Respondus Questions and Answers

Q. What is Respondus?
A. Respondus is software designed for creating tests and surveys.

Q. Where can I get the Respondus software?
A. Respondus is available for download through the "mySIUE" portal at: http://my.siue.edu/.

1. Log in with your e-ID and password.
2. Once logged in, click on myLinks on the left, and then on the "R" Respondus logo.
3. Click on the link to the "Respondus resource page." The download file is located there along with "License Information" you will need to enter into Respondus after you have installed it.

We update the information on that page every year in late July to share the latest installation password. You may download a copy of the software to your office computer and install it on your home computer.

Q. Does Respondus work on a Macintosh computer?
A. At this time, Respondus is not available for use on a Mac.

Q. The Respondus installer asks me for licensing information. Where do I find that?
A. The information you need to complete the installation of Respondus is available on the Respondus Installation Instructions web page within the "mySIUE" portal. See the *Where can I get the Respondus software*? section above.

Q. How can I learn how to use Respondus?
A. Respondus has excellent tutorials available on their website: http://www.respondus.com/products/demos.shtml. Note that we are using Blackboard 8.0, so when presented with an option specific to a course management system, be sure to select *Blackboard*. ITS also provides periodic training sessions on creating tests and surveys in Respondus for use in Blackboard and has a number of online tutorials available on the subject at: http://www.siue.edu/its/bb/fac_staff/bb_step4c.shtml#respondus.

Q. How do my test or survey questions get out of Respondus and into Blackboard?
A. Respondus can publish your questions directly into the Test Manager, Survey Manager, or Pool Manager in Blackboard for later deployment. It is also possible to deploy a test or survey from Respondus into a Blackboard course with all of the Blackboard settings already in place so the test is ready to go.

Q. Where do Respondus files reside on my computer?
A. You can locate your Respondus files on your computer via: My Computer > C: > Respondus Projects.

Q. Can I convert a test I created in Microsoft Word into a Respondus test?
A. While it is possible to import a Word document into Respondus, there is a standard format required for importing questions which means you will need to edit your Word document to put it into that format before you can successfully import it into Respondus. Within Respondus, go to "Help" and then "Help Topics." Click on the Search tab and search for "standard format". In the search results, choose "Standard Format for Importing Questions".

Q. Can I print out a test created in Respondus?
A. Yes, you can use Respondus to create and print paper tests which can later be published as an electronic test.

Q. Where will I find the results for the test or survey once students have completed it?
A. All assessment results will be available in the Blackboard Grade Center. Blackboard will automatically grade all question types except Essay and Short Answer questions. The Essay and Short Answer questions will need to be manually graded by the instructor and then submitted for the final score calculation. See the tutorial on Grading a Short Answer or an Essay Question: http://www.siue.edu/its/bb/fac_staff/pdf/tests_grade_essay.pdf.

Q. Where will I find statistical reports for the test or survey once it is complete?
A. Statistical information is available through the Grade Center through Column Statistics (overall) and Attempt Statistics (by question).

Q. Why should I choose Respondus as my test creation tool?
A. 1) Most users find it easier to create tests using Respondus than to create the same test in Blackboard. 2) Blackboard has major problems when text is copied and pasted from Word into Blackboard. 3) Respondus files can be used with Study Mate to create learning tools such as Flash Cards for students to use to review course material.