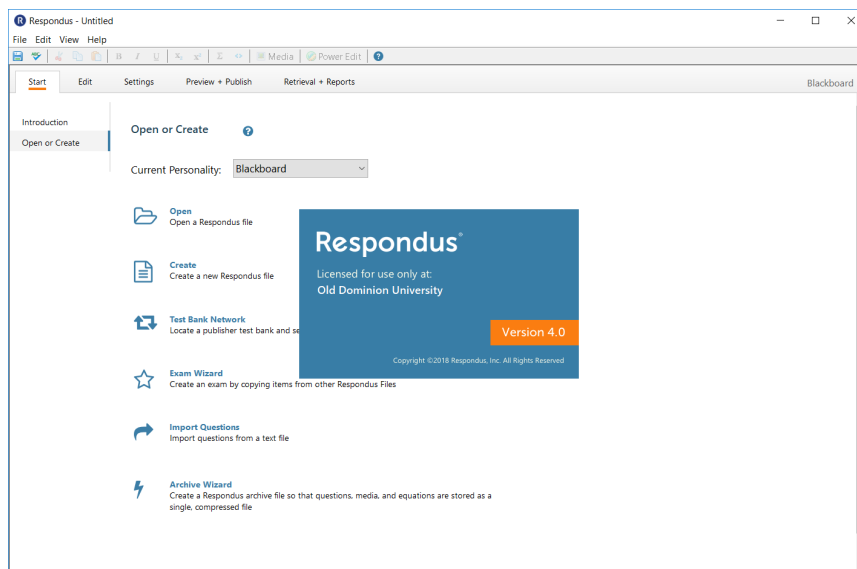


Center for Learning and Teaching

faculty-focused



Bb: Publish Online Exams with Respondus

Educational Technologies Series



OLD DOMINION UNIVERSITY
DISTANCE LEARNING

Bb: Publish Online Exams with Respondus

Workshop Summary

Topic: Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard. As an ODU faculty or staff, you already have access to Respondus 4.0 to prepare, print, and upload exams into Blackboard. Respondus also allows you to download a Blackboard exam and to save it as a document for print, or for your records, or use by Educational Accessibility.

Goals: The goals of this workshop are (1) to introduce you to Respondus' basic features, installation, and functionality and (2) to provide resources that allow you to continue expanding your skills afterward and find support as needed.

Objectives: At the end of this workshop, participants will be able:

- Download and install Respondus 4.0 onto a Windows-based system
- Format an exam, using a variety of question types, for use with Respondus
- Publish an exam to a Blackboard course site as either a Blackboard test or Question Pool
- Review and configure the exam for delivery
- Download an existing exam from Blackboard onto your computer

Topics & Activities:

Respondus Overview

- Review uses: exam creation, import, upload and download from Blackboard

Respondus at ODU

- ODU Site License
- Download and Installation

Respondus Functionality in Action

- Application Overview
- Importing a Test into Respondus
- Publishing a Test or Test Pool to a Blackboard course site
- Downloading A Test from a Blackboard course site

Blackboard Test Tips

- Reviewing Blackboard Test Options and Settings
- Reducing Cheating in Blackboard tests
- Respondus 4.0 versus Respondus LockDown Browser

Technical Support and Resources:

- ITS Help Desk: 757-683-3192; itshelp@odu.edu; <http://www.odu.edu/its/helpdesk>
- ITS Portal for ODU Respondus: <https://www.odu.edu/ts/software-services/respondus>
- Respondus Knowledge Base: <https://web.respondus.com/he/respondus/resources/>
- Respondus Training (including videos): <https://www.respondus.com/training/>
- Blackboard Help: <https://help.blackboard.com/>

Bb: Publish Online Exams with Respondus

Respondus Overview

Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard. It is one of a series of products that support a variety of applications to developing tests, interactive activities, and online exam delivery.

Among Respondus product offerings are:

- Respondus 4.0
- LockDown Browser
- Monitor
- StudyMate
- Test bank Network

Learn more about these offerings at <https://www.respondus.com/>.

The main focus of this workshop is Respondus 4.0.

Respondus at ODU

ODU faculty and staff have access to download, install, and use Respondus 4.0. ODU has a yearly site license for Respondus. This requires that each year Respondus is uninstalled and installed again with the latest version.

Activity 1: Installing Respondus

Respondus System Requirements

Respondus requires Windows 98 or higher, 32 MB of RAM, 6 MB of free hard disk space, and an 800x600 monitor (1024x768 recommended).

You must use your ODU MIDAS credentials to download Respondus.

1. Browse, with a web browser, to <https://www.odu.edu/ts/software-services/respondus>

This webpage contains several helpful links for Respondus including the Respondus Installation and Quick Start Guides (both included in this workshop package)

2. Follow the Respondus Installation Guide through the installation procedure

NOTE: Be sure to follow the instructions closely, particularly about using the **Run As an Administrator** option- even if you are already logged in with administrator access.

Bb: Publish Online Exams with Respondus

Respondus Functionality in Action

The most commonly used features include the following:

Authoring Tests

- Create test within Respondus manually (one question at a time)
- Import test from file (multiple questions at a time)

Previewing, Publishing and Printing Tests

- Preview test within Respondus to verify everything is correct
- Publish to Blackboard for delivery to students
- Print paper copy for face-to-face testing

Retrieving Tests

- Download tests from Blackboard
- Retrieve reports from Blackboard

Importing Questions

Importing a test from a document is one of the most common uses for Respondus. In most cases, tests are imported to be formatted and then uploaded to a Blackboard course site.

The three most common files formats to import into Respondus are simple Text (.txt), Rich Text Format (.rtf), Microsoft Word (.doc, .docx).

Respondus makes importing and uploading tests to Blackboard more convenient than creating tests directly in Blackboard. It also allows for reuse of traditional paper tests printed from a document.

However, for **Respondus to work properly**, the formatting of documents is very important. The formatting for the most common question types are shown here.

Multiple Choice Formatting

For imports into an exam file, *correct answers* can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

3. Who determined the exact speed of light?

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

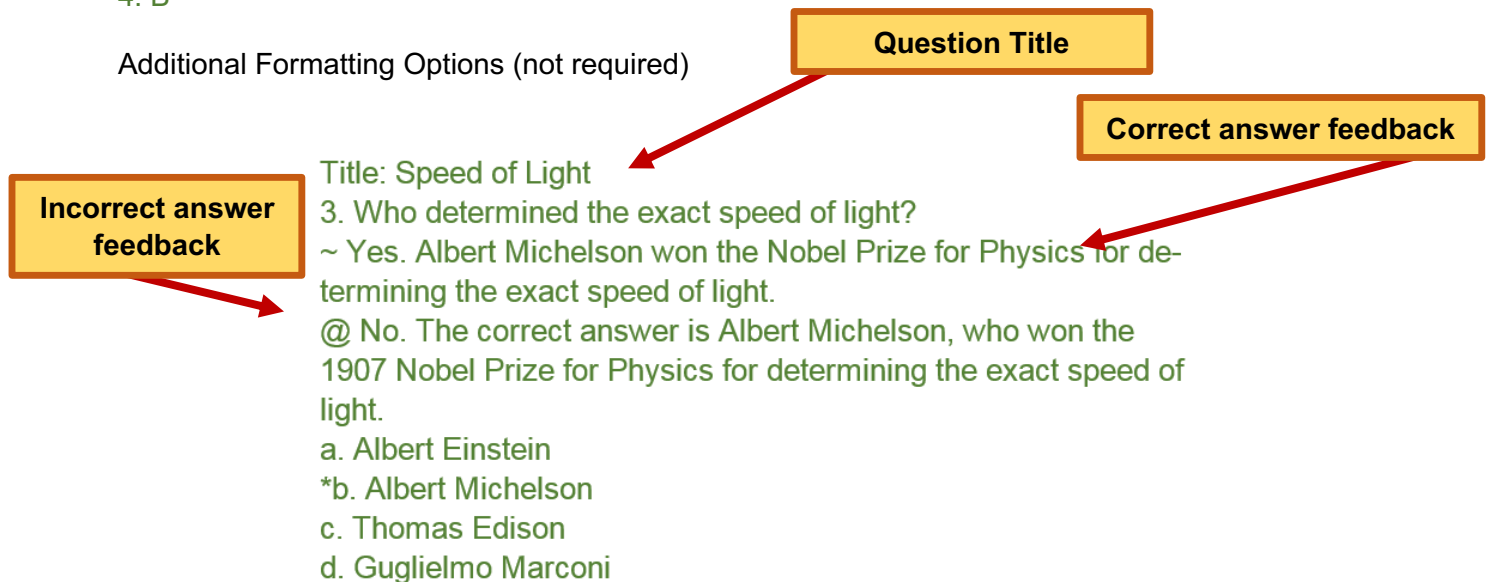
Bb: Publish Online Exams with Respondus

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

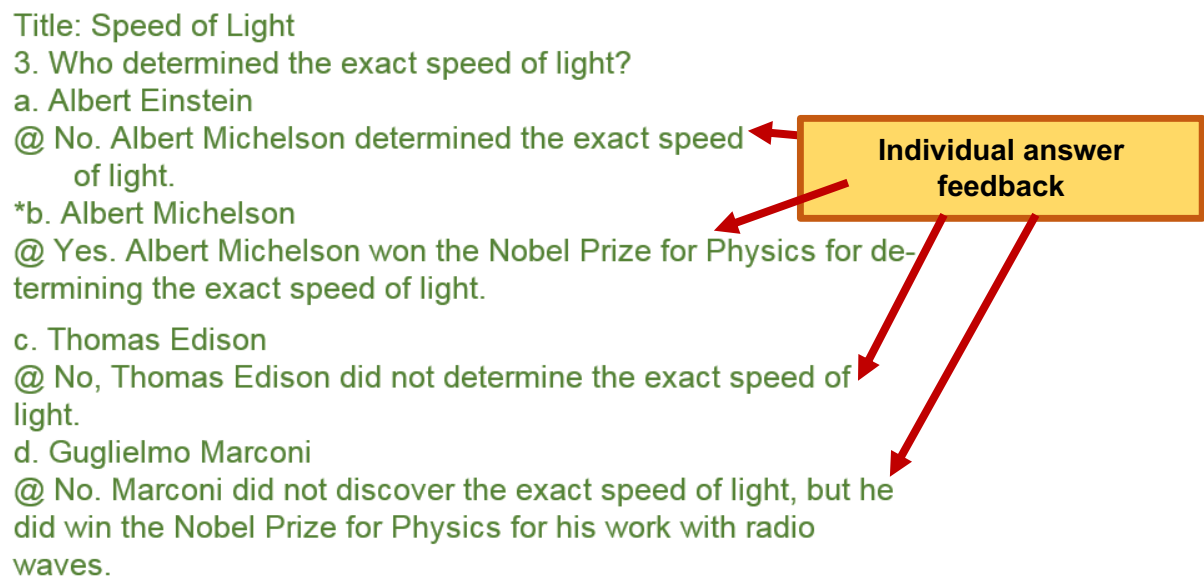
Answers:

1. A
2. C
3. B
4. B

Additional Formatting Options (not required)



Or



Bb: Publish Online Exams with Respondus

True / False

Use a similar format as Multiple Choice where there are two answer choices: True or False.

5. Albert Einstein determined the exact speed of light

- a. True
- *b. False

It's important to note that the "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true and false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).

The same options for answer key, feedback, title, and points are available. The correct answer for a true and false question can be designated in three ways: (1) the complete word "True" or "False," (2) the letter "T" or "F," or (3) the alphabetical letter "A" (for true) or "B" (for false).

Essay

Type: E

Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?

If you want to supply example answers to an essay, they can be included either in the same manner as multiple choice, either using "a." or as part of the answer key.

Multiple Answer

Similar to multiple choice. They need the Type defined and all correct answers indicated.

Type: MA

8) 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

Alternative answer key example:

The formatting of each of the following answers is acceptable for multiple answer questions.

Answers:

- 1. B D
- 2. B, D
- 3. B,D

Points

Used to assign point value for questions

Points: 5

12) Which of the following individuals are credited with determining the exact speed of light?

- a. Albert Einstein

Bb: Publish Online Exams with Respondus

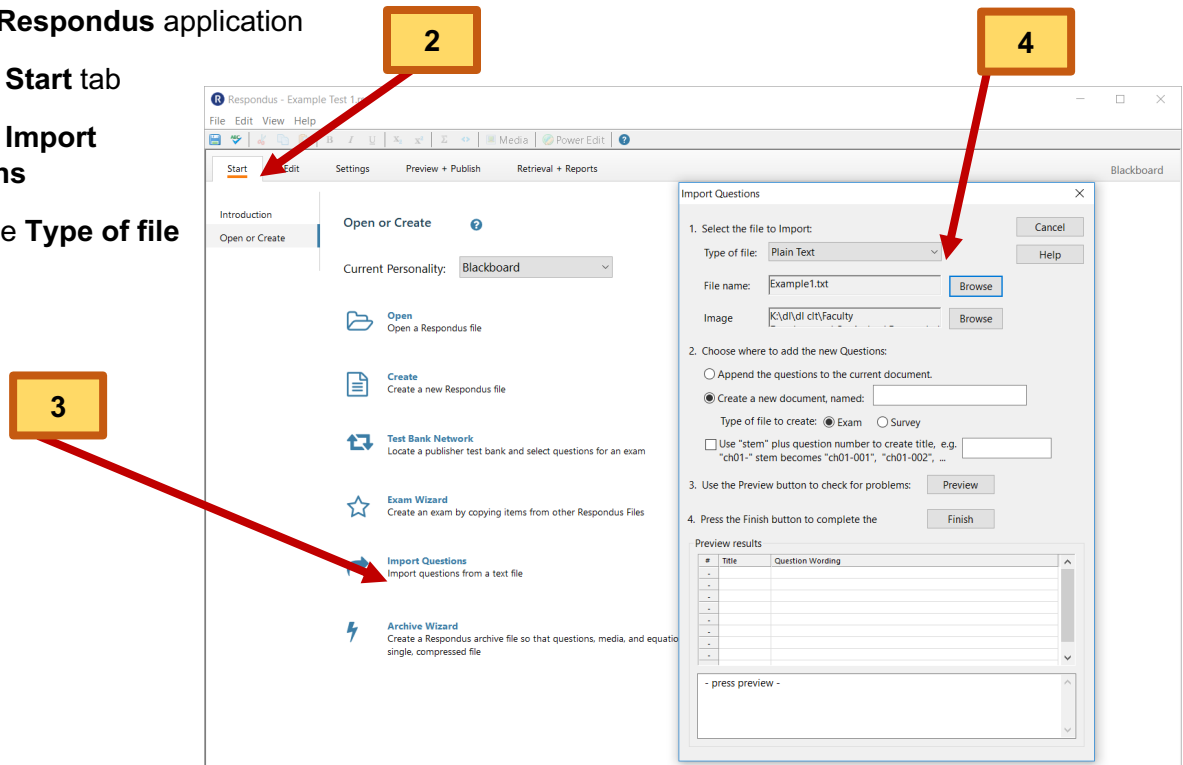
- *b. Albert Michelson
- c. Thomas Edison
- *d. Edward Williams Morley

Details on formatting from: [Respondus User Guide](#)

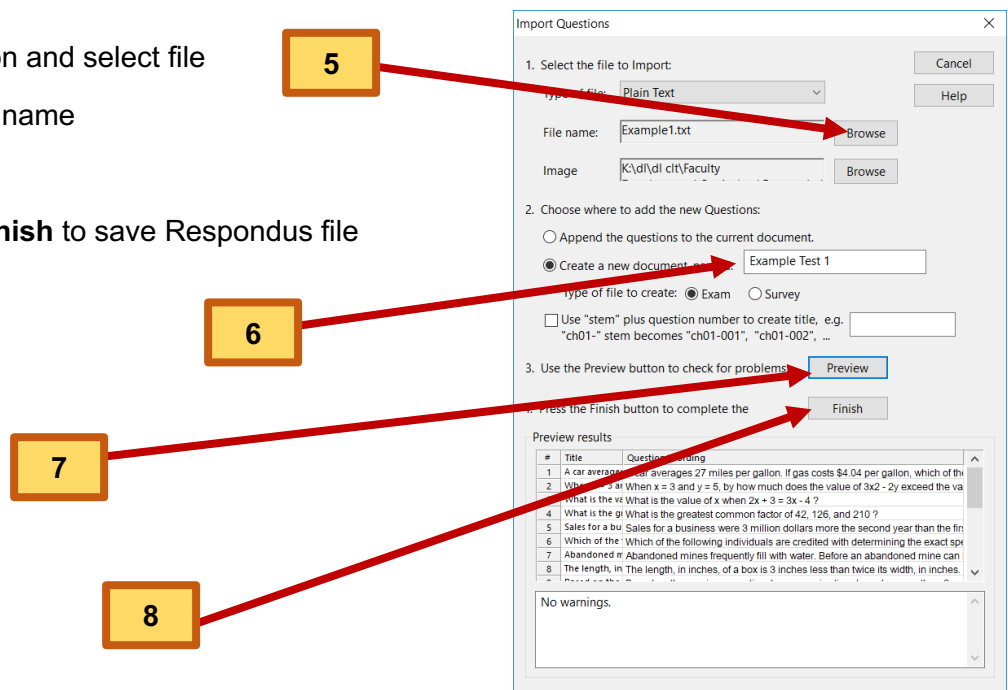
Bb: Publish Online Exams with Respondus

Activity 2: Creating New Respondus File and Importing Questions

1. Open **Respondus** application
2. Select **Start** tab
3. Select **Import Questions**
4. Choose **Type of file**



5. **Browse** to file location and select file
6. Enter new document name
7. Select **Preview**
8. If no errors, select **Finish** to save Respondus file



Bb: Publish Online Exams with Respondus

Adjusting File Settings

Respondus supports configuring Blackboard test options prior to the exam upload into your course site. Below are some of these options. To access these from the **Settings** tab, select **Other Settings**.

Activity 3: Adjusting Respondus Settings

1. Select the **Settings** tab
2. Select **Other Settings** option
3. Change settings as needed

The screenshot shows the Respondus 'Other Settings' page. The 'Self-Assessment' section includes options for 'Include this test in Gradebook score calculations' (checked) and 'Hide the score of this test from the Gradebook' (unchecked). The 'Feedback Options' section shows 'Rule 1' set to 'After Submission' and 'Score Per Question' checked. The 'Question Presentation' section has 'All at once' selected. The 'Answer' dropdown menu is open, showing options like 'Lowercase Letters (a, b, c)', 'Default/None', 'Arabic Numerals (1, 2, 3)', 'Roman Numerals (I, II, III)', 'Uppercase Letters (A, B, C)', and 'Lowercase Letters (a, b, c)'. Two callout boxes with arrows point to the 'Feedback Options' and 'Answer' sections.

Note: The examples from this workshop require some careful review of settings.

- a. Some answer choices include reference to other answer choices (e.g. **c. both a & b**)
- b. Some questions may refer to a previous question

Bb: Publish Online Exams with Respondus

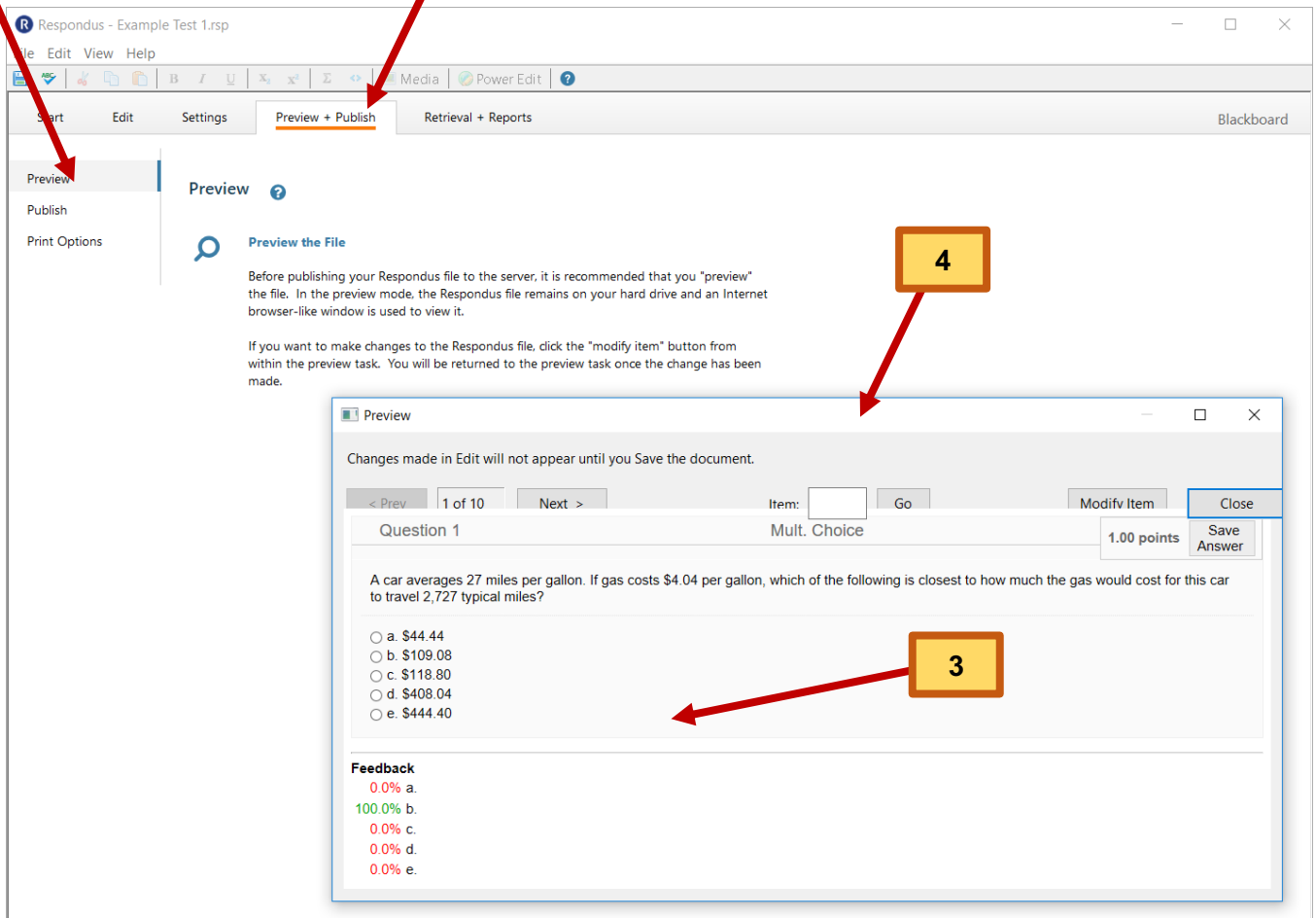
Activity 4: Previewing and Verifying Test

Previewing a test in Respondus before publishing to Blackboard can catch many common errors and save a lot of time.

1. Select the **Preview & Publish** tab
2. Select **Preview** option
3. Select **Preview the File**
4. Step through test looking for any errors

2

1



Note: Simple errors can be corrected with the Modify Item button where the question text and answer choices can be updated and saved.

Bb: Publish Online Exams with Respondus

Activity 5: Publishing to Blackboard

Follow the **Publish** steps in the Respondus Quick Start Guide to configure Respondus for ODU and upload your test.

The guide can be downloaded at

<https://www.odu.edu/content/dam/odu/offices/occs/docs/respondus-quick-start.pdf>.

Activity 6: Downloading a Test from Blackboard

If a test in a Blackboard course site needs to be downloaded for portfolio, paper distribution, accreditation paperwork or any other reason, Respondus can download either the exam with answer key or reports based on student submissions.

1. Open Respondus
2. Select the **Retrieval & Reports** tab
3. Select **Retrieve Questions** option
4. Select ODU Blackboard server and then **Next**
5. Log in with your MIDAS credentials
6. Select Blackboard course site that has the test
7. Select which Exam to download from menu
8. Enter a Respondus filename for the test and then **Next**

The test can now be printed from Respondus, with or without the answer key.

Avoiding Respondus Question Import Issues

Respondus works well with properly formatted import files. However, even small typos can cause problems. Below are some common errors to watch out for when importing your files:

1. Missing or extra blank spaces in question text or answer choices
2. Missing blank line(s) between questions/answers
3. Complex Word formatting can be difficult to import so removing and reformatting can help
4. Missing or incorrect question type notation before questions
5. Missing correct answer choice indicator
6. Missing or out of sequence question numbers
7. Missing or out of sequence answer choices

Bb: Publish Online Exams with Respondus

Activity 7: Practicing some more with Question Importing

The goal of this activity is gain experience resolving test import issues.

1. Import the Example3.docx into Respondus
2. Enter filename
3. Run Preview
4. Review Warning and Errors
5. Make corrections to file and try importing again
6. Try running preview to find other errors

Blackboard Test Tips

Respondus LockDown Browser

The **Respondus LockDown Browser (LDB)** is a custom browser that locks down the testing environment within Blackboard. When students use Respondus LockDown Browser, they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading.

Faculty can configure Blackboard tests to require the LDB. Student must download and install the LockDown Browser in order to take these types of tests.

The LDB can be downloaded from <https://www.odu.edu/ts/software-services/respondusldb> after authenticating with MIDAS credentials.

Blackboard Test Options

Test options can be adjusted to vary the delivery, feedback, and other restrictions on a Blackboard test. Details on the settings can be found in the Blackboard Help system at https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Test_and_Survey_Options .


Options to consider are:

- Setting availability dates
- Using a test timer
- Question delivery options
 - Random question sequence
 - All at once or One at a time
 - No back track on questions
- Force completion
- Password protection
- Question feedback
- Using Question Pools and Question Sets

Bb: Publish Online Exams with Respondus

Activity 8: Reviewing a Test in Blackboard

Once your test has been published into Blackboard, it is a good practice to verify the test is correct.

1. Log into <https://www.blackboard.odu.edu>
2. Open the Blackboard course site that has the new test
3. Navigate to the test link (which depends on the folder you selected for upload during Publish)
4. Use the Test Options menu, , to select **Edit the test**
5. Review test questions, answers, and points
6. Edit questions as needed
7. Use Test Options menus to **Edit the Test Options** or **Modify Options**
8. Verify and change settings as needed