

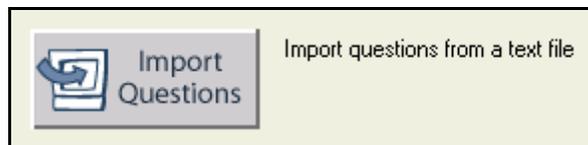
Creating Blackboard Test Imports with Respondus

You will need your assessment in 1 of 6 formats:

1. Plain Text (.txt)
2. Rich Text (.rtf)
3. Word document (.doc)
4. 2007 Word document (.docx) ***recommended**
5. Tab/Comma Delimited (.csv)
6. StudyMate (.zip, .xml)

Note: Refer to the “Sample Test” handout, or search for “Importing Questions” from the Respondus help area for suggestions on proper question format.

1. Begin by launching Respondus.
2. From the Respondus **Start** tab, click on the **Import Questions** button.



3. In the window that opens, select the appropriate file type for your document from the “**Type of file:**” drop down list.
4. Browse for assessment file.
5. Enter a name for the assessment in the “**Create a document named:**” field.

Note: This name will need to be unique. Respondus will not allow you to create more than one assessment by the same name.

6. Select the type of assessment, **Exam** or **Survey**.
7. Click the **Preview** button.

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.

The warning "Duplicate titles were changed by adding `2' (or 3, 4...)" error message can be ignored. Question titles are generated from the first 20 characters of the question wording. Since two question titles in Respondus cannot be identical, the warning message is simply indicating that the duplicate title is having a number such as "2" added to the end of it to make it distinct. This change does not affect the question itself (titles aren't displayed during an exam), so most users can safely ignore this warning.

- Typically the other Warning messages are pretty straight forward. The majority of errors are caused by improper formatting and usually are attributed to line or character spacing.

Your **Import Questions** window should resemble the example below:

1. Select the file to Import:

Type of file: Microsoft Word 2007 (DOCX)

File name: sample.docx

Image Folder X:\respondus

2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named: SampleTest

Type of file to create: Exam Survey

Use "stem" plus question number to create title, e.g. "ch01." stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems:

4. Press the Finish button to complete the process.

Preview results

#	Title	Question Wording
1	What is a gradu	What is a graduated filter?
2	Transparency f	Transparency film has more exposure latitude compared to n
3	When shooting	When shooting daylight balanced film under tungsten lighting
4	An FLD filter c	An FLD filter corrects for the yellow cast of fluorescent lam
5	The ability of d	The ability of different films to tolerate over or underexposu

Warnings and Notes:

* 1 question(s) had no correct answer (so first answer set as correct):
2

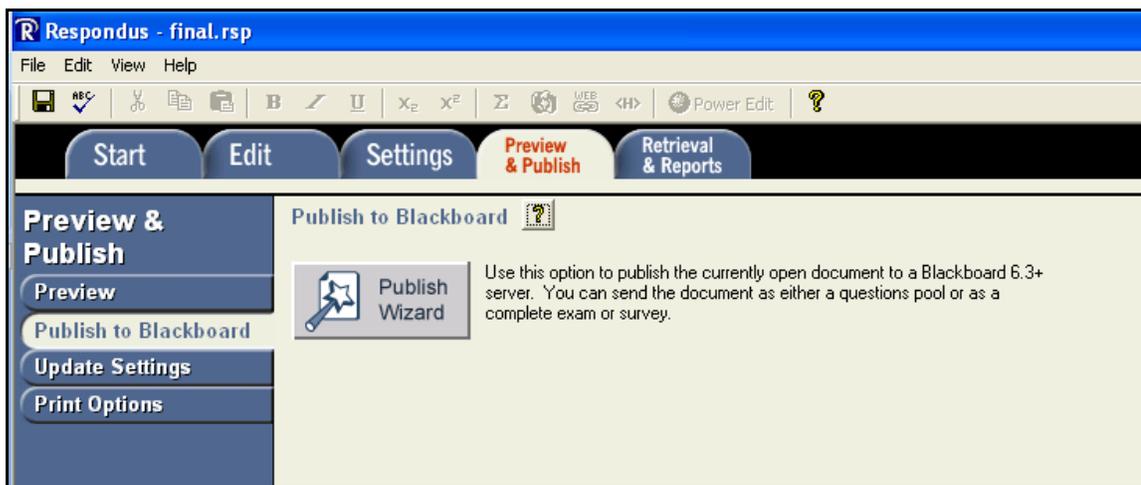
- If you are satisfied with how the results look in Preview, click the **Finish** button to complete the import. The file has now been created and is stored in the "Respondus Projects" folder on the C:\ drive.
- Once the Import file has been successfully created, you can edit the questions if you wish from the Respondus **Edit** tab.

11. Test options such as instructions, availability, number of attempts, force completion, time limit, feedback, presentation mode, and etc. can be modified under the Respondus **Settings** Tab.

Note: Do not check the Require Respondus LockDown Browser option, this is an additional product that we have.

Note: Default Point Value is set up prior to the import process under File > Preferences. I did not address the default point value setting in these instructions because it doesn't always import properly.

12. Once you are satisfied with the assessment, click the Respondus **Preview & Publish** tab.
13. I would recommend previewing the file (click the **Preview the File** button) and look for any obvious errors in wording or formatting or the question or answers. I usually do this very quickly, looking for anything out of the ordinary.
14. When you are ready to publish the file to Blackboard, click the **Publish to Blackboard** button, and then click on the **Publish Wizard**.



15. From the **Publish Wizard** window select **Publish to single course** for the “**Type of Publish**” setting.
16. Select **add new server** from the “**Blackboard Server**” dropdown list if this is the first time you are using Respondus, or select the server listed if you have already set one up.
17. In the **Add New server Settings** window that opens, select **Yes, check for preconfigured server settings** and click **Next**.

18. Enter a name for the server (UCM Bb Server).
19. Enter your Bb username and password in the appropriate fields.
20. Make sure **Run connection test** is selected and click **Next**.

Preconfigured Server Settings Wizard

Success! The server settings have been downloaded for:
University of Central Missouri

1. Enter a name to describe this Blackboard server (e.g. "My Bb Courses")
UCM Bb Server

2. Enter your login information for this Blackboard server
User name: meisenheimer Password: *****
 Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)

3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course
 Run connection test
 Skip connection test

Back Next Cancel Help

21. Respondus will test the connection to the server. You should see a success message and then be prompted to click **Next** to continue. Click **Finish** in the next dialog box to return to the Publish Wizard.
22. Make sure the new server you just set up is selected in the Publish Wizard and click **Next**.
23. Enter your username and password used for Blackboard in the "**Username**" and "**Password**" fields and click OK.
24. Respondus will then connect to the server and provide you a list of courses you are the instructor of to choose from (you should only need to set the server up once, you will not need to set it up for each course you teach).

25. Select the appropriate course from the “**Choose Course to publish to**” dropdown list (pay close attention to the course selected in this step). If you have not named your courses uniquely in Blackboard, cancel on this step, go to Bb and give the sections you will be loading tests to unique course names.

26. Select **Create new Pool** and change the name if needed.

Note: I suggest creating a pool here instead of an exam because of greater flexibility in using test pools.

The **Additional options** only apply to Exams, not Pools, so you can ignore these for now.

27. Click **Next**. Respondus will now upload the test pool and will report a successful completion.

28. Click **Finish** and close Respondus.

29. You will find the pool file in the Pool Manager of your Blackboard section. You can then build a test or survey from the uploaded pool.