**Request**
Respondus is a software package used to develop assessments, exams and surveys that may be published to Blackboard, printed for distribution, or saved as a Word document.

**Download**
You will need to do the following to download Respondus on your computer:

1. Contact Regina Bobak (rbobak@bloomu.edu)
2. Open Internet Explorer and go to [http://blackboard.blooomu.edu](http://blackboard.blooomu.edu)
3. Login to Blackboard
4. Click **Community** tab
5. Click **Respondus Downloads** under My Organizations
6. Click **Respondus Download** on left menu
7. Click **Respondus35Campus.zip** file
8. Click **Open**
9. Double-click **Respondus35Campus.exe**
10. Click **Run**
11. Click **Run** (You may not receive this warning. It’s based on your computer settings.)

12. Click **Unzip** (The folder selected to unzip the files should be fine.)

13. Click **OK**

The installation wizard will guide you through the setup of the software.
Installation Wizard

To finish the installation, follow these steps:

1. Click **Next**
2. Click **Yes** for the License Agreement
3. Click **Next** (The Destination folder for installing the software should be fine.)
4. Choose **Destination Folder** – *this is the location for saving your files, so you may want to change this. For example, you may want to save them in My Documents on your desktop or on your personal drive.*
5. Click **Yes** to install the equation editor
6. Make sure **Install** is selected and click **OK**
7. Destination folder should be fine, so click **OK**
8. Confirms equation editor is installed – click **OK**
9. Click **Finish**

Registering Software

The first time you open the software, you will be asked to complete the

- **Institution Name**
- **Local Support Contact**
- **Installation Password**

This information is in Blackboard – Respondus Downloads organization – Respondus Download.

You will also be asked to select a **Current Personality**. If you are using Blackboard, please select **Blackboard 6.3-7.x**. If you are planning on using this to develop print-based exams, you still need to select a **Current Personality** (we recommend Blackboard 6.3-7.x). You may change this at a later time.

Updates

**Initial Update Check**

You should check for updates once you install the software.

1. Open Respondus
2. Select **Help** on the menu bar
3. Click **Check for Update**
4. If you get a pop-up box saying no updates needed, simply click **OK** and start using Respondus
5. If you get a pop-up box saying **Get Update**, click **Get Update** (make sure you are connected to the Internet)

When you exit Respondus, the update will automatically be applied.

**Automatic Updates**

To have Respondus automatically check for updates on a regular basis, follow these steps:

1. Click **File** on the menu bar
2. Click **Preferences**
3. Select **Automatically check for program updates**
4. Click **OK**

User Manuals

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Respondus 3.5

User manuals developed by Respondus are available at www.respondus.com/products/userguide.shtml or from within Respondus Downloads organization in Blackboard.
Overview
Now that you have downloaded and installed Respondus on your computer, you are ready to begin using the software. Figure 1 is an example of the Respondus interface. You will notice tabs at the top of the screen (explained in Table A) and left menu items. The left menu items vary with the tab you select.

Figure 1: Respondus Interface

Table A: Tabs

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>The Start tab gives you the option to open an existing file, create a new file, use the exam wizard, import questions, and archive files into a compressed file.</td>
</tr>
<tr>
<td>Edit</td>
<td>The Edit tab is where you manually enter your questions and edit existing questions. There are 15 possible question types: Multiple Choice, True and False, Essay/Short Answer, Matching, Ordering, Fill in the Blank, Multiple Answers, Calculated, Jumbled Sentence, Either or, File Response, Opinion Scale, Numeric, Quiz Bowl, and Fill in Multiple Blanks.</td>
</tr>
<tr>
<td>Settings</td>
<td>The Settings tab allows you to create Random Blocks and provide settings for distribution in Blackboard.</td>
</tr>
<tr>
<td>Preview &amp; Publish</td>
<td>The Preview &amp; Publish tab is used for previewing, uploading to Blackboard, or printing.</td>
</tr>
<tr>
<td>Retrieval &amp; Reports</td>
<td>The Retrieval &amp; Reports tab is used to retrieve reports and questions and download exam data from Blackboard.</td>
</tr>
</tbody>
</table>
For example, let’s take a look at the “Start” tab. There are two menu items, **Introduction** and **Open or Create**. Figure 1 shows the **Open or Create** menu item selected. This is usually where you will begin when the software is opened. Table B explains your options on this screen.

**Table B. Open or Create Options**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Open an existing Respondus file. Another way to archive or restore archived files.</td>
</tr>
<tr>
<td>Create</td>
<td>Create an exam by adding new questions manually.</td>
</tr>
<tr>
<td>Exam Wizard</td>
<td>Select questions from other Respondus files to create a new exam.</td>
</tr>
<tr>
<td>Import Questions</td>
<td>Import a text file that already contains exam questions (must be formatted accordingly and saved as a .txt or .rtf file).</td>
</tr>
<tr>
<td>Archive Wizard</td>
<td>One way to archive exams.</td>
</tr>
</tbody>
</table>

**Note:** Under the **Start tab**, the **Current Personality** has **Blackboard 6.3-7.x** selected. If you would like to change this, simply click on the down arrow and select the Personality you would like to use. Depending on the personality, some functions and wording will be different.

**Surveys**

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.

**Create Exam**

There are three ways for creating an exam in Respondus: add questions manually, import questions from a word processor file, or the exam wizard.

**Add Questions Manually**

If you do not have the exam questions typed in an electronic format, you will want to use this method to add your questions to Respondus. You will type your questions and do all formatting in Respondus. [Click here](#) to learn how to add questions manually.

**Import Questions**

If you have the exam questions typed in an electronic format such as Microsoft Word, you may want to use this method to import your questions to Respondus. This will save you typing, but you must format your exam in a word processor first and save as a .txt or .rtf file. Some formatting will be lost. You may edit the questions in Respondus. [Click here](#) to learn how to import questions from an electronic document.

**Exam Wizard**

If you have exams created in Respondus and would like to create a new exam using questions from other Respondus exams, choose this method. You’ll be able to select multiple exams and questions to create a new exam. You may edit the questions after selecting them. [Click here](#) to learn how to use the Exam Wizard.
Create Manually
Now that you are familiar with the tab features in Respondus, let’s take a look at creating a new exam by adding questions manually.
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

You now need to name the file and type a description (see Figure 1). You must type a description or Respondus will not allow you to continue.

Figure 1. Create New File

4. Make sure Exam is selected
5. Click OK

You are now in the Edit tab of Respondus. This is where you will add your questions. Let’s take a closer look at the different options available.

Similar Features

Question Types
The 15 question types that you may create are listed on the left side of the screen (you will need to click More to see all of them):

- Multiple Choice
- True and False
- Essay / Short Answer
- Matching
- Ordering
- Fill in the Blank
- Multiple Answers
- Calculated
- Jumbled Sentence
- Either/or
- File Response
- Opinion Scale
- Numeric
- Quiz Bowl
- Fill in Multiple Blanks

The options for each question will change accordingly when you select the type of question.
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.

Title of Question
Enter a question title or the default will be the first 20 characters of the question wording. The question titles do not show in Blackboard, but will assist you in locating a question in the question list of Respondus.

Question Wording
This is where you enter the main body of the question. You may format the question wording using the formatting bar which has similar editing features to word processing applications. Click here to learn more about formatting.

Answers
Depending on the question type, you will have options for your possible responses to the question.

Feedback
You will have the option of providing general feedback for every question except File Response. You have the option of displaying the feedback under the Settings tab.

1. Click General Feedback
2. Type the correct and incorrect feedback in the appropriate fields
3. Click OK to return to the question screen
Respondus 3.5

**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 Blackboard.

4. Point Value 1.00

**Add to End of List/Insert into List**
In order for your question to be added to the exam, you must select the placement. Add to End of List places the question after the last question in the list. The Insert into List allows you to place the question between other questions in the list by selecting the number of where you would like the question located. Clear Form deletes what you entered for the question.

5. Add to End of List  Insert into List  Clear Form

**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 lists all of the questions you create (see Figure 2). This is where you’ll be able to select a question for editing.

**Figure 2: Question List**

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Format</th>
<th>Question Wording</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Earliest distance done</td>
<td>Multi-Choice</td>
<td>The earliest distance delivery was delivered by</td>
</tr>
<tr>
<td>2</td>
<td>Synchronous distance</td>
<td>True-False</td>
<td>Synchronous distance education is instruction that occurs at the same time, although typically not in the same place</td>
</tr>
<tr>
<td>3</td>
<td>Planning</td>
<td>Essay</td>
<td>What is planning even more critical for distance delivery?</td>
</tr>
<tr>
<td>4</td>
<td>Synchronous Technology</td>
<td>Matching</td>
<td>Match the support technology to the correct delivery mode</td>
</tr>
</tbody>
</table>

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.

**Question Type Entry**

**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 for **Randomize answers**.
4. Enter **Answers** (up to 20 answer choices) and optional **Feedback** (Multiple choice questions have the option of providing specific feedback for each possible answer. To add specific feedback, click the box next to Feedback and enter the feedback in the appropriate fields.)

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

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If you would like to enter general feedback, click General Feedback and enter the correct and incorrect responses. Click OK.

**Note:** You may only use one feedback method for multiple choice questions.

5. Select Correct Answer by using the drop down menu
6. Enter Point Value
7. Click Add or Insert

The multiple choice question is added to the Question List.

**True and False**
Complete the following steps to enter a true/false question.

1. Enter Title of Question
2. Enter Question Wording
3. Select Correct Answer and enter optional Feedback
4. Enter Point Value
5. Click Add or Insert

The true/false question is added to the Question List.

**Essay / Short Answer**
Complete the following steps to enter an essay/short answer question.

1. Enter Title of Question
2. Enter Question Wording
3. If you would like short answer, select the checkbox Publish as Short Answer instead of as Essay. Select Answer window size using the dropdown menu.
4. Enter optional Feedback
5. Enter Point Value
6. Grading method is Manual (you must manually grade this question type in Blackboard)
7. Click Add or Insert

The essay/short answer question is added to the Question List.

**Matching**
Complete the following steps to enter a matching question.

1. Enter Title of Question
2. Enter Question Wording
3. There are two ways to enter a matching type question. The first way is to enter the matching pairs. Notice, you may also enter extra choices in the right column as decoys. When you publish the exam, the right column is reordered.
The second 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 the item list in the first column. This method is good for questions in which a long list of items is matched to a few possible matches as shown in the image below. You may want to select, **Keep answer items in original order** when using this method.

3. Leave leftmost column blank, and enter matching pairs, or enter right column in any order with correct answer letter in leftmost column. (See help.)

4. Enter optional **Feedback**
5. Enter **Point Value**
6. Select **Credit Given** using the dropdown menu
7. If you used the second method to enter your matching items, select **Keep answer items in original order**
8. Click **Add** or **Insert**

The matching question is added to the **Question List**.

**Ordering**
Complete the following steps to enter an ordering question.
1. Enter **Title of Question**
2. Enter **Question Wording**
3. Enter the answer choices in the correct order. Then, enter a number to indicate where you want the choice to show in the list when displayed to the student.
Fill in the Blank

Complete the following steps to enter a fill in the blank question.

1. Enter Title of Question
2. Enter Question Wording
3. Enter All Acceptable Answers
   
   Note: May enter up to 20 forms of the correct answer. Student must exactly match (except for capitalization) one of the answers you enter to receive credit.
4. Enter optional Feedback
5. Enter Point Value
6. Click Add or Insert

The fill in the blank question is added to the Question List.

Multiple Answers

Complete the following steps to enter a multiple answer question.

1. Enter Title of Question
2. Enter Question Wording
3. Enter Answers (up to 20 answer choices), select correct answers by placing an X in the left column beside the correct answers, and enter optional Feedback
4. If you would like to randomize the answers for each question attempt, select the checkbox for Randomize answers.
5. Enter optional Feedback
6. Enter Point Value (Student must select all correct answers to receive credit.)
7. Click Add or Insert

The multiple answers question is added to the Question List.

Calculated

Calculated questions require students to apply a mathematical formula to answer the question. Variables are used in this type of question.

Notes

- A student must have Flash Player 7.0 or higher installed (www.macromedia.com).
- A student must have pop-up blockers turned off.
There are five sections that need to be completed: question wording, formula, variable properties, answer properties, and value/answer sets.

1. Enter **Title of Question**
2. Enter **Question Wording**
   a. Use variables by specifying a name enclosed in curly brackets for each one. Example: How long does it take to travel \( \{x\} \) miles at a speed of \( \{y\} \) mph?
   b. Variable names can only contain letters and digits and the underscore character.
   c. The first character of a variable name cannot be a number.
   d. You can use as many different variables as you need to define the question, and you can use the same variable name different times if necessary.
3. **Type or Create the Formula** using the dropdown menus (Variables, Functions, Operators, Constants)
   a. Enter the formula the student is expected to use and the same one that will be used to automatically calculate the correct answer for grading purposes.
   b. Values for trigonometric functions are expressed in radians, not degrees.
   c. After selecting a function from the list, the formula must be edited to replace the argument list with numbers or variables. Example: \( \text{round}(d,x) \) might be edited to \( \text{round}(3,\{y\}) \)
   d. Functions can also be nested within a formula. Example: \( \text{sqrt}(\text{abs}(\{x\})) \)
   e. Scientific notation is expressed in the format \( xEy \), where \( x \) is the coefficient and \( y \) is the exponent.

**Variable Properties**

Clicking **Variable Properties** displays a dialog box to enter Minimum and Maximum values for each variable and determine the precision (number of decimal places...
before rounding). In general, for a given variable 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.

**Answer Properties**

Clicking **Answer Properties** displays a dialog box to specify values for answer precision and acceptable tolerance, as well as a unit name if required. Answer precision can be specified in:
- Decimal Places – value must be greater than or equal to 0 and 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.

4. Enter **Value/Answer Sets**
   a. This opens a dialog box to generate sets of variable values and calculate the associated answers using the formula previously entered.
   b. The number of sets available can be selected from the dropdown list. The contents of the list will vary depending upon the complexity of the question. For each set, the generated values for each variable are shown and the individual cells can be clicked to edit those values.

   **Note:** Any manually entered values must be within the range specified by the variable minimum and maximum in the Variable Properties dialog. You must use the Update Answers to recalculate the answers for all value sets.

5. Enter optional **Feedback**
6. Enter **Point Value**
7. Click **Add** or **Insert**

**Jumbled Sentence**

A jumbled sentence omits certain words and replaces them with variables. The student must select the correct word for each variable in a dropdown menu.

Complete the following steps to enter a jumbled sentence question.
1. Enter **Title of Question**
2. Enter **Question Wording**
   **Note:** Place word/phrases to jumble in brackets
3. Enter **Additional “distractor” answers**
4. Enter optional **Feedback**
5. Enter **Point Value**
6. Select **Credit Given** using the dropdown menu
7. Click **Add** or **Insert**

The jumbled sentence question is added to the **Question List**.

**Either/Or**

Complete the following steps to enter an either/or question.
1. Enter **Title of Question**
2. Enter **Question Wording**
3. Select **Answer Options** by using the dropdown menu for **Choices** and **Correct Answer**
4. Enter optional **Feedback**
5. Enter **Point Value**
6. Click Add or Insert

The either/or question is added to the Question List.

**File Response**
The file response question provides an area for the student to upload a file to complete the question. The file must be graded manually.

Complete the following steps to enter a file response question.
1. Enter Title of Question
2. Enter Question Wording
3. Enter Answer Key Wording only if you plan on printing the exam
4. Enter Point Value
5. Click Add or Insert

The file response question is added to the Question List.

**Opinion Scale**
Complete the following steps to enter an opinion scale 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 for Randomize answers.
4. You may enter additional Answers
5. Enter optional Feedback (general or specific to each response)
6. Select Correct Answer by using the dropdown menu
7. Enter Point Value
8. Click Add or Insert

The opinion scale question is added to the Question List.

**Numeric**
Complete the following steps to enter a numeric question.
1. Enter Title of Question
2. Enter Question Wording
3. Enter Answer Properties
   - Correct Answer – enter a numeric value
   - Answer Range – If the answer value must be exact, keep this field 0. If the answer has a variance of +/-, enter the amount of variance acceptable. Use decimals for fractions.
4. Enter optional Feedback
5. Enter Point Value
6. Click Add or Insert

The numeric question is added to the Question List.

**Quiz Bowl**
The quiz bowl question is similar to the television show Jeopardy. A statement is given and the student answers with a question.

Complete the following steps to enter a quiz bowl question.
1. Enter Title of Question
2. Enter Question Wording
3. Enter at least one interrogative in the left column
   **Note:** You may add your own interrogative or remove the default interrogatives listed.

4. Enter at least one phrase in the right column
   **Note:** If multiple phrases are entered, the user must only enter one of the phrases in order to obtain credit for the question.

5. Enter optional **Feedback**

6. Enter **Point Value**

7. Enter **Partial Credit**

8. Click **Add** or **Insert**

The quiz bowl question is added to the **Question List**.

**Fill in Multiple Blanks**

The question allows students to complete multiple blanks in a question. A total of 10 variables can be used and up to 20 acceptable answers can be specified.

Complete the following steps to enter a fill in multiple blanks question.

1. Enter **Title of Question**

2. Enter **Question Wording**
   **Note:** Place word/phrases for student to complete in brackets. If more than one answer is placed within a bracket, separate them with a comma.

3. Enter optional **Feedback**

4. Enter **Point Value**

5. Select **Credit Given** using the dropdown menu

6. Click **Add** or **Insert**

The fill in multiple blanks question is added to the **Question List**.
Import Questions from a Word Processor

If you already have your questions in a word processor, then you can upload the questions (multiple choice, true/false, essay, fill in the blank, matching, and multiple answers) to Respondus. You will first need to format the questions and then save the file as a text (.txt), rich-text (.rtf) or MS Word (.doc) file. The MS Word and rich-text files retain some of the formatting you may have already done including bold, italic, underline, superscript, and subscript. If you would like to import questions from a Tab/Comma Delimited (.csv) file, please contact Regina for more information.

Formatting Questions

The following examples will assist you with formatting your questions in the editor for importing to Respondus.

NOTE: For a MS Word (.doc) file to import correctly, the numbers must be manually created. If auto-formatting is used, you will receive an error message when trying to import the .doc file. To turn off auto-formatting in MS Word:

1. Click Tools
2. Click AutoCorrect Options
3. Click AutoFormat as you Type tab
4. Under Apply as you type, click off the checkbox next to Automatic Numbered Lists
5. Click OK

Required Elements

Each question must begin with a number followed by either a period or parentheses.

Example: 5.
Example: 5)

Question wording must follow the question number with one space between them.

Example: 5. The earliest distance delivery system was delivered by
Example: 5) The earliest distance delivery system was delivered by

Possible answers must begin with a letter between A and T followed by a period or parentheses then a space followed by the possible answer.

Example: a) Internet  
b) Television broadcast  
c) Radio broadcast  
d) Postal service
Example: a. Internet  
b. Television broadcast  
c. Radio broadcast  
d. Postal service

Note: Capitalization of the letters A – T is not important.

Optional Elements

Question Title
Question titles may be added before the question stems.

Example: Title: Distance delivery

Correct Answer
The correct answer may be selected with each question or a list of correct answers can be added at the end of the document. If you do not select a correct answer, Respondus inputs A as the default. You can edit the correct answer in Respondus. If you would like to mark
the correct answer with each question, type an asterisk before the letter of the correct answer.

Example:   

   a. Internet  
   b. Television broadcast  
   c. Radio broadcast  
   *d. Postal service

To add the answers to the questions at the end of the document (you can not have any text after the list of answers or the answers will be ignored), add the text **Answers:** followed by a list of question numbers and answers.

Example:   

   **Answers:**  
   1. a  
   2. d

**Feedback**
Feedback for questions may be incorporated. To use general feedback, place the feedback responses after the question stem and before the possible answers. For correct answers, use ~ before the feedback text. For incorrect answers, use @ before the feedback text.

Example:   

   **Title: Distance delivery**  
   
   1. The earliest distance delivery system was delivered by  

   ~ Correct. The postal service was the first delivery system for distance education.  

   @ Incorrect. The postal service was the first delivery system for distance education.  

   a. Internet  
   b. Television broadcast  
   c. Radio broadcast  
   *d. Postal service

**Specific Question Types**

**Multiple Choice**
One addition to multiple choice is the option to provide individual feedback for each possible answer. For example,

   **Title: Distance delivery**  
   
   1. The earliest distance delivery system was delivered by  

   a. Internet  
   @ The Internet was not used for distance education until the 1980's. The postal service was the first delivery system for distance education.  

   b. Television broadcast  
   @ Television broadcast was not used for distance education until the 1950's. The postal service was the first delivery system for distance education.  

   c. Radio broadcast
Radio broadcast was not used for distance education until the 1920's. The postal service was the first delivery system for distance education.

* Postal service

Correct! The postal service was the first delivery system for distance education offering correspondence courses.

**True and False**
When writing True/False questions, you still must use a. and b. for the responses before the letters T and F or the words True and False.

Example:  
**Title: Synchronous Education**

2. Synchronous distance education is instruction that occurs at the same time, although typically not in the same place.

Correct! Synchronous distance education is instruction that occurs at the same time, although typically not in the same place.

That is incorrect! Synchronous distance education is instruction that occurs at the same time, although typically not in the same place.

*a. True
b. False

When placing the correct answer at the end of the document in a list, you can use the words True and False, the letters T and F, or the letters a and b.

Example:  
**Answers:**

2. True
2. T
2. a

**Essay**
The primary difference with formatting an essay question is the use of **Type: E** to begin the question. You may provide an answer immediately after the question wording or place the answer in the answer list at the end of the document.

Example:  
**Type: E**

**Title: Planning**

3. Why is planning even more critical for distance delivery?

a. Unlike the traditional classroom, adjustments can’t be made quickly and easily. The distance educator must anticipate learner responses before teaching begins.

**Fill in the Blank**
Fill in the blank questions begin with the line **Type: F**, followed by the title (optional), question number, question wording, and answer.

Example:  
**Type: F**

**Title: Earliest Delivery**
4. The earliest distance delivered courses were called correspondence courses.

~Correct! The earliest distance delivered courses were called correspondence courses.

@Incorrect. The earliest distance delivered courses were called correspondence courses.

a. correspondence
b. correspondence courses

You may also place the answers in the answer list at the end of the document. To allow for multiple entry possibilities, repeat the question number for each one.

Example: Answers:
1. d
2. T
3. Unlike the traditional classroom, adjustments can’t be made quickly and easily. The distance educator must anticipate learner responses before teaching begins.
4. correspondence
4. correspondence courses

Matching
Matching must begin with the Type: MT followed by the title (optional), question number, question wording, and the matches with an equal sign between them.

Example: Type: MT
Title: Support Technology

5. Match the support technology to the correct delivery mode.

~Correct! You correctly matched the support technology with the correct delivery mode.

@Incorrect. Telephone is synchronous communication. Discussion board and email are asynchronous communication.

a. Telephone = Synchronous
b. Discussion board = Asynchronous
c. Email = Asynchronous

When using the correct answer list at the end of the document, skip the question number for the matching questions.

Multiple Answers
Multiple answer questions are entered like multiple choice questions with two exceptions. First, you must begin with Type: MA followed by the question title (optional), question number, question wording, correct and incorrect feedback (optional), and answer choices. You may select all correct answers by placing an asterisk in front of the letter of the choices.

Example: Type: MA
Title: Alternative Learning Strategies

6. The following alternative learning strategies promote independent learning and responsibility (select all that apply):
~Correct! You selected all of the alternative learning strategies that promote independent learning and responsibility.

@Incorrect. Online lectures, course calendars, and web-based assessments promote independent learning and responsibility.

*a. Online lectures
*b. Course calendars
*c. Online chat/conferences
*d. Group interaction online
*e. Web-based assessments

A second way is to place the correct answers in the answer list at the end of the document. There are three ways to present these answers. Type the question number with one of the following:

6. A B E
6. A, B, E
6. A,B,E

Questions with Images
You can also set up a question with an image. Images embedded in MS Word will import automatically. Otherwise, the image must be in a gif, jpg, or jpeg format and the tag [img: "filename.jpg"] must be placed at each location in the text file where the image should appear. You also have the option of using alternative text for screen readers by adding a description in quotes after the file name. Remember, your alternative text should not provide the answer to the students.

Example: Title: Chat Room
7. The image shown here [img: "chatroom.jpg" "image of a method of communication for distance learning"] is an example of a

~Correct! This is an image of a chat room.

@Incorrect. This is an image of a chat room.

a. Discussion board
*b. Chat room
b. Video conferencing
c. Email

Note: place all images for the exam in one folder. You will be asked to locate the folder when you import the document into Respondus

Questions with HTML
You may decide a link or some other HTML function is needed within your question wording, possible answers, or feedback. To enter HTML, you must place the tag [HTML] immediately before the text and the closing tag [/HTML] immediately after the text.

Example: Type: E
Title: Web site rubric
7. Find a web site for your course. Discuss how the web site meets or doesn’t meet the requirements of the Academic Website Rubric. [HTML] <a href="http://wps.ablongman.com/wps/media/objects/496/507934/table8_2.pdf">Click here</a> [HTML] to access the rubric.

**Note:** you must know HTML code to use this feature.

**Import Questions**

In order for questions to import, you must have formatted the question types accordingly, as explained on the previous pages.

1. Open Respondus
2. Click **Import Questions**

You now have the Import Questions dialogue box. Let’s take a look at each step that you must complete for the import.

**Step 1**

1. Select the file to Import:
   - Type of file: 
     - Plain Text
   - File name: 
     - click browse to choose -
   - Image Folder: 
     - needed if using IMG: for graphics -

2. Select Append the questions to the current document.
3. Select Create a new document, named:

**Step 2**

2. Select where to add the new Questions:
   - Append the questions to the current document.
   - Create a new document, named: 

3. Type of file to create: 
   - Exam
   - Survey

4. Select the location to add new questions
   - Select **Append the questions to the current document** if you want to add questions to an existing exam in Respondus.
   - Select **Create a new document, named** if you want to create a new exam (enter a name for the exam and make sure exam is selected).

5. You have the option of using a numbering system instead of the default 20 characters of the question or question titles in your document. If you would like to
use a numbering system, click the check box and add the text you would like as your numbering system in the box.

**Step 3**

3. Use the Preview button to check for problems.

6. Click **Preview** to see if there are any warning messages.
7. If warning messages are shown at the bottom of the screen, you have the option of canceling the import to make changes to the file or continuing with the import.

**Step 4**

4. Press the Finish button to complete the process.

8. Click **Finish**.
9. When you receive the pop-up box saying **File Saved**, click **OK**.

You are now in the Edit menu.

**Note:** When importing an .rtf file, you may receive the error message:

Because Microsoft Word uses auto-formatting, there may be embedded characters that Respondus views as images. You will need to save your file as a .txt to get around this error message. You will lose your bold, italics, underline, superscripts and subscripts, but you can edit the questions in Respondus.

[Click here](#) to learn more about editing questions.
Exam Wizard
There are three ways to use the exam wizard. First, you may create an exam using questions from other exams in Respondus (most useful). Second, you may manually enter all questions using the exam wizard. Third, you may open an existing exam file. This tutorial covers the first option of creating an exam from other files.

To begin using the Exam Wizard:
1. Open Respondus
2. Click Exam Wizard
3. Select Create a new exam and then copy questions to it from a question bank or Respondus file
4. Click Next
5. Provide a name and description for the exam
6. Click Next
7. Select the exams you want to pull the questions (see Figure 1)
   a. Click the exam
   b. Click Select
   c. Repeat until you have all the files you would like to use (up to 10 files)
8. Now you can add the questions by using **Automatic Selection** or **Manual Selection**

   a. Choose the exam in the dropdown box by **Source Files**.

   b. Choose **Manual** if you would like to view each individual question (see Figure 2) or choose **Automatic** if you want to select from the question types.

   c. If you select **Automatic**, enter the number of questions in the third column that you would like from the list of question types. You may also add point values at this time.

<table>
<thead>
<tr>
<th>Format</th>
<th>Available to Select</th>
<th>Number to Select</th>
<th>Points Per Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mult. Choice</td>
<td>47</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>True - False</td>
<td>55</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Essay/Short Answer</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   d. If you select **Manual**, click in the first column to select the question (a checkmark will be added).

   e. If you would like to view a question before selecting it, you must be in **Manual** mode. Click on the **Title** of the question to preview.

   f. Click **Add to End of List**.
9. Click **Next**.
10. Choose a setting that is appropriate for your exam (you must choose one option).
    See Figure 3.
11. Click **Finish**

A pop-up box will let you know that the file has been saved. Click **OK**. You will then see a screen that relates to the option you selected before clicking Finish.
**Formatting Questions**

You have the option of formatting the question text, answers, and feedback. Let’s take a closer look at the toolbar.

You are most likely familiar with most of these icons. To add bold, italics, underline, subscript, and superscripts, highlight the text and select the formatting you would like to add.

**Power Editor**

If you would like a larger work space when entering the question wording, answers, or feedback and have more formatting options such as adding tables, bullets, and numbering, click **Power Edit**. A **Find and Replace** feature is also available in this editor. Simply use this just like a word editor. Once you complete your editing, click **File** then **Save & Exit**.

**Equation Editor**

The equation editor allows you to enter equations in question wording, answers, and feedback. To use the equation editor:

1. Place your cursor in the location you want to enter the equation
2. Click **Equation Editor** on the toolbar (This editor is similar to ones in other word processing software.)
3. Enter the equation
4. Close the window by clicking **File** on the menu bar then **Exit**.

A second window will appear addressing the size of the equation. Respondus recommends the equation be displayed at 150% of the size used for printing. You have the option of adding “Alt” text to the equation image for the web (this is necessary if you have a student using a screen reader). If you want to change the size of the equation for print, you must select a different font size.

Once you accept these settings by clicking “OK”, a short string of characters representing the equation will appear in green text in question wording areas and a red box will appear if the equation is in an answer choice or feedback area.

**Insert Picture or File**

You can add media (images, audio, video, spreadsheets, etc.) to your questions in the question wording, answers, and feedback areas.

1. Place your cursor in the location of where you would like to add the media
2. Click **Insert Picture or File**
3. Select the media element (you may need to navigate to find your file or change the Files of Type to see all available files)
4. Click Open

Adding Image
Respondus uses images in jpeg or gif format with the dimensions of 320x290 pixels. If you select an image in another format or size, Respondus will convert the image for you. The following screen will appear:

In most situations, you may simply click OK to accept the suggested settings (you have the option to adjust the image as well). The following window will appear:

You may enter a description for the image in the text description field for students who use screen readers. The default text is the image file name. Be careful not to tip the student to the question answer. Click OK. The image is copied to your Respondus Projects folder.
**Browser Plug-In**

If the file type you select requires a browser plug-in, the following screen will appear:

![Screenshot of the Link Text dialog box]

You have the option of linking or embedding the object. If you select **Linked object**, you can enter a description for the student such as “click here to listen”. If you select **Embedded object** you can set the size of the window for the media to play or use the student’s browser default.

**Recommendation:** Use **Linked object** whenever possible.

A green box or text represents your media file in the question.

**Web Links**

You may want to add a media file from a web page in your question wording, possible responses, or feedback. Position the cursor in the field where you would like to add the link and click **Web Link**. Complete the following screen as directed by the type of media you are adding:
Remember, the text displayed field is for screen readers. Make sure you don’t make this specific that it gives the answer away to the question. Click OK when completed. The link will be displayed in green and abbreviated within your question location.

**HTML Editor**

If you know HTML and would like to code some of the questions yourself, place your cursor in the field where you want to add HTML and click **HTML Editor**.

**Spell Check**

Respondus offers a spell check feature. Spell check is located on the edit toolbar. When you select spell check, it checks the entire exam. When Respondus locates a word that is questionable, you will have the option to change, ignore, change all, ignore all, cancel, or add.

**Note:** You have three options for the active dictionary. Other dictionaries are available from the Respondus website at [http://www.respondus.com/download/dictionaries.shtml](http://www.respondus.com/download/dictionaries.shtml).

**Modifications**

**Modify or Delete an Equation, Image, File, Web Link or HTML**

To delete any of the above items, follow these simple steps:

1. Position the cursor in the same field the item is located
2. Click the appropriate icon on the toolbar
3. Select an option
4. Select the item
5. Click **OK**
Modify, Rearrange, and Delete Questions
To modify, rearrange, or delete a question, click the question title in the question list at the bottom of the screen. The properties box will appear with the options to select.

- **Modify** allows you to edit the question wording, responses, and feedback.
- **Delete** will delete the question.
- **Move** allows you to move the question to another place in the list.
- **Use as basis for new item** allows you to create a new question from the information in the current question. You can rename the title and make the changes necessary.
- **Preview** allows you to preview the question in a browser window.

Keyword Search
The Keyword Search button is located below the Question List. You can search up to 3 words at a time and determine the arrangement of the words.

To do a keyword search:
1. Click **Keyword Search**
2. Enter the word(s) or phrases
3. Select the match option
4. Determine if you need to search the answer choices and feedback
5. Click OK

**Using a Question for the Basis of a New Question**
This feature allows you to use the question wording or the possible answers from one question to the next. To do this:
1. Click the question title of the question you want to use as a basis
2. Click 'Use as basis for new item'
   
The question is duplicated. The original question title is modified to distinguish it from the base question.
3. Make changes to the question accordingly
4. Click Add or Insert

**Copy Questions from Another Respondus File**
You may copy questions from another Respondus file when creating an exam. To do this:
1. Click 'Copy from Another File'
2. Select the question(s) to copy by placing a checkmark in the left column

### Question List

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Format</th>
<th>Question Wording</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FE001</td>
<td>Mult. Choice</td>
<td>How many positive integers are there between -1 and 4?</td>
</tr>
<tr>
<td>2</td>
<td>FE002</td>
<td>Mult. Choice</td>
<td>Which is the smallest number 0, -3, -52 or 3?</td>
</tr>
<tr>
<td>3</td>
<td>FE003</td>
<td>Mult. Choice</td>
<td>When (a) is a negative number its absolute value is:</td>
</tr>
<tr>
<td>4</td>
<td>FE004</td>
<td>Mult. Choice</td>
<td>Find the sum of (-45) and (-27).</td>
</tr>
<tr>
<td>5</td>
<td>FE005</td>
<td>Mult. Choice</td>
<td>Find the value of (\frac{5}{2}).</td>
</tr>
<tr>
<td>6</td>
<td>FE006</td>
<td>Mult. Choice</td>
<td>Find the value of ((-4)(3)-7).</td>
</tr>
<tr>
<td>7</td>
<td>FE007</td>
<td>Mult. Choice</td>
<td>Divide (-30) by (-3).</td>
</tr>
<tr>
<td>8</td>
<td>FE008</td>
<td>Mult. Choice</td>
<td>A car has depreciated $400 each year for 5 years. What is:</td>
</tr>
<tr>
<td>9</td>
<td>FE009</td>
<td>Mult. Choice</td>
<td>Find the value of ((988 \times 13789) + (4 \times 7211 \times 247)).</td>
</tr>
<tr>
<td>10</td>
<td>FE010</td>
<td>Mult. Choice</td>
<td>Simplify (45/105) to lowest terms.</td>
</tr>
<tr>
<td>11</td>
<td>FE011</td>
<td>Mult. Choice</td>
<td>The sum of two integers is (-105). If one of the integers is:</td>
</tr>
<tr>
<td>12</td>
<td>FE012</td>
<td>Mult. Choice</td>
<td>Find the quotient when the divisor is (1560) and the dividend is:</td>
</tr>
<tr>
<td>13</td>
<td>FE013</td>
<td>Mult. Choice</td>
<td>Find the sum of (\frac{7}{4}) and (\frac{1}{4}).</td>
</tr>
<tr>
<td>14</td>
<td>FE014</td>
<td>Mult. Choice</td>
<td>Which of the following fractions is larger: (\frac{4}{5}) or (\frac{3}{4})?</td>
</tr>
<tr>
<td>15</td>
<td>FE015</td>
<td>Mult. Choice</td>
<td>An auto mechanic uses (4\frac{3}{4}) quarts of oil for a standard oil change.</td>
</tr>
</tbody>
</table>

**Note:** You can do a keyword search to locate specific questions.
3. Click Add or Insert
4. Confirmation that question(s) copied – click OK
Apply Settings
You have the option of selecting Settings for the exam offline before uploading the exam to Blackboard. If you plan on printing the exam, you may skip this section. Click on the Settings tab to begin.

Random Blocks
Random blocks are sets of questions that are randomly selected during an exam in Blackboard. It is important that all questions are grouped properly before using random blocks. For example, if you would like one question pulled from a group of three questions, make sure those three questions are grouped together, say 7, 8, and 9. Once you have grouped your questions, continue with:
1. Select Settings
2. Select the Random Blocks tab
3. Select the Random Blocks button

Apply Settings
You have the option of selecting Settings for the exam offline before uploading the exam to Blackboard. If you plan on printing the exam, you may skip this section. Click on the Settings tab to begin.

Random Blocks
Random blocks are sets of questions that are randomly selected during an exam in Blackboard. It is important that all questions are grouped properly before using random blocks. For example, if you would like one question pulled from a group of three questions, make sure those three questions are grouped together, say 7, 8, and 9. Once you have grouped your questions, continue with:
1. Select Settings
2. Select the Random Blocks tab
3. Select the Random Blocks button

Random Blocks
Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.

Total Items: 5 Points: 5.0

1. Add New Set
2. Modify or Delete Existing Set
3. Enter the number of the FIRST question to be used in the set
4. Enter the number of the LAST question to be used in the set
5. How many questions in this set should be randomly selected during the exam?
   - All
   - Select Number
7. Enter the point value that should be used for questions in this set
8. Click Add New Set

4. Select Add New Set
5. Enter the first question number to be used in the set
6. Enter the last question number to be used in the set
7. Select All (all questions will be included in the set) or Select Number and enter the number of questions you would like to use from the set
8. Enter the point value for the questions
9. Click Add New Set
Respondus 3.5

Sets are identified with letters. A letter will be in the Set column representing the set that the questions belong. To add another set, repeat the steps.

When you have finished with all of your Random Blocks, click OK.

**Modify or Delete Sets**
If you want to modify or delete an existing question set, click **Modify or Delete Existing Set** and choose the set letter.

If you make changes, click **Save Changes**.

If you want to delete the set, click **Delete Set**.

**Note:** For Random Blocks to be included in an exam in Blackboard, you must select the setting, **Apply Random Blocks to Exam** on the **Publish to Blackboard** menu.

**Settings**
The settings for exams in Respondus are identical to the settings used in Blackboard. Again, you could also set these settings in Blackboard. To access Settings, click the **Settings** tab at the top of the screen.

**Availability**
Select **Availability** on the left menu. You will see the following screen:

Select the changes you would like to make on this screen. Once you make changes to the Settings, you can save them as **New Default** settings for future exams. The **Restore Default Settings** are the original settings provided by Blackboard.
**Note:** We do not have access to the Respondus LockDown Browser. Please do NOT select this feature.

**Other Settings**

When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.

**Feedback and Presentation**

**Self-Assessment**
- [ ] Include this test in Gradebook score calculations
- [ ] Hide the score of this test from the Gradebook

**Feedback Options**
- [x] Score
- [ ] Submitted answers
- [ ] Correct answers
- [ ] Feedback

**Question Presentation**
- [ ] All at once
- [ ] One question at a time
- [ ] Prohibit Backtracking
- [ ] Randomize Questions: Randomize question order for each assessment attempt

Select the changes you would like to make on this screen. Once you make changes, you can save them as **New Default** settings for future exams. The **Restore Default Settings** are the original settings provided by Blackboard.

**Note:** You must select **Apply Settings to Exam** in the **Publish to Blackboard** step for the settings to be implemented.

[Click here](#) to learn how to Publish or Print an exam.
Respondus 3.5

Preview, Publish, Print

Once you create your exam in Respondus, you can preview, publish to Blackboard, or print the exam. Before publishing or printing an exam, it is highly recommended that you preview the exam. Click on the Preview and Publish tab to begin.

Preview

Preview here is similar to the preview you have available in the Edit tab. The questions will preview in a browser window with Previous and Next or Back and Continue buttons to navigate through the questions (see Figure 1). There is also the option of entering a question number and clicking Go To. You may modify an item from this Preview by clicking the Modify Item button. If you modify a question, click Save Changes. The correct answer and feedback are also visible during this preview.

Figure 1: Preview

Publish to Blackboard

You are now ready to publish your exam to Blackboard. You must have a Blackboard account and a connection to the Internet. Under Preview & Publish click on the Publish to Blackboard tab then Publish Wizard.

Select Server

Step 1

You have the option of publishing the exam to a single course, multiple courses, or Save pool to local file for manual uploading. Select the appropriate option.
Step 2
The first time you use Respondus to publish files to Blackboard, you will need to enter information for the Blackboard server. From there on, you will just need to select the server and course.

You have the option of setting up the server using the preconfigured settings or entering it manually.

Preconfigured Settings Option
In the dropdown box, select Add New Server.

1. Select Yes, check for preconfigured server settings.
2. Click Next.
3. Select BU Blackboard.
4. Click **OK**.

   ![Auto Server Settings Wizard](image)

   Success! The server settings have been downloaded for:
   Keystone University Network

   1. Enter a name to describe this Blackboard server (e.g. My Bb Courses)
   2. Enter your login information for this Blackboard server
      - **User name**
      - **Password**
      - Save my User Name and Password on this computer.
        (If this is a shared computer, don't select this box!)
   3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course
      - ![Run connection test]
      - ![Skip connection test]

   ![Next, Cancel, Help buttons]

5. Enter a name (ex. Work Bb)
6. Enter your Bb login information.
7. Select the checkbox to save your username and password if this is your computer. If you share your computer, do not select this.
8. Select **Run connection test**.
9. Click **Next**.
10. Wait for the status window to display the connection test completion.
11. Click **Next**.
12. Click **Finish**.
You can now go to **Step 3** below to continue publishing your exam.

**Manual Option**
In the dropdown box, select **Add New Server**.

2. Choose an existing server, or "add new server" to add settings information for a new server.

You will need to complete the server information the **first** time you Publish to Blackboard (see Figure 2).
1. Server Information
   a. Open your browser
   b. Go to the Blackboard Login page where you type your username and password
   c. Highlight the URL in the address bar of the web browser
   d. Select Edit on the browser menu
   e. Select Copy
   f. Go back to Respondus
   g. Right click in the field below Step 1
   h. Select Paste

2. Browser Information
   a. Go back to your login page of Blackboard
   b. Login to Blackboard and select the course you would like to upload the exam
   c. Enter the Control Panel for the course
   d. Highlight the URL in the address bar of the web browser
   e. Select Edit on the browser menu
   f. Select Copy
   g. Go back to Respondus
   h. Right click in the field below Step 2
   i. Select Paste
3. Click **Extract** (Respondus will fill in the Server Name, Course ID, and Login Type needed to connect to the course.)

4. Enter a description for the server
   a. Examples: **LastNameBB** or **LastNameWorkBB** (When you go to upload another exam, you’ll select this description instead of repeating the process.)

5. Enter your Blackboard **User name** and **Password**

6. Select the check box to **Remember your user name and password** if you are the only one who uses the computer so that you do not have to enter your information again (If you share this computer, do not check this box.)

7. Click **OK**

You are now returned to the original screen to continue publishing to Blackboard.

**Step 3**

Click **Next** to connect to the server.

**Select Course**

**Step 1**

Select the course using the dropdown menu.

1. Choose Course to publish to

   **Blackboard Training (99:200-01)**

**Step 2**

You will want to create a new exam the first time you use this. However, if you need to replace an exam, make that selection. You also have the option of creating a new pool for Blackboard. If you would like to create a new pool, select that option.

2. Create or Replace Exam/Survey or Pool

   **Exam/Survey**
   - Create new Exam
   - Replace existing Exam

   **Pool**
   - Create new Pool
   - Replace existing Pool

**Step 3**

If you selected Random Blocks in the exam, select this option to upload to Blackboard. If you added settings to the exam and would like them to upload to Blackboard, you must select this option. You also have the option of linking the exam to a content area to make it available.

**Note:** If you did not change the exam settings in the Settings tab, do not select the **Apply Settings to Exam** here. If you do select this and did not make any setting selections, your exam will not upload, even though **Successfully Completed** appears. Here are your two options:

- Apply all exam settings in Blackboard, let the **Apply Settings to Exam** blank.
- Apply all exam settings in Respondus under the **Settings** tab, select the **Apply Settings to Exam** here.
Step 4
Click Next

If you selected **Link Exam to Content Area and make available** in Step 3, you will now select the area to place the exam in Blackboard. Otherwise, publishing will begin.

Step 5
Click Next

You will see items listed as the file is being published. There are a few factors that will affect the amount of time it takes to publish your file:

- Internet connection speed
- Blackboard server
- Size of exam
- Quantity and size of media files in exam

When the upload is complete, you will receive the notice, **Completed Successfully** at the bottom of the list.

Step 6
Click Finish

**Note:** Do NOT click Finish until you receive the notice **Completed Successfully**.

**Recommendation:** Open Blackboard and make sure your exam has been uploaded. The exam will be located in the Test Manager or in the content area you selected when you published. If you added Settings, check them as well.

**Update Settings**
If you need to change the settings of an exam that already exist in Blackboard, click **Update Settings**.
1. Choose Server using the dropdown
2. Click OK
3. Choose Course (if more than 1) using the dropdown
4. Locate the exam using the dropdown
5. Click Settings
6. Change your settings
7. Click OK
8. Click Publish New Settings
9. Click Yes to save changes
10. Click OK

The status bar shows the progress of the update. You will receive confirmation in the status bar, **Update Successfully Completed**.

**Printing**

You can print your exam directly from Respondus or save it as a Microsoft document for further formatting and printing options. Click **Print Options** on the left side of the screen. You will have various options to choose from to print your exam (see Figure 3).

*Figure 3: Print Options*
Step 1
Select the format for your printed exam. To change the settings for the selected format, click on **Settings** beside the format you would like to use. Select the **Question Contents** and **Formatting** you would like to use for the exam and click **OK**.

Step 2
You have the option of adding a header to your exam.
1. Click **Edit Headers**
2. Complete the fields as you like
3. Click **OK**

Step 3
This section allows you to select up to 5 variations of the exam. You may also randomize all questions or randomize questions according to question types. If you don't want any variations, keep **Use Original Order** in the field.

You may also specify a range of questions to be included in the exam. If both fields are left blank, all questions will be included.

The three options at the bottom of the screen allow you to **Print Preview**, **Save to File**, and **Send to Printer**. You should print preview to identify any mistakes before printing or saving.

**Save to File** allows you to save the exam as a .doc, .rtf, or .txt file for further editing.
**Note:** if you used the equation editor to add equations to the file, the equations are converted to images when opened in Word and can not be edited. Remember, the `.doc` and `.rtf` files will keep basic formatting such as bold, italics, and underline.

**Send to Printer** allows you to print directly from Respondus. The printing in Respondus is similar to printing in other applications.
Respondus 3.5

Retrieval
Respondus provides you the option of retrieving questions and reports from Blackboard. There are a variety of reports that you may retrieve. You have the option of retrieving the entire gradebook from Blackboard or the student scores on an exam. You may also retrieve question statistics for each exam.

Retrieve Reports
You can retrieve reports from Blackboard and save them to your computer in a single report. You must be connected to the Internet to complete this. To retrieve the gradebook or reports complete the screen shown in Figure 1 as follows:
1. Click Retrieval and Reports tab at the top of the screen
2. Click Retrieve Reports on the left menu
3. Complete the first three steps just like you do for publishing a course (Select the server, course, and exams – make sure there is a checkmark in the box next to the exam name)
4. Select the items to be included in the report (you may select more than one)
5. Select One shared report or Separate reports for the exams
6. Click Retrieve

Figure 1: Retrieve Reports

Use this option to retrieve summary reports for one or more assessments, and/or the “gradebook” spreadsheet listing grades for all students and assessments.

1. Choose Server
   Training Material

2. Choose Course (if more than 1)
   BB Training

3. Select (check) the assessments on which the report will be based
   - Unit 2 Test (99-000-03)
   - Class Attendance (99-000-03)
   - Curriculum Web Part 1 (99-000-03)
   - Week 1 Essays (99-000-03)
   - Week 2 Essays (99-000-03)

4. Select the items to be included in the report
   - “Gradebook” spreadsheet for entire course
   - Student scores page for each assessment
   - Question statistics for each assessment
   - One shared report page for all assessments
   - Separate report page for each assessment

5. Retrieve button
   Status: Completed successfully.

Locate File
Your file will be located in the Reports folder of the Respondus Projects folder.
Retrieving questions is similar to retrieving reports. Remember, the file size, internet connection speed, and server load will affect the amount of time to retrieve the file. To retrieve exams or question pools (surveys cannot be retrieved) complete the screen shown in Figure 2 as follows:

1. Click on **Retrieve Questions** on the left menu
2. Complete the first three steps just like you do for publishing a course (Select the server, course, and exam)
3. Enter a new name for the file
4. Click **Retrieve**

**Figure 2: Retrieve Questions**

Successfully completed will appear in the status bar.

**File Location**
Your file will be located in the **Respondus Projects** folder in a folder with the name you entered in **Step 4**.

**Multimedia Elements**
Multimedia elements within an exam are also downloaded. Any equations will be converted to images once retrieved. If you plan on editing an exam, it is better to open your original Respondus file than to use the retrieved one.

**Download Data**
You also have the option of retrieving test results from Blackboard. To download data, complete the items shown in Figure 3.

1. Click **Download Data** on the left menu
2. Choose the server
3. Choose the course
4. Choose the exam(s)
5. Click **Retrieve**
**Successfully completed** will appear in the status bar.

**Figure 3: Download Data**

Use this option to retrieve test results from a Blackboard 6.3+ server.

The results for each test are saved as a "comma-separated-values" (csv) file that can be opened by Excel or imported into an Access table. Each file will be named for the associated test and stored in the "My Documents" folder.

1. Choose Server
2. Choose Course (if more than 1)
3. Select (check) the assessments for which results will be retrieved

4. **Retrieve**  Status

**Locate File**

The data for the exam is saved in a format that opens with Microsoft Excel and Microsoft Access. Each file is named for the associated exam and saved in *My Documents* folder on your computer desktop.
Archive
You have the option of archiving exams in Respondus. Archiving provides a way to back up your files, organize files, or share files with a colleague. Archived files are compressed so they require less storage space.

There are two ways to create an archived file. You can use the Archive Wizard which will step you through the process. The second way is by using Open on the Start tab. This tutorial will assist you in using the Open menu to archive.

Start by selecting Open on the Start tab. You will see the following screen:

The Projects folder is where all active files are stored. The Archive folder contains all of the archived files. To archive a file:
1. Click a file name
2. Click Create archive file
3. You have the option of changing the name of the archived file
4. Click OK
5. Click OK when you receive the message the file has been archived

Note: The file has been archived but not deleted from your Projects folder. If you would like to delete the file from your Projects folder, select the file and click Delete File.

File Location
If you accepted the standard settings when installing Respondus, your archives are located on your hard drive at c:\Respondus Projects\Archives. Respondus files end in .rsa. These files can be copied to another location for back up or sent to another Respondus user.
**Restore Archived File**

To restore an archived file that was saved in the default folder:

1. Click **Open** on the Start tab
2. Click **Archive**
3. Select the file you want to restore
4. Click **Open**

The file has been restored and is now in the **Projects** folder. To view the restored file:

1. Click **Projects**
2. Select the file (If you did not save the archived file to the default folder, click **Browse** to locate the file and then click **Open**.)
3. Click **Open**

**Note:** An archived file is not deleted from its original location when it is restored to the **Projects** folder. Therefore, the file is in both locations.