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**.

hoose Server			×
More than one learr appropriate system	ning system is used from the list below	l at your institution. Please	e select the
Athens Technical C	ollege Blackboard	Ş.	~

- 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*.

Albany Teo	chnical College				
Enter your lo	ogin information fo	r this Blackboa	ard server		
User name	(not used)		Password	(not used)	
(If this is Respondus	a shared compute	ction test using	this box!) the above se	ettings	
to make sur					
Run con	nection 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**.

ATHENS TI	CHNICAL COLLEGE	Hon
Help and Resources	Faculty and Students	Blackboard Maintenance Window
Blackboard Login Helpdøsk Request Form Browser-Chack	ATHENS TECHNICAL COLLEGE	Require Elactionard Ministramore Ministry Friday Monistry 50: - 60: All Estain Standard Time Biakboard performs weekly manthananca and generally continues to be available for users. Since a shul-down and restart of the system may be required, users should not plan on completing any assessments or assignments during this time.
Blackboard Help	Faculty and Student Login	ATC Announcements
Having problems with Blackboard? Please leave us a message and someone will get	(click here)	Our continuation of instruction plan can be found in our https://athensisch.smaticalalogiq.com/2019-2020/Catalog/Academic- Information/Continuation-of-Instruction-Plan
back to you as soon as possible! Please enter your FULL NAME and COLLEGE EMAIL on the form	Login Directions	Our internet service provider will be performing system maintenance Wednesday, Feb 12, at 11:56 pm until Thursday, Feb 13, at 4:00 am. Blackboard may be inaccessible to students during this time.
below. Name* E-mail*	Your username is the first part of your ATC email address before @athenstech.edu. Your password is your ATC email password.	Athens Technical College provides academic and career seminars to students each term. Sessions are held on the Athens Campus, Room H- 759, unless otherwise noted. Students may RSVP via email at https://distington.com/second/se
Phone*	If you receive the message "Authentication Failed" when trying to login, your password has expired or is incorrect.	Campuses are listed on the <u>ATC Events Calendar</u> .
Your question* Enter your message	To change you password: Login to your O365 account at <u>https://portal.office.com/</u> . On the main Office 365 apps page, select the gear icon in the upper right, then "Change	Announcements

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.

ATHEN	S TECHNICAL COL	Notifications FACULTY Admin System Admin
Qw 📑 🚺 🔑	Course List	ATC Announcements
You are not a student or instructor in any courses available to Qwickly, or do not have any Qwickly Apps enabled.	Courses where you are: Instructor Q2 2019 Update Review Instructor: Sherry Heidkamp, Debra Jackson; Erica Roberson, Amy Steadham, Nikki Stubbs, Pam Warren,	Our continuation of instruction plan can be found in our https://athenstech.smartcatalogia.com/2019- 2020/Catalog/Academic-Information/Continuation-of- Instruction-Plan
Tools	Roberson 2020 Sandbox Instructor: Erica Roberson;	Thursday, Feb 13, at 4:00 am. Blackboard may be inaccessible to students during this time.
TCSG/GVTC Faculty Training	Sandbox_eroberson Instructor: Erica Roberson;	Athens Technical College provides academic and
Announcements		career seminars to students each term. Sessions
Calendar		are note on the Autons Campus, Room 1=7.59,

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.

rieve Questions Wizarc	l rver. or "add new server" to add settings inf	formation for a new server	
Blackboard Server:	GVTC Leam [PSS]	~	
Settings:	Server: gytcleam.blackboard.com Auth Type: Automatic Login Port: 443 Server Port: 443 (Secure Server, all pages HTTPS) User: (User/Password will not be saved.)	Control Con	gs
2. Press [Next] to conne	ct to server		

- 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.

ERoberson	Irse to Retrieve from	~	
2. Select an E	xam or Pool		
Exam	Unit 1 Exam	~	
O Survey		~	
O Pool		~	
3. Enter a nan	e for the new file		
Unit 1 Exan	1		

d. Select Next.

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

Retrieve Questions Wizard	×
Respondus 4.0.8.06 February 6, 2020 - Start Blackboard 9.x Retrieve - Exam: Unit 1 Exam Document: Unit 1 Test Questions * Checking for Random Blocks * Downloading Exam * Converting questions Question 5 * 1 Fill-in-the-Blank question(s) had answer types converted to Exact Match from something else.	-
Back Finish Cancel Help	

- 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.

File Edit View Help				
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Start Edit	Settings Preview + Publish Retrieval + Reports		1	Blackboard
Multiple Choice Three and False Essay / Short Answer Matching Ordering Fill in the Blank Multiple Answers Catoulated More 2 Copy from Another False Test Bank Network	Attacts Central Feedback Arssens Peedback Arssens Peedback Arssens Peedback Arssens Peedback Arssens Peedback Arssens Peedback Arssens Peedback			
Question List		Expanded View	Total Items: 5	Points: 100.0
# Title F	Prints Question Wording			
1 D V Modifiers, incluc Tr	ue - Faite 20.0 Modifiers, including adjectives and adverbs, should be placed next to the word or words they describe.			
3 D V What is the part Fi	II in Blank 20.0 What is the part of speech that joins words, phrases, or clauses together called?			
4 D 🗸 The underlined v M	ult. Choice 20.0 The underlined word in this sentence is acting as what part of speech? "The wily coyole jumped giver the wall and into Bob's backyard where Bob kept his chicken coop."			
5 D V Which of these s M	uit. Choice 20.0 Which of these sentences does not have correct pronoun-antecedent agreement?			_
•				
	Search Advanced Search			

Publishing Tests to Blackboard

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

Respondus - Unit 4 Ex	am			– 🗆 ×
File Edit View Help				
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Start Edit	Settings Preview	+ Publish	Retrieval + Reports	Blackboard
Preview	Preview 😧			
Publish	Preview the	File		
Print Options	Pefere sublis	bin and a second	and a fill to the second is in a second of the	
Print Options	Before publis	hing your Res " the file. In t	pondus file to the server, it is recommended tha he preview mode, the Respondus file remains on	it

- 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.

Prev 1 of 5 Next >	Item: Go	Modify Item Close
Question 1	True - False	1.00 points Save
Modifiers, including adjectives and adverbs, sh	hould be placed next to the word or words they describe.	
⊖ True		

- 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.

Type of Publish - Lo	cal File Single Course or Batch Publishing		
Publish to single	course		
 Batch Publish to 	multiple courses		
Save pool to loc	al file for manual uploading		
hoose an existing s	erver, or "add new server" to add settings i	nformation fo	r a new server
Choose an existing s Blackboard Server:	erver, or "add new server" to add settings in AthensTechnical College [PSS]	nformation fo	r a new server
Choose an existing s Blackboard Server: Settings:	AthensTechnical College [PSS] Server: athenstech.blackboard.com Auth Type: Interactive Server Port: 443 (Secure Server, all pages HTTPS) User: (not used) (User/Password will not be saved.)	nformation fo	r a new server Edit Settings

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.

or Pool
Unit 4 Exam
~
Unit 4 Exam
~
av 12
d make available

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).

Publish Wizard		×
Click on the area or folder If you want to create a ner folder using your browser,	to link to, then press [Next] w folder to link the exam to, you must choose [Cancel] and create the then press [Publish] again.	
Content Areas	Content Areas	

- 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.



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

					~		
2. Create or Rep	lace Exam/Surv	vey or Pool					
Exam/Survey							
Create new	v Exam	Unit 3 E	xam				
O Replace e	kisting Exam					\sim	
Pool							
O Create nev	v Pool	Unit 3 E	xam				
O Replace e	kisting Pool					\sim	
3. Additional opt	ions for Exam/Si	urvey					
Apply Ran	dom Blocks to E	xam					
Apply Setti	ngsto Exam						
└ Link Exam	to Content Area	and make a	vailable				

7. 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 \rightarrow **Open** \rightarrow **New Folder**.

projects >	Name	Date		1 📖	III 🔛 🕑	
	Advanced Faculty Training	folder	Selected File			
Archive >	Basic Faculty Training	folder	Creat	o New Folder		
	R AKhoram Test	3/26/20 05:20 PM	Creat	e rvew rolder		
	R Question Type Test	3/24/20 04:39 PM				
	Respondus Introduction	3/17/17 01:08 PM				
	R Test Question Import	3/22/20 03:19 PM				
	R Tests Webinar Questions	3/30/20 09:25 AM				
	Unit 1 Test Questions	4/16/20 03:39 PM				
Browse	🖪 Unit 3 Exam	3/23/20 02:07 PM				
	R Unit 4 Exam	3/24/20 01:47 PM				
Test Bank	R Unit 5 Exam	3/26/20 08:17 PM				
Network	R World History	12/09/02 04:40 PM				

-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 \rightarrow **Open** \rightarrow **Browse**. The *Respondus Projec*ts 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.