The following instructions describe how to import Respondus questions from Microsoft Word. This documentation assumes you are familiar with how to open Respondus and navigate using the Respondus menus.

**USING RESPONDUS**

When uploading a Word-based test to Respondus, you MUST use the proper format for the question type (see instructions below) in order for it to work properly within the Respondus environment. Each question has its own unique format. In many cases, you may want to activate certain options for a question in Respondus. In those cases, create the basic test in Word, upload the test into Respondus, and then add any question enhancements using the Respondus interface.

**NOTE:** You should turn off automatic numbering of lists in Word to prevent any problems uploading the test into Respondus. To turn off automatic numbered lists, follow one of the sets of steps below, depending on what version of Word you are using.

**Word 2003:**

1. Click **Tools**.
2. Click **AutoCorrect Options**.
3. Click **AutoFormat As You Type** tab.
4. Uncheck **Automatic Numbered Lists**.
5. Click **OK**.

**Word 2007:**

1. Click the **Microsoft Office Button** 📌
2. Click **Word Options**.
3. Click **Proofing**.
4. Click **AutoCorrect Options**.
5. Click **AutoFormat As You Type** tab.
6. Uncheck **Automatic Numbered Lists**.
7. Click **OK**.

**Word 2010:**

1. Click the **File** tab.
2. Click **Options**.
3. Click **Proofing**.
4. Click **AutoCorrect Options**.
5. Click **AutoFormat As You Type**.
6. Uncheck **Automatic Numbered Lists**.
7. Click **OK**.

You can also use NotePad, WordPad, or TextPad to create question pools to be imported into Respondus, but you must save the question file in *.txt or *.rtf format. The advantage to using Note/Word/TextPad instead of Word is that you do not have to worry about automatic formatting.
CREATING QUESTIONS

Surveys

To create a survey, follow the same question format shown for test questions, but do not mark any answers as correct.

NOTE: Each question must have some question type identifier to let Respondus know what type of question type it is. Here are the identifiers:

- **Multiple Choice** – no identifier (default question type)
- **True / False** – first answer MUST be True
- **Essay Questions** – Type: E is the first line of the question
- **Fill in the Blank Questions** – Type: F is the first line of the question
- **Matching Questions** – Type: MT is the first line of the question
- **Multiple Answer Questions** – Type: MA is the first line of the question

Multiple Choice Questions

1. **Question:** Type the number, a period, a space, then the question text.

2. **Answer Choices:** Type the letter, a period, a space, then the answer choice.

3. **Correct Answer:** Put a star * in front of the letter of the correct answer. Do NOT put a space between the * and the letter.

*Example:*

1. What are the primary colors?
   a. red, blue, green
   b. orange, purple, green
   c. yellow, green, blue
   *d. red, yellow, blue

True/False Questions

1. **Question:** Type the number, a period, a space, then the question text.

2. **Answer Choices:** Type the letter, a period, a space, then the answer choice.

3. **Correct Answer:** Put a star * in front of the letter of the correct answer. Do NOT put a space between the * and the letter.

*NOTE:* True MUST be the first answer choice for Respondus to recognize the question as a True/False question.

*Example:*

2. The primary colors are red, yellow, and purple.
   a. True
   *b. False
**Essay Questions** – These questions must be graded manually.

1. First line of the question is **Type: E**

2. **Question:** Type the number, a period, a space, then the question text.

3. **Answer:** Type the letter a, a period, a space, and then the answer to the question.

**NOTES:**

- Since these questions are graded manually, you do not have to include an answer for essay questions.

- Essay questions can also be short-answer questions. To turn an essay question into a short-answer question (slightly different format and presentation), you will need to edit the question inside of Respondus and check the Publish as Short Answer instead of as Essay box.

**Example:**

Type: E

3. How is color related to mood?
   a. This is the answer to the essay question.

---

**Fill in the Blank Questions**

1. First line of the question is **Type: F**

2. **Question:** Type the number, a period, a space, then the question text.

3. **Answer:** Type the letter a, a period, a space, then the answer. You can provide variations on the answer that will be acceptable.

**NOTE:** Sometimes there are variations of the correct answer (e.g. “United States of America” and “USA” are generally synonymous). You can include acceptable variations by simply adding each variation on a new line with a new letter (see example below).

**Example:**

Type: F

3. Who was president in 1983?
   a. Reagan
   b. Ronald Reagan
   c. Ronald W. Reagan
   d. Ronald Wilson Reagan
Matching Questions

1. First line of the question is **Type: MT**

2. **Question:** Type the number, a period, a space, then the question text.

3. **Answers:** Type the letter a, a period, a space, the term from the left column, an equals sign =, the correct answer from the right column.

**NOTES:**

- The answers will be mixed up when they are imported into Blackboard from Respondus.
- You can have up to 20 items to find matches for.

**Example:**

Type: MT
4. Match the president with the year he took office.
   a. Reagan=1981
   b. Nixon=1969
   c. T. Roosevelt=1901
   d. Lincoln=1861

Multiple Answer Questions

1. **Question:** Type the number, a period, a space, then the question text.

2. **Answer Choices:** Type the letter, a period, a space, then the answer choice.

3. **Correct Answers:** Put a star * in front of EACH correct answer. Do NOT put a space between the * and the letter.

**Example:**

Type: MA
5. Which of the following are primary colors?
   *a. red
   b. orange
   *c. yellow
   *d. blue
   e. purple
   f. green
SAMPLE EXAM:

Here is a sample exam as it would look in Word prior to uploading the exam into Respondus. Make sure there is a blank line between questions.

1. What color is grass?
   a. orange
   *b. green
   c. blue
   d. pink

2. What are the primary colors?
   a. red, blue, green
   b. orange, purple, green
   c. yellow, green, blue
   *d. red, yellow, blue

3. The primary colors are red, yellow and purple.
   a. True
   *b. False

Type: E
4. How is color related to mood?
   a. This is the answer to the essay question.
   Type: F

5. Who was president in 1983?
   a. Reagan
   b. Ronald Reagan
   c. Ronald W. Reagan

Type: MT
6. Match the president with the year he took office.
   a. Reagan=1981
   b. Nixon=1969
   c. T. Roosevelt=1901
   d. Lincoln=1861

Type: MA
7. Which of the following are primary colors?
   *a. red
   b. orange
   *c. yellow
   *d. blue
Uploading a Test to Blackboard through Respondus

1. Open Respondus.

2. Click the Start tab near the top of the screen.

3. Click Import Questions.
   a. Choose the Type of file from the drop down menu. (Plain Text=Notepad, WordPad, TextPad—any *.txt file)
   b. Click Browse to find the file to upload.
   c. Select Create a new document, named:
   d. Type in the name of the test in the window next to Create a new document, named:
   e. Choose Exam or Survey.
   f. Press the Preview button
   g. Read the warnings for missing answers, etc.
   h. Fix any errors found then go back to step a. If there are no errors, continue to the next step.
   i. Click Finish.
   j. When the File Saved window pops up, click OK.

4. You will see the questions appear in the window at the bottom of the screen. To edit a question, answers, or point value, click the question title in blue.

5. Click the Settings tab near the top of the screen.
   a. Refer to the directions below to use Random Blocks in your test.
   b. Click the Availability tab on the left. The settings you enter here will be imported into Blackboard with the test. You can also wait and choose the settings inside Blackboard. NOTE: Choose “Make exam visible to students (in content area chosen at time published)” to make the exam available. If you do not choose this option, you will need to make the exam available through Blackboard before the students will be able to see it in the course.
   c. Click the Other Settings tab on the left. The settings you enter here will be imported into Blackboard with the test. You can also wait and choose the settings inside Blackboard.

6. Click the Preview & Publish tab near the top of the screen. You can preview the questions and modify them if necessary. When finished, close the preview window.

7. Click the Publish to Blackboard tab on the left.
8. **Complete the following steps the FIRST TIME you use Respondus ONLY.** (You will complete Steps a-g the first time you use Respondus on a computer only.)

   a. Click the **Publish Wizard** button.

   b. Choose **Publish to single course** if this test is for one course.

   c. In the drop down menu next to **Blackboard Server**, choose **–add new server–**.

   d. Choose **Yes, check for preconfigured server settings**.

   e. Click **Next**.

   f. In the Preconfigured Server Settings Wizard window:
      
      - Choose a name for step one and type it in the window.
      - Type in your SSO for the User name and Password.
      - Choose **Run connection test**.
      - Click **Next**.
      - WAIT for the last line in the window to say “Click [Next] to continue.” Then click **Next**.
      - Click **Finish**.

   g. Click **Next**.

   h. Continue to step 9a.

9. Click the **Publish Wizard** button.

   a. **Type of Publish:**
      
      - **Publish to single course**: If the test/survey is for one course only.
      - **Batch Publish to multiple courses**: If the test/survey is to be given in multiple courses.

   b. Choose an existing server…
      
      - Do not change this setting. This is based on the information you gave Respondus the first time you used it.

   c. Click **Next**.
d. Choose the course to publish to:
   - If publishing to one course, choose the course from the dropdown menu.
   - If publishing to more than one course, check the box next to each course the test/survey will be deployed to.

e. For Duplicate Exam/Survey Name… (If another exam/survey with the same name exists in the course…)
   - **Drop exam from that course**: The exam will not be added if the exam name exists.
   - **Add exam but correct name…**: The exam will be added, but if the exam name already exists, a -2 will be added to the end of the name. *(In most cases, this is the option you should choose.)*
   - **Replace exam**: Delete the old exam and add the new exam.

f. Additional Options for Exam/Survey
   - **Apply Random Blocks to exam**: If you already set up random blocks earlier in the process.
   - **Apply Settings to exam**: This will apply any settings you chose in step 5.
   - **Link exam to Content Area and make available**: This will add the test to a content area and students will be able to access the test—if you do not choose this option, you will have to add the test to a Content Area and make it available in Blackboard before students can access the test.

g. Click **Next**.

h. If prompted, choose the appropriate Content Area folder for the exam.

i. Click **Next**.

j. WAIT for the last line in the window to say “Completed successfully” OR “End Blackboard 6.3+ Batch Publish” then click **Finish**.
ADDING RANDOM BLOCKS IN RESPONDUS

NOTE: Before uploading your test questions to Respondus, group all question sets together. For example, all questions from Chapter 1 might be questions 1-5, all Chapter 2 questions might be questions 6-10, etc.

1. Click the Settings tab near the top of the screen.

2. Click Random Blocks.

3. Click Add New Set.

4. Type in the numbers of the FIRST and LAST questions of the set. (Example: For a set for Chapter 1, type 1 as the FIRST question and 5 as the LAST question.)

5. Type in the number of questions to be selected from this set. (If you want 2 questions from Chapter 1, type the number 2.)

6. Type in the point value for each question.

7. Click Add New Set.

8. The letter A will appear in the window next to each question included in the first set. (B will appear next to the second question set, etc.)

9. Repeat Steps 4-7 for each set of questions.

10. Click OK when you have finished adding question sets.

11. Return to Step 5 in the “Uploading a Test to Blackboard through Respondus” directions.