

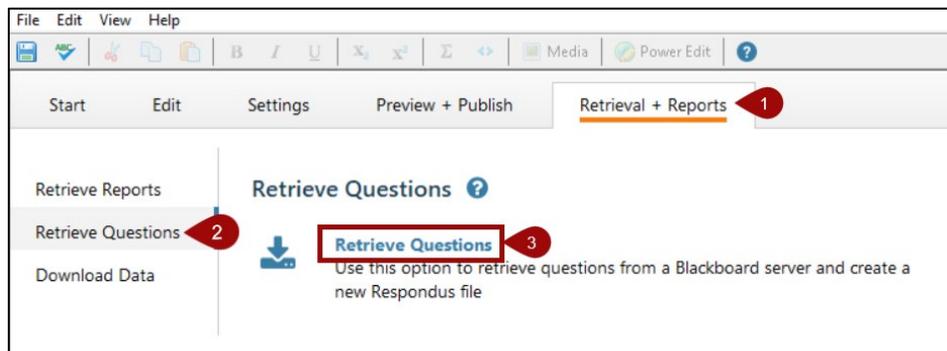
Respondus – Tests – Using Respondus with Blackboard

Respondus is an authoring tool that assists instructors create and manage exams. Tests can be created in Respondus, copied into Respondus from Blackboard, or imported into Respondus from a Word document or text file. Once the test is in Respondus it can be published to a Blackboard course(s). This handout provides instructions on how to use Respondus with Blackboard.

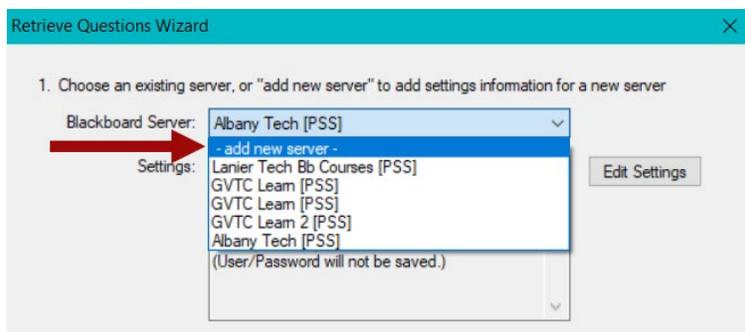
Adding the Blackboard Server to Respondus

Before moving test questions between Respondus and Blackboard, the Blackboard server will need to be added to Respondus. This server will allow Respondus to connect to the instructor's Blackboard courses

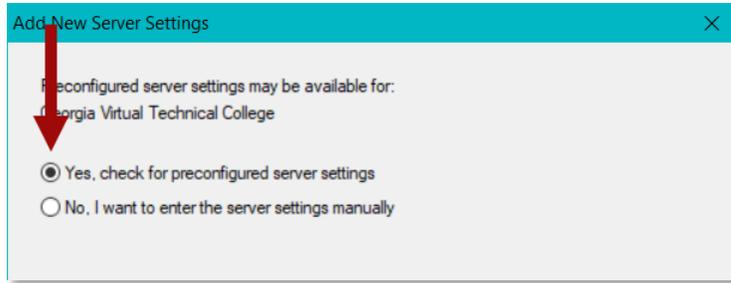
1. Open Respondus.
2. Select the **Retrieval + Reports** tab.
3. Select the **Retrieve Questions** tab in the left panel.
4. Select **Retrieve Questions**.



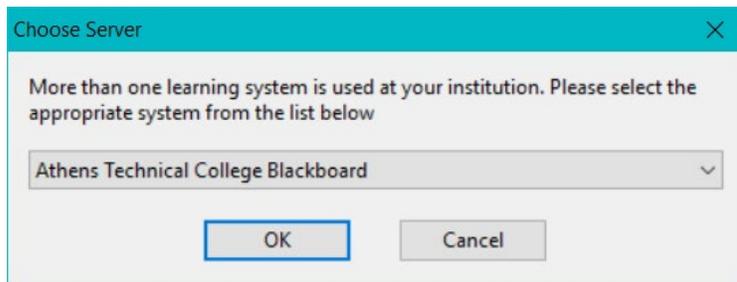
5. The *Retrieve Questions Wizard* window will appear.
6. Next to *Blackboard Server*, select the drop-down list and choose **add new server**.



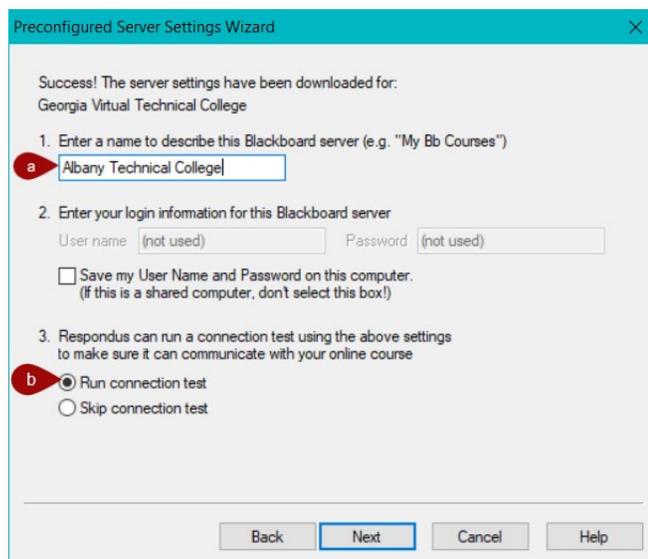
7. In the *Add New Server Settings* window, select the default radio button for **Yes, check for preconfigured server settings**.



8. The *Choose Server* window will appear. Choose your college from the drop-down menu and select **OK**.

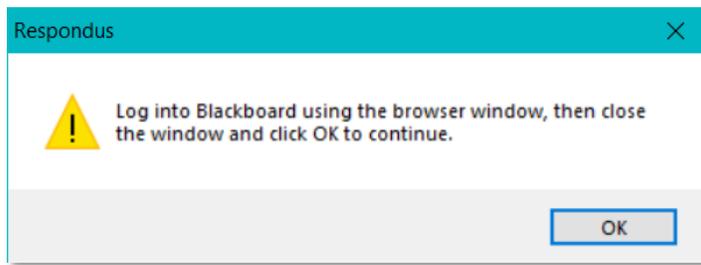


9. In the **Preconfigured Server Settings Wizard** window, complete steps 1 and 3.
 - a. 1 – Enter a name to identify the server.
 - b. 3 – Select the radio button to *Run connection test*.



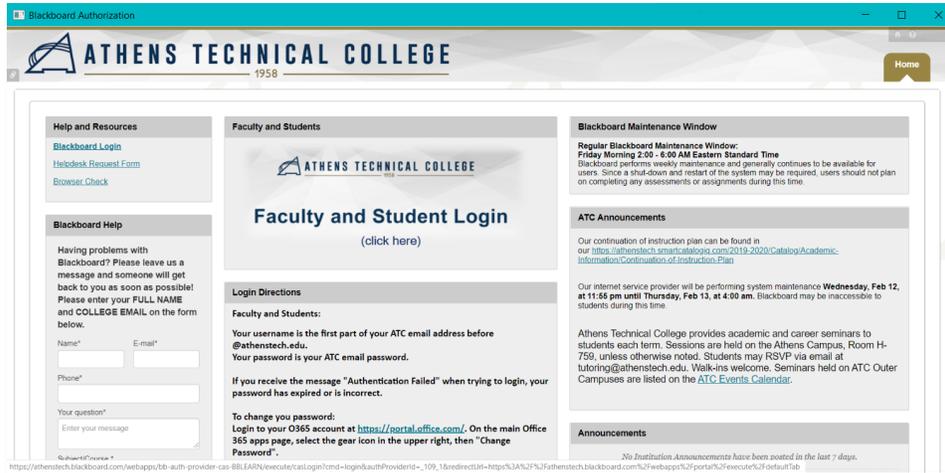
10. Select **Next**.

11. A message will appear. Select **OK**.



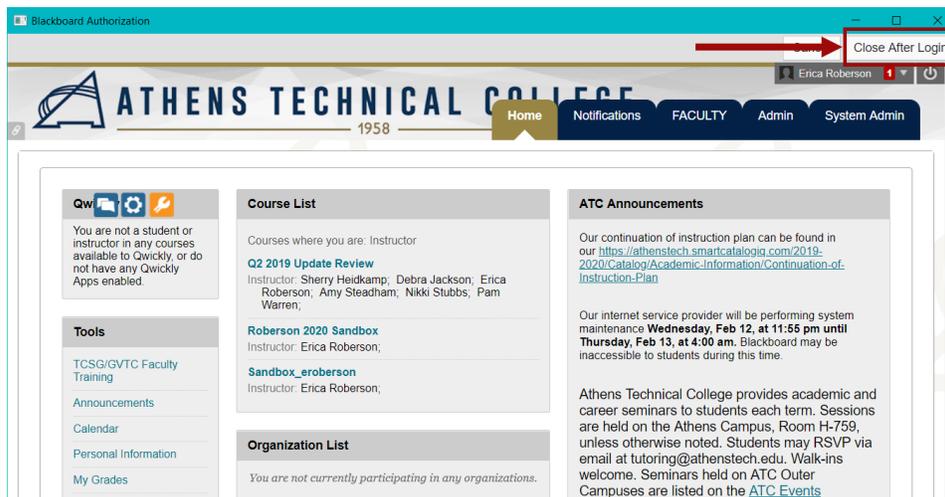
12. The *Blackboard Authorization* screen will appear.

13. Enter the *username* and *password* as you would normally, then select **Login**.



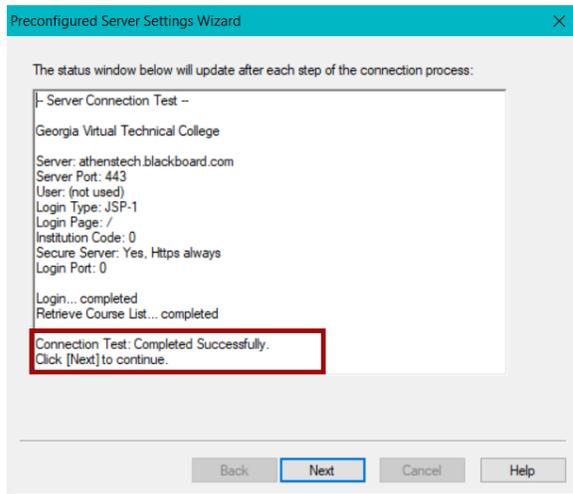
NOTE: If you encounter issues with step 13, open *Internet Explorer*, not *Edge*, and leave it open. Then, open Respondus so the program can update.

14. Select the **Close After Login** button in the top-right corner.



15. Select **OK** in the message window.

16. When the connections test is complete, select **Next**.



17. Select **Finish**.

18. In the *Retrieve Questions Wizard* window, select **Next**.

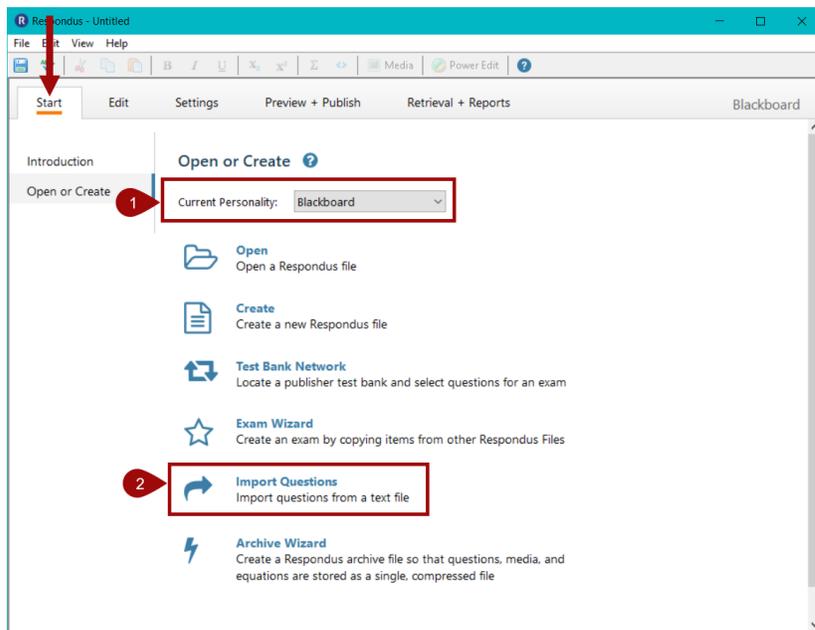
19. The message will appear again. Repeat steps 9 – 13.

20. In the *Retrieve Questions*, window, select **Cancel**.

Importing a Paper-Based Test into Respondus

1. From the *Start* tab in Respondus, set the *Current Personality* to **Blackboard**

2. Select **Import Questions**.



3. In the *Import Questions* window, select the *Type of File* that is being imported.

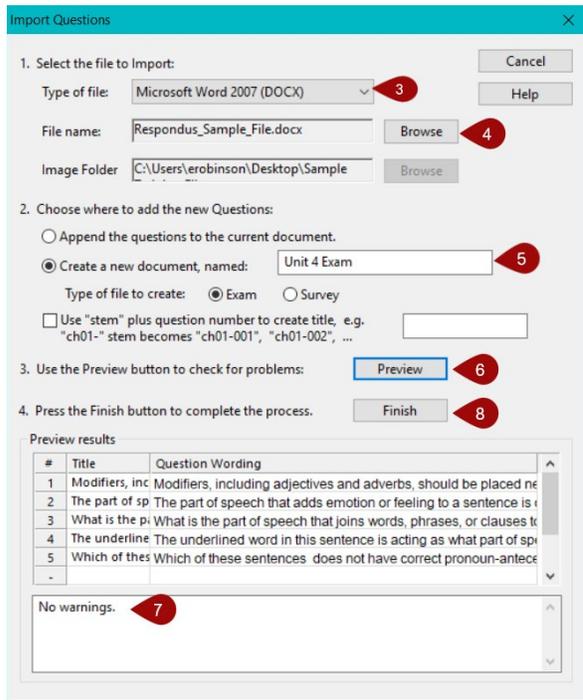
4. Next to *Filename*, select the **Browse** button to locate file.

5. Next, choose where to add the new questions. Select the default, **Create new document** and enter a name.

6. Move to step 3 and select the **Preview** button to check for problems.

7. If no problems are found, the box at the bottom of the window will say *No Warnings*.

8. Move to step 4 and select **Finish**.



9. The file has been saved. Select **OK**.

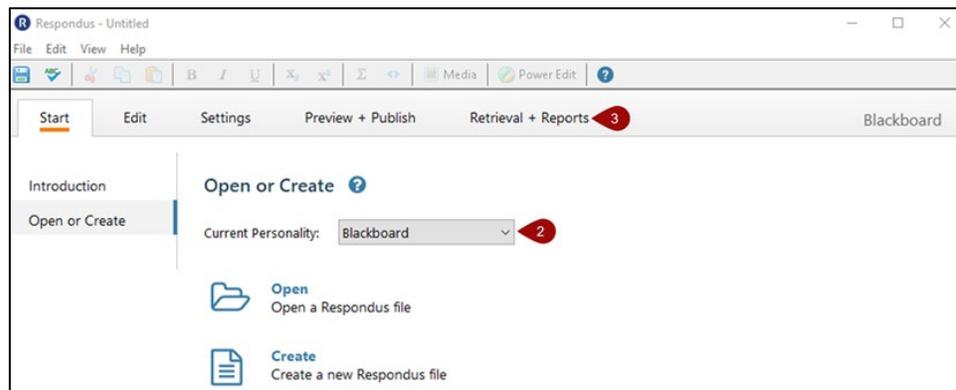
10. The questions have been imported into Respondus.

NOTE: When importing questions, the questions in the file must be formatted specifically for Respondus. Select **HELP** in the *Import Questions* window for information on how to format the test questions and the file types that can be imported.

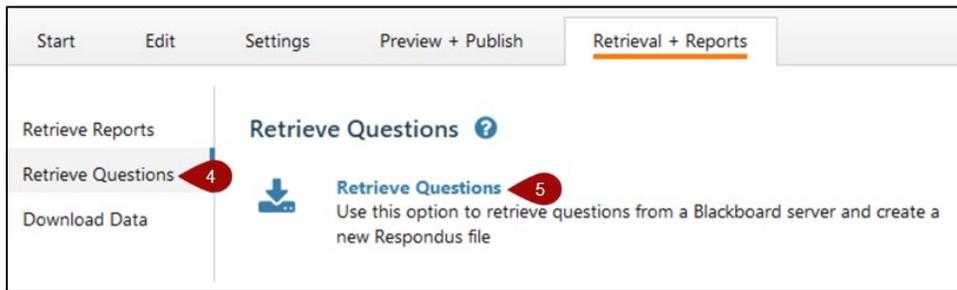
Copying Tests into Respondus from Blackboard

When copying into Respondus, the questions from a test, survey, or pool in Blackboard are being copied, not actual tests. Questions from tests, surveys, and pools must be copied into Respondus from one test, survey, or pool at a time. In Respondus, these groups of questions become “files,” and you can edit these files in Respondus.

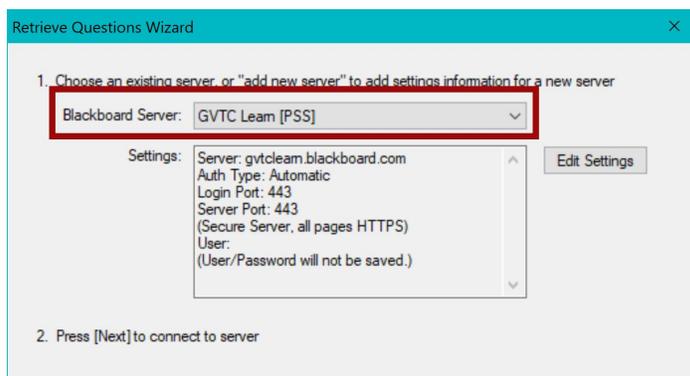
1. Open Respondus.
2. From the *Start* tab, choose **Blackboard** from the *Current Personality* drop-down.
3. Select the **Retrieval & Reports** tab.



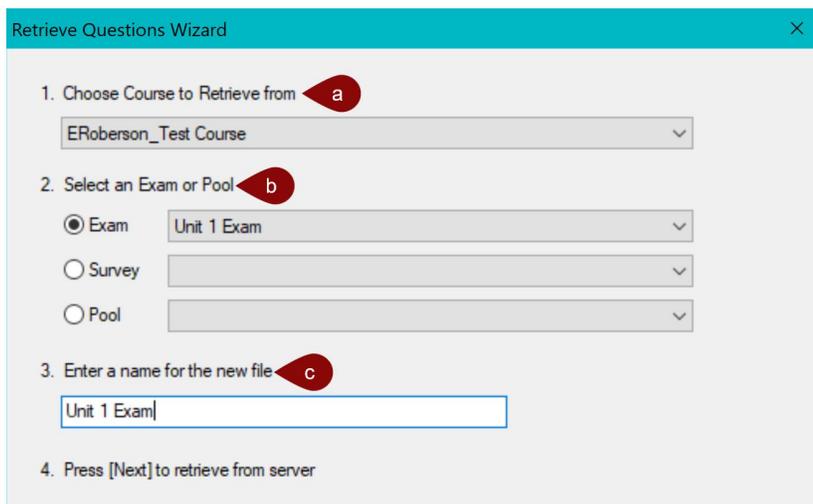
4. In the left side panel, select **Retrieve Questions**.
5. Select the **Retrieve Questions** link.



6. In the *Blackboard Server* drop-down, select the Blackboard server that was configured previously.

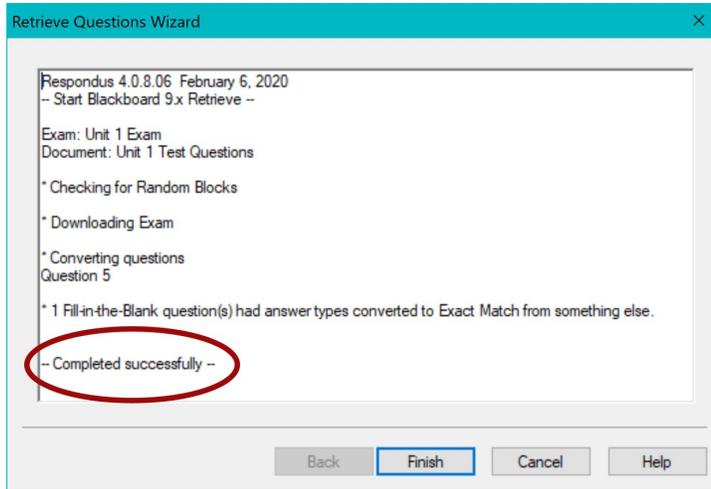


7. If prompted, login.
8. In the Retrieve Questions Wizard, enter requested information.
 - a. **Choose Course to Retrieve from** – Select the drop-down to choose the course to get the questions.
 - b. **Select an Exam or Pool** – Choose whether to copy an Exam, Survey, or Pool.
 - c. **Enter a name for the file** – Enter a name for the Respondus file.



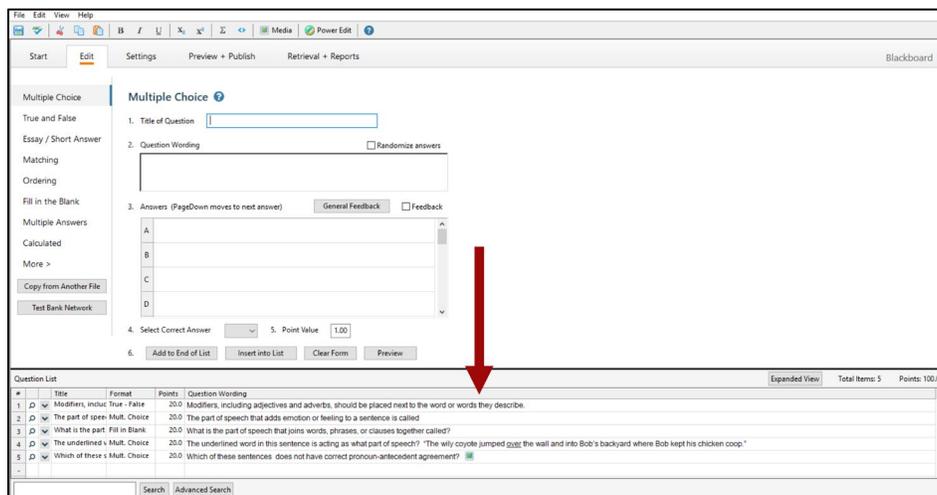
- d. Select **Next**.

- e. The retrieval process will begin. Once Completed Successfully appears in the window, select Finish.



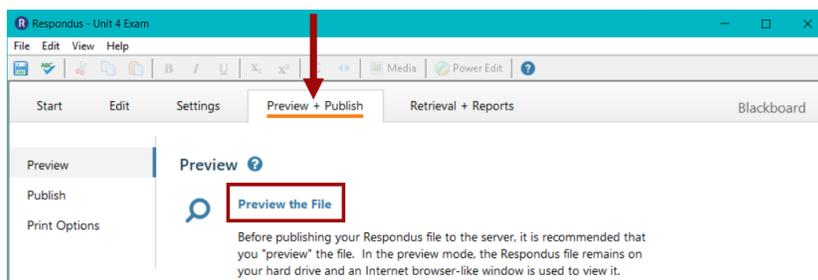
9. View and edit the file.

- a. Select the **Start** tab.
- b. Select **Open**, then choose the filename from the list of files.
- c. Select **Open**, then select the *Edit* tab. The test questions will appear in the question list at the bottom of the page.

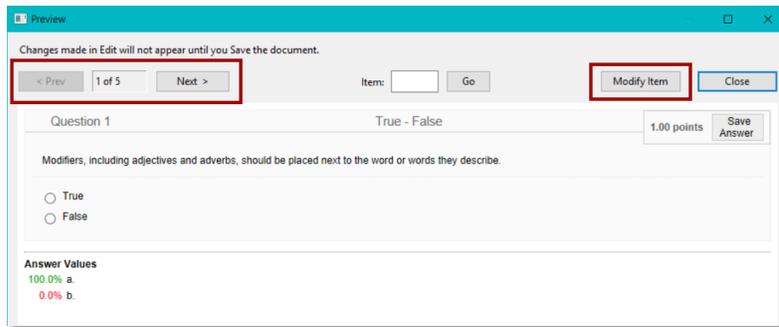


Publishing Tests to Blackboard

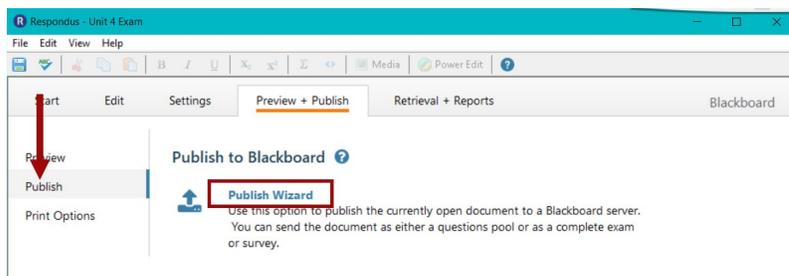
1. From the Respondus interface, select the *Preview and Publish* tab.
2. Select **Preview the file**.



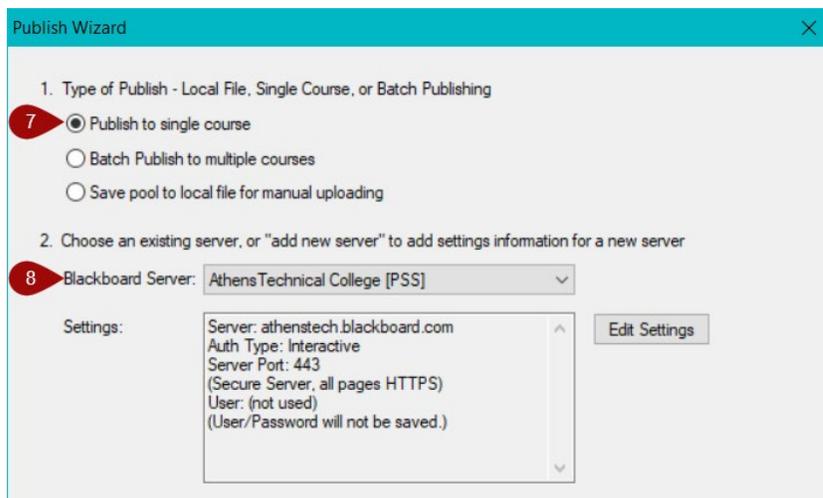
3. Use the navigation arrows at the top to review the questions.
4. Select the **Modify** button on the right to make changes to a question.
5. Select **Close**.



6. Select the **Publish** tab on the left.
7. Select **Publish Wizard**.

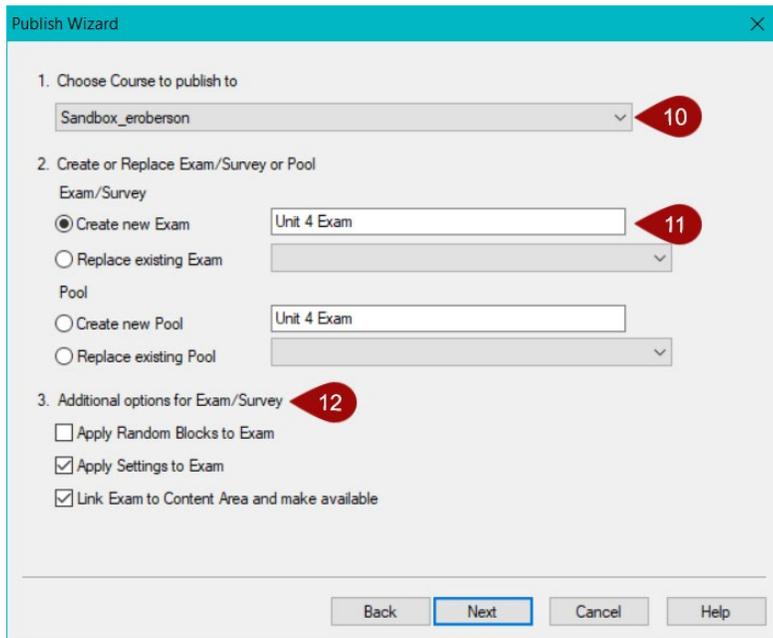


8. In the *Publish Wizard* window, for step 1, choose from the options below:
 - d. **Publish to single course** – The test will be published to the course selected.
 - e. **Batch Publish to multiple courses** – The test will be published to each course that is selected.
 - f. **Save Pool to local file for manual uploading** – The questions will be published to a pool of questions that can be used to create tests. If pool is selected, the test will not be created. It will have to be manually created in Blackboard.
9. For step 2, select the drop-down menu for *Blackboard Server* and select the server that was created in the “Adding the Blackboard Server to Respondus” section above.

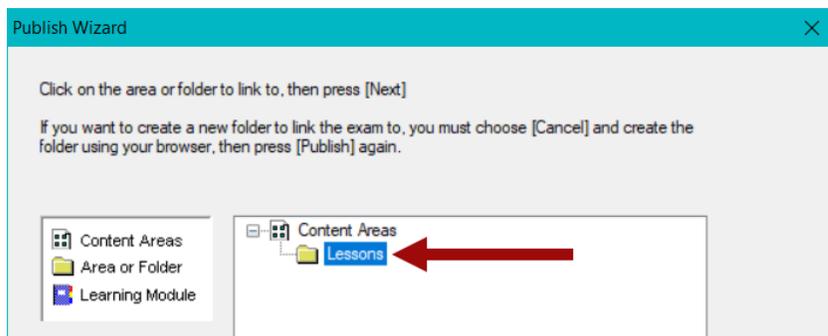


10. Select **Next**.

11. In the *Publish Wizard* window, for step 1, choose the course where the test should be placed.
NOTE: If *Publish to multiple courses* was selected, enter a check in the checkbox next to each course where the test should be placed.
12. In step 2, select **Create new Exam** and enter a name for the exam.
13. In step 3, choose from the additional options.
 - g. **Random Block** – Ensures each student receives a different version of the test. The instructor chooses the number of questions to show from the random block. Each student will see a different set of questions.
 - h. **Apply Settings to Exam** – Any settings applied to the exam in Respondus will be applied to the exam in Blackboard.
 - i. **Link to Content and Make available to students** – The exam will be added to a content area in the Blackboard course.



14. Select **Next**. If the *Link to Content* option was selected in the previous step, the instructor can now choose where to place the test in the course(s).

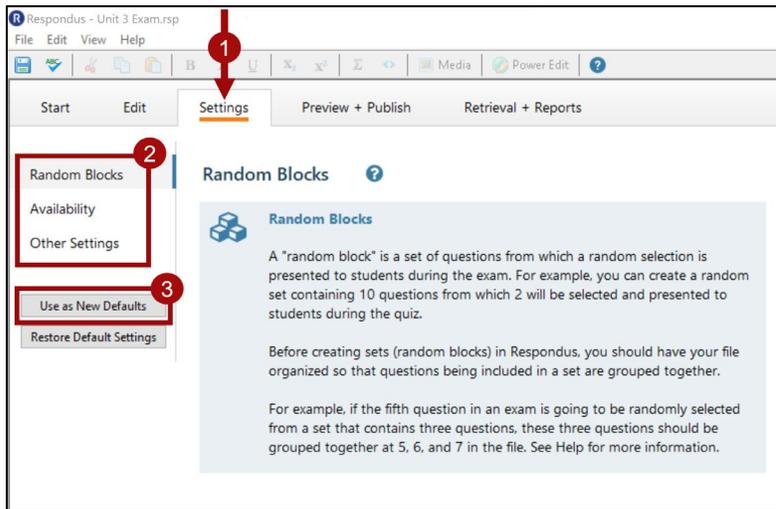


15. Select **Next**. Respondus will begin publishing the test to the Blackboard course(s).
16. When the message *Completed Successfully* appears, select **Finish**.
17. The instructor may now access Blackboard to view and edit the test.

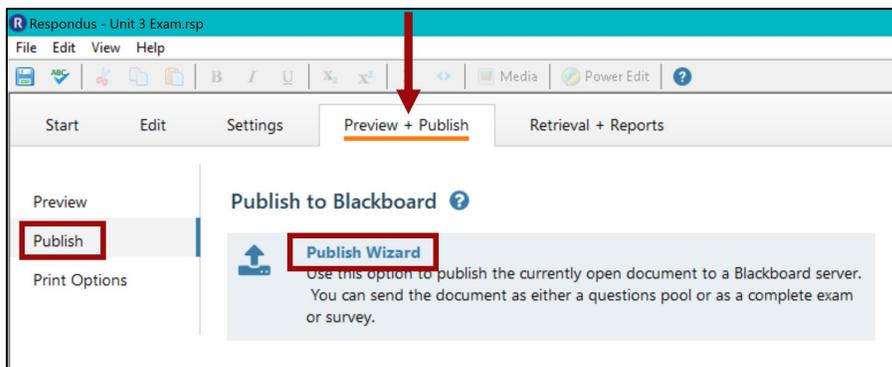
Selecting Default Settings for Files

Each file in Respondus will become a *test* or a *pool* in Blackboard when it is moved. Default settings can be applied so that every test will have the same settings once it is published to Blackboard.

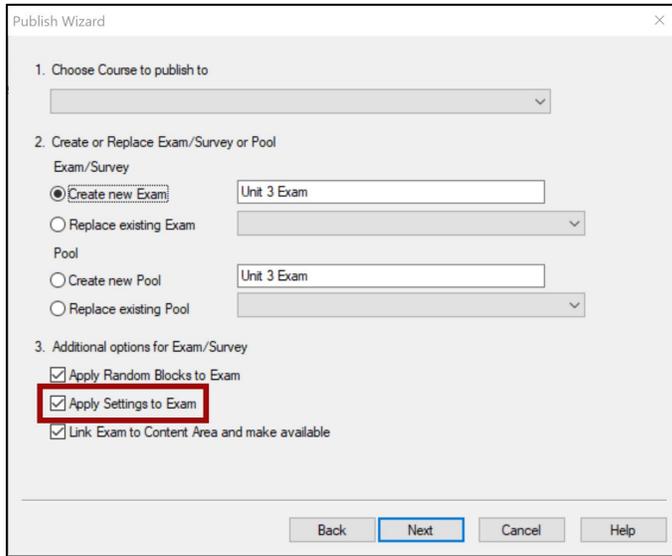
1. In Respondus, select the **Settings** tab.
2. Review the tabs in the left panel, *Random Blocks*, *Availability* and *Other Settings*, then choose your settings.
3. Once all settings have been chosen, select the **Use as New Defaults** button.



4. Select the **Preview + Publish** tab.
5. Select **Publish** from the left panel and choose **Publish Wizard**.



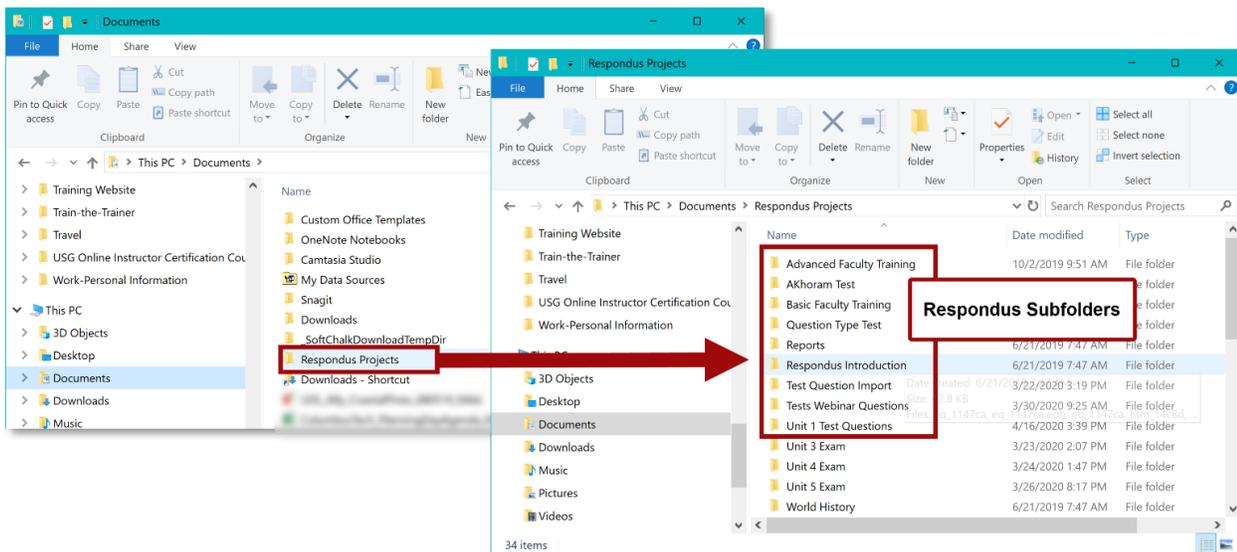
- Go through the *Publish Wizard* steps. On the second window, make sure **Apply Settings to Exam** is selected.



- Continue through the *Publish Wizard* steps until the test has been published to Blackboard.

The Respondus Projects Folder

Respondus automatically creates a *Respondus Projects* folder on the computer that you install Respondus. Every test-question file you create or move into Respondus has an .rsp extension and is stored in this *Respondus Projects* folder. Each .rsp file is automatically placed in its own subfolder, which has the same name as the .rsp file, within the *Respondus Projects* folder. **NOTE: Do not remove any files from the subfolders. If files are removed, Respondus cannot open them.**

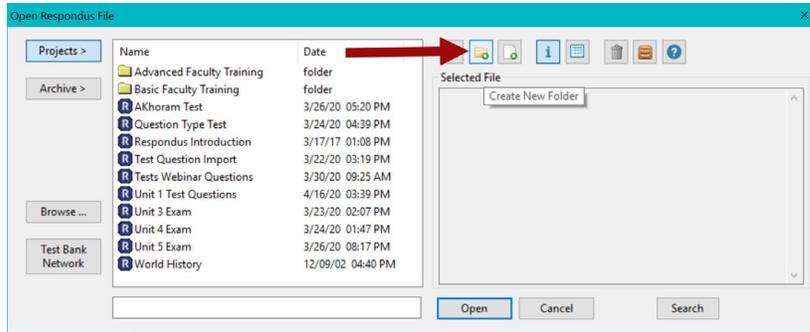


Organizing files in the Respondus Projects Folder

When organizing files into custom subfolders, create the subfolders in Respondus or in the *Respondus Projects* folder. **NOTE:** Custom subfolders might be used to group all files for a particular class.

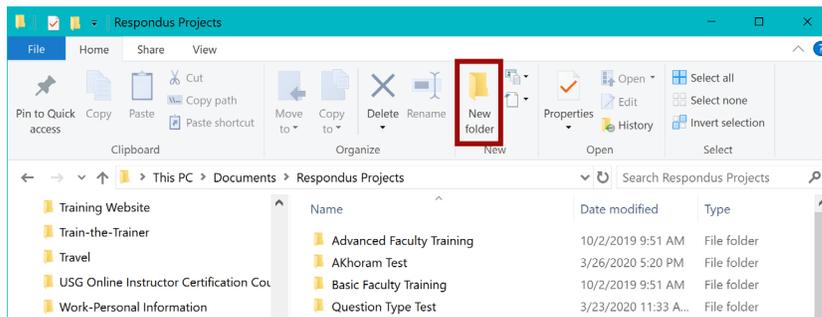
To create a custom subfolder, do one of the following:

- In Respondus, select the **Start** tab → **Open** → **New Folder**.



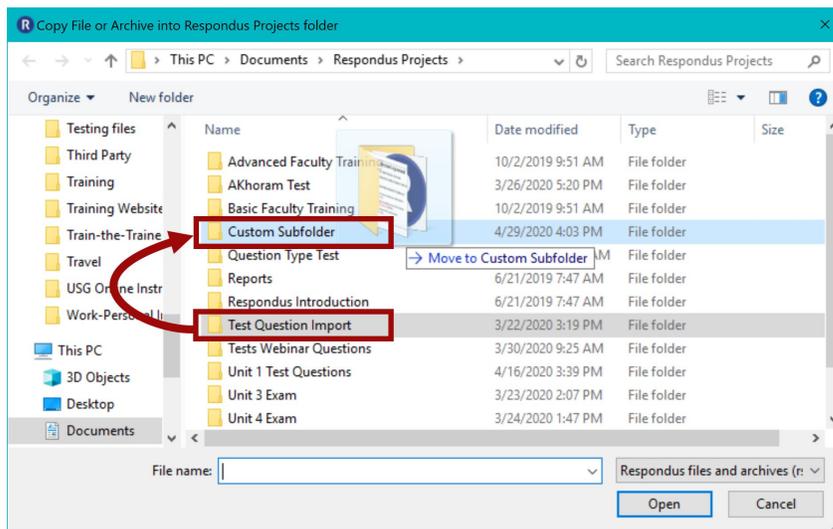
-OR-

- In the *Respondus Projects* folder, select **New Folder** from the ribbon.



To move files into custom subfolders:

1. In Respondus, select the **Start** tab → **Open** → **Browse**. The *Respondus Projects* folder will open.
2. Select and drag the file subfolders into custom subfolders in the *Respondus Projects* folder.



Respondus Reminders

- Respondus is not cloud-based software. This means that Respondus files can only be accessed on the computer where the *Respondus Projects* folder is located.
- If Respondus is installed on more than one computer, each instance of Respondus is separate and creates its own *Respondus Projects* folder stored on that computer.
- If the *Respondus Projects* folder is deleted, Respondus must be uninstalled then reinstalled.
- When a file is deleted from Respondus, its matching subfolder must also be deleted from the *Respondus Projects* folder.