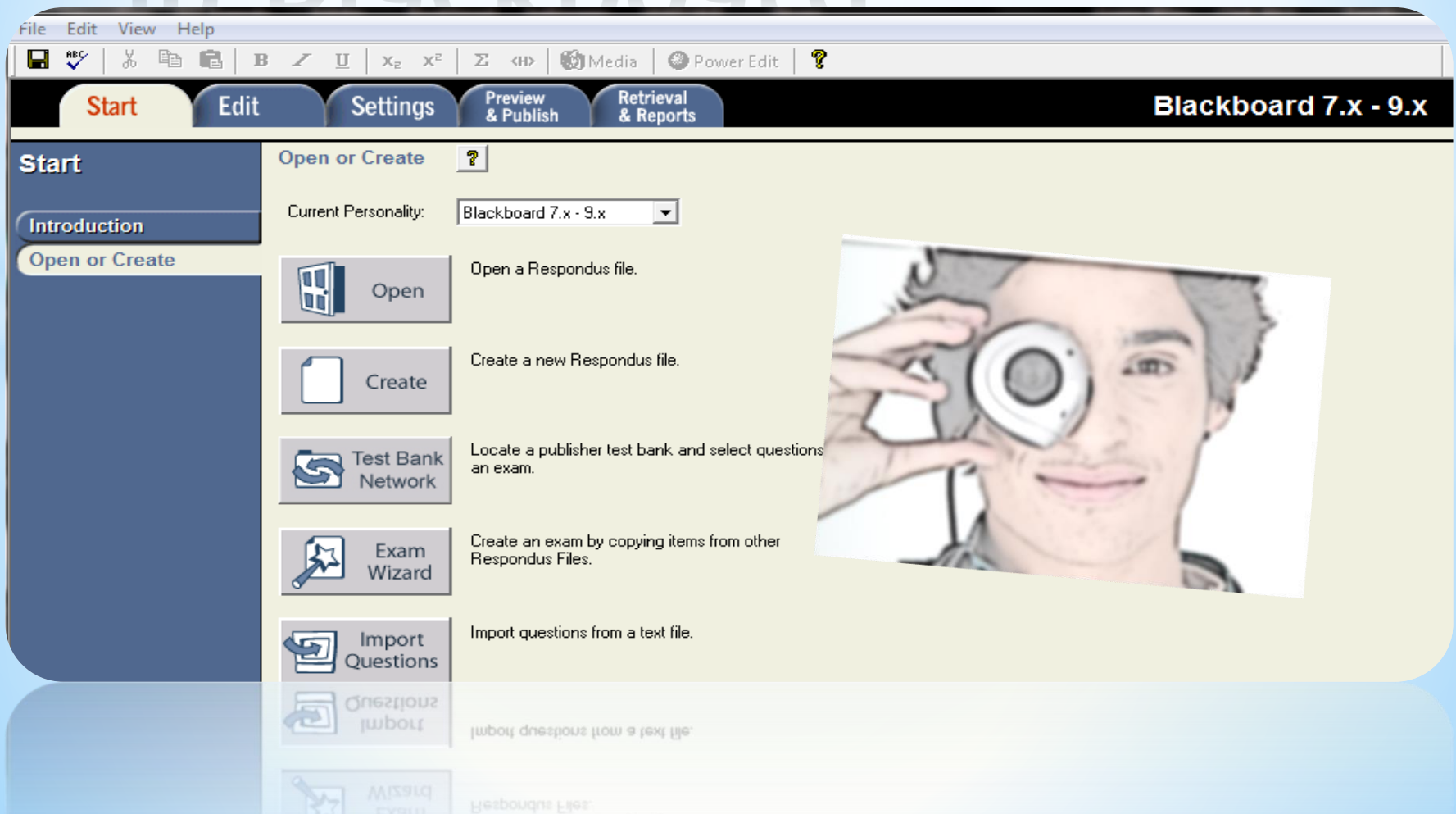


# \*Using Respondus - in Blackboard

A Step by Step Guide



The screenshot displays the Blackboard 7.x - 9.x interface. At the top, there is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below this is a toolbar with icons for saving, undo, redo, bold, italic, underline, strikethrough, link, unlink, media, and power edit. The main navigation bar includes buttons for 'Start', 'Edit', 'Settings', 'Preview & Publish', and 'Retrieval & Reports'. The 'Start' button is highlighted in orange. The 'Blackboard 7.x - 9.x' version is displayed on the right side of the navigation bar.

On the left side, there is a sidebar with the following options:

- Start
- Introduction
- Open or Create

The main content area is titled 'Open or Create' and features a dropdown menu for 'Current Personality' set to 'Blackboard 7.x - 9.x'. Below this, there are several buttons and their descriptions:

- Open**: Open a Respondus file.
- Create**: Create a new Respondus file.
- Test Bank Network**: Locate a publisher test bank and select questions an exam.
- Exam Wizard**: Create an exam by copying items from other Respondus Files.
- Import Questions**: Import questions from a text file.
- Questions Import**: all text a more snappy import
- Wizard**: Respondus File

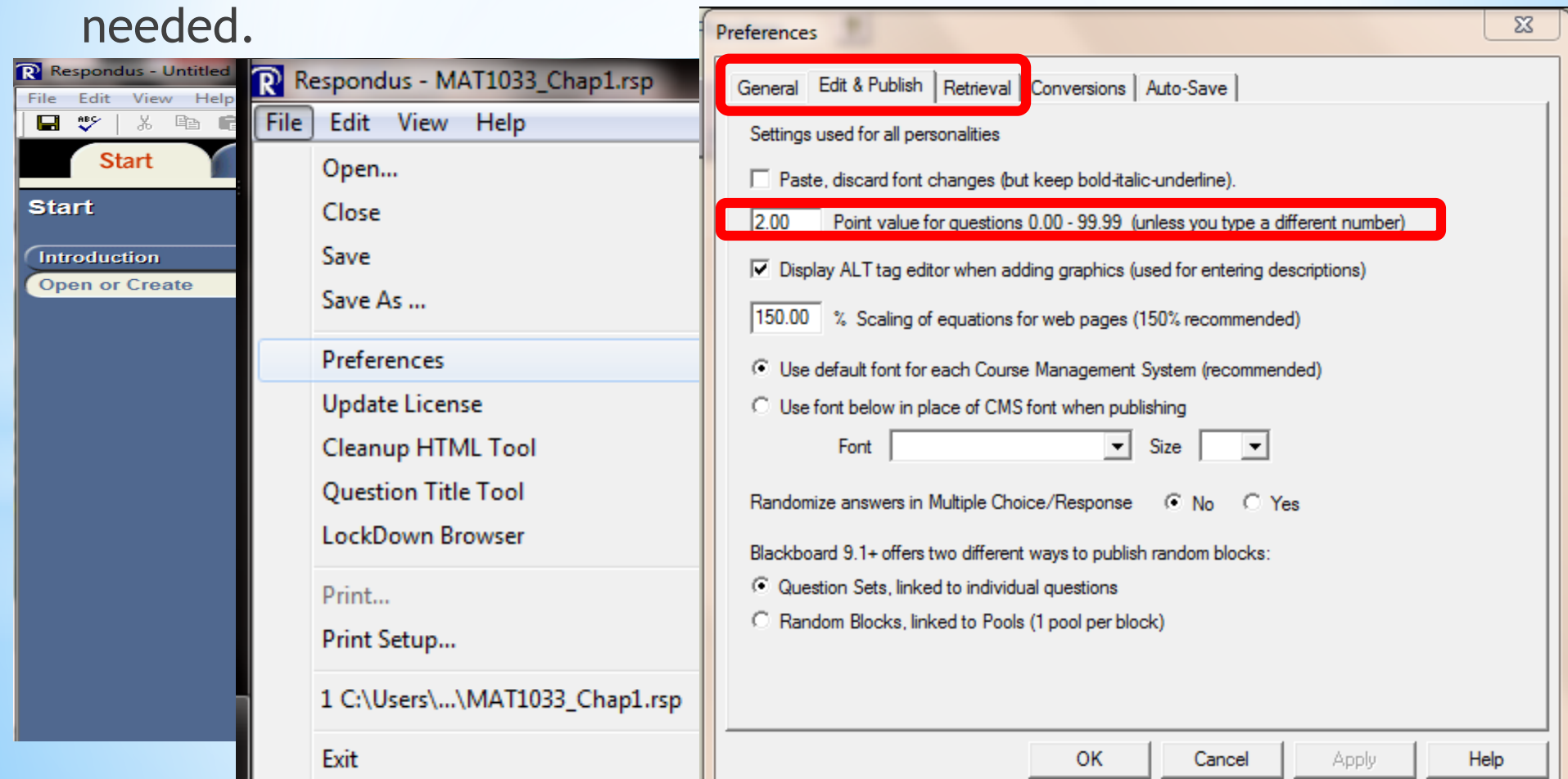
On the right side of the main content area, there is a photograph of a man holding a camera up to his eye, as if taking a picture.

# Assistance with and Formatting for



- \* If instructors provide a test that is primarily created using Multiple choice questions on a 'Microsoft Word document', the Print Shop at IRSC will format your 'Word' document into the correct format for Respondus.
- \* This presentation will review the process of creating/importing questions to Respondus and uploading the file to Blackboard (LMS).

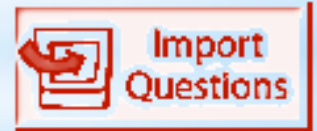
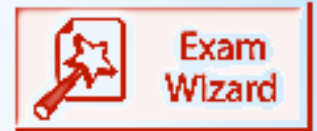
- \* Before beginning, Select File,> and click on 'Preferences >Edit & Publish>to set the 'point value of most exam questions.
- \* Change the point value if most of your test/questions have the same total value, this will automatically place the point value for each question you add to any file.
- \* Point Values can be customized for each test or every question if needed.



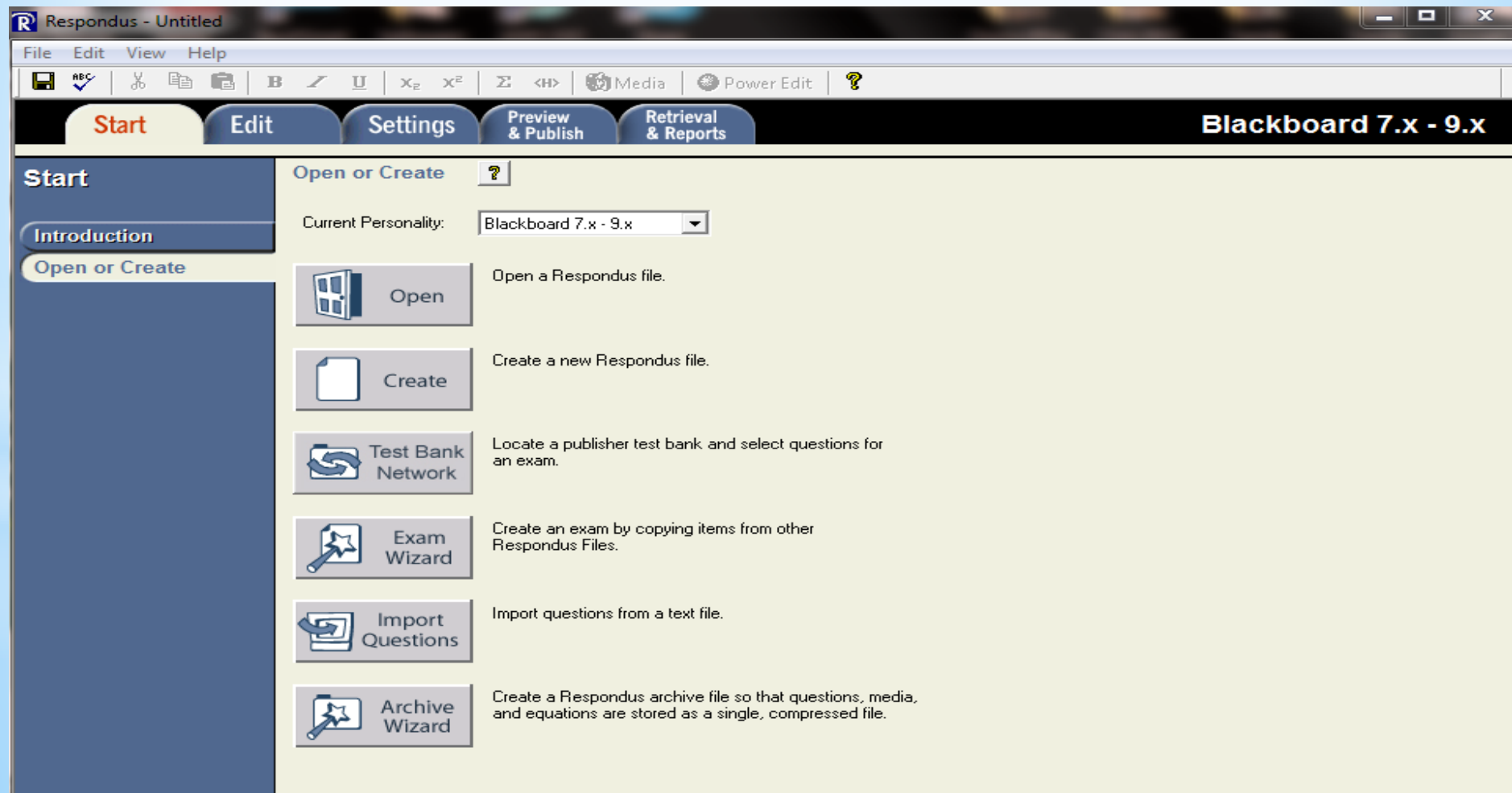
# \*Objectives

From Respondus: To review the process of:

- \*Creating
- \*Importing
- \*Editing
- \*Saving
- \*Uploading to Blackboard
- \*Reviewing a test in Blackboard



- \* Most exams begin with multiple choice questions that can be prepared in a text (.txt) file or a Word (.doc ) file.



\* First, select the format of the document you wish to import.

Import Questions

1. Select the file to Import:

Type of file: Plain Text

File name: - click browse to choose -

Image Folder

2. Choose where to add the new Questions:

☐ Append the questions to the current document.

☒ Create a new document, named:

Type of file to create: ☒ Exam ☐ Survey

☐ Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems: Preview

4. Press the Finish button to complete the process. Finish

Preview results

#	Title	Question Wording
-		
-		
-		
-		
-		

\* Next, click 'Type of file and choose format of document to import.

Import Questions

1. Select the file to Import:

Type of file: Plain Text

File name:

Image Folder

2. Choose where to add the new Questions:

☐ Append the questions to the current document.

☒ Create a new document, named:

Type of file to create: ☒ Exam ☐ Survey

☐ Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

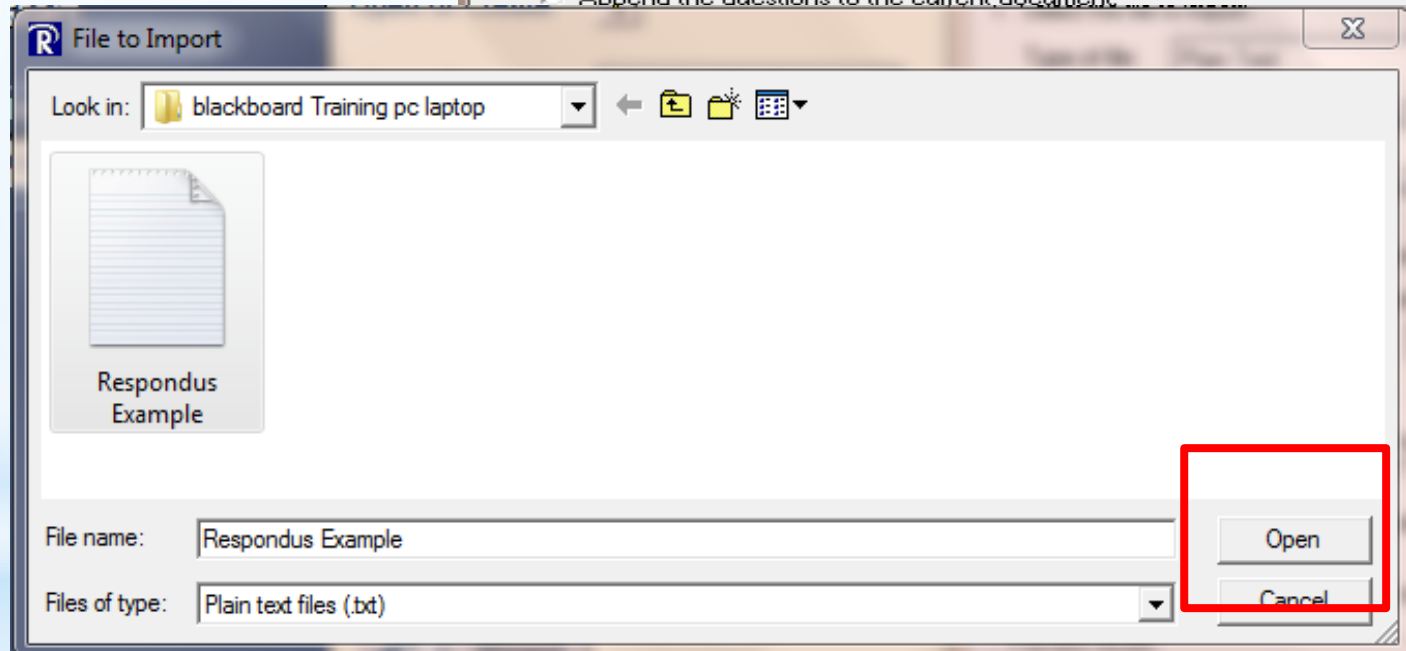
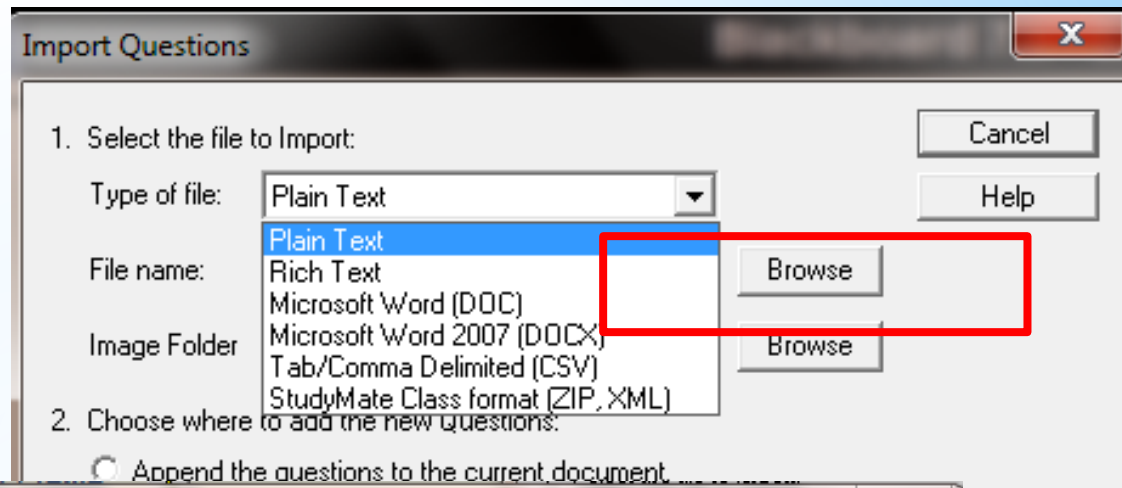
3. Use the Preview button to check for problems: Preview

4. Press the Finish button to complete the process. Finish

Preview results

#	Title	Question Wording
-		
-		
-		

- \* Select 'Browse',  
Navigate to your file.
- \* Select file and click  
Open





- \* 1. Type a name for your new Respondus file, no spaces.
- \* 2. Select 'Preview' and review your new Respondus file. Be sure all the questions are present in the listing below. Notifications will be provided if there are problems with questions and individual formatting
- \* 3. Select 'Finish'.

Import Questions

1. Select the file to Import:

Type of file: Plain Text

File name: Respondus Example.txt

Image Folder: C:\Users\mpelitera\Documents\blackb

2. Choose where to add the new Questions:

☐ Append the questions to the current document.

☒ Create a new document, name: MAT1033\_Chap1

Type of file to create: ☒ Exam ☐ Survey

☐ Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems: Preview

4. Press the Finish button to complete the process. Finish

Preview results

#	Title	Question Wording
1	Here is question	Here is question one
2	Albert Michelsc	Albert Michelson determined the exact speed of light
3	Essay Question	How is the Michelson-Morely experiment related to the speed of light?
4	FILL IN THE I	Who is known as the "father of television"?
5	FILL IN - Mult	A [rosel] by any other [name] would smell as sweet

No warnings.



# \* Edit Tab

\* To add more questions, select the appropriate type and follow directions provided.

\* Insert new questions, provide the point value, and select 'Preview'

\* Select 'Add to End of List' or Insert into List

\* Then, select 'Settings Tab' on top, next to Edit tab to proceed.

Respondus - MAT1033\_Chap1.rsp

File Edit View Help

ABC ✓ ✂ 📄 📁 B Z H Y X² Σ <H> Media Power Edit ?

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

### Edit Questions

**Multiple Choice**

True and False

Essay / Short Answer

Matching

Ordering

Fill in the Blank

Multiple Answers

Calculated

More >

Copy from Another File

Test Bank Network

### Multiple Choice

1. Title of Question

Question Wording ☐ Randomize answers

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

C

D

4. Select Correct Answer

5. Point Value 1.00

### Question List

#		Title	Format	Points	Question Wording
1	🔍	Here is question o	Mult. Choice	1.0	Here is question one
2	🔍	Albert Michelson	True - False	1.0	Albert Michelson determined the exact speed of light?
3	🔍	Essay Question - M	Essay/Short Ans	1.0	How is the Michelson-Morely experiment related to Albert Ein
4	🔍	FILL IN THE BLA	Fill in Blank	1.0	Who is known as the "father of television"?
5	🔍	FILL IN - Multiple	Fill in Multiple I	1.0	A [rose] by any other [name] would smell as [sweet].
6	🔍	MATCHING - Sci	Matching	1.0	Match the correct name to the discovery or theory.
7	🔍	ORDERING QUES	Ordering	1.0	Put the following presidents in order of service?
8	🔍	MMULTIPLE AN	Mult. Answer	1.0	Which of the following individuals are credited with determinin

\* **Random Blocks:**  
A set of questions from which a random selection is presented to students.

\* **Ex.** 10 questions are grouped by topic in the original test of 40 questions. Setting Block parameters may enable 5 Random questions from #'s 11-20 to appear in a quiz/test of 35 additional items.

The screenshot shows the Respondus software interface for MAT1033\_Chap1.rsp. The 'Settings' tab is selected, and the 'Random Blocks' section is highlighted with a red rectangle. The 'Random Blocks' dialog box is open, showing options to 'Add New Set' or 'Modify or Delete Existing Set'. The dialog includes fields for 'Total Items: 8', 'Points: 8.0', and a table for defining the random block set.

**Random Blocks**

Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.

Total Items: 8      Points: 8.0

☒ Add New Set    ☐ Modify or Delete Existing Set:

Enter the number of the FIRST question to be used in the set

Enter the number of the LAST question to be used in the set

How many questions in this set should be randomly selected during the exam?

☐ All    ☒ Select Number:

Enter the point value that should be used for questions in this set

#	Set	Title	Format	Question Wording
1		Here is question one	Mult. Choice	Here is question one
2		Albert Michelson	True - False	Albert Michelson determined the exact
3		Essay Question	Essay/Short Answer	Use the Michelson-Morley experiment

- \* Select 'Availability Tab'
- \* Complete all 'Settings'.
- \* All settings should also be 'rechecked' once test is uploaded to Blackboard.
- \* You may select 'Use as New Defaults' to keep settings for further assessments and adjust accordingly

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


**Blackboard Settings**

Random Blocks

**Availability**

Other Settings

☒ Use As New Defaults

 Restore Default Settings

**Availability** ?

When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.

**Availability Settings**

Instructions:

☐ Open in a new window

☒ Make exam visible to students (in content area chosen at time published)

☐ Add a new announcement for the exam

☐ Allow multiple attempts: Number  (leave blank for unlimited)

☒ Force Completion: Students must complete the assessment the first time it is launched

☐ Set time limit for Exam: Hours  Minutes

☒ Auto-submit when time limit expires

☒ Display (make visible) After:

☒ Display Until:

☒ Due Date:

☒ Password protect - students must enter password before taking the exam.

Enter password (spaces are not allowed).

- \* Select Preview and Publish Tab
- \* Select review the file to view each question one by one.
- \* Correct Answers are indicated in green below, these are not visible to students

The screenshot displays the Respondus software interface. At the top, there is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with various icons. The main interface has a sidebar on the left with tabs: 'Start', 'Edit', 'Settings', 'Preview & Publish' (selected), and 'Retrieval & Reports'. The 'Preview & Publish' tab is active, showing a 'Preview' button with a magnifying glass icon and the text 'Preview the File'. To the right of this button, there is a text box explaining the preview process: 'Before publishing your Respondus file to the server, it is recommended that you "preview" the file. In the preview mode, the Respondus file remains on your hard drive and an Internet browser-like window is used to view it. If you want to make changes to the Respondus file, click the "modify item" button from within the preview task. You will be returned to the preview task once the change has been made.'

Below the main interface, a 'Preview' window is open. It has a title bar with 'Preview' and standard window controls. The window content includes a note: 'Appearance in Internet Explorer (other browsers may vary slightly). Changes made in Edit will not appear until you Save the document.' Below this note is a navigation bar with buttons: 'Go To', 'Prev.', 'Next', '1 of 8', 'Modify Item', and 'Close'. The main content area of the preview window shows 'Question 1' with a 'Mult. Choice' format and '1.00 points'. The question text is 'Here is question one'. Below the question text are four radio button options: 'Answer 1', 'Answer 2', 'Answer 3', and 'Answer 4'. At the bottom of the preview window, there is a 'Feedback' section showing the correct answer: '100.0% a.' and incorrect answers: '0.0% b.', '0.0% c.', and '0.0% d.'

File Edit View Help

ABC | | | | B | | U | x<sub>2</sub> x<sup>2</sup> | Σ <H> | Media | Power Edit | ?

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

**Preview & Publish**

Preview

**Publish to Blackboard**

Publish Wizard

Publish Wizard

1. Type of Publish - Local File, Single Course, or Batch Publishing

- ☒ Publish to single course
- ☐ Batch Publish to multiple courses
- ☐ Save pool to local file for manual uploading

2. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server: - add new server -

Settings: Choose "add new server" or an existing server above

Edit Settings

Back Next Cancel Help

**First time on PC users:**

1. Select 'Publish to Blackboard'
2. Select 'Publish Wizard'
3. Select dropdown menu of 'Add New Server'

- \* 1. Select 'No, I want to enter server settings manually'
- \* 2. Select 'Next', then....
- \* 3. On your computer...  
Open an internet browser and navigate to  
<http://blackboard.irsc.edu>

The idea is to paste this address into the next step, to set-up your Respondus to 'find' the IRSC Blackboard server.

4. Copy this address: <http://blackboard.irsc.edu>

Highlight the words in the address bar, right click and select 'Copy' from the menu.

In the next step,  
You will also be asked to enter  
your username and password  
into the space for server settings.

Add New Server Settings

Preconfigured server settings may be available for:  
Indian River State College

☐ Yes, check for preconfigured server settings

☒ No, I want to enter the server settings manually

Back Next Cancel



- \* Right click to Paste the 'blackboard.irsc.edu' url into #2.
- \* Select 'Extract'
- \* In Description, type Blackboard Log-in
- \* Enter your username and password that you use to enter into your IRSC Blackboard courses.
- \* The system needs this info to 'gain access' to upload your test/assessment into the correct course. Respondus will hunt for the BB server, enter your username and password and gain access to your courses, based on information provided.
- \* Next, you will be asked to select which course/folder to place your assessment in your Blackboard course.

### Blackboard Server and Course

To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.  
(If you type your name & password into a small grey popup window, leave the box blank.)

2. In your browser go to a course you have instructor rights to, then copy the Address into the box below

3. Press Extract

Server name, e.g. "bboard1.univ.edu"

Course ID, e.g. "\_2\_141"

Login type  Login page  Institution code

Server Port  Secure Server? ☒ Yes, HTTPS:// always

Login Port:  If HTTPS used only for login, otherwise set to 0

LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

The information below must be entered manually:

Description  Version

(text to display in the server selection list, e.g. "My Bb server")

User name  Password

☐ Remember my User Name and Password (save them on this computer) --  
If this is a shared computer, un-check this box!

- \* Your server settings are 'set'.
- \* Each PC you use will require these server settings to be in place.
- \* Select Next.

Publish Wizard

1. Type of Publish: Local File, Single Course, or Batch Publishing

☒ Publish to single course

☐ Batch Publish to multiple courses

☐ Save pool to local file for manual uploading

2. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server: Blackboard Log in

Settings:

Server: blackboard.irsc.edu  
Server Port: 443  
(Secure Server, all pages HTTPS)  
User: mpeliter  
(User/Password will not be saved.)

Edit Settings

3. Press [Next] to connect to server

Back Next Cancel Help

# \*Final Placement: Double check your course in Blackboard

- \*Log into <http://blackboard.irsc.edu>
- \*Choose the Course and folder to place the Assessment into.
- \*Upload your Assessment
- \*Log into Blackboard through the internet browser (Chrome, Firefox)
- \*Check the exact settings for each assessment, including dates, availability to students, times and especially correct passwords