Create Questions Manually

Provide File Name and Description

Now that you are familiar with the main tabs in Respondus, let’s take a look at creating a new exam by adding questions manually. (You may also create surveys using Respondus. Surveys are created in the same manner as an exam, but with some different options. This documentation will concentrate on creating exams.)

1. Make sure the Start tab at the top of the screen is selected.
2. Verify the Open or Create on the left menu is selected.
3. Select Create to create a new Respondus file.

Provide a name for the file and a description of the exam (see Figure 1). Both are required.

Figure 1: Create New File (Exam)

![Create New File (Exam)](image)

4. Make sure Exam is selected.
5. Click OK to create a new exam file and begin creating your questions manually.

You are automatically taken to the Edit tab of Respondus, which is where you will add your questions. Let’s take a closer look at the different options available.

Begin Creating Questions

Question Types

The nine (9) question types that you may work with in the Desire2Learn (BOLT) personality are listed on the left side of the Edit tab screen and in Table A below.

Table A: Question Types Available for BOLT/Desire2Learn Personality

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<th>Multiple Choice</th>
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The options for each question will change accordingly when you select the type of question, but many features are similar for all question types. Similar features will be covered first.
Similar Features for All Question Types

Question Help
If you are not sure how to enter the information for a question type, click on the question mark next to the question type near the tabs at the top of the screen.

Title of Question
Enter a question title or, by default, the question title will be the first twenty (20) characters of the question wording. Question titles do not show in BOLT, but will assist you in locating questions while working in the question list of Respondus.

1. Title of Question

Question Wording
Enter the main body of the question. Type the text of your question here. You may format the question wording with formatting tools made available by clicking in the toolbar across the top of the screen, which has similar editing features to word processing applications. Click here to learn more about formatting.

2. Question Wording

Answers
Options for possible responses to the question depend on the question type.

TIP: To navigate between answer choices, use the PageUp and PageDown keys.

Feedback
You will have the option of providing general feedback for all of the question types. You must first enable feedback, then enter the feedback text.

1. Click the Feedback box on the question entry screen to enable Feedback.
2. Click the General Feedback button to open the dialog box.
3. Type the general feedback for the question into the text area, shown in Figure 2.

Figure 2: General Feedback dialog box; provide feedback for the question.

4. Close the General Feedback dialog box to return to editing the question.
**Point Value**
Enter the point value for the question. The default is 1.00. This may vary for each question and is transferred when uploaded to BOLT.

4. **Point Value** 1.00

**Add to End of List/Insert into List**
To add your question to the exam, you must select the placement, as described in Table B.

<table>
<thead>
<tr>
<th>Table B: Question Placement Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add to End of List</strong></td>
</tr>
<tr>
<td><strong>Insert into List</strong></td>
</tr>
<tr>
<td><strong>Clear Form</strong></td>
</tr>
</tbody>
</table>

**Preview**
Preview allows you to view the question in a web browser. Notice, the correct answer and any feedback you entered also appears in the preview. However, these are not visible when the student takes the exam unless you make the feedback visible to the student once the exam is submitted. You must select this option under the Settings tab. When you have completed the preview, click OK.

**Question List**
At the bottom of the screen, all of the questions you create are listed (see Figure 3). To preview a question, click its preview button. Open the menu for a question by clicking its menu button, as shown in Figure 3. Choose Edit on the menu to edit the chosen question.

**Figure 3: Question List**

Now that you are familiar with the different areas for creating a question, let’s take a closer look at some variations for the different question types.

**Create Specific Question Types**

**Multiple Choice**
Complete the following steps to enter a multiple choice question.

1. Enter **Title of Question**
2. Enter **Question Wording**
3. If you would like to Randomize the answers for each question attempt, select the checkbox above the Question Wording area.
4. Enter **Answers** (up to 26 or A-Z answer choices) and optional **Feedback** for each answer. (To enter Feedback: enable Feedback by clicking the box between the Question Wording and Answers areas; enter feedback text for each answer in the box provided beneath that answer. See Figure 4.)

**TIP:** To navigate between the answer fields, use the **PageUp** and **PageDown** keys.

**Figure 4:** Multiple Choice Answers with Feedback

![Multiple Choice Answers with Feedback](image)

If you would like to enter general feedback, click **General Feedback**, or provide feedback, as desired, for each of the answer choices entered. See Figure 4.

**Note:** If Feedback is not enabled, only answers are entered in the Answers area.

5. Select one **Correct Answer** by using the drop down menu below the Answers area.
6. Enter a **Point Value** for the question, if other than the 1.00 default.
7. Click **Add to End of List** or **Insert into List** to include the question in the exam.

**True or False**

Complete the following steps to enter a True or False question.

1. Enter **Title of Question**
2. Enter **Question Wording**
3. Select **Correct Answer** and enter any optional **Feedback** for each answer.
4. Enter a **Point Value** for the question, if other than the 1.00 default.
5. Click **Add to End of List** or **Insert into List** to include the question in the exam.

**Long Answer**

Complete the following steps to enter a long answer question in which complete sentences or paragraphs are provided for the answer.

1. Enter **Title of Question**
2. Enter **Question Wording**
3. **Select the size of the answer window** (default is 5 lines) in the drop-down box.
4. Provide optional plain text to **pre-fill the answer box**, by clicking [Pre-fill answerbox].
5. If you would like to provide feedback in the form of a correct answer, enter that text into the designated space.
6. Enter a **Point Value** for the question, if other than the 1.00 default.
7. The **Grading method** indicates this type of question must be manually graded.
8. Click **Add to End of List** or **Insert into List** to include the question in the exam.
Matching

Complete the following steps to enter a matching question in which matching items are chosen from two columns.

1. Enter **Title of Question**
2. Enter **Question Wording**
3. One way to enter a matching type question is to enter information into both columns as matching pairs, with extra choices as decoys listed at the bottom of the right column. When you publish the exam, the right column is reordered. See Figure 5.

**Figure 5: Matching Question- Entered with Left and Right Column Contents Matching**

![Matching Question Diagram](image)

Another way is to enter the items in the left column with possible matches in any order in the right column. You must then enter the correct answer letter to the left of each item listed in the first column. See Figure 6. This works well for questions in which a long list of items is matched to a few possible matches as shown in Figure 6.

**Figure 6: Matching Question- Entered with Correct Right Column Choice Identified by Letter**

![Matching Question Diagram](image)

4. Enter optional **General Feedback**
5. Enter a **Point Value** for the question, if other than the 1.00 default.
   All Matching answer choices are equally weighted.
6. Click **Add to End of List** or **Insert into List** to include the question in the exam.

Short Answer

Complete the following steps to enter a short answer question which requires a word, short phrase, or string of characters as an answer.

1. Enter **Title of Question**
2. Enter **Question Wording**
3. **Enter all acceptable answers and spellings** in the answer boxes. A correct answer has the exact spelling, spaces, and punctuation as any answer you list here.

4. Enter optional **General Feedback**

5. Enter a **Point Value** for the question, if other than the 1.00 default.

6. Click **Add to End of List** or **Insert into List** to include the question in the exam.

**Multi-Select or Multiple Answers**

Complete the following steps to enter a multiple answer question, in which one or more of the listed answers are considered to be correct responses.

1. Enter **Title of Question**
2. Enter **Question Wording**
3. If you would like to **Randomize Answers** for each question attempt, select the check box above the Answers area, as shown in Figure 7.
4. Enter **Answers** (up to 26 answer choices), indicating correct answers by placing an **X** in the column directly to the left of the correct answers. Enter optional **Feedback**, as shown in Figure 7, if you’ve chosen to enable **Feedback** by clicking **Feedback**.

**Figure 7: Answers and Feedback for Multi-Select Question**

If you would like to enter general feedback, click **General Feedback**, or provide feedback, as desired, for each of the answer choices entered. See Figure 7.

**Note:** If **Feedback is not enabled**, only answers are entered in the Answers area.

5. Enter a **Point Value** for the question, if other than the 1.00 default.

6. Choose the preferred Credit Given option, as shown: For All Points or None, if any portion of the answer is incorrect, no points are awarded. The **Right Less Wrong** option subtracts incorrect choices from correct ones (on a percentage basis) in recognition of the multi-select question type.

7. Click **Add to End of List** or **Insert into List** to include the question in the exam.

**Ordering**

Complete the following steps to enter an ordering question, in which a series of answer choices are listed, with the expectation of numbers being entered to indicate correct order.
1. Enter **Title of Question**
2. Enter **Question Wording**
3. Enter all of the answer choices in the correct order. During testing, answer choices are scrambled, and test takers enter numbers to indicate their correct order, as shown in Figure 8.

**Figure 8: Ordering Question Example**

![Ordering Question Example](image)

4. Enter optional **General Feedback** and/or feedback for each of the answer choices.
   
   **Note:** *Feedback is not enabled for Figure 8, so only the answer choices are shown.*

5. Enter a **Point Value** for the question, if other than the 1.00 default.
6. Choose the preferred Credit Given option, as shown:
   - All answer choices may be listed as Equally Weighted.
   - For All Points or None, if any portion of the answer is incorrect, no points are awarded. The Right Less Wrong option subtracts incorrect choices from correct ones (on a percentage basis).
7. Click **Add to End of List** or **Insert into List** to include the question in the exam.

**Fill in the Blanks**

Complete the following steps to enter a question for which one or more answers is/are given to fill indicated blank(s). A given answer must exactly match those provided as acceptable.

1. Enter **Title of Question**
2. Enter **Question Wording**, indicating a blank and the acceptable answer(s) by surrounding the word(s) with square brackets, as shown in Figure 9.

**Figure 9: Fill in the Blanks question using square brackets to show blank(s) and answer(s).**

![Fill in the Blanks](image)

3. Enter optional **General Feedback**
4. Default **Point Value** for the question is 1.00, and credit is given proportionally to the number correct.
5. Click **Add to End of List** or **Insert into List** to include the question in the exam.
Arithmetic
This type of question is designed using variables and often requires students to apply a mathematical calculation to answer the question. Variables are given random values, based on a specified range, resulting in a potentially unique question for each student’s view. Some special requirements apply for this dynamic generation of question and answer:

Note:
- Generated questions are presented to the student as a Flash object.
- A student must have Flash Player 7.0 or higher installed to view the Flash object.
- A download of Flash player is available at http://www.adobe.com/go/getflash/.
- A student must have pop-up blockers turned off to view the Flash object.

Preparing an Arithmetic question is similar to other question types, but includes the more technical steps of choosing variables, functions, operators, and/or constants for the question and question-related formula that determines correct answers.

1. Enter Title of Question
2. Enter Question Wording. See Figure 10 for an example.
   a. Specify one or two character variable names by enclosing in curly brackets.
      Example: How long does it take to travel \( \{x\} \) miles at a speed of \( \{sp\} \) mph?
      Note: Without the \( \{ \} \), any letter, such as x, appears and acts as the letter only.
   b. Variable names can only contain letters, digits, and the underscore character.
   c. The first character of a variable name cannot be a number.
   d. You may use as many different variables as you need to define the question, and you may use the same variable name different times if necessary.
3. Type or Create the Formula using the dropdown menus (Variables, Functions, Operators, Constants) and/or by entering your own variables and calculations.
   a. Enter the formula that will be used to automatically calculate the correct answer for grading purposes (likely the same as the student would use).
   b. Values for trigonometric functions are expressed in radians, not degrees.
   c. After selecting a function from the list, edit the formula to replace the argument list with your chosen numbers or variables.
      Example: \( \sin(x) \) would be edited to show \( \sin( \{x\}/180\pi) \), see Figure 10.
   d. Functions can also be nested within a formula. Example: \( \sqrt{\text{abs}(\{x\})} \)
   e. Express scientific notation as \( xE^y \): \( x \) is the coefficient and \( y \) is the exponent.

Figure 10: Arithmetic Question using variables and Sine formula
4. **Set Variable Properties** by clicking the **Variable Properties** button to display a dialog box to enter Minimum and Maximum values for each variable and determine the precision (number of decimal places before rounding).

**Figure 11: Variable Properties Dialog Box**

As shown in Figure 11, the minimum must be less than or equal to the maximum and the precision must be greater than or equal to 0 and less than or equal to 5.

5. **Set Answer Properties** by clicking the **Answer Properties** button to display a dialog box, shown in Figure 12, to specify values for answer precision and acceptable tolerance, as well as a unit name if required.

**Figure 12: Answer Properties Dialog Box**

Answer precision can be specified in:
- **Decimal Places** – greater than or equal to 0, less than or equal to 5
- **Significant Figures** – minimum value is 1

Answer tolerance can be specified as a fixed number of units or as a percentage of the answer value. If you choose to require a unit name, comparisons with the name entered by the student will be case-insensitive and space-insensitive.

**Note:** After editing, the Preview and Publish tab offers the opportunity to view questions with automatically generated variable values and associated answers. It is recommended to carefully preview generated questions (using the next/previous question buttons causes generation of another question version), returning to the edit tab for any necessary adjustments to variables listed in the question, variable properties set for those variables, and the formula which calculates correct answers.

6. Enter optional **General Feedback**
7. Enter a **Point Value** for the question, if other than the 1.00 default.
8. Click **Add to End of List** or **Insert into List** to include the question in the exam.