Respondus 4.0
User Guide for Moodle
Revised July 2017

Getting Started

Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard Learn, Brightspace, Canvas, Moodle, Pearson LearnStudio, and other eLearning systems. Exams can be created offline using a familiar Windows environment, or moved from one eLearning system to another.

Minimum Computer Requirements
Respondus requires Windows 7 or higher, 32 MB of RAM, 10 MB of free hard disk space, and a 1024x768 or 1280x720 minimum resolution. Respondus is generally used in conjunction with a learning management system such as Blackboard Learn, Brightspace, Canvas, and Moodle, and can also be used with IMS QTI-compliant assessment systems.

Installation and Setup
The Respondus installation program can be downloaded from www.respondus.com. To begin the installation process, locate the **Respondus4.exe** file that was downloaded to your hard drive. Double-click the file to start the Respondus installation program and follow the instructions on the screen. Once Respondus is installed, start the program by double-clicking the Respondus icon that appears on the Windows desktop. Or, follow these steps to start the software.

Click [Start] from the Windows desktop
Click [Programs]
Click [Respondus]
Click [Respondus X.x]

The first time you start Respondus (and each time thereafter until the program is registered), you will be presented with a screen that provides the "Product ID#". The Product ID# is used to obtain the Activation Password (see below) which is needed to complete the installation.

Activation Password
Once the Respondus installation program is finished, you will need to obtain a password from www.respondus.com to activate the installation. Be sure to have the "Product ID#" (see previous paragraph) readily available. After you have directed your browser to www.respondus.com, go to the "Registration" section of the site. You have the choice of purchasing a permanent activation password or obtaining a 30-day trial password. In both cases you will be required to enter a valid e-mail address and the Product ID# that displays on the opening screen of Respondus. Once the information is submitted, the activation password is immediately sent to the e-mail address you specified.

When the password is received by e-mail, it must be entered into the Respondus program. If you haven't done so already, start Respondus and then enter the password when prompted (you may want to "copy and paste" the password from the e-mail message in order to prevent typing mistakes). Click [OK] to continue. The Respondus software is now activated, either permanently or for a 30-day trial period.

Choose a Learning management system (LMS) Personality
Immediately after the Respondus software is activated, you are prompted to select a Learning management system (LMS) "personality." Respondus offers various user environments (called "personalities") that parallel the features and terminology used by specific learning management systems, such as Blackboard, Canvas, and Moodle. You can change the "personality" at any time in Respondus from the *Start* menu.

On-line Help
Respondus includes a full-featured help system that includes an index and context-sensitive help. To view the on-line help, choose "Help Topics" from the pull-down Help menu and select a topic. You can also press the F1 key from within Respondus to obtain context-sensitive help. Throughout the program you will additionally see small buttons with a "?" symbol. When the button is clicked, information on that particular option or task is provided.

If you encounter a question that is not answered in the on-line help or in this manual, you are encouraged to visit the "Support" section of our web site (www.respondus.com). There you will find Frequently Asked Questions (FAQ) and other resources.

The remainder of this user manual is organized according to the five menus used in the "Moodle" personality of Respondus: **Start**, **Edit**, **Settings**, **Preview & Publish**, and **Retrieval**.

Start Menu

Overview of Start Menu

The *Start* menu provides the ability to **Open** a Respondus file, **Create** a new file, access publisher test banks from the Respondus **Test Bank Network**, and **Import** questions from a MS Word or text file. The **Exam Wizard** provides an easy way to create an exam from an existing set of questions. The **Archive Wizard** allows you to archive an exam or survey, including all media components and equations, with a single click.

Opening a File

From the *Start* menu, click the **Open** button. The following window will appear:
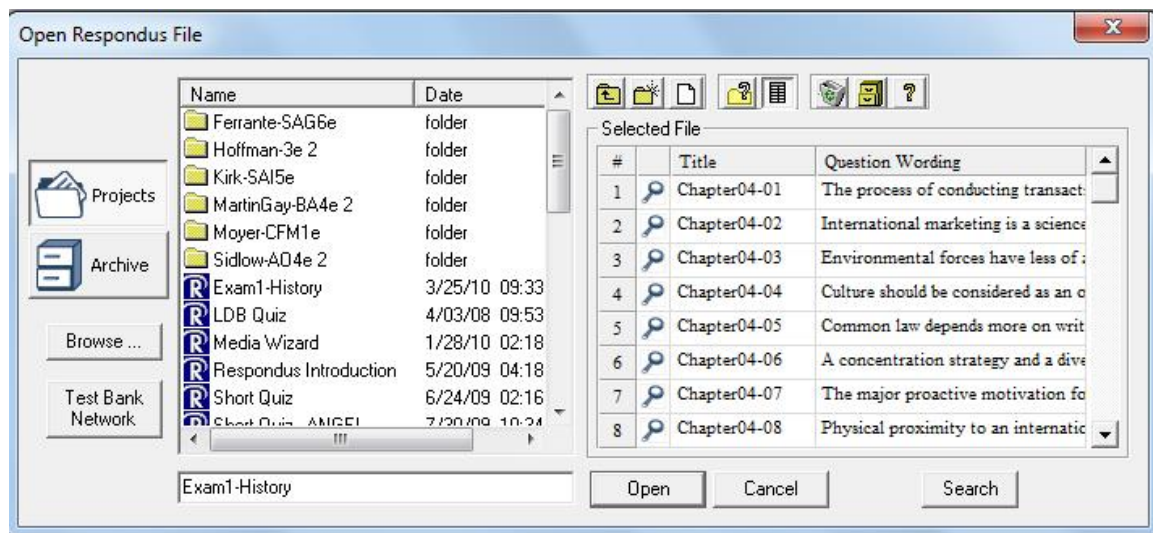
Highlight an exam "project" by clicking it once. To obtain information on the project, select one of the two center buttons located to the top right of the window. Select the "Item List" button (right of center) to view a list of the questions that are available in the highlighted project. To preview a particular question, click the "Title" of the question.

To open a highlighted project, click the **[Open]** button at the bottom of the window. (Double-clicking a file name will also open it.)

Respondus allows projects to be organized within folders. For example, you can place the exams for a particular course within a folder rather than having exams for all courses listed together. To create a new folder, click the "Create New Folder" button located second from left. To navigate down a level within a folder, double-click on the folder itself. To navigate up a level, click the "Up One Level" button located leftmost on the row of buttons.

The **[Browse…]** button, located on the lower left side of the window, allows you to locate a Respondus file (.rsp) located elsewhere on your hard drive and *copy* the file to the Respondus Projects folder. It does *not* move the file or open it directly, rather, it creates a new "Projects" folder based on a copy of that file. The **[Browse…]** button can also be used to locate a Respondus "archive" file (.rsa or .rpa) and to restore it to the Projects directory (see *Restoring an Archive File*).

The **[Search]** button allows a file to be searched prior to opening it (it can only be used if the "Item List" view is selected). Searching is particularly useful if you are trying to locate a particular question or set of questions in a file.

The **[Test Bank Network]** button is used to start the Respondus Test Bank Network wizard. The Respondus Test Bank Network contains the official test banks for thousands of publisher textbooks. Instructors who adopt a participating textbook can access the accompanying test bank directly within Respondus (following a registration process). For complete details, see the "Respondus Test Bank Network" at www.respondus.com.

Once a file is opened, the screen automatically changes to the *Edit* menu.

Creating a File
From the *Start* menu, select the **Create** button to create a new file. You are first prompted to enter a file name and a description for the file. Then you must indicate whether the file is an "Exam"." The type of file you create (or open) will determine the features that are available throughout the program. Click **[OK]** when you are finished. Once a file is created, you are automatically switched to the *Edit* menu. This is where you add questions to the file.

Test Bank Network
The Respondus Test Bank Network contains the official test banks for thousands of publisher textbooks. Instructors who adopt a participating textbook can access the accompanying test bank from within Respondus by selecting the **Test Bank Network** button on the *Start* menu.

Note: all interactions with the **Test Bank Network** require an internet connection.

The **Test Bank Network** wizard allows instructors to search for a publisher test bank, submit a request form for the test bank, register a test bank using the registration code and password sent by the publisher, and finally, select questions from the test bank for use in a Respondus file.
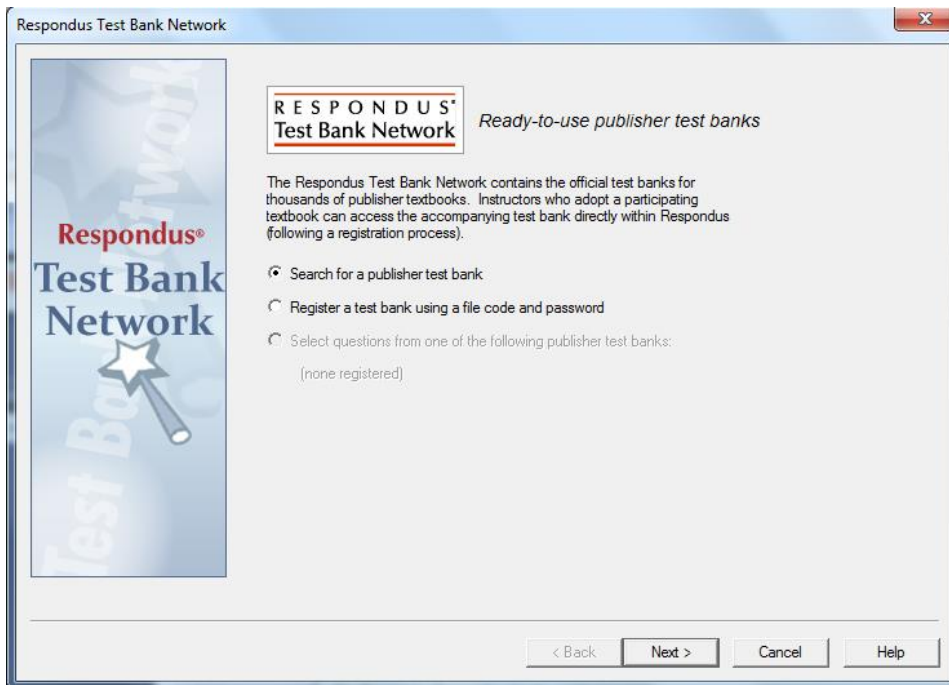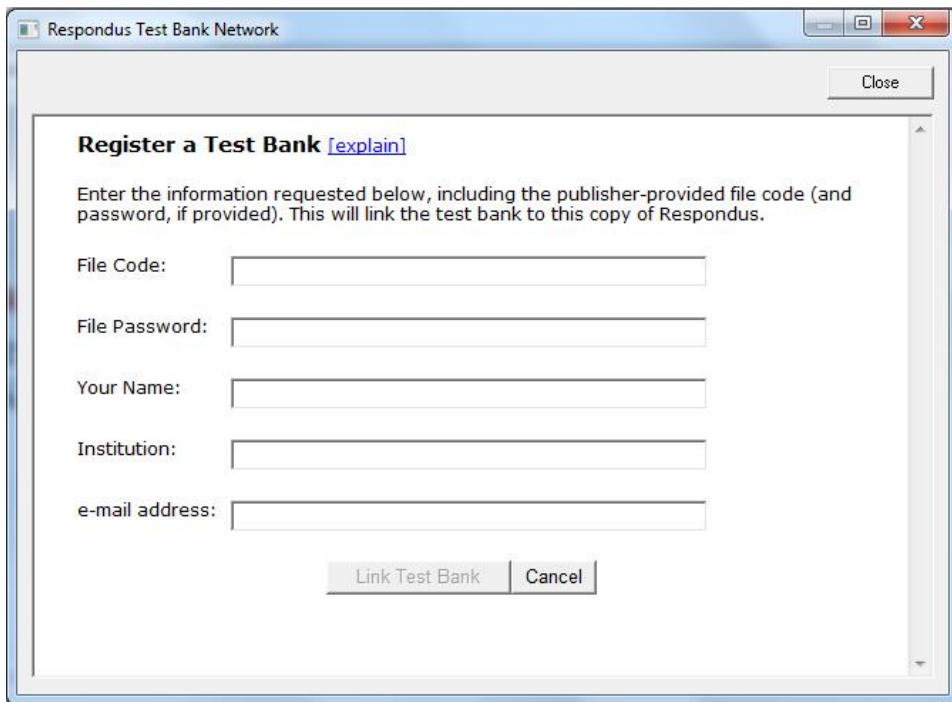
The first selection "Search for a publisher test bank" will open a browser window and enable instructors to search for textbooks adopted for their classes. Once a textbook is located, a request form is filled out and submitted. This information is sent directly to the publisher for verification.

The textbook publisher will send an email to the instructor containing a "file code" and password for registering the test bank using the Respondus software. The instructor should then return to the **Test Bank Network** wizard in Respondus to register the test bank, which is the second option listed: "Register a test bank using a file code and password".
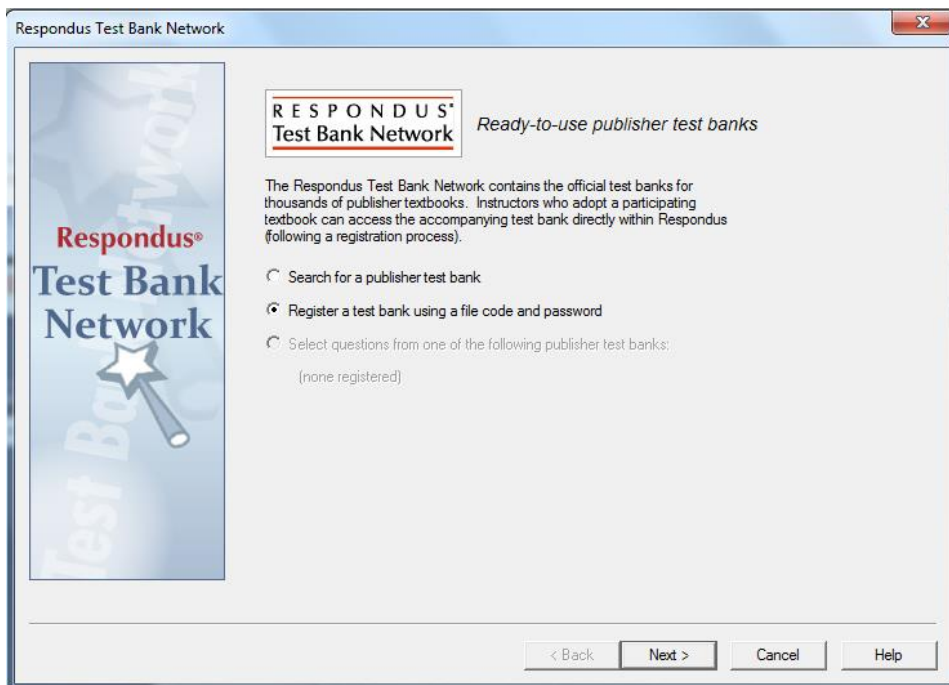
In the next step of the wizard, enter the "File Code" and "File Password" (if required) provided by the publisher, along with the information requested. This will register the test bank with this copy of Respondus. It won't be necessary to repeat the process on this computer.
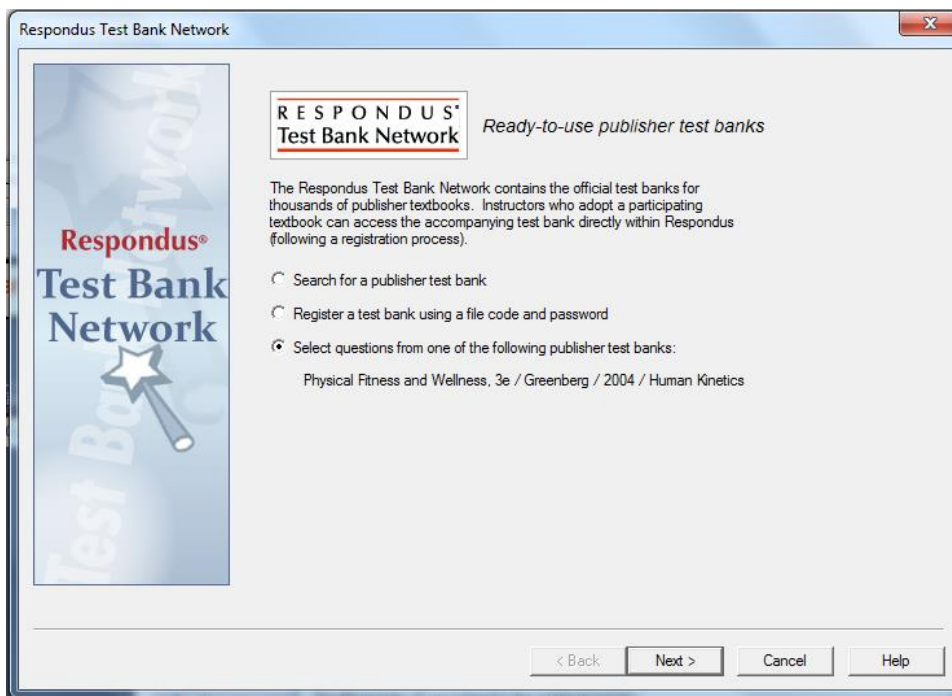
Once the test bank has been registered in Respondus, the third option on the **Test Bank Network** wizard become available: "Select question from one of the following publisher test banks:".

The next page of the wizard allows the selection of a registered test bank and then a specific chapter file from the test bank.

Questions can be manually selected or automatically selected depending on the **Question Selection** toggle. With **Manual** selection, individual test bank questions can be previewed and copied to the current Respondus project. To do so, simply select the box to the left of the questions wanted and click the "Add to End of List" or "Insert into List" button.
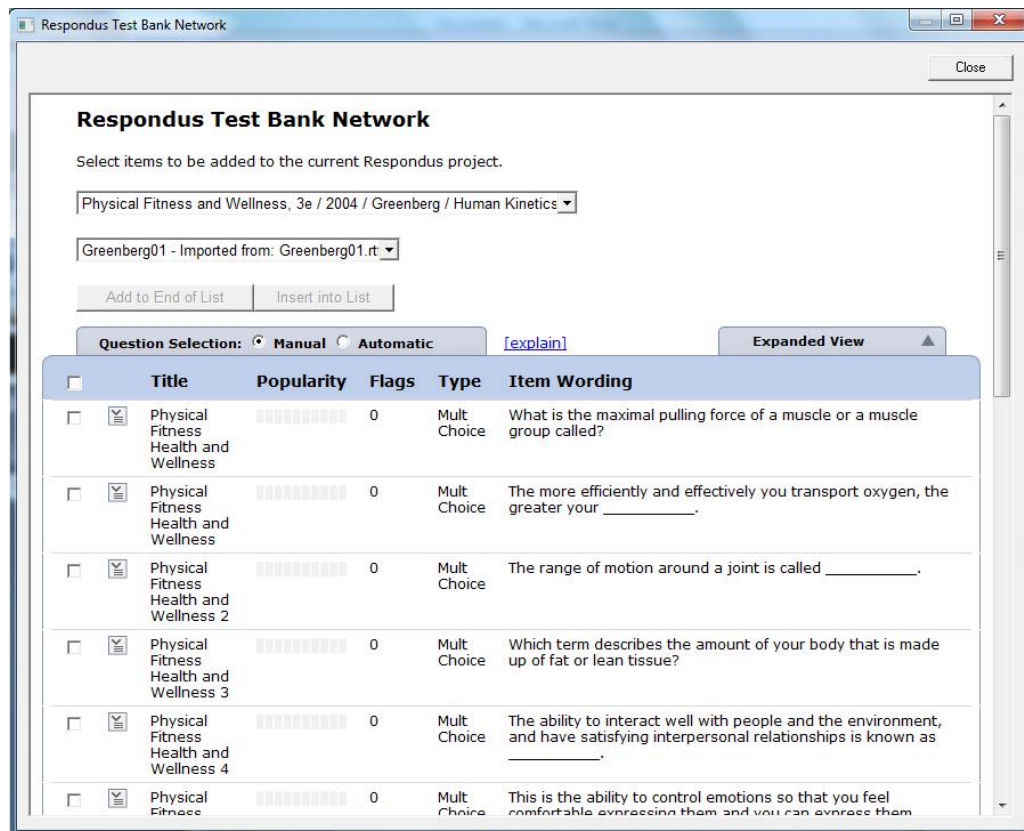
Each question listed has a context menu that provides the following operations:

Preview – Preview the question.
Add to End of List – Add this question to the end of the list.
Insert into List – Insert this question into a specific point in the list.
Flag this item – Flag this question as being incorrect or unclear.
Properties – View the properties for the question.
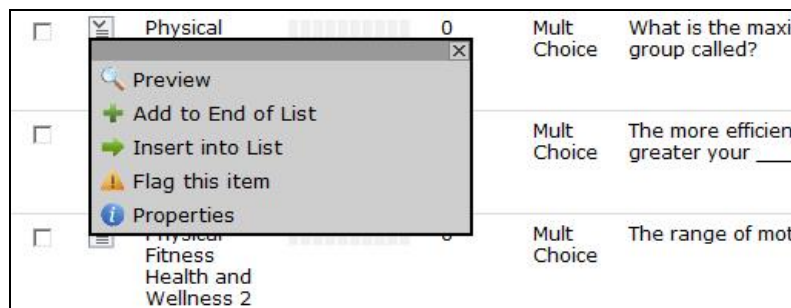
Questions that have been flagged (by any instructor using the test bank) will appear with a flag next to the item in the list. The contents of the flag can be viewed by hovering the mouse over the flag or clicking it.

When **Automatic** selection is used, the number of available questions of each question type is shown. Enter the number of questions to be selected for each question type and the point value to be assigned to it.
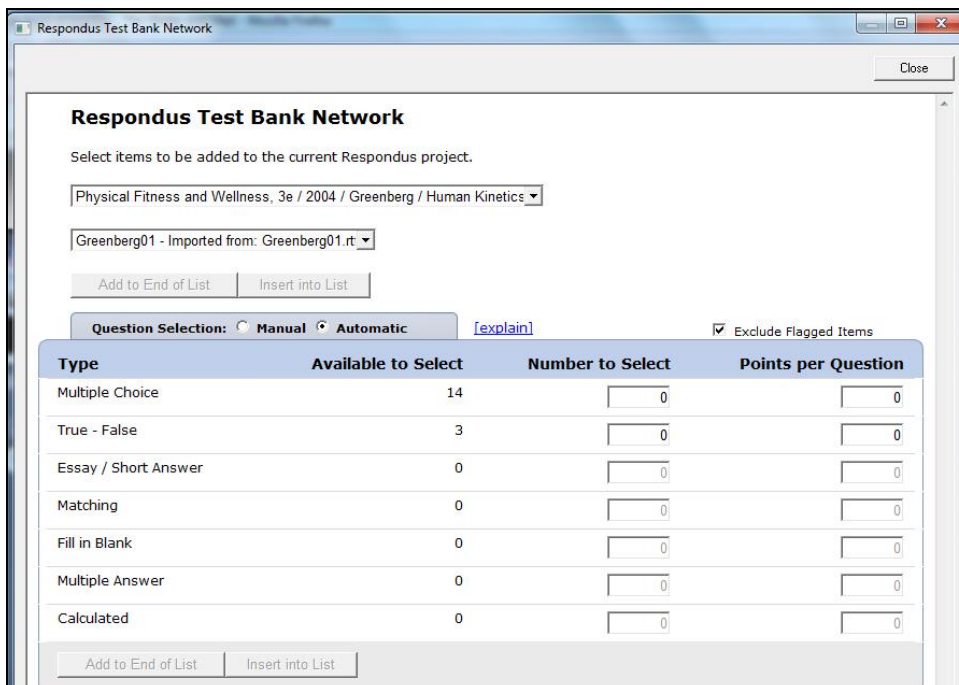
Questions copied from the test bank using either Manual or Automatic selection will be copied to the currently open Respondus file.

Exam Wizard

The *Exam Wizard* helps familiarize new users with the basic functions of Respondus. In addition, the Exam Wizard is the best way to create an exam using questions contained in one or more Respondus files, such as a publisher test bank. The Exam Wizard allows questions to be randomly selected from the files that are chosen and to assign point values across an entire question type.

To begin, select the **Exam Wizard** button from the *Start* menu. The first page of the wizard offers three choices. Select the top choice that states "Create a new exam and then copy questions to it from a question bank or Respondus file" and click [Next]. The next page of the wizard requires you to provide a name and description for the exam being created. Click [Next] once this information has been entered. The next page of the wizard prompts you to select the Respondus files from which the questions will be copied. Highlight a file and click the [Select] button. Repeat this process until all files that you want to use to select questions are chosen. Click [Next] to continue.

The next page of the wizard prompts you to select one of the source files chosen in the previous step. You then have the choice of using *Automatic Selection* or *Manual Selection*. When Automatic Selection is chosen, the current number of questions for each question type is displayed in the "Available to Select" column. In the next column, enter the number of questions you want selected for each question type. Then enter the point values to be assigned to each question type (this step is optional--if you leave the "points per question" field blank, the point values from the original file will be used). When all entries are finished, click either the **[Add to End of List]** button or the **[Insert Into List]** button. Repeat this process for each source file.

The *Manual Selection* option allows the questions for each file to be viewed before making a selection. In fact, you can preview individual questions by clicking the title of a question, or by searching the entire list of questions by clicking the **[Keyword Search]** button at the top right. To select questions from this list, click in the column furthest to the left--a checkmark will appear next to the question. When you are finished with your selections, click either the **[Add to End of List]** button or the **[Insert Into List]** button. Repeat this process for each source file.

The *Automatic Selection* and *Manual Selection* options may be combined. You may also reselect a file from the pull-down list and choose additional questions from it. However, Respondus will prevent you from selecting a question more than once.

Once questions have been added to the list at the bottom of the screen, you may edit the point values manually. To delete a question from the bottom list, or to move it to a different location in the list, click the blue title and select the desired option. Finally, notice that a tally of the total number of questions and point values appears at the top right corner of the lower grid.

The next and final page of the wizard is self-explanatory. It provides a variety of options as to what can occur next. For example, to edit questions in the file, you would select the option to go to the Edit menu. To print the exam, you would select the Printing option, and so on.

Click **[Finish]** to complete the wizard.

Importing Questions

Respondus allows you to import multiple choice, true-false, essay, fill in the blank, fill in multiple blanks, matching, ordering, jumbled sentence, and multiple answer questions from a file. The

questions must be organized in a format that is acceptable to Respondus and the file must be stored in one of the following formats: plain text (.txt), rich-text (.rtf), MS Word (.doc and .docx), tab/comma delimited (.csv) format, StudyMate Class format (.zip and .xml).

Note: Importing questions from the Microsoft Word .docx format requires that Word 2007 or Word 2010 be installed on the same computer. The docx format has better support for importing text with formatting like auto-numbers and auto-letters.

The formatting required for the file being imported is discussed in the section below entitled "The Standard Format for Importing." Once the file is in the Standard Format, follow these steps to import it into Respondus.

Starting the Import
From the *Start* menu, select the **[Import Questions]** task. The following dialog will appear:

Step 1
The first step is to select the type of file that will be imported. The "Standard Format" for organizing questions is the same for Plain Text (.txt), Rich Text (.rtf) files, and Microsoft Word

(.doc and docx) files. Files that are in rich text (.rtf) and MS Word (.doc and .docx) format will retain some of the enhanced question formatting such as bold, italic, underline, superscript, and subscript. Embedded graphics can only be imported if the file is in Microsoft Word (.doc or .docx) format, although an alternative method is available for .rtf and .txt files (see *Importing Images* below). Note that certain types of enhanced importing cannot be imported. If the enhanced formatting causes a problem with an import, consider saving the file to rich text or plain text format and then try the import again.

Next, use the **[Browse]** button to locate and select the file to be imported.

Images embedded in MS Word files will import automatically. However, if images are being imported with csv, rich-text, or txt files (see *Importing Images* below), browse to the folder that contains those images.

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

Each question being imported will have a "title". If you don't specify a title for each question in the text file itself (discussed below), Respondus will automatically use the first 20 characters of the question wording as the question title. Alternatively, titles can be based on a specific "stem" (or string of text) which will then be followed by consecutive numbering starting with 001. For example, if you select the "Use stem..." checkbox and enter the text "Chapter1-," the title for the first question being imported will be Chapter1-001, the title for the second question will be Chapter1-002, and so on. (You do *not* have to enter a stem phrase--this feature is entirely optional.)

Step 3
Click the **[Preview]** button to preview the file being imported and to see if there are any warning messages. If warning messages are shown at the bottom of the screen, you need to determine whether to make changes to the text file or whether to continue with the import. Be aware that some warning messages don't actually require you to make a change to the file being imported. For instance, Respondus will generate a warning message if two questions being imported have the same title (Respondus will place the number "2" at the end of the second title to make it distinct from the first). But if you don't care about this issue, you can ignore the warning message.

Step 4
If you are satisfied with how the results look in Preview, click **[Finish]** to complete the import. The Respondus file has now been created or appended. Switch to the *Edit* menu to modify the file, or go to the *Preview* menu to view the file using a browser-like window.

The Standard Format for Importing
Respondus will import multiple choice, true-false, essay, short answer, matching, and multiple response questions. The plain text, rich text, or MS Word file must be organized in the "Standard Format" before it can be imported into Respondus. The Standard Format for multiple choice questions has *required elements* and *optional elements*, each of which is described below. This is followed by an explanation of the formatting required for true-false, essay, short answer, matching and multiple response questions.

<u>Required Elements</u> *(Multiple Choice)*

Each question must begin with a *question number*, followed by either a period "." or a parenthesis ")".

Example:	**3)**
Example:	**3.**

The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example:	**3) Who determined the exact speed of light?**
Example:	**3. Who determined the exact speed of light?**

Each *answer choice* (distractor) must begin with a letter (A-Z) followed by a period "." or a parenthesis ")".

Example: **3) Who determined the exact speed of light?**

           a. Albert Einstein
           b. Albert Michelson
           c. Thomas Edison
           d. Guglielmo Marconi

<u>Optional Elements</u> *(Multiple Choice)*

A *Title* can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example: **Title: Speed of Light**
           3) Who determined the exact speed of light?

           a. Albert Einstein
           b. Albert Michelson
           c. Thomas Edison
           d. Guglielmo Marconi

For questions being imported to an Exam file, *correct answers* can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

Example: **Title: Speed of Light**
           3) Who determined the exact speed of light?

           a. Albert Einstein
           *b) Albert Michelson

```
c) Thomas Edison
d. Guglielmo Marconi
```

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and the answers should start on the following line (no blank lines are allowed). Note that any text after the answer list will be ignored.

Example:
```
Answers:
1. A
2. C
3. B
```

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. Don't worry, you will be warned if a question does not have an answer selected for it prior to completing the import.

With an Exam file, *feedback* for individual answer choices can be imported by placing the feedback immediately after the answer choice and by beginning the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

Example:
```
Title: Speed of Light
3) Who determined the exact speed of light?

a. Albert Einstein
@ No. Albert Michelson determined the exact speed
of light.

*b) Albert Michelson
@ Yes. Albert Michelson won the Nobel Prize for
Physics for determining the exact speed of light.

c) Thomas Edison
@ No, Thomas Edison did not determine the exact
speed of light.

d. Guglielmo Marconi
@ No. Marconi did not discover the exact speed of
light, but he did win the Nobel Prize for Physics
for his work with radio waves.
```

"General Feedback" can be imported in a similar way, but it must appear immediately after the question wording and before any of the answer choices. The line must also begin with the @ symbol, and there must be at least one space between the @ symbol and the feedback text.

Example:
```
Title: Speed of Light
3) Who determined the exact speed of light?
@ Albert Michelson was the first American to win
the Nobel Prize in Physics (1907) for his
measurements of the speed of light. His
experiments laid the groundwork for Einstein's
Theory of Relativity.
```

```
a. Albert Einstein
@ No. Albert Michelson determined the exact speed
of light.

*b) Albert Michelson
@ Yes. Albert Michelson won the Nobel Prize for
Physics for determining the exact speed of light.

etc.
```

As shown in the previous example, both types of feedback can be used within a single question.

Point values can be set for each question or for a group of questions. Points are set by adding "Points:" followed by a space and the point value. The points value is used for the next question and all following questions until a new point value is set.

Example: **Points: 2.5**

              3) Who determined the exact speed of light?

              ....

              4) Who determined the exact speed of sound?

Both questions 3 and 4 will be given a value of 2.5 points.

Importing True and False Questions

The process of importing a "true and false" question is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

Example: **3) Albert Michelson determined the exact speed of
              light?**

              *a) True
              b) False

Example: **3) Albert Michelson determined the exact speed of
              light?**

              *a. T
              b. F

It's important to note that the "True" (or "T") answer choice must be listed above the "False" (or "F") answer choice in order for Respondus to recognize it as a true and false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question.)

To include a "title" or "feedback" with the true and false question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:
```
Title: Light speed
3) Albert Michelson determined the exact speed of
light?
@ Correct. Albert Michelson won the Nobel Prize
for Physics for determining the exact speed of
light.

*a. True
@ Yes. Albert Michelson won the Nobel Prize for
Physics for determining the exact speed of light.

b. False
@ The correct answer is True. Albert Michelson
determined the exact speed of light and won the
1907 Nobel Prize for Physics for his efforts.
```

A second way to designate a correct answer for a true and false question is to place it in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and the answers should start on the following line--no blank lines are allowed. The correct answer for a true and false question can be designated in three ways: (1) using the complete words "True" and "False," (2) using the letters "T" and "F," or (3) using the alphabetical letters "A" (for true) or "B" (for false). For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are "true":

Example:
```
Answers:
1. True
2. T
3. A
```

Importing Essay Questions

The logic for importing essay questions (also known as "essay" or "open-ended" questions) is similar to what is described above for multiple choice questions. The primary difference is that the first line of formatting must begin with "Type: P". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:
```
Type: E
Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related
to Albert Einstein's theory of relativity?
```

If you are importing an essay question into an Exam file, you can supply an answer two different ways. First, you may provide an answer immediately after the question wording, in which the answer begins with "a." or "a)" (without the quotes).

Example:
```
Type: E
Title: Michelson-Morely experiment
```

4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?

a) In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

The second way to supply an answer for an essay question is to place it in the list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading "Answers:" and must be positioned at the end of the file. An essay answer should begin with the corresponding question number, followed by either a period "." or a parenthesis ")". This is then followed by a space and then the answer itself.

Example:
Answers:
1. A
2. C
3. B
4. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.
5. B

Importing Short Answer Questions
To import a Short Answer question, the first line of formatting must begin with "Type: S". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:
Type: S
Title: Who invented television?

```
              5. Who is known as the "father of television"?
```

Respondus allows you to import only one correct answer per question, but it does permit you to enter multiple forms of that answer.

Example:
```
Type: S
Title: Who invented television?
5. Who is known as the "father of television"?

a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin
```

Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

Example:
```
Answers:
1. A
2. C
3. B
4. C
5. Zworykin
5. Vladimir Zworykin
5. Vladimir Kosma Zworykin
6. B
```

Importing Matching Questions

The process of importing a "matching" question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with "Type: MT". This is followed by the "title" (which is optional), the question number, and the question wording.

Each *answer* (which consists of both portions of a correct match) must begin with a letter (a-z) followed by a period "." or a parenthesis ")". The two parts of the match must be separated with an "=" symbol and there should not be any hard returns or blank lines within either parts of the answer.

Example:
```
Type: MT
Title: Scientific discoveries

4) Match the correct name to the discovery or
theory.
a. Michelson-Morely = Speed of light
b. Einstein = Theory of Relativity
c. Marconi = radio waves
```

Spaces before or after the "=" symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match. If you plan to list correct

answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.

Importing Multiple Response Questions

The logic for importing multiple response questions is similar to what is described above for importing multiple choice questions. (Multiple Response questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "Type: MR". This is followed by the "Title" (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk.

Example:
```
Type: MR
3) Which of the following individuals are
credited with determining the exact speed of
light?

a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
*d. Edward Williams Morley
```

To include a "title" or "feedback" with multiple response questions, follow the same formatting rules described above for multiple choice questions. For instance,

Example:
```
Type: MR
Title: Determining Speed of Light
3) Which of the following individuals are
credited with determining the exact speed of
light?
@ Albert Michelson and Edward Williams Morley
collaborated on a series of experiments that
eventually led to the exact determination of the
speed of light.

a. Albert Einstein
@ No. Albert Michelson and Edward Williams Morley
collaborated on a series of experiments that
eventually led to the exact determination of the
speed of light.

*b) Albert Michelson
@ Yes. Albert Michelson is one of the two persons
credited with determining the exact speed of
light.

etc.
```

(Note: this example illustrates how to include both "General Feedback" and answer-specific feedback. In most cases, you would include only one type of feedback.)

A second way to designate correct answers for multiple response questions is to place them in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. If a question has been designated as a Multiple Response type using "Type: MR", then correct answers can be shown in a list in one of three ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple response questions.

Example: **Answers:**
1. B D
2. B, D
3. B,D

Important: Once the import file is organized to the specifications described above, it should be saved to MS Word (.doc or .docx), rich-text (.rtf) or a text (.txt) file. It is then ready to be imported by Respondus.

Importing Images with Questions
Images embedded in MS Word files will import automatically. However, it is possible to import images with rich-text or txt files using an alternate method. First, be sure that the images in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: **[img: "filename.jpg"]** . The word "filename.jpg" should be replaced with the actual file name.

Example: **3) The interferometer, shown here [img:**
"interferometer.jpg"], was
used by which of the following scientists.
a. Albert Einstein
***b. Albert Michelson**
c. Thomas Edison
d. Vladimir Zworykin

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:
[img: "interferometer.jpg" "Picture of an interferometer"].

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear inline with the question text.

Importing HTML with Questions
It is possible to import blocks of HTML so that they are treated by Respondus as HTML rather than standard text. This is accomplished by placing the tag **[HTML]** immediately before the block of HTML and another tag **[/HTML]** immediately after the block of HTML. So, for example, if you imported the following line of text:

[HTML] CLICK HERE [/HTML] to
download Respondus.

it would appear as follows when viewed in Moodle:

[CLICK HERE](#) to download Respondus.

Of course, keep in mind that HTML will have variable results if you print the exam from Respondus rather than using it exclusively for online examinations.

Importing Tab/Comma Delimited Files (CSV)
Questions can be imported from tab/comma delimited files (.csv). This type of importing is best done by someone who has experience with databases or CSV-structured files.

The CSV file can have a maximum of 34 columns. If all columns are used, they should follow this order: Type, Title/ID, Points, Question Wording, Correct Answer, Choice 1, Choice 2, Choice 3, Choice 4, Choice 5, Choice 6, Choice 7, Choice 8, Choice 9, Choice 10, General Feedback, Correct Feedback, Incorrect Feedback, Feedback 1, Feedback 2, Feedback 3, Feedback 4, Feedback 5, Feedback 6, Feedback 7, Feedback 8, Feedback 9, Feedback 10, Topic, Difficulty Level, Meta 1, Meta 2, Meta 3, Meta 4.

The first column, "Type" should use the two-letter abbreviation shown below:

> MC = Multiple Choice
> TF = True/False
> MR = Multiple Response/Answer
> FB = Fill in the Blank/Short Answer
> ES = Essay/Paragraph

The following columns must always be present in the .csv file: Type, Title/ID, Points, and Question Wording, although the Points and Title/ID columns can be empty. If the Type is "ES" (essay), no further columns are required. If the Type is "MC" (multiple choice), "MR" (Multiple Response/Answer), "FB" (Fill in the Blank/Short Answer), or "TF" (True/False) there must also be a Correct Answer column (although for FB questions, this column is not used and can be blank). For MC, MR, and FB questions, "Choice 1" column must also be present.

If the "Points" column is not empty, the value can range from 0-100 and will be rounded to two decimal places. If no value is provided, Respondus will assign the point value of 1.00.

The formatting requirements for the "Correct Answer" column depend on the question type:

> MC - Supports numbers 1-10 or letters A-J (ignoring the case)

> TF - Supports numbers (1,2) and letters (A,B), where 1/A= true, 2/B= false. The words "true" and "false" are also supported. Capitalization is ignored for all answer types.

> MR - Supports a list of numbers/letters within the range of 1-10 or A-J. The numbers/letters must be separated by a comma or space; all must be contained within quotes. (e.g. "a,c,h,j" or "a c h j"). A trailing separator (e.g. "1,4,") is acceptable.

> ES - (This column isn't used; use the Choice 1 column instead)

FB - (This column isn't used, use the Choice # columns instead)

The following notes will be helpful in the development of your CSV file:

- At the current time, the Topic, Difficulty, and Meta fields are being ignored and discarded. We are specifying these fields now so that they will be compatible with a future version of Respondus that will support them.

- Blank lines between records are ignored.

- Embedded line breaks within quotes are supported.

- Literal column separators (within quotes) are supported.

- Literal quotes (2 quote characters in sequence) are supported.

The following notes are specific to the feedback fields:

- all feedback columns are optional

- general feedback is not supported in Blackboard, nor for essay/paragraph questions

- correct answer feedback is not supported outside of Blackboard, nor for essay/paragraph questions

- incorrect answer feedback is not supported outside of Blackboard, nor for essay/paragraph questions

- choice-specific feedback is not supported in Blackboard prior to version 6, or for question types other than Multiple Choice; it is also not supported for fill-in-the-blank or essay/paragraph questions

- choice-specific feedback for more than 2 answer choices is not supported for TF questions

- choice-specific feedback is not supported for answer choices which do not exist

To import the tab/comma delimited file with Respondus, select the "Import Questions" task from the Start menu in Respondus. Change the "Type of File" to "Tab/Comma Delimited (CSV)" and then browse to the file. A window will open and ask you to describe the type of data being imported (plain text or HTML, the number of header rows to skip, the type of delimiter, etc.). The Preview allows you to look at the data before the import is complete. If everything looks good, click OK to close the window.

If the CSV file contains HTML, it is possible to include image links such as <img src=""filename.jpg"">. (Notice that any single quote in the HTML must be changed to a pair of quotes in the HTML.) If images are referenced in the CSV file using HTML, then select the location of the image folder next.

Finally, select from the remaining options that are available from the "Import Questions" task. Click **Finish** to complete the import.

Archive Wizard

The *Archive Wizard* in Respondus allows you to archive an exam, including all media components and equations that may be associated with it. An entire "tree" of folders can also be archived. The Archive Wizard and related tasks are useful for doing routine backups, to create a ready-to-use exam file that can be e-mailed to a colleague, or for organizing the "Projects" folder so that only current files are displayed. Archive files require considerably less hard drive space because the contents are stored in a compressed format.

Creating an Archive File

To create a Respondus archive file, go to the *Start* menu and select the "Archive Wizard" option. A directory of the Respondus Projects folder is now displayed. Highlight the file or folder that you want to archive and click [Next]. The next screen specifies the name of the file or folder that will be archived, plus the location to where the archive file will be saved. (It is possible to choose a different location, but this is not recommended since it will later require additional steps to restore the archived file). The final screen of the wizard indicates that the archiving is complete and provides the location of the archived file. Additional information is provided in a "Notes" section.

There is a faster way create Respondus archive files, albeit without the guidance of a wizard. From the *Start* menu, select the *Open* task. Two large buttons appear on the left side of the window: *Projects* and *Archive*. The *Projects* folder is where all active Respondus files and folders are stored. When files are archived, they are placed in the *Archive* folder. To archive a file, click once on a file (or folder) in the *Projects* area and then click the small button on the toolbar at the right called *Create Archive File* (the icon looks like a filing cabinet). A name for the archive file is suggested by Respondus; you may accept this name or provide a different one. When the [OK] button is clicked, all files associated with the exam (including media objects) are compressed into one file and it is placed in the *Archive*. If you are archiving a folder that contains multiple Respondus files, all the files contained within the folder will be included in the archive file. It is important to note that the original Respondus files are **not** deleted from the *Projects* area when they are archived. If you want to delete the original Respondus files, highlight them again in the *Projects* area and select the *Delete File* button (it looks like a "recycle waste basket") located on the toolbar at the right.

If you accepted the standard settings when Respondus was installed, the archived files will be located on your hard drive at **c:\Respondus Projects\Archives**. The files will have the extension ".rsa" (specially licensed versions of Respondus will output files with the .rpa extension). The .rsa files can then be copied to another location for backup purposes or sent to a fellow user of the full version of Respondus.

Restoring an Archive File

There are two ways to restore a Respondus archive file (.rsa, .rpa) to the *Projects* area. The first approach works only if the archive file was saved to the default Archives folder (which can generally be found at c:\Respondus Projects\Archives). From the *Start* menu in Respondus, click the *Open* button. Select the large *Archive* button on the left side of the screen, highlight the file you want to restore, and click the **[Open]** button at the bottom right. The archived file or folder will then be restored and copied to the *Projects* folder. To then open the restored file in Respondus, click the *Projects* button and select the restored file.

If the archive file (.rsa, .rpa) is not located in the *Archive* folder, make sure the *Projects* button is selected and click **[Browse…]**. Navigate to the location of the archive file, highlight it with your mouse, and then click **[Open]**. The archive file will be restored and copied to the *Projects* folder. You will then need to open the file in the *Projects* folder in order to view or edit it.

Please note that an archive file is not deleted from its original location when it is restored to the *Projects* folder.

Changing the LMS "Personality" and Converting Files
Each learning management system (e.g., Blackboard Learn, Brightspace, Canvas, Moodle) is different in terms of the question types it offers, the approach it uses to create and manage exams, and even the terminology that is used. This is why Respondus allows the user to select an environment or "personality" that matches a particular learning management system. For example, one user might use the "Blackboard" personality, another might select the "Canvas" personality, yet another might choose a "Brightspace" personality, and so forth. Each user will feel right at home because the features and terminology will closely parallel their learning management system.

Changing the Personality
To switch to a different personality in Respondus, go to the *Start* menu and select the desired personality from the list that appears at the top of the screen. If the currently open file was created (or imported) using a different Respondus personality, a message will warn you of this and indicate that the file will be converted to the new personality if you continue. Click [OK] to continue and you will see one or more warnings of what will be modified when the file is converted. In some situations, you will be given a choice of how certain items will be converted. For instance, if you are converting a file from the Desire2Learn personality to the Moodle personality, you may encounter a message explaining how fractional points are rounded to the nearest integer.

After the file is converted, a screen will detail every modification or change that occurred to the file during the conversion process. You must then determine whether to "replace the current file" with the newly converted file, or to "save as a new file".

If you plan to convert a large number of files and you want to use the same conversion settings, it is recommended that you go to the File>Preferences>Conversion screen and set your conversion settings accordingly. In this way you won't have to specify your conversion preferences each time you convert a file.

If you are unsure which LMS personality was used to create a file, go to the *Start* menu, select Open, highlight the Respondus file, and select the "General Information" button from the small toolbar at the right (represented by a file folder with an overlaying question mark.) The LMS personality that was used to create the file will be displayed in the information window below.

Quarantined Questions (after a file is converted)
Some learning management systems have question types that simply cannot be used by other learning management systems. During the conversion process, Respondus will provide the option to drop such questions or have them "quarantined" in the newly converted file. In most situations, it is best to drop the question entirely. But if, at a later time, you plan to use the converted file with the originating learning management system, the quarantine option will preserve the questions for this purpose.

The title of a quarantined question will appear in red in Respondus (instead of the normal color of blue). Also, if a quarantined question is included in the file when it is published to a learning management system, the question will be filtered out during the publishing step.

Editing a File

Overview of Edit Menu

The *Edit* menu allows questions to be added to the currently open file. There are seven question types that can be created in Respondus: Multiple Choice, True/False, Essay, Matching, Short Answer, Multiple Response, and Description. Feedback and point values can be added to questions, as can images, multimedia, tables, HTML and various types of enhanced formatting.

The appearance of the *Edit* menu is dependent on whether you open an exam file.

To create a new question, select the desired question type on the left side of the screen. The template on the right side of the screen will change accordingly.

Common Features Across All Question Types
All question types require you to enter a "Title." The title can be up to 64 characters. If you do not enter a title, Respondus will use the first 20 characters from the "Question Wording" for it.

All question types have a "Question Wording" section. This is where the main body of the question is entered.

Some question types allow the entry of "feedback." If feedback is enabled for a particular quiz (determined later using the "Settings" menu), students will see the feedback for the answers they selected when they view their graded quiz. To enter feedback for a question (regardless of whether you later decide to have it displayed), select the **Feedback** option on the edit form. The form will then display fields where feedback can be entered. "General Feedback" can also be entered by clicking the **[General Feedback]** button and entering the desired information. (Note: If you deselect the **Feedback** option, all feedback remains stored with the question. It simply does not display the feedback on the *Edit* screen until the option is reselected.)

Four buttons appear at the bottom of all edit forms. The **[Add to End of List]** button adds the current question to the end of the "Question List" (located at the bottom of the screen). The **[Insert Into List]** button lets you insert the current question into the Question List at a specified location. The **[Clear Form]** button will erase all data that currently shows in the form. Finally, the **[Preview]** button opens a browser-like window that lets you view how the question will

display in the final quiz—feedback and scoring information is also shown in this window. The Preview button can be selected at any stage in the editing process.

Question List and Expanded View
The "Question List" displays the title, question type, points, and question wording for each question in the file. The total number of questions and point values is shown at the top of the list. The first column enables you to preview an item by clicking the magnifying glass icon. The context menu in the next column will display a pop-up dialog with various operations that can be performed on that item.
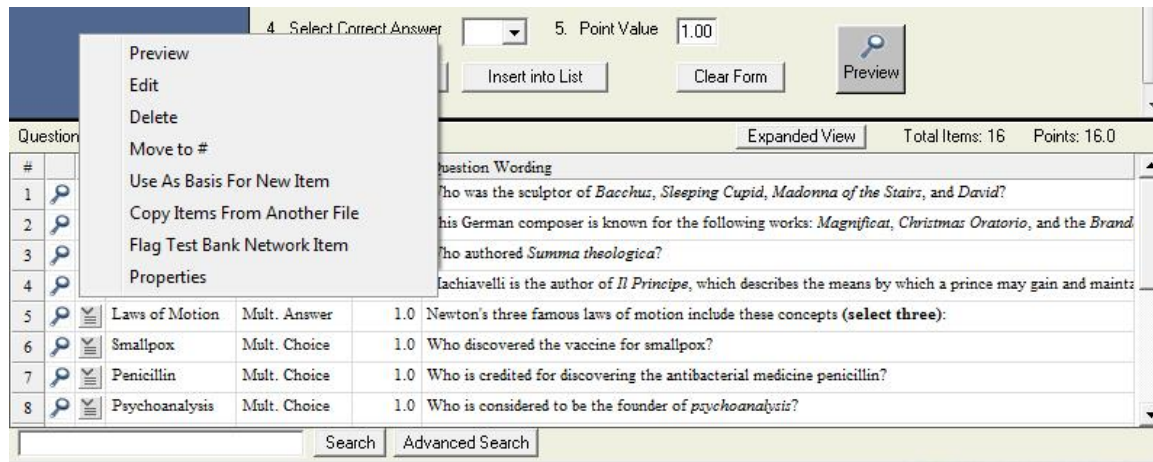
The context menu offers the following operations:

Preview – Preview the question.
Edit – Edit the question.
Delete – Delete the question.
Move to # - Move the question to a new location in the list.
Use As Basis For New Item – Open the question in the edit template and use it as the basis for a new item. The original title will be modified slightly – for example, the number "2" will be added to the end of the name.
Copy Items From Another File – Items can be selected and copied from another Respondus file into the current file.
Flag Test Bank Network Item – An item copied from the Test Bank Network can be flagged if problems are discovered with it. This operation will only appear in the context menu if the item originated from the Test Bank Network and has not been modified.
Properties – Displays a window that summarizes the properties for the item.

The "Expanded View" button, located at the top right of the Question List, displays a full screen pop-up of the question list. This enables you to view more items at once.

Expanded View - World History - Bb.rsp

#			Title	Format	Points	Question Wording
1			Sculptor	Mult. Choice	1.0	Who was the sculptor of *Bacchus, Sleeping Cupid, Madonna of the Stairs*, and *David*?
2			Composer	Mult. Choice	1.0	This German composer is known for the following works: *Magnificat, Christmas Oratorio*, and the *Brandenburg Concertos*.
3			Summa theologica	Mult. Choice	1.0	Who authored *Summa theologica*?
4			Machiavelli	True - False	1.0	Machiavelli is the author of *Il Principe*, which describes the means by which a prince may gain and maintain his power.
5			Laws of Motion	Mult. Answer	1.0	Newton's three famous laws of motion include these concepts (**select three**):
6			Smallpox	Mult. Choice	1.0	Who discovered the vaccine for smallpox?
7			Penicillin	Mult. Choice	1.0	Who is credited for discovering the antibacterial medicine penicillin?
8			Psychoanalysis	Mult. Choice	1.0	Who is considered to be the founder of *psychoanalysis*?
9			New World	Mult. Answer	1.0	Who are the first **two** European mariners credited for sailing to the "New World."
10			South Pole	Mult. Choice	1.0	Who is credited as being the first person to reach the **South Pole**?
11			Wireless radio	Mult. Choice	1.0	Who is credited for inventing the wireless radio?
12			First computer	Fill in Blank	1.0	In 1946, J. Presper Eckert and John Mauchly created the first large general-purpose electronic computer. It was given the name _____.
13			Louisiana Purchase	Mult. Choice	1.0	In 1803, the U.S. negotiated the Louisiana Purchase from _____ for $15 million. With this purchase, the U.S. doubles its domain, increasing its territory by
14			Independence	Mult. Choice	1.0	In 1803, _____ was the first black nation to gain independence from European colonial rule.
15			Inca	Fill in Blank	1.0	The remains of the Inca empire can be found in the modern-day country of _____.
16			Timeline	Matching	1.0	For each of the following dates, match the event or person associated with it.

Search   Advanced Search   Show All   Total Items: 16   Points: 16.0   Close

Multiple Choice

Multiple Choice questions in Respondus allow up to 26 answer choices (also known as distractors), but only one *correct* answer can (and must) be selected. You must also provide a point value for each question (the default setting is "1").

> **Tip:** The easiest way to navigate between the "Answer" fields in Multiple Choice questions is to use the PageUp and PageDown keys.

Answer choices for multiple choice questions can be randomized during a Moodle exam by selecting the "randomize" checkbox located just above the answers list.

True/False

True and False questions are self-explanatory: enter the statement in the question wording field and then select either "True" or "False" as the correct answer.

Essay

Essay question types (also known as "paragraph" questions) allow students to enter complete sentences or paragraphs for their answer. If the "Enable Feedback" option is turned on, a correct answer can be provided. However, these questions must be graded manually in Moodle.

Matching

Matching questions require students to match items from two columns. There are two ways to create matching questions in Respondus. First, the designer may specify matching pairs for both the left and right columns—specifically, the correct match for the left column must be placed in the field immediately to the right. If this procedure is followed, it is not necessary to indicate the correct answer in the small column located at the far left. (Note it is possible to place extra answers in the right column. In this situation, the extra answers act as decoys and do not match any of the answers in the left column.)

The second approach for creating matching questions allows items in the *right* column to be placed in any order, but requires the correct answer for the match to be indicated in the small column located at the far left. This approach is especially suited for questions in which a long list of items (e.g., country names) is being matched to a relatively short list of items (e.g., type of government). For example, the left list might contain 25 countries (Afghanistan, Albania, Algeria,

Angola, Argentina, etc.) while the list on the right might display four types of government (Multi-Party Democracy, One-Party Regime, Military/Monarchical/Theocratic Regime, Disordered State). Instead of entering the type of government for each country, you can simply enter the letter of the correct answer in front of the country name. See the table below.

	Column1	Match Column
D	Afghanistan	A. Multi-Party Democracy
A	Albania	B. One-Party Regime
C	Algeria	C. Military/Monarchical/Theocratic Regime
D	Angola	D. Disordered State/Civil War
A	Argentina	
A	Austria	
A	Bahamas	
C	Bahrain	
A	Bangladesh	
B	China	
B	Cuba	

In a matching question, the left column will be displayed to the student in the order information was entered. The right column appears as a list of drop-down menus that students can use to select the appropriate match. Answers in the drop-down menus are randomized.

> **Tip:** The easiest way to navigate through the answer choices is to use the PageUp and PageDown keys. Press the PageDown key *twice* to move through the "correct match" field.

All answer choices are equally weighted with matching questions. So, if a question has 10 matches, each match is worth 10%. There are three choices for grading:

- Proportional to the Number Correct - All answers are equally weighted, without any penalty for incorrect answers. So, if a student matches 8 of 10 items correctly, the score would be 80% on that question.

- All Points or None – The student must answer all items correctly in order to receive 100% credit. If any items are missed, no credit is given for the question.

- Right Less Wrong – This option sums the number of correct answers and then subtracts the number of wrong answers. Hence, if the student answers 8 items correctly and two items incorrectly, the score is 6 (8 correct - 2 incorrect).

Short Answer
Short Answer questions (also known as fill-in-the-blank questions) require students to enter a word, short phrase, or string of characters. Since the computer automatically grades the answer, students must give an answer that exactly matches one of the answers provided by the teacher. The standard edit window in Respondus only allows one fill-in-the-blank answer per question. However, it is possible to create questions that have multiple answers (e.g., "Name the first 5 elements of the periodic table") by clicking the "Advanced" button that appears above the answer grid (this feature is explained later in this section).

Using the standard editing grid, Respondus allows the designer to provide multiple variants of the correct answer. For instance, if the answer to a question is "New York Yankees," the designer might enter each of the following as an acceptable answer:

Yankees
New York
New York Yankees
NY Yankees

Two types of credit can be given for short answer questions. The "Equals" (exact match) option requires the student to type an exact word or phrase, but ignores capitalization. The "Contains" option also requires the user to type an exact word or phrase, but it ignores extra words or characters that appear before or after the answer provided by the instructor (capitalization is ignored too). Note that the "regular expression" option is available for users who want to implement Perl scripting language for determining credit for short answer questions. The use of this feature is beyond the scope of this user guide.

Short Answer - Advanced
The "Advanced" button that appears above the answer grid in the short answer editor allows the creation of more sophisticated short answer questions. First, more than one correct answer can be required of the student (e.g., "Enter the names of the first two men who walked on the moon?"). Second, the order of the correct answers can be specified (e.g., "In the first blank enter the name of the first man to walk the moon. In the second blank enter the name of the second man to walk on the moon."). Third, it is possible to assign different point values for each answer choice (e.g., Neil Armstrong = 40% of the point value, Buzz Aldrin = 60% of the point value).

To begin, click the "Advanced" button to change the *standard* answer grid to the *advanced* answer grid. If the question requires students to fill in two or more answer blanks, but the order in which the answers are entered *doesn't* matter, then simply list each correct answer in the wide grid section at the right.

A		Armstrong	
B		Aldrin	
C			

However, if the question requires students to fill in two or more answers, and the order in which the answers are entered *does* matter, then the middle column in the grid should be used to specify the position of each correct answer. For example, if the first answer must be entered as "Armstrong" and the second answer must be entered as "Aldrin," then the grid should look like this:

A	1	Armstrong	
B	2	Aldrin	
C			

If you want to allow multiple variants for each correct answer, that too can be accomplished if each answer choice has a specified order. For example, consider the following question: "In the first blank below, enter the name of either astronaut who walked on the moon as part of the

A	1	Armstrong	
B	1	Aldrin	
C	2	Collins	

Apollo 11 mission. In the second blank, provide the name of the astronaut who orbited around the moon in the mother ship, but never walked on the moon."

Finally, it is possible to distribute the point value for each correct answer according to the percentages specified in the leftmost column. For example, if the total point value for the following question is worth 10 points, the instructor might assign one answer a higher percentage of these points: "Who were the first two astronauts to walk on the moon?"

A	40.0	Armstrong	▲
B	60.0	Aldrin	
C			▼

In this example, students who provide the correct answer of "Armstrong," but do not provide the correct answer of "Aldrin," will only receive 40% of the point value (in this case 4 of 10 points).

Multiple Response
Respondus provides a separate question type for multiple choice questions that have more than one correct answer. The Multiple Response question type is very similar to Multiple Choice questions, except that students can (and should) select more than one correct answer. (When multiple response questions are transferred to Moodle, they are placed in Moodle's broader "Multiple Choice" category.)

> **Tip:** The easiest way to navigate through the answer choices is to use the PageUp and PageDown keys. Press the PageDown key *twice* to move through the "correct answer" field.

Answer choices for multiple response questions can be randomized during a Moodle exam by selecting the "randomize answers" checkbox located just above the answers list.

In the column that precedes the answer choices, the letter "X" should be entered for all correct answers. Moodle will assign equal value to all answers indicated as correct. Thus, if two of four answers are marked as correct, each correct answer will be worth 50% of the point value. If the designer selects three of four answers as being correct, each correct answer will be worth 33.3%.

Entering Percentage Values for Each Answer
With Multiple Response questions, it is also possible to assign exact values for each correct and incorrect answer. Instead of placing an "X" in front of the correct answers, values totaling 100% for the correct answers can be entered. Conversely, negative values totaling –100% can be entered for the incorrect answers. The logic for this can be confusing at first, but the best approach is to simply remember that the correct answers should total 100% and the wrong answers should total –100%. For example, if answers A and C are correct and answers B and D are incorrect, you might assign values as follows:

        50%   A) Answer A (correct)
        -50%   B) Answer B (wrong)
        50%   C) Answer C (correct)
        -50%   D) Answer D (wrong)

In fact, this matches what Respondus does automatically when you enter "X" for the correct answers. However, it is also possible to place unequal weights on right and wrong answers, although one should do so carefully.

> 60%   A) Answer A (correct)
> -70%   B) Answer B (wrong)
> 40%   C) Answer C (correct)
> -30%   D) Answer D (wrong)

Remember that the default setting in Respondus prevents the overall point value for a question from being negative (thereby preventing students from losing points for answering the question incorrectly). This setting can be overwritten once questions are published to Moodle.

Again, the best approach is to make sure that correct answers total 100% and wrong answers total –100%. Incidentally, if you only assign positive values for the correct answers and leave wrong answers as zero, students will be able to select all answers for a question and obtain 100% credit. Use this option carefully!

Description
This type of question is not really a question. All it does is print some text without requiring any answers. It can be used to print a descriptive text to be used by a following group of questions. The General feedback can be used if you have some text that you want to appear on the review page only. The 'Question text' appears both during the attempt and on the review page.

Adding Bold, Italics, Underline, and Super/Subscript
Respondus makes it easy to add enhanced formatting to question wordings, answers, and feedback. The bold, italic, and underline tasks work just like a standard word processor. Simply highlight the text you want to modify and click the appropriate [**B**], [*I*], or [U] button on the tool bar. The text will immediately change to the selected formatting. The superscript [X^2] and subscript [X_2] tools function in the same manner. To remove any of the above-mentioned formatting, simply highlight the text again and reselect the corresponding button from the toolbar. (Please note that although the underlying "HTML tags" are not displayed in Respondus, these tags will be transferred to -- and displayed by -- Moodle when the file is uploaded.)

Media Wizard
One of the more powerful features in Respondus is the ease in which media (e.g., images, audio clips, video clips), attachments (e.g., spreadsheets) and links can be added to exams. Media content can be added to question wordings, answer choices, and feedback without writing or viewing HTML. In addition, the media objects can be previewed offline, and everything is automatically uploaded to the WebCT server during the Publish process.

From the *Edit* menu, position the cursor at the place in the question where you want the media item added. Then click the "Media" icon on the toolbar. A pop-up wizard will guide you through the selection of the media element.

The first step is to choose whether the media is being uploaded from a local computer or being linked to on the Internet. If the media file is located on your computer, the next step is to select the type of media being attached; image (.jpg, .bmp, .gif, .png, .pcx, .emf), audio/video file (.mpg, .avi, .wav, .mov, .swf) or other file type (.docx, .pdf, etc.).

Select Type of Media File

Select the type of media file to be attached:

- ⦿ Image (.jpg, .bmp, .gif, .png, .pcx, .emf)
- ○ Audio/Video file (.mpg, .avi, .wav, .mov, .swf)
- ○ Other file type (.docx, .pdf, etc.)

If images are selected, the Media Wizard will enable the entering of "alt text" (for screen reader applications) and will allow you to specify a scaling factor so that large images can be scaled to a smaller size.

When an Audio/Video file is attached to a question, the appropriate media player is automatically selected and you are given the option to insert it as an embedded object or a linked object.
If "Other file type" is selected, the file is displayed as a web link during the exam and the file can be viewed using a browser plugin or will launch another application that's associated with that file type.

If external media is selected, the next step of the Media Wizard is to select an Image or Picture (Google Picasa Image or an image located at a URL) or Audio/Video file (YouTube video or an audio/video file located at a URL).

Videos and images that are located on an external web server can be manually linked to the exam.

Updating and deleting items added with the Media Wizard is as easy as clicking on the media icon that appears in the editor. When you select a previously added media element, a context menu will appear that allows you to update or delete the item.

HTML Editor
Even course designers who are comfortable writing HTML often have difficulty sorting out the HTML they've written from the question wording itself. Respondus solves this problem by encapsulating blocks of HTML so that the question wording stays the focus of the screen. The only time a designer has to view HTML is while the Respondus HTML Editor is being used.

From the *Edit* menu in Respondus, position the cursor at the location in the question where you want to begin a block of HTML. Then click the "HTML Editor" icon on the toolbar (represented

by the symbol **<H>**) to open the editor. Enter your HTML by typing or pasting it into the editor--it is also possible to retrieve the HTML from a file located elsewhere on your hard drive by using the "Read File" option. Click [OK] to close the HTML Editor. A set of characters representing the HTML block will appear at the insertion point: **<H_1>** for the first block, **<H_2>** for the second block, and so on. To see how the HTML will appear in Moodle, click the preview button.

To delete an HTML block, position the cursor in the same field where the HTML block is located, and select the "HTML Editor" icon from the toolbar. Choose the option to delete the HTML block and highlight the block you want to delete. Click [OK] to close the HTML Editor.

Equation Editor
The process of adding equations is similar to how media objects are added (see the earlier discussion). Equations can be added to question wordings, answer choices and feedback without having to write HTML. In addition, the equations can be previewed offline and they are automatically uploaded to Moodle during the Publish process.

From the *Edit* menu, position the cursor at the place in the question where you want the equation located. Then click the "Equation Editor" button on the toolbar, which is represented by a summation symbol. The Equation Editor will open and you can begin creating the equation. The Equation Editor in Respondus works almost identically to the one that is available with Microsoft Word and WordPerfect. So, if you've used those equation editors before, you'll already know how to use this one. The key thing to learn about the Equation Editor is that the top row of menu options consists of "symbols" while the bottom row of menu options consists of "palettes". If you select a "symbol" from the top row, it's no different than if you selected the + or = sign on your keyboard -- except that the symbols from the Equation Editor eventually get displayed as graphics since they are not HTML-compatible. When you select a "palette" from the bottom row, you are given the opportunity to enter text at various insertion points shown on the screen. You can also select a palette from the bottom row, click in an insertion point, and then select a symbol from the top row. For more information about the Equation Editor, refer to the online help that is available from within the editor.

Once you finish editing the equation, exit the Equation Editor by either clicking the [X] that appears at the top right corner of the window or by selecting *File* from the pull-down menu and clicking *Exit*. A second window that addresses other properties of the equation will now appear. The font selection and size used *within* the Equation Editor determines how large the equation will be when it is *printed* from Respondus. But it is generally desirable to show equations in a larger format when displaying them on the web. In general, we recommend that a web-based equation be displayed at 150% of the size used for printing. So, by default, the Respondus software suggests that the "Moodle Image Scaling" for the equation be increased to 150%. To accept this setting, simply click the [OK] button. If you want the graphic to appear even larger in Moodle, then you can increase the scale to up to 400%. It's important to note that changing the image scale using this option only affects how it will appear in Moodle --you are NOT affecting the size of the equation that will *print* from Respondus. In order to change the size of the equation for printing purposes, you must select a different font size in the equation editor itself.

An additional "Alt" field allows a text description to be added to the equation image so it can be utilized by an ADA-compliant screen reading browser. This text is also displayed when the mouse pointer is held over the image. If you simply click [OK] to close the window, the generic text "equation" will be used for the "alt" field. If an expanded textual description is entered (such as "b is greater than or equal to c"), it will be used by the screen reader instead.

Once an equation has been added and you return to the *Edit* menu, a short string of characters representing the equation object will appear in green text. An equation placed in the *question wording* will look something like **<EQ_1>**, with the next equation being displayed as **<EQ_2>**, and so on. When an equation is placed in an *answer choice* or feedback, it will appear as a small red box, except when that field is being edited.

To modify or delete an equation, position the cursor in the same field where the equation is located. Then click the "Equation Editor" icon on the toolbar and select the option to modify or delete an existing equation.

You can preview questions containing equations by selecting the **[Preview]** button. We recommend that you preview all equations before publishing them to Moodle.

Using MathType with Respondus
The Equation Editor in Respondus is a special version of *MathType*™ by Design Science. If you frequently create documents with equations, you may find *MathType* is better suited to your needs. *MathType* is as easy to use as the Equation Editor and has many extra features to help you save time and create a wider range of equations.

MathType is available in English, Japanese, German and French. For further information about purchasing *MathType*, contact your software dealer or Design Science directly: Design Science, Inc., 4028 Broadway, Long Beach, CA 90803, USA.

Toll free: 800-827-0685   International: 562-433-0685
Fax: 562-433-6969
Email: sales@dessci.com
World Wide Web: http://www.dessci.com

If you already own MathType, you will need to reinstall it in order to have it work directly with Respondus. MathType's readme file explains that it sets itself up to replace Equation Editor at the time that it's installed. So, if you add a new application like Respondus that uses the Equation Editor, you must re-install MathType.

Power Edit
The "Power Edit" task available from the *Edit* menu provides additional features for formatting questions including a table editor, bulleted lists, the ability to change fonts and justification, and so forth. In addition, the Power Edit window provides a much larger workspace, which is especially useful if you are creating tables or editing questions that have large blocks of text.

To begin, click in the field that you want to edit and then click the "Power Edit" button on the toolbar. Several of the tasks on the Power Edit toolbar also appear on the main toolbar, so only the unique features will be discussed below.

Tables
Respondus makes it easy to insert and edit tables. From the *Edit* menu in Respondus, position the cursor at the location where you want to insert the table. Then click the "Power Edit" button and select the "Insert Table" icon from the toolbar (located at the top right). When the next pop-up window appears, specify the number of columns and rows that should be included in the table (all

other settings are optional). Click the [OK] button to return to the Power Edit window. You can now click within the cells of the table and enter the text.

The width of the table cells can be adjusted by dragging the column lines. To edit other dimensions of the table from the Power Edit menu, click within the table and select the desired action from the pull-down menu labeled "Table." Use the "Insert" option to add a row or column to the table. Use the "Delete" option to delete a row or column, or to delete the entire table. Other formatting (such as font changes and the centering of text) can also be applied to the cells in a table.

Finally, keep in mind that it is usually possible to paste tables into Respondus directly from Microsoft Word. Also, Respondus tables are designed to support both web-based exams and print exams. So, you only have to create a table once if you require both online and print exams.

Fonts, Formatting, and Lists
The remaining features in the Power Edit task are self-evident if you are familiar with the basic functioning of a word processor. To apply a different font, highlight the text and select the desired font and size from the pull-down lists. Text can be left justified (the default), right justified, and centered by selecting the appropriate toolbar button. Finally, it is easy to create bulleted or numbered lists by selecting the corresponding option from the Power Edit toolbar.

To see how the formatting will appear in Moodle, click the preview button that is located at the top left of the Power Edit toolbar. To exit the Power Edit window, simply click the [X] at the top right corner of the window, or go to *File* and click *Save & Exit*.
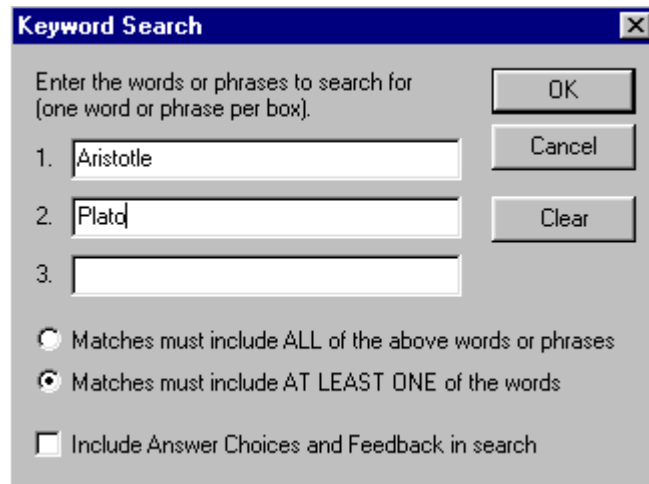
Spell Check
The Spell Check feature, which is located on the toolbar for the *Edit* menu, will search the currently open file for spelling errors and allow corrections to be made. Once the Spell Check feature is started, it will search for words that do not match items stored in the dictionary. If the word is not found in the dictionary, you are given the option to "Change" the word to one that is suggested, to "Ignore" the identified word, to "Change All" such words in the file to one you select, or to "Add" the word to the dictionary. If you want to make more detailed changes to the question, click the "Edit This Question" button, which will close the spell checker and make the question available for editing.

Three dictionaries are included with a standard installation of Respondus: American English, Canadian English, and British English. However, a free bundle of supplemental dictionaries can be downloaded from the Respondus website, including French, German, Spanish, Dutch, Finnish, and a comprehensive medical dictionary.

Keyword Searches
There are several places in Respondus where the **[Search]** and **[Advanced Search]** buttons appears, such as at the bottom of the *Edit* and *Expanded View* menus. A quick search can be performed by entering a search term in the field next to the **[Search]** button. The **[Advanced Search]** option also allows you to search the currently open file, or the file that is being previewed.

Keyword Search

Enter the words or phrases to search for
(one word or phrase per box).

1. Aristotle

2. Plato

3.

OK

Cancel

Clear

○ Matches must include ALL of the above words or phrases
● Matches must include AT LEAST ONE of the words

☐ Include Answer Choices and Feedback in search

Up to three words can be included in an Advanced Search. When more than one word is used, you can choose whether a match is required of *all* words or *any* of the words. A final option allows you to include answer choices and feedback in the keyword search.

Settings Menu

Overview

Respondus allows the selection of settings for a quiz prior to it being uploading to Moodle. Although this step is entirely optional, it provides the ability to create "random blocks" and to determine the settings for the quiz offline. I

The "Random Blocks" task has an entirely unique approach and design to it than that used by Moodle. However, the three other *Settings* tabs in Respondus are very similar in design to how they appear in Moodle. Rather than write an entirely new explanation for how the Settings options work in Moodle, we have borrowed much of their on-line help for this section.

Random Blocks

A "random block" is a set of questions from which a random selection is presented to students during the exam. For example, you can create a random set containing 10 questions from which 2 will be selected and presented to students during the quiz. Before creating sets (random blocks) in Respondus, you should have your file organized so that questions being included in a set are grouped together. For example, if the fifth question in an exam is going to be randomly selected from a set that contains three questions, these three questions should be grouped together at 5, 6, and 7 in the file.

To create a random block, go to the *Settings* menu and select the "Random Blocks" tab.

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.

OK

Cancel

Total Items: 16   Points: 16.0

○ Add New Set   ○ Modify or Delete Existing Set: [▼]

Enter the number of the FIRST question to be used in the set [   ]

Enter the number of the LAST question to be used in the set [   ]

How many questions in this set should be randomly selected during the exam?
○ All   ○ Select Number: [   ]

Enter the point value that should be used for questions in this set [   ]

Add New Set   Help

#	Set	Title	Format	Question Wording	
1		Sculptor	Multiple Choice	Who was the sculptor of *Bacchus, Sleeping Cupid, Mado*	
2		Composer	Multiple Choice	This German composer is known for the following works:	
3		Summa theologica	Multiple Choice	Who authored *Summa theologica*?	
4		Machiavelli	True/False	Machiavelli is the author of *Il Principe*, which describes tl	
5		Laws of Motion	Multiple Respon	Newton's three famous laws of motion include these conc	
6		Smallpox	Multiple Choice	Who discovered the vaccine for smallpox?	

Then select the option "Add New Set" and enter the first and last numbers -- that is, the range -- of the questions that will comprise the question set. For instance, if you want questions 5, 6, and 7 to be the basis of a question set, you would enter 5 as the first question and 7 as the last question in the set.

If you want all of the questions in the set to be shown during the exam, select the "All" option. If, however, you want a smaller number of questions from the set asked during the exam, choose the "Select Number" option and provide the desired number. For example, if you want only one question from questions 5-7 asked during the exam, you would enter the number 1. You are then asked to provide a point value for the question set. (All questions in a question set must have the same point value.)

Finally, click the "Add New Set" button to finish the creation of the question set. In the list below, a letter representing the question set will appear next to each question that is contained in the question set. This allows you to easily see which questions are grouped together.

The letters representing each question set also provide the basis for editing a question set. For instance, if the letter "C" appears next to a set of questions, and you want to edit this particular question set, select the option "Modify or Delete Existing Set" and select "C" from the pull-down list. The current settings for that question set will be displayed and several new options will appear in the lower section of the screen: Save Changes, Cancel Changes, and Delete Set.

In order for random blocks to be included with the quiz when it is published to Moodle, you must select the checkbox "Apply Random Blocks" on the *Publish to Moodle* menu. Conversely, if you do not want random blocks included with the quiz when it is published to Moodle, leave this box unchecked.

General Settings
The section labeled *General Settings* includes settings that must be considered for most quizzes.

Introduction
An introduction of the quiz can be entered. This will be visible to the student at the start of the quiz.

Open/Close the quiz
You can specify times when the quiz is accessible for people to make attempts. Before the opening time, and after the closing time, the quiz will be unavailable.

Time limit
By default, quizzes do not have a time limit, which allows students as much time as they need to complete the quiz. If you do specify a time limit, then this setting can be specified in minutes.

Time delay between first and second attempt
If you set a time delay, then a student has to wait for that time before they can attempt a quiz after the first attempt.

Time delay between later attempts
If you set a time delay here, then a student has to wait for that time before they can attempt their third or later attempts.

Questions per page
For longer quizzes it makes sense to stretch the quiz over several pages by limiting the number of questions per page. When adding questions to the quiz page breaks will automatically be inserted according to the setting you choose here. However, you will also be able to move page breaks around by hand later on the editing page.

Shuffle questions
If you enable this option, then the order of questions in the quiz will be randomly shuffled each time a student attempts the quiz. This is not related to the use of Random Questions, this is only about the displayed order of questions. The intention is to make it a little harder for students to copy from each other.

Shuffle within questions
If you enable this option, then the parts making up the individual questions will be randomly shuffled each time a student starts an attempt at this quiz, provided the option is also enabled in the question settings. The intention is simply to make it a little harder for students to copy from each other. This only applies to questions that have multiple parts, such as Multiple Choice or Matching Questions. For multiple choice questions, the order of the answers is shuffled only when this option is set to "Yes". For matching type questions, the answers are always shuffled, this setting controls whether in addition the order of the question-answer pairs is shuffled.

Attempts Allowed
This setting determines the number of times a student may complete a quiz—this may be set from one to six, or to unlimited. Select your choice from the drop-down menu.

Each attempt builds on the last
If multiple attempts are allowed and this setting is set to Yes, then each new attempt contains the results of the previous attempt. This allows a quiz to be completed over several attempts. To show a fresh quiz on every attempt, select No for this setting.

Adaptive mode
If you choose Yes for this option then the student will be allowed multiple responses to a question even within the same attempt at the quiz. So, for example if the student's response is marked as incorrect the student will be allowed to try again immediately. However, a penalty will usually be subtracted from the students score for each wrong attempt (the amount of penalty is determined by the penalty factor).

This mode also allows adaptive questions that can change themselves in response to a student's answer. Here is how the IMS QTI specification defines adaptive questions (items):

> An adaptive item is an item that adapts either its appearance, its scoring (Response Processing) or both in response to each of the candidate's attempts. For example, an adaptive item may start by prompting the candidate with a box for free-text entry but, on

receiving an unsatisfactory answer, present a simple choice interaction instead and award fewer marks for subsequently identifying the correct response. Adaptivity allows authors to create items for use in formative situations which both help to guide candidates through a given task while also providing an outcome that takes into consideration their path

In adaptive mode, an additional Submit button is shown for each question. If the student presses this button then the response to that particular question is submitted to be scored and the mark achieved is displayed to the student. If the question is an adaptive question then it is displayed in its new state that takes the student's answer into account and will in many cases ask the student for another input. In the simplest adaptive questions, this new state may differ only in the feedback text and prompt the student to try again; in more complicated question also the question text and even the interaction elements can change.

Grading method
When multiple attempts are allowed, there are different ways you can use the grades to calculate the student's final grade for the quiz.

Highest grade - The final grade is the highest (best) grade in any attempt.

Average grade - The final grade is the average (simple mean) grade of all attempts.

First grade - The final grade is the grade gained on the first attempt (other attempts are ignored).

Last grade - The final grade is the grade gained on the most recent attempt only.

Decimal digits in grades
By using this setting, you can select the number of digits that should be shown after the decimal point when displaying student scores or grades. For example, choosing '0' means the displayed grades will be rounded to integers. This setting only effects the display of grades. It does not affect the internal calculations and rounding of the grades.

Apply penalties
If a quiz is run in adaptive mode then a student is allowed to try again after a wrong response. In this case you may want to impose a penalty for each wrong response to be subtracted from the final mark for the question. The amount of penalty is chosen individually for each question when setting up or editing the question. This setting has no effect unless the quiz is run in adaptive mode.

Security Settings
The *Security Settings* are optional. They may be used to restrict access to the quiz for security purposes. The settings do not change the *Availability* of the quiz, they only change *how* it is accessed.

Show quiz in a "secure" window
The "secure" window tries to provide a little more security for quizzes (making copying and cheating a bit more difficult) by restricting some of the things that students can do with their browsers. What happens is that:

    * Javascript is made a requirement.
    * The quiz appears in a new full screen window.
    * Some mouse actions on the text are prevented.
    * Some keyboard commands are prevented.

Note, this setting is unrelated to Respondus LockDown Browser and should not be relied upon as your sole strategy for delivering secure assessments.

Require password
If you specify a password in here then participants must enter the same password before they are allowed to make an attempt on the quiz.

Require network address
You can restrict access for a quiz to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers. This is especially useful for a proctored quiz, where you want to be sure that only people in a certain room are able to access the quiz.

For example: **192.168. , 231.54.211.0/20, 231.3.56.211, 231.3.56.10-20**

There are four types of numbers you can use (you cannot use text based domain names like example.com):

    1. Full IP addresses, such as **192.168.10.1** which will match a single computer (or proxy).
    2. Partial addresses, such as **192.168** which will match anything starting with those numbers.
    3. CIDR notation, such as **231.54.211.0/20** which allows you to specify more detailed subnets.
    4. A range of IP addresses **231.3.56.10-20** The range applies to the last part of the address, so this means all the IP addresses from 231.3.56.10 to 231.3.56.20.

Spaces are ignored.

Review Settings

The *Review Settings* in this section are optional for quizzes. These settings affect the behavior of a quiz after it has been submitted.

Review options

These options control what information users can see when they review a quiz attempt or look at the quiz reports. Immediately after the attempt means within two minutes of the attempt being finished by the user clicking 'Submit all and finish'. Later, while the quiz is still open means after this, and before the quiz close date. After the quiz is closed means after the quiz close date has passed. If the quiz does not have a close date, this state is never reached. Users with the capability 'View hidden grades' [moodle/grade:viewhidden] (typically teachers and administrators) are not affected by these settings and will always be able to review all information about a student's attempt at any time.

How To Save New Default Settings
In Respondus there are two types of default settings: the original settings as displayed in Moodle, and a second set of default settings that you can determine yourself. To save your own default settings, select the options you want across the three setting tabs (*General*, *Security*, and *Results*). Then click the **[Use as New Defaults]** button on the left side of the screen. From this point forward, all new files created in Respondus will have the new default settings attached to them.

If you modify the settings and later wish to restore the default settings (either your own default settings or Moodle's), simply click the **[Restore Default Settings]** button. You will be asked which settings you want to restore.

Preview & Publish

**Overview**

Once a quiz is created in Respondus, the *Preview and Publish* menu let's you determine what to do with the file. Most users will first want to examine the contents of the file using the *Preview* task. When the questions are ready to be uploaded, the *Publish to Moodle* task connects Respondus to a Moodle server and transfers the quiz to it. Finally, the *Print Options* task lets you format and print the exam directly from Respondus. This task also makes it possible to save a file to Microsoft Word format for further enhancement and printing.

Preview

The *Preview* task, located on the *Preview & Publish* menu, is similar to the preview option that appears in the *Edit* menu. The primary difference is that here you can easily scroll from one question to the next.
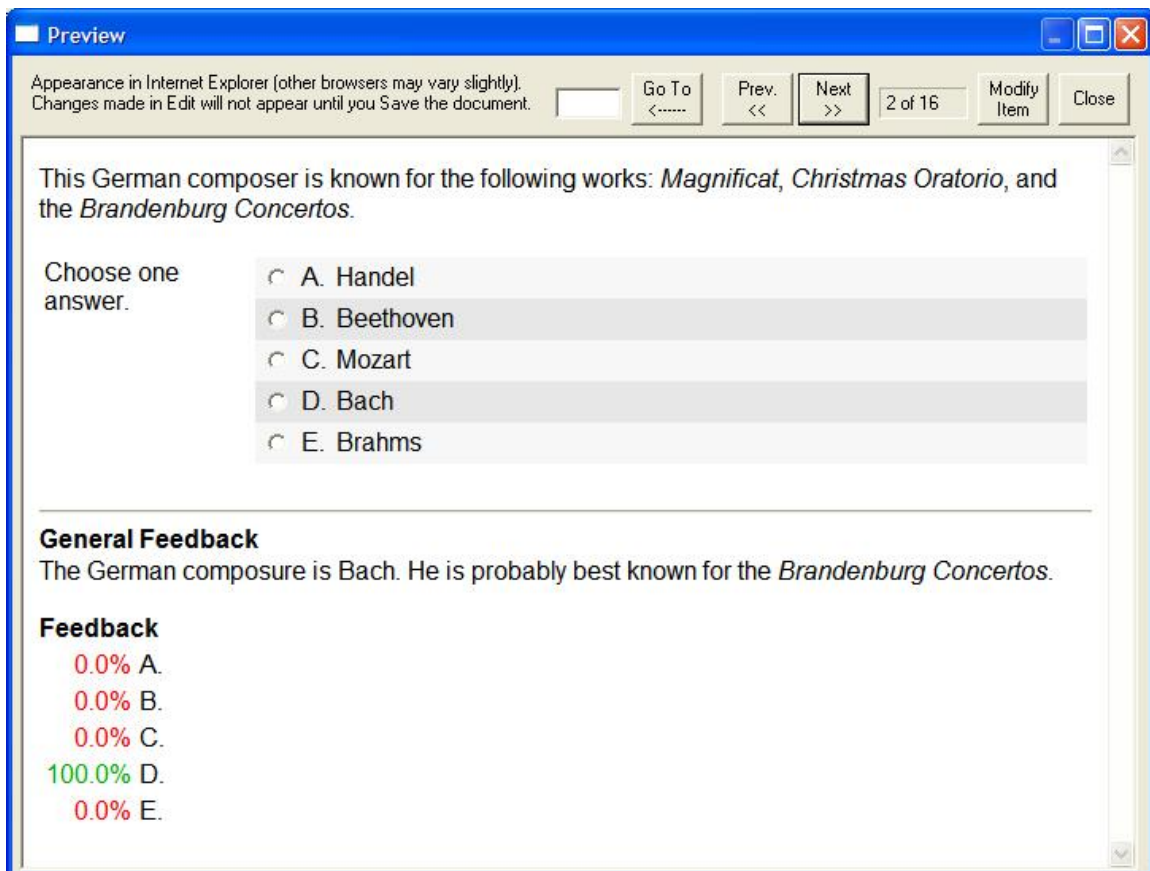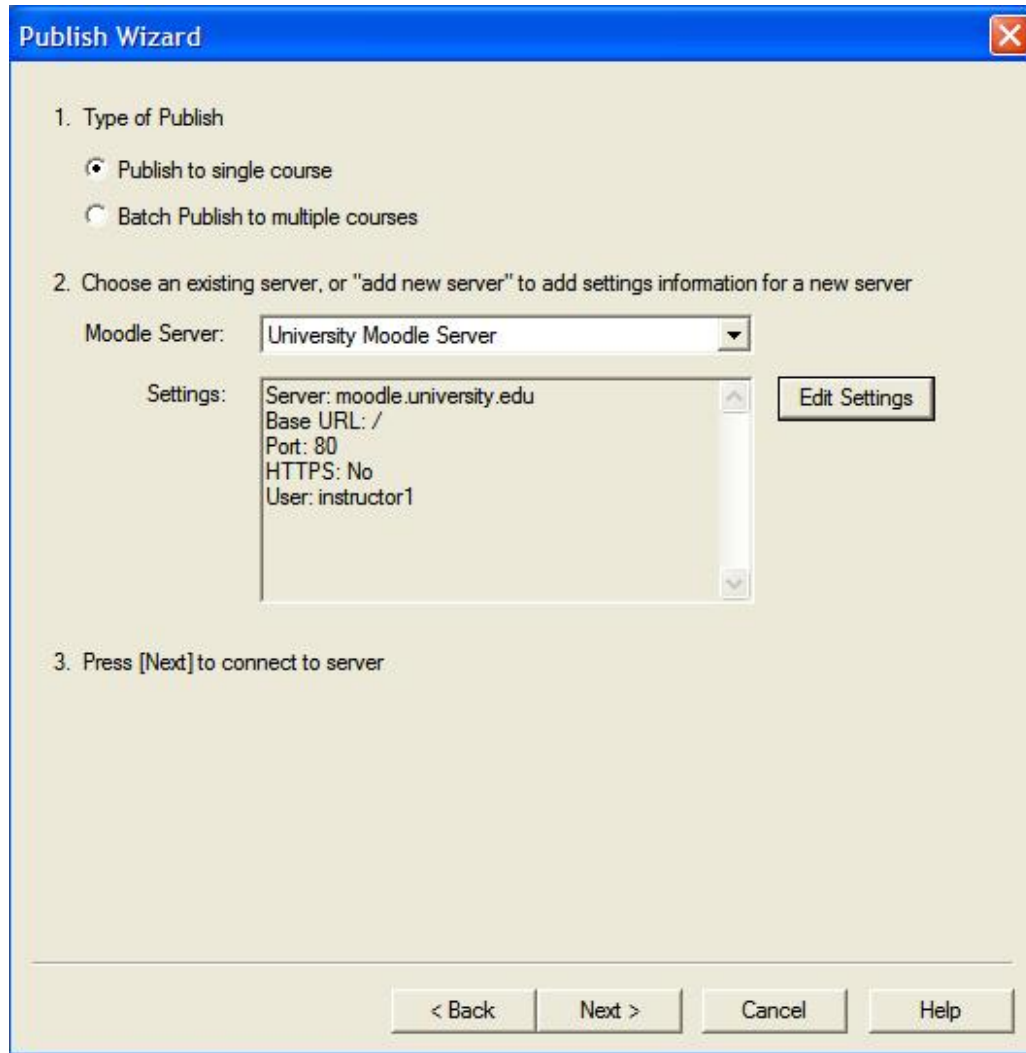

The preview window shows how the question wording and answer choices will appear to students when they take the exam. The feedback and correct answer for the question is additionally displayed at the bottom of the window.

To edit the question being displayed in the Preview window, click the **[Modify Item]** button. The screen will change to the *Edit* menu and the question will be displayed in the editor. Make the required changes and click **[Save Changes]**.

Publish to Moodle
The *Publish to Moodle* wizard is available from the *Preview & Publish* menu and it guides a user through the steps of publishing a quiz to Moodle. You must already have a Moodle account and password in order to use this task. In addition, it is helpful to understand the basic approach used by Moodle to create an online quiz.

The initial decision is to choose if the quiz will be published to a single course/section or to multiple courses/sections. (Note: The "Batch Publish" feature is only available in the Campus-wide version of Respondus.)

The next step requires that information be entered about the Moodle server and the user account. (This information can be stored for future use, enabling this step to be bypassed after the initial setup.) From the *Moodle Server* list, select "Add New Server." A window will open.

Moodle Server Information

1. Open your browser and login to the Moodle account you wish to use. Navigate to the page that lists the courses available, then go to any one of the courses.

2. Copy the "Address" of the page from the browser to the box below.

OK
Cancel
Delete

3. Press Extract

Extract >>

Server Domain
e.g. "www.moodle.com"

moodle.university.edu

Base URL
e.g. "/" or "/moodle/"

/

Server Port 80   Secure Server? ☐ Yes, HTTPS:// always

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

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

User name instructor1   Password **********

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

As instructed on the screen, start a web browser and log into your Moodle course. Copy the complete URL for this page and paste it in the field provided. (The easiest way to copy a URL displayed by a browser is to highlight it with a mouse, click the **right** mouse button, and select "copy." Then go to the appropriate field in Respondus, click the **right** button again and select "paste.")

Click the "Extract" button. Respondus will then extract the information it needs about the location and type of Moodle server being connected to.

Now provide a short description for the Moodle server. The server can be named anything you like, such as "My Moodle Server." If more than one Moodle server will be accessed, you will want to select a name that helps differentiate the servers.

Enter an instructor -level *User Name* and *Password*. This information should be the same as what is entered when using a web browser to access a Moodle course. If you want Respondus to remember the User Name and Password for future sessions, select the "Remember my User Name..." setting. Click [OK] to close the Moodle Server Settings window.

Before proceeding with the next step, make sure your computer has a live Internet connection.

Click [Next] to make an initial connection with the Moodle server and to continue with the wizard.

If a connection to the Moodle server is unsuccessful, an error message will indicate that Respondus was unable to connect to the server using the provided settings. If this occurs, troubleshoot it as follows:

- Make sure you are running a supported version of Moodle and have the correct "personality" selected from the *Start* menu in Respondus.

- Make sure your connection to the Internet is working properly.

- Double-check the *instructor-level* Password and User ID information. In fact, open your browser, go to the Moodle server, and enter the identical login information. This will confirm that the Moodle server is running and that the User ID and Password are correct.

- Make sure you are running the latest version of Respondus (go to Help>Check for Update to see if a more current version is available).

Respondus uses the login information to look up the Moodle courses that are associated with it. Select the course to which the quiz will be published. The hourglass will appear momentarily as Respondus retrieves the list of existing question categories and sections.

Moodle requires that questions be placed in a "question category" (i.e. a question database) before they are used in a quiz. So, decide whether to create a new category or use an existing one. To use an existing category, select the second option and choose a category from the pull-down list. All questions in the Respondus file will be appended to this category during the publishing step.

The remaining selections are optional; including the ability to create a quiz (it is possible to publish a "question category" to Moodle without creating a quiz).

One section allows the creation of a new quiz, or the updating of an existing quiz. Select the box for "Create/Replace assessment" to do any of the two. To create a new quiz, select the appropriate option and provide a name for the quiz. To update an existing quiz, select the second option and pick the quiz from the drop-down box.

If Random Blocks were created for the quiz (see the *Settings* menu) they will be uploaded if the *Apply Random Blocks* option is selected. The selections from the *Settings* menu can also be uploaded with the quiz.

Click [Next] and Respondus will begin publishing the quiz to the Moodle course. A status report appears during the publishing process. For a typical quiz, the publishing process takes 20-40 seconds. This can increase to five minutes or more if a large number of media files are being uploaded or if the server connection is particularly slow. You will know that the publish process is complete when the hourglass disappears and the phrase "**Completed successfully**" appears in the "status" window.

After an exam is published to Moodle, it is recommended that you go to the course and confirm that everything appears as expected.

Printing Options

Respondus allows you to format and print exams directly from the software. It is also possible to save an exam to MS Word format for further enhancement and printing. To begin, go to the *Preview and Publish* menu in Respondus and select the *Print Options* tab.

The screen now displays the printing options available in Respondus. There are three formatting templates from which to select: Exam, Exam with Answer Key, Answer Key Only. Once a template is selected, you can further modify it by clicking the Settings button to its right. If the exam being printed has matching questions, be sure to select the checkbox labeled "Matching, randomize answers" if you want the second set of answers to be randomized. Also, if you have sequential questions that refer to the same image or graphic, you will likely want to select the "Suppress Repeated Images" button so that the image is not repeated with each question.

Click the **[Edit Headers]** button to enter the information you want to appear at the top of each page. Different information can be entered for the second and subsequent pages too. The header information might look something as follows:

The next section allows up to 10 variations of the exam to be generated. You have the ability to "randomize all" questions in the exam or to have the questions randomized according to question type (i.e., all the multiple choice questions are randomized within a group, all the essay questions are randomized within a second group, and so forth). If Calculated questions are contained in the file, each Exam Variation will have a unique set of variables for the calculated questions. If you don't want multiple exam variations, simply retain the "Original Order" option from the pull-down list. (Note: As long as the questions in the exam file remain unchanged, a particular "Exam Variation" will have the same question order each time it is printed or saved to MS Word format. However, if you add or insert new questions, the Exam Variation will differ the next time you print/save an exam or answer key.)

It is also possible to specify a *range* of questions to be included in the printed exam. If both fields are left blank, all questions will be included.

At the bottom of the screen there are three options: *Print Preview*, *Save to File*, and *Send to Printer*. The *Print Preview* button allows you to preview the contents of the file in a pop-up window. We recommend that you use this option before printing the exam or saving the contents to a file--it is a quick way to identify mistakes. The *Save to File* option allows the creation of a MS Word file (.doc), a "rich text file" (.rtf), or a standard text file (.txt). The MS Word and .rtf formats will retain enhanced formatting such as bold, italics, and underlining, whereas the .txt format will strip such information. Once a file is saved, it can be opened with a word processor for further formatting and modification. Finally, the *Send to Printer* option permits you to print directly from Respondus. This task works similar to the printing function in other Windows programs.

Retrieval

Overview

Once a quiz is administered in Moodle, Respondus allows you to retrieve the quiz instrument from Moodle so that it can be modified in Respondus, published to another course, or archived.

Retrieving a Quiz or Question Category from Moodle

Respondus allows the retrieval of quizzes and question categories from a Moodle course. To begin, go to the *Retrieval* menu in Respondus and select *Retrieve Questions*. The first couple of steps of retrieving a quiz or category are identical to those used for publishing a quiz to Moodle (see the earlier discussion for a detailed explanation). That is, provide the Moodle server information and select a course from the drop-down list. Then select either the "quiz" or "category" option and choose the file to be retrieved from the drop-down list. Finally, enter a name for the new Respondus file being created and click the **[Retrieve]** button.

The retrieval process will take between 15 seconds and several minutes depending on several factors: the speed of your connection, the load on the server, the size of the media elements that are being retrieved, and so forth. You will know that the retrieval is successful by the statement "**Successfully completed**" that appears in the *status* box.

When a file is being retrieved, Respondus will detect if media objects are associated with it and will automatically download these objects if they are stored with your Moodle course. (Respondus does NOT attempt to download media elements if they are stored on a different server.) If media objects are retrieved with a file, Respondus will automatically update the HTML links that point to these objects. This makes the media elements work properly when the file is published again to Moodle.

Equations that were published to Moodle from Respondus and later downloaded from Moodle to Respondus will be treated as "images" from that point forward, not equations. This means that if you want to use Respondus to modify an equation that was retrieved from Moodle, you will first need to delete the equation graphic using the "Insert Picture or File" option (see the discussion for that task) and then use the Equation Editor to create the new equation. Hence, it is better to retain the original Respondus file since it permits future editing of equations. Also, if you provide a colleague a quiz that contains equations, it is better to send that file in the original Respondus format so the person can edit the equations more easily.

If a Moodle quiz contains question sets, Respondus will maintain these sets during the download.

Other Tools & Features
Overview

Overview
There are several additional tools in Respondus that offer a range of functions. Each of these is discussed below.

Save As Copy
The "Save As Copy" tool is located on the *File* pull-down menu. Use this task to create a copy of the currently open file.

Save As StudyMate Class Format
The Save As… tool, located on the File pull-down menu, can also be used to save Multiple Choice and True/False questions to the StudyMate Class zip format (.zip). Once saved, the file can be imported into a StudyMate Class instance or by StudyMate Author, a separate product by Respondus Inc.

Question types other than Multiple Choice and True/False are dropped during the export to the StudyMate Class zip format.

Exported items that contain images are handled as follows. If an item contains a single image, that image is placed at either the beginning or end of the question once it's imported by StudyMate Class (the beginning/end positioning is based on its proximity to the beginning or end in the original question wording). If an item has multiple images, only the first image is retained, with the text "***IMAGE***" inserted where additional images appeared in the original item.

The StudyMate Class format can also be imported into StudyMate Author, with True/False questions being converted to Multiple Choice questions with only two answers.

Preferences
A "preferences" option is located on the File menu bar, contains five tabs: *General*, *Edit & Publish*, *Retrieval*, *Conversions* and *Auto-Save*.

The top section of the *General* preferences allows you to prevent Respondus from automatically checking for updates to the Respondus software. (The checking occurs whenever an exam is published from Respondus to an online course.) Directly beneath this is a list of learning management systems. If you only want to be informed of updates that relate to specific learning management systems, unselect those systems for which you are not interested. The final option on the *General* tab allows the current description of the Respondus file to be edited.

The *Edit and Publish* preferences provide a variety of options:

- The ability to discard font changes when copying and pasting from another program
- The ability to change the default point value for new questions that are created or imported
- The ability to prevent the "ALT text" window (for entering text for screen readers) from appearing each time an image is added to an exam
- The scaling percentage that should be used for equations that are published to the online course
- The ability to change the default font for questions that are published to Blackboard. (We highly recommend that you don't change the default font. If you change the default font and later need to edit your questions from within Blackboard using a browser, it will be more difficult because the font HTML will be intermixed with the question wording. Also note that changes to the default font will <u>not</u> be applied to tables or any text that already has a specific font applied it.)

The fourth preference tab, *Conversions*, allows the settings to be determined for files that are converted from one LMS personality to another. If you do not want to be asked each time how certain issues should be handled for the file conversion, then select the settings that you prefer.

The *Auto-Save* tab controls what actions, such as adding a new question or editing an existing question, cause the program to automatically save the current document.

Update License
For the campus-wide version of Respondus this allows updating the license information at any time, for example to change the support contact or to renew the license early. *Update License* is located under *File* on the menu bar.

Cleanup HTML Tool
Questions imported from a Word document or by pasting from Word into a question editor may contain more formatting than is needed, such as font changes and styles that don't work properly with a learning management system server.

The *Cleanup HTML* tool, located under *File* on the menu bar, allows you to apply three levels of cleanup to all questions in the current file. The first level strips away some extra font and style information that is usually not appropriate for use on servers. The next level removes almost all font information so that the server's normal fonts are used instead of other fonts. The final level removes almost all formatting which can solve problems with unsafe HTML that are not fixed using the other two levels.

Question Title Tool
There are many situations when it is desirable to rename all the titles in the Respondus file to provide a consistent look or numbering sequence. For example, if questions are copied or imported from a variety of sources the resulting titles may look inconsistent and haphazard.

The *Question Title Tool*, located under *File* on the menu bar, lets a "stem" (or prefix) be specified for question titles. Consecutive numbering will automatically be generated for the text that appears after the stem, beginning with 1 (or 01, or 001, etc.). For example, if you enter

"Chapter1-" as the stem text, and then select "001" as the format for the numbering scheme, the title for the first question will be changed to Chapter1-001, the title for the second question will be changed to Chapter1-002, and so on. If a range is specified for the titles being changed, even more specific titles can be provided throughout the file. For instance, questions 1-20 might use the stem "Ch1-Unit1-" and questions 21-30 might use the stem "Ch1-Unit2-" and so forth.

Check for Update
The "Check for Update" tool, located on the *Help* drop-down menu, provides an easy way to see if an update is available for Respondus (a live Internet connection is required). Respondus will instantly return a message indicating whether an upgrade is available. If an upgrade to Respondus is available, you can let Respondus download the required file(s) automatically and update the software for you. This is the easiest way to apply a patch or upgrade.

Depending on your preference settings, Respondus will automatically check for an update at the time an exam is published to Moodle (this check will occur only once in a 24-hour period). *No information about your computer hardware and software is collected by Respondus, Inc. during this process.* Instead, the Respondus software *retrieves* information from www.respondus.com and will display a message if an update is available. You will then have the choice of upgrading to the latest version of software.

If you don't want Respondus to automatically check for software updates during the publishing step, go to the File menu, select Preferences, and deselect the appropriate checkbox on the *General* tab.

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While Respondus, Inc. has tried to ensure the dependability of the software and documentation, it is provided "as is" without warranty of any kind. Agents of the supplier may have made statements about this software. Any such statements do not constitute warranties and shall not be relied on by individuals in deciding to use the program.

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