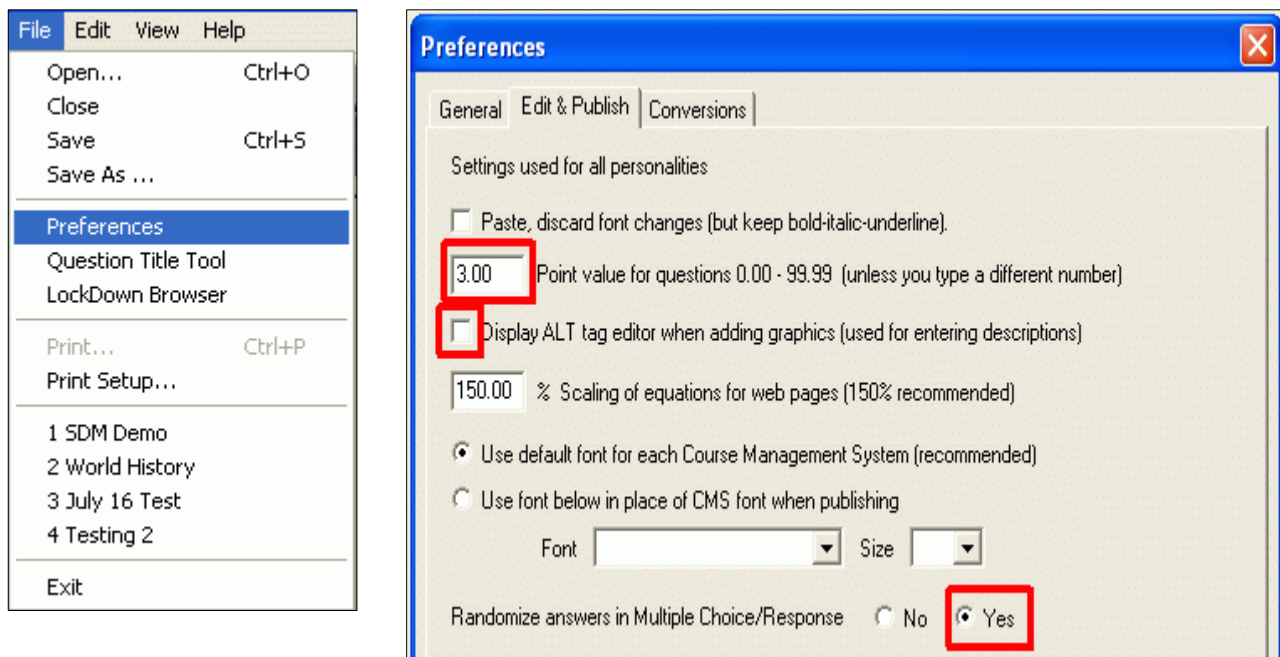


# Respondus Quick Reference

## Review Preferences

File > Preferences > Edit & Publish tab.

- Set the default “Point Value” for questions
- Deselect the “ALT tag editor” option
- Consider randomizing the “Multiple Choice/Response”



## Create a Test or Survey by moving through the tabs from left to right



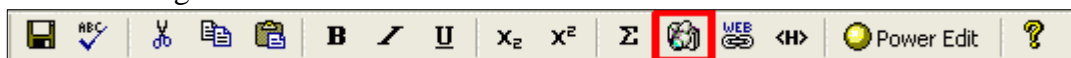
### A. Start

- Introduction: View the Tutorials
- Open or Create – Current Personality: Blackboard 7.x-9.x
  - Open – opens an existing file
  - Create – allows you to create a new file from scratch
  - Exam Wizard – allows you to create a new file from questions in existing files or pools
  - Import Questions – allows you to import questions from a Word document. Note that files must be in “Standard Format for Importing Questions” which will require you to edit the file before importing. Generally it is easier to create the file in Respondus initially.
  - Archive Wizard

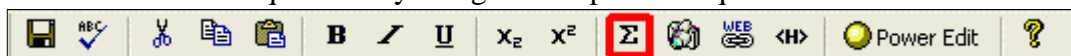
## SIUE Information Technology Services Tutorials

### B. Edit

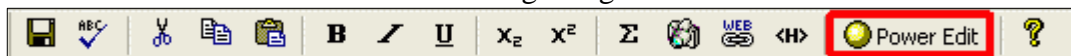
- a. Edit Questions: create your questions, enter your answer options, provide feedback if desired, assign point value, arrange questions in a particular order (in order to apply Random Blocks)
  - i. Add images by clicking on the camera icon. You'll need to use that same button to delete an image!



- ii. Add mathematical equations by using the Respondus Equation Editor.



- iii. Add tables and more elaborate formatting using Power Edit.



### C. Settings

- a. Random Blocks – create random blocks of questions where Blackboard will randomly pull x number of questions from the block for each student.
- b. Availability – settings mirror the Blackboard Test Settings. Pay particular attention to:
  - i. Force Completion
  - ii. Set time limit
  - iii. Display After/Until
  - iv. Password protect
  - v. Require Respondus LockDown Browser
- c. Other Settings
  - i. Feedback & Presentation
    - 1. “Include this test in Gradebook score calculations”
    - 2. Feedback options (you can choose none initially)
    - 3. Question Presentation – recommend “One question at a time” which will save answers as the student goes along.
    - 4. Randomize Questions

### D. Preview & Publish

- a. Preview – make sure you have the correct number of questions and the correct answer has been identified.
- b. Publish to Blackboard - Publish Wizard
  - i. Configure Server settings once
    - 1. Use Download the preconfigured server settings for Southern Illinois University.
    - 2. Do **not** save your User Name and Password!
    - 3. Run the connection test

### E. Retrieval & Reports

- a. Retrieve Reports – use the Blackboard Grade Center
- b. Retrieve Questions – use to edit an existing file already published to Blackboard, a must when you are using LockDown Browser
- c. Download Data – use the Blackboard Grade Center for this information