

Five (5) Steps to Creating an Exam with Respondus

Respondus is a tool for creating exams which can be published directly to Vista. The Respondus software is a Windows-only application.

1 Download and Install Respondus

WVU OIT has purchased campus-wide license for the Respondus 3.0 software. You can download a copy of Respondus from <http://software.systems.wvu.edu>. The Help Desk (293-4444 ext. 1) can provide you with the activation password.

After installing and activating Respondus, be sure to check for and install the latest updates by selecting “Help” from the main menu, then select “Check for Update.” If you’d like help with the installation of Respondus on your computer, please contact the OIT Help Desk.

Context-sensitive help is available throughout the Respondus program by pressing the F1 key. Help is also available by selecting “Help” from the pull-down menu on the toolbar. For additional help you can download the *Respondus User’s Guide* from <http://www.respondus.com/products/userguide.shtml>; be sure to choose *WebCT Personality*. The user’s guide explains the steps for creating questions and describes the “standard format” required by Respondus when importing questions from text files. Short movies that walk you through some of the specialty features of Respondus are available at the Respondus Demo Library, <http://www.respondus.com/products/demos.shtml>.

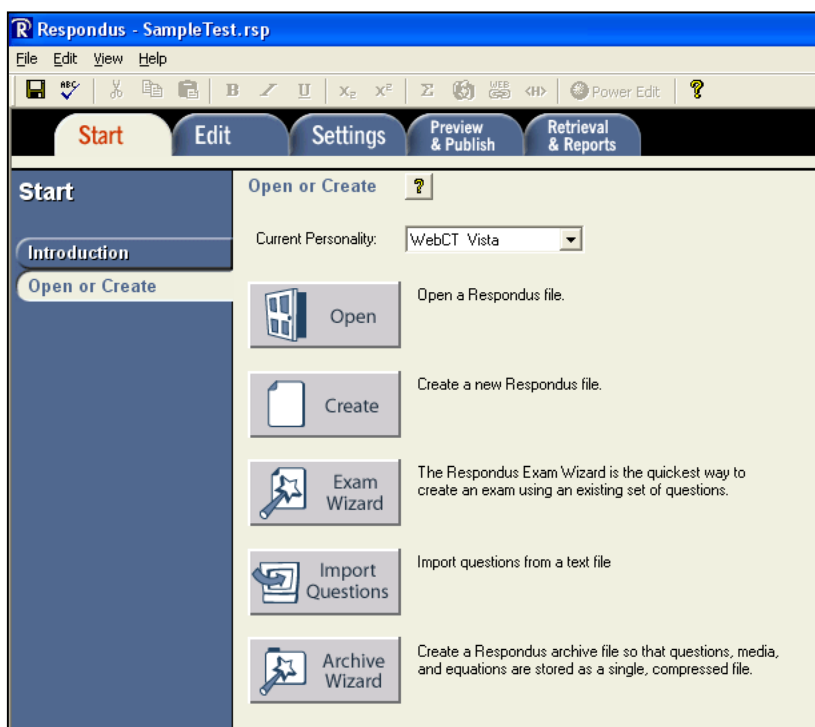
Respondus is organized according to 5 tabs: *Start, Edit, Settings, Preview & Publish, and Retrieval & Reports*.

2 Start

Set *Current Personality* to *WebCT Vista* to ensure Respondus gives you only the options that are compatible with Vista.

Click the **Create** button to create a new Respondus file.

Click the **Import Questions** button to import questions from a file. The file must be organized in the Respondus “Standard Format” before it can be imported.



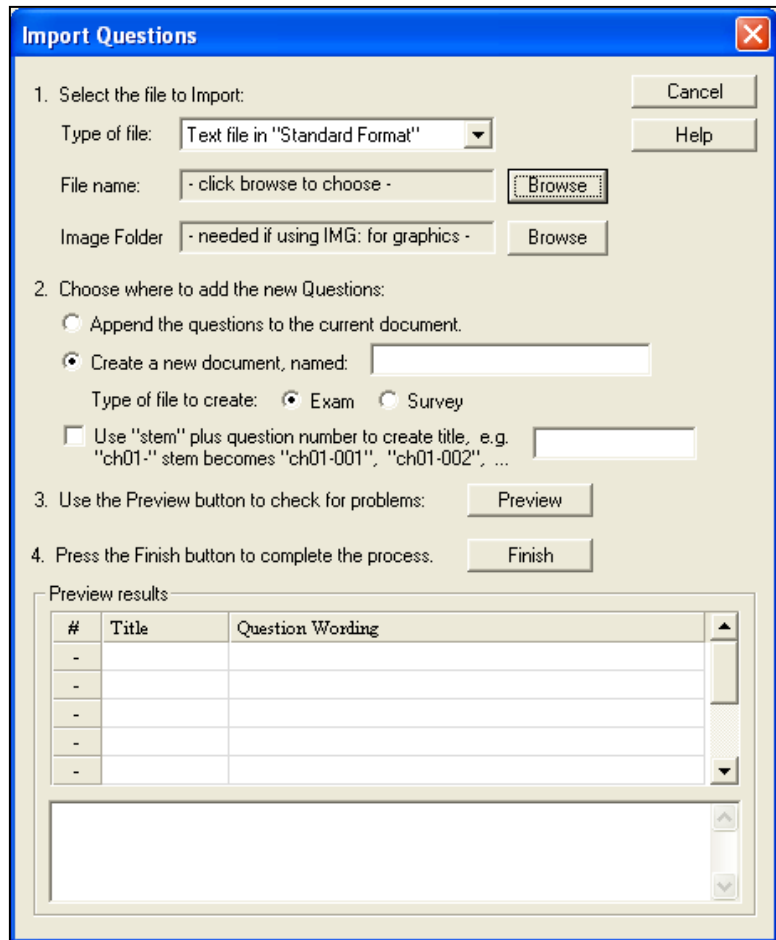
Respondus imports multiple choice, true-false, paragraph, short answer, matching, and multiple response questions.

1. Select the file to be imported and specify its type. If you are importing questions that contain images, specify the folder where the images are stored.

2. Specify whether the questions should be added to the currently open file or whether to create an entirely new file.

3. Preview the file being imported to see if there are any warning messages.

4. Click the Finish button to complete the import.



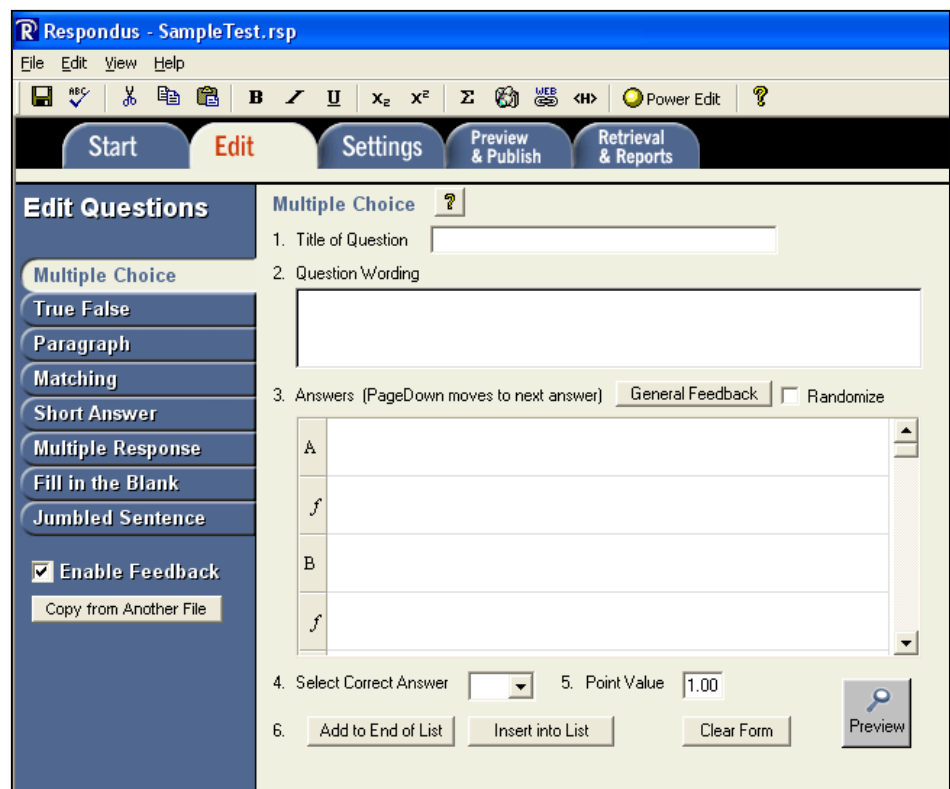
3 Edit

Enter test questions.

Select the question type using the tabs on the left side of the screen.

You can use the toolbar at the top of the screen to format the text of the questions.

Click the **Preview** button to see what each question will look like to students.



4 Settings

Question Sets

Create large question pools.

Basic & Availability

Set the conditions for the exam, such as number of attempts, time limits, available times.

Security and Submissions

Set additional conditions for the exam, such as IP masks, passwords.

Results

Determine what information is released to the student after the exam has been submitted.

The screenshot shows the Respondus software interface for 'SampleTest.rsp'. The 'Settings' tab is active, displaying the 'Basic & Availability' configuration page. The left sidebar contains navigation options: 'Question Sets', 'Basic & Availability' (selected), 'Security & Submissions', and 'Results'. Below these are buttons for 'Use as New Defaults' and 'Restore Default Settings'. The main content area includes a 'Basic & Availability' section with a help icon and a descriptive paragraph. Below this are 'Basic Settings' for 'Question Titles', 'Question delivery' (with radio buttons for 'Deliver all the questions at once', 'Deliver questions one at a time, where questions can be revisited', and 'One at a time, where students cannot revisit answered or skipped items'), 'Quiz Duration' (with a dropdown set to 'unlimited' and a checkbox for 'Disallow submission if time has expired'), and 'Attempts Allowed' (set to '1') with a 'Separation' dropdown. The 'Availability' section includes fields for 'Available After' and 'Available Until' (with MM/DD/YYYY and HH:MM formats) and a checkbox for 'Allow access as soon as the quiz is published'. The 'Selective Release' section at the bottom states that settings must be changed on the WebCT server using a browser.

5 Preview & Publish

Preview

See the exam as it will appear to students, except correct answers and feedback are displayed as you scroll from one question to the next through the exam.

Type of Publish

You may choose to either Publish to a single course or multiple courses

Publish to Vista

The first time you publish an exam, you must configure Respondus with information about how to connect to your Vista server.

The screenshot shows the 'Publish Wizard' dialog box. It contains three numbered steps: 1. 'Type of Publish - Single Course or Batch Publishing' with radio buttons for 'Publish to single course' (selected) and 'Batch Publish to multiple courses'. 2. 'Choose an existing server, or "add new server" to add settings information for a new server' with a 'Vista Server' dropdown menu and a 'Settings' list box containing the text 'Choose "add new server" or an existing server above'. An 'Edit Settings' button is next to the list box. 3. 'Press [Next] to connect to server'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

5 Preview & Publish (continued)

1. From the **Vista Server** pull-down list, select the “- add new server-” option.

2. Start a web browser, log into your Vista course. Copy the complete **URL** for this page and paste it in the field provided.

3. Click the **Extract** button.

4. Click the **Institutions** button and choose your institution from the list that becomes available.

5. Enter a **Description** for the Vista server, such as “Vista Production” or “Vista Development.” Also enter your designer-level *User Name* and *Password* for that server.

6. Click the OK button.

7. Click NEXT to connect to the server

NOTE: you must have designer-level access to publish exams to Vista. Instructor, teaching assistant, or student accounts cannot create exams in Vista.

The image shows a software interface for publishing content to a Vista server. The main window is titled "Publish to Vista" and contains instructions and a list of servers. A sub-dialog box titled "Vista Server Information" is open, providing a step-by-step guide for adding a new server. The sub-dialog includes fields for a URL, a server domain, a list of institutions, a manual description, and user credentials. It also has buttons for "Extract >>", "Institutions >>", and "OK", "Cancel", "Delete".

Publish to Vista ?

Use this option to publish the currently open file to a Vista server. You can send the document as either new questions for a category, or as a complete quiz, self-test or survey.

1. Vista Server - add new server -

2. Group

3. Category

4. Choose

5.

Vista Server Information

1. Start your browser, log into your Vista institution, and go to any group, course or section.

2. Copy the "Address" of the page from the browser to the box below. The address should look something like "http://vista.mycollege.com/webct/ ..."

3. Press Extract

4. Press the Institutions button to retrieve the list of institutions on this server, then select one from the pull-down list.

5. The information below must be entered manually, then press the OK button:

Description (text to display in the servers list, e.g. "UCSD login")

User name Password

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

Buttons: OK, Cancel, Delete, Extract >>, Institutions >>

5 Preview & Publish (continued)

Group or Section

When Respondus connects to Vista using your account information, it looks up the Sections that are available to you and displays them in a drop-down list. Select the section to which the exam will be published.

Category

Respondus prompts whether a new category (question database) should be created or whether to use an existing category.

Publish Wizard

1. Group or Section [dropdown]
Template [dropdown]

2. Category to assign to Questions
 Create a new category [text: ABC222]
 Use an existing category [dropdown]

3. Create or update a Quiz / Survey (optional)
 Create/update Quiz
 Create Quiz [text: ABC222]
 Create Self-Test [text:]
 Update [dropdown]
 Apply Question Sets to quiz
 Apply Settings to Quiz.
 Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server

< Back Next > Cancel Help

Choose actions to perform

- **Create or update a Quiz/Survey (optional)**
This option allows for the creation of a new Quiz or Self-Text
To update an existing exam, click the Update option and pick the exam from the drop-down list.
- **Apply Question Sets to quiz**
Check this box if you want to apply question sets to the exam being uploaded.
- **Apply Settings to Quiz**
Check this box to transfer the options you selected on the Settings menu.
- **Link Quiz to Organizer Page or Learning Module**
Allows you to automatically link the created quiz within an organizer page or within a learning module. The organizer page or learning module will need to already exist within the course section and you will need to indicate the specific one if you check this box.

Finally, click the **Next** button to publish the quiz. Once Respondus has indicated that it has **completed successfully**, you should go to the course section and confirm that the quiz has been created and placed where you would like and that the settings are correct.