

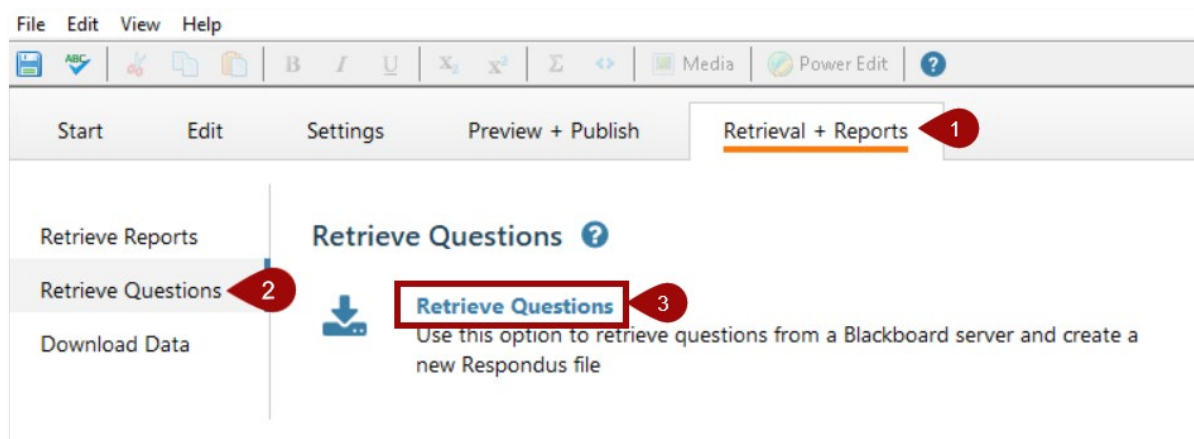
Respondus – Tests – Moving Paper-Based Tests into Blackboard

Respondus is an authoring tool that assists instructors create and manage exams. One of the ways to create exams in Respondus is by importing tests that may be in a Word document or text file. Once imported, the test can be moved into the Blackboard course(s).

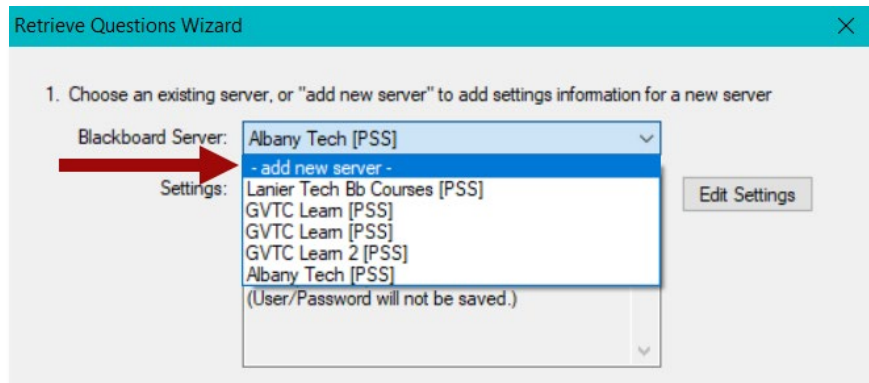
Adding the Blackboard Server to Respondus

Before moving test questions between Respondus and Blackboard, the Blackboard server will need to be added to Respondus. This server will allow Respondus to connect to the instructor's Blackboard courses

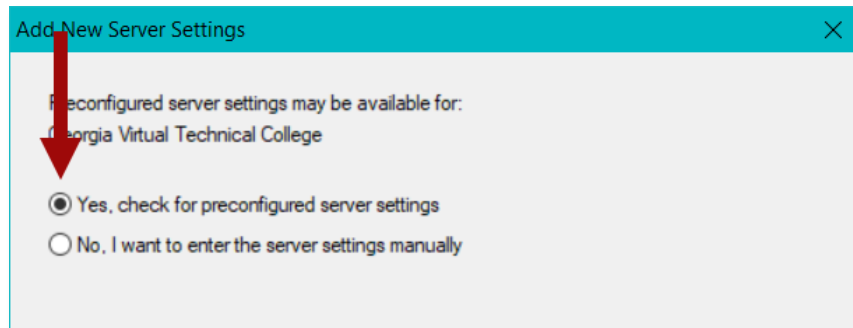
1. Open Respondus.
2. Select the **Retrieval + Reports** tab.
3. Select the **Retrieve Questions** tab in the left panel.
4. Select **Retrieve Questions**.



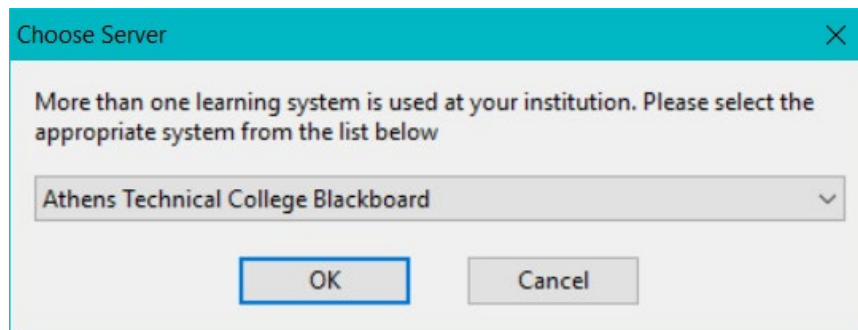
5. The *Retrieve Questions Wizard* window will appear.
6. Next to *Blackboard Server*, select the drop-down list and choose **add new server**.



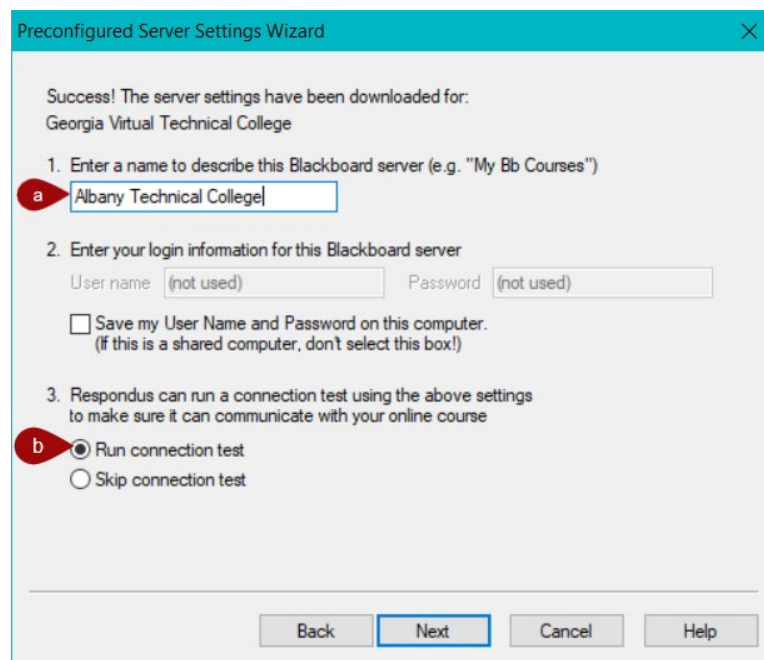
7. In the *Add New Server Settings* window, select the default radio button for **Yes, check for preconfigured server settings**.



8. The *Choose Server* window will appear. Choose your college from the drop-down menu and select **OK**.

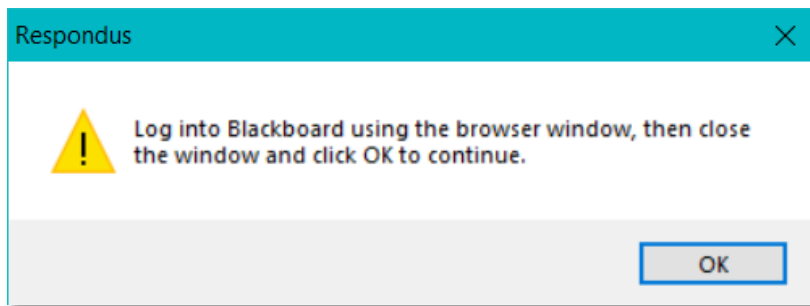


9. In the **Preconfigured Server Settings Wizard** window, complete steps 1 and 3.
- 1 – Enter a name to identify the server.
 - 3 – Select the radio button to *Run connection test*.



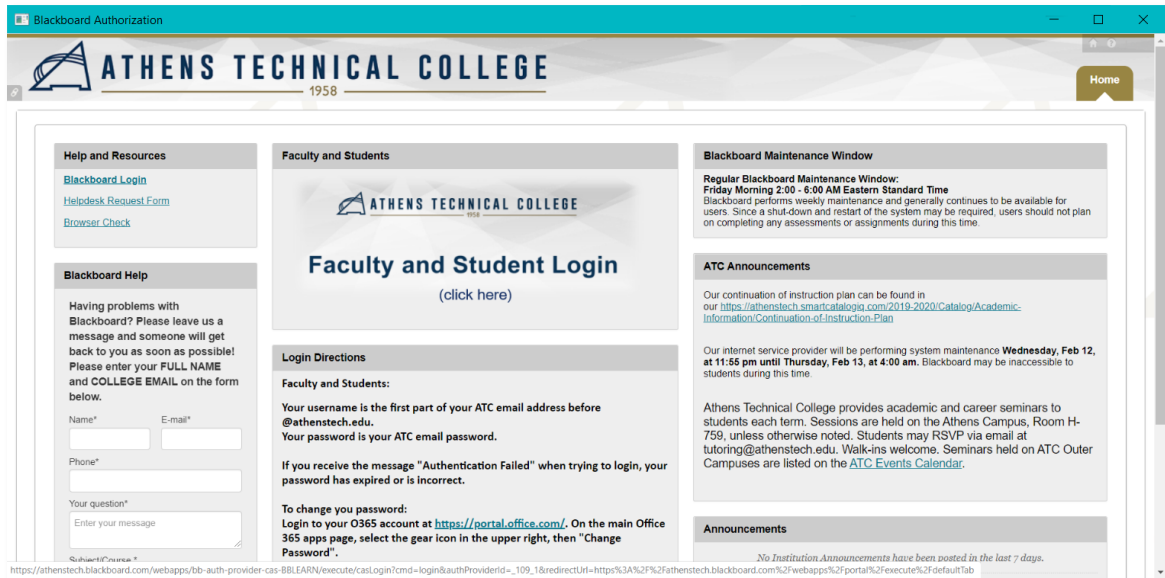
10. Select **Next**.

11. A message will appear. Select **OK**.

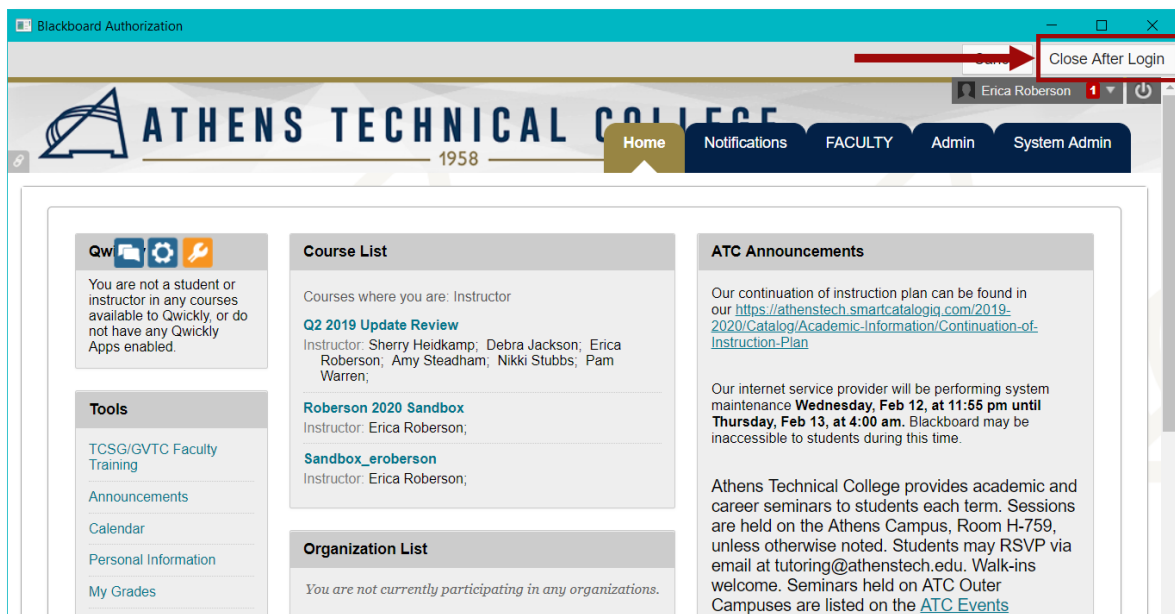


12. The *Blackboard Authorization* screen will appear.

13. Enter the *username* and *password* as you would normally, then select **Login**.

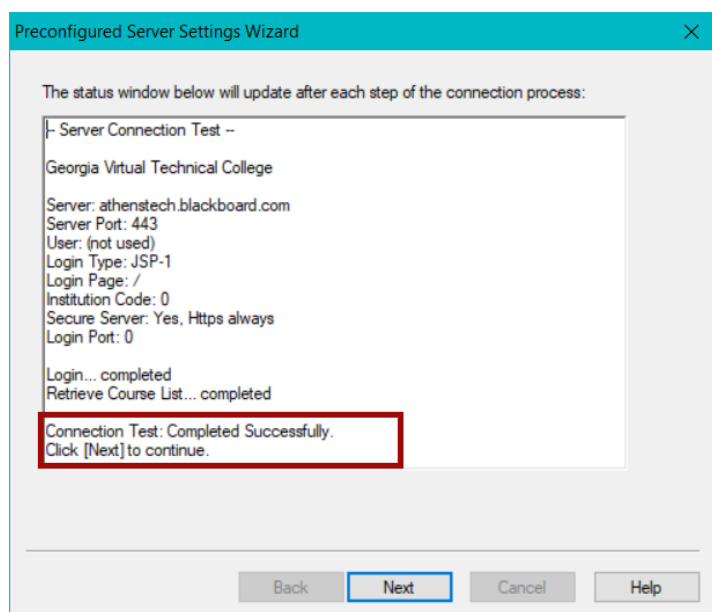


14. Select the **Close After Login** button in the top-right corner.



15. Select **OK** in the message window.

16. When the connections test is complete, select **Next**.



17. Select **Finish**.

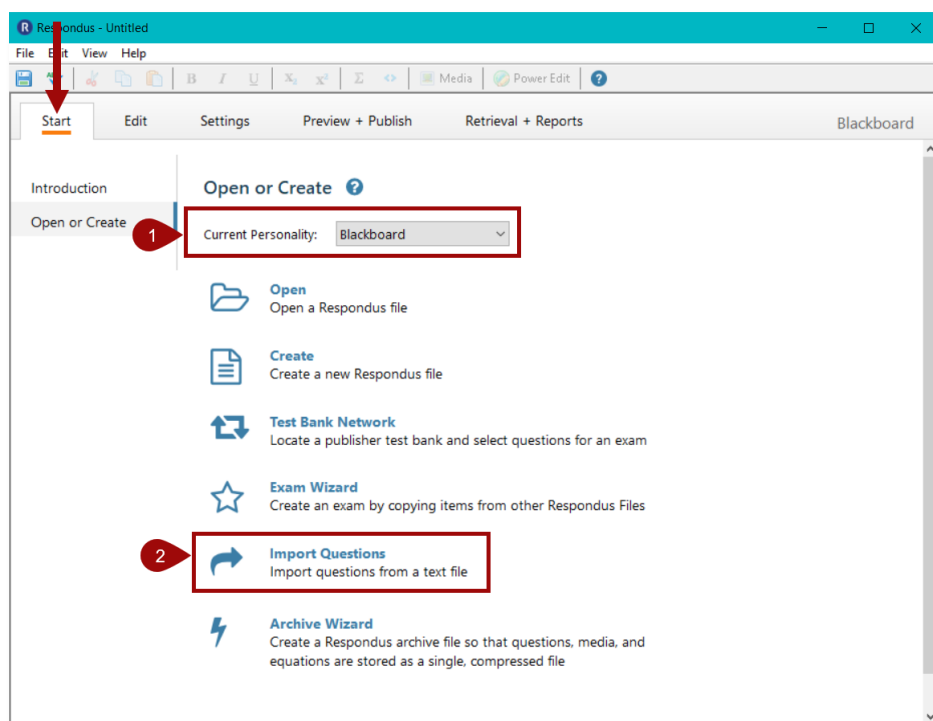
18. In the *Retrieve Questions Wizard* window, select **Next**.

19. The message will appear again. Repeat steps 9 – 13.

20. In the *Retrieve Questions*, window, select **Cancel**.

Importing a Paper-Based Test into Respondus

1. From the *Start* tab in Respondus, set the *Current Personality* to **Blackboard**.
2. Select **Import Questions**.



3. In the *Import Questions* window, select the *Type of File* that is being imported.

4. Next to *Filename*, select the **Browse** button to locate file.

- Next, choose where to add the new questions. Select the default, **Create new document** and enter a name.
- Move to step 3 and select the **Preview** button to check for problems.
- If no problems are found, the box at the bottom of the window will say *No Warnings*.
- Move to step 4 and select **Finish**.

1. Select the file to import:

Type of file: Microsoft Word 2007 (DOCX)

File name: Respondus_Sample_File.docx

Image Folder: C:\Users\erobinson\Desktop\Sample

2. Choose where to add the new Questions:

☐ Append the questions to the current document.

☒ Create a new document, named: Unit 4 Exam

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	Modifiers, inc	Modifiers, including adjectives and adverbs, should be placed ne
2	The part of sp	The part of speech that adds emotion or feeling to a sentence is i
3	What is the p	What is the part of speech that joins words, phrases, or clauses to
4	The underline	The underlined word in this sentence is acting as what part of sp
5	Which of thes	Which of these sentences does not have correct pronoun-anteced

No warnings.

- The file has been saved. Select **OK**.
- The questions have been imported into Respondus.

Publishing a Test to Blackboard

- From the Respondus interface, select the *Preview and Publish* tab.
- Select **Preview the file**.

Respondus - Unit 4 Exam

File Edit View Help

Start Edit Settings **Preview + Publish** Retrieval + Reports Blackboard

Preview

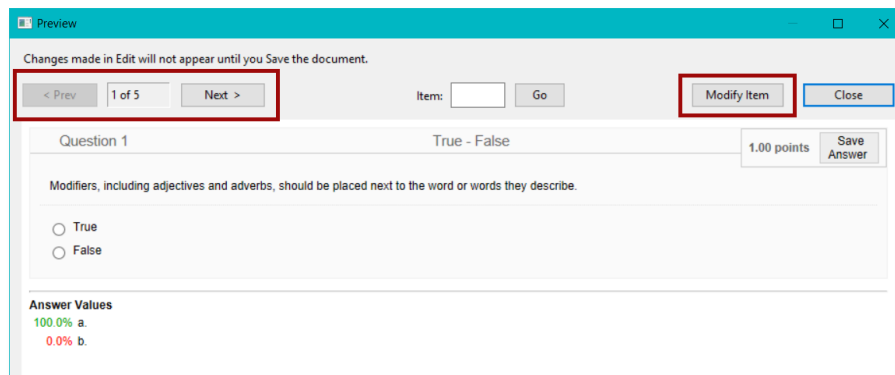
Preview ?

Preview the File

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.

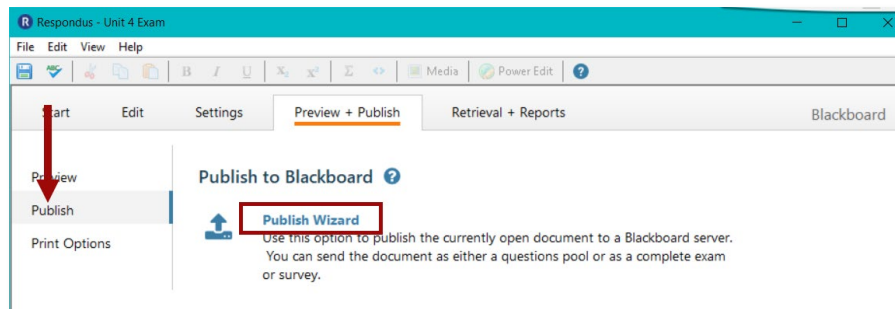
- Use the navigation arrows at the top to review the questions.
- Select the **Modify** button on the right to make changes to a question.

5. Select **Close**.



6. Select the **Publish** tab on the left.

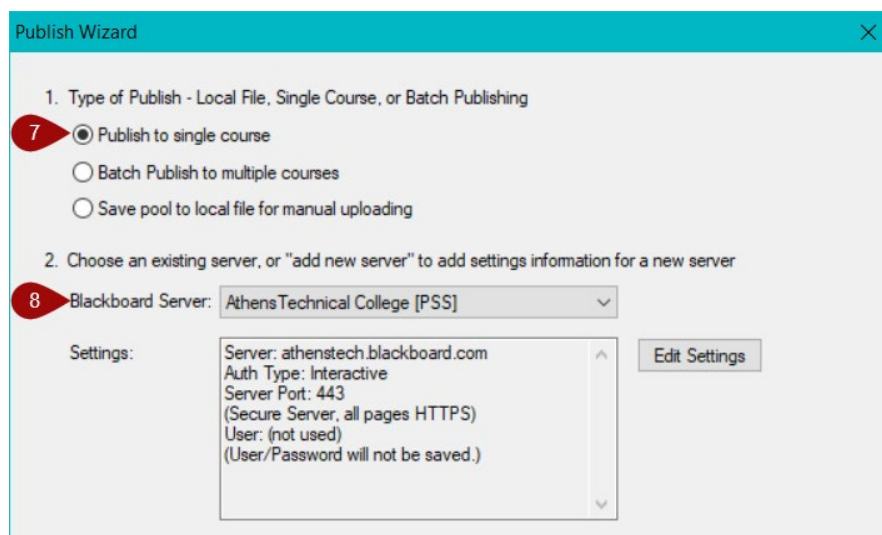
7. Select **Publish Wizard**.



8. In the *Publish Wizard* window, for step 1, choose from the options below:

- a. **Publish to single course** – The test will be published to the course selected.
- b. **Batch Publish to multiple courses** – The test will be published to each course that is selected.
- c. **Save Pool to local file for manual uploading** – The questions will be published to a pool of questions that can be used to create tests. If pool is selected, the test will not be created. It will have to be manually created in Blackboard.

9. For step 2, select the drop-down menu for *Blackboard Server* and select the server that was created in the “Adding the Blackboard Server to Respondus” section above.



10. Select **Next**.
11. In the *Publish Wizard* window, for step 1, choose the course where the test should be placed.
NOTE: If *Publish to multiple courses* was selected, enter a check in the checkbox next to each course where the test should be placed.
12. In step 2, select **Create new Exam** and enter a name for the exam.
13. In step 3, choose from the additional options.
 - d. **Random Block** – Ensures each student receives a different version of the test. The instructor chooses the number of questions to show from the random block. Each student will see a different set of questions.
 - e. **Apply Settings to Exam** – Any settings applied to the exam in Respondus will be applied to the exam in Blackboard.
 - f. **Link to Content and Make available to students** – The exam will be added to a content area in the Blackboard course.

Publish Wizard

1. Choose Course to publish to

Sandbox_eroberson

2. Create or Replace Exam/Survey or Pool

Exam/Survey

☒ Create new Exam Unit 4 Exam

☐ Replace existing Exam

Pool

☐ Create new Pool Unit 4 Exam

☐ Replace existing Pool

3. Additional options for Exam/Survey

☐ Apply Random Blocks to Exam

☒ Apply Settings to Exam

☒ Link Exam to Content Area and make available

Back Next Cancel Help

14. Select **Next**. If the *Link to Content* option was selected in the previous step, the instructor can now choose where to place the test in the course(s).

Publish Wizard

Click on the area or folder to link to, then press [Next]

If you want to create a new folder to link the exam to, you must choose [Cancel] and create the folder using your browser, then press [Publish] again.

Content Areas

Area or Folder

Learning Module

Content Areas

Lessons

15. Select **Next**. Respondus will begin publishing the test to the Blackboard course(s).
16. When the message *Completed Successfully* appears, select **Finish**.
17. The instructor may now access Blackboard to view and edit the test.