Using Respondus 4.0

Upon completion of this workshop instructors will be able to:

- Create questions using the Respondus format
- Import images with questions
- Manually upload the quiz to the D2L platform
- Print a quiz/exam
- Retrieve a Quiz from Desire2Learn

Getting Started with Respondus:

1. If Respondus is not already on your computer, please contact the Help Desk at x4357.
2. In the initial screen choose Desire2Learn in the Current Personality drop-down menu.
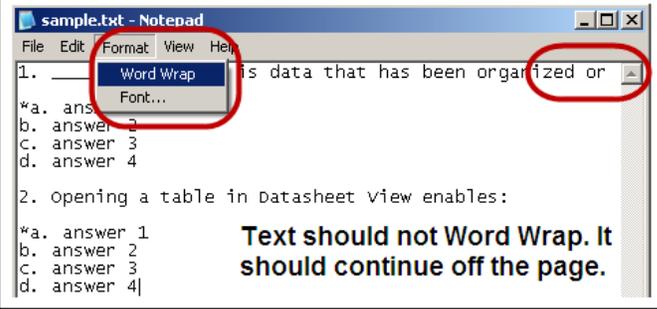
Creating the Questions: The Standard Format for Importing

Respondus allows you to import:

- Multiple Choice questions
- True or False questions
- Essay (long answer) questions
- Fill-in-the-Blank (short answer) questions
- Fill-in-Multiple-Blanks questions
- Matching questions
- Ordering
- Multiple Response (Multi-Select) questions

Although you can use Microsoft Word 2007 or 2010, we recommend using Notepad (Start > Programs > Accessories > Notepad) and saving the file as a text or (.txt) file. The questions must be organized in a format that is acceptable to Respondus.

How to Set Up Questions:

<table>
<tr>
<td>1. When creating the file in Notepad turn off Word Wrap (it is deselected in this image) and do not return (use the enter key) in question or answer sentences. The text should go off the page.</td>
<td>

sample.txt - Notepad

File Edit Format View Help

1. _____ is data that has been organized or

Word Wrap
Font...

*a. ans
b. answe
c. answer 3
d. answer 4

2. Opening a table in Datasheet View enables:

*a. answer 1
b. answer 2
c. answer 3
d. answer 4|

Text should not Word Wrap. It should continue off the page.
</td>
</tr>
<tr>
<td>2. Each question must begin with a question number and they must be sequenced in order (1, 2, 3, etc.).

3. The question number must be followed by a period " . " or a parenthesis ") ".</td>
<td>

Example: 3)
Example: 3.
</td>
</tr>
<tr>
<td>4. The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question text.)</td>
<td>

3) Who determined the exact speed of light?
3. Who determined the exact speed of light?

One space between the question number and the question text.
</td>
</tr>
<tr>
<td>5. Each *answer* must begin with a letter (A-Z) followed by a period "." or a parenthesis ")". (Note: at least one space should be between the answer number and the answer text.)</td>
<td>

3) Who determined the exact speed of light?

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

All answers begin with a letter.

3) Who determined the exact speed of light?

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

One space between the answer number and the answer text.
</td>
</tr>
<tr>
<td>6. **OPTIONAL** – A Title can be given to every question. Notice that there is no space between the title and the question line.</td>
<td>

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

a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi
</td>
</tr>
</table>

7. To indicate a correct answer, place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).	3) Who determined the exact speed of light? a. Albert Einstein *b) Albert Michelson c) Thomas Edison d. Guglielmo Marconi
8. Individual feedback 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.	Title: Speed of Light 3) Who determined the exact speed of light? a. Albert Einstein @ No. Albert Michelson determined the exact speed of light. **There is one space between the @ and the feedback text.** *b) Albert @ 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.
9. *General feedback*, which provides feedback for an overall question (opposed to feedback for individual answers), 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.	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.

Sample Questions:

Multiple Choice:

3) Who determined the exact speed of light?

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

True or False Questions:

- Both of the following examples are valid ways to format a true or false question for importing purposes.
- The "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer.

3) Albert Michelson determined the exact speed of light.

*a) True
b) False

OR

3) Albert Michelson determined the exact speed of light.

*a. T
b. F

Essay Questions:

- Indicate to Respondus that this is an essay question by placing the text "Type: E" before the question.
- Provide an answer to the essay question directly after the question, beginning the answer with a. or a).

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 wind when the Earth moved around the sun. The result was negative. Etc.

Short Answer Questions:

- Indicate to Respondus that this is a short answer question by placing the text "Type: S".
- You can import only one correct answer per question, but it is possible to enter multiple forms of that answer.

Type: S
Title: Who invented television?
5. Who is known as the "Father of Television?"

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

Multiple Fill in the Blanks Questions:

- Indicate to Respondus that this is a short answer question by placing the text "Type: FMB".

Type: FMB
Title: Multiple blanks
5. A [rose] by any other [name] would smell as [sweet].

- Respondus allows multiple correct answers per blank to be specified by separating each correct answer inside the brackets with commas.

Type: FMB
Title: Multiple blanks
5. A [rose, red flower] by any other [name] would smell as [sweet, good].
@ A rose by any other name would smell as sweet – or – A red flower by any other name would smell as good.

Matching Questions:

- Key differences in importing matching questions include:
  - Indicate to Respondus that this is a matching question by placing the "Type: MT".
  - The two parts of the match must be separated with an "=" symbol and there should not be any hard returns (using the enter or return button on your keyboard) or blank lines within either parts of the answer. 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.

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

Ordering Questions:

- Indicate to Respondus that this is an ordering question by placing the "Type: ORD".
- Each *answer* (which must be in the correct order) must begin with a letter (a-t) followed by a period "." or a parentheses ")".

Type: ORD
Title: Presidential Order
5. Put the following presidents in order of service.

a. George Washington
b. John Adams
c. Thomas Jefferson

d. James Madison
e. James Monroe

Multiple Response Questions:

- Indicate to Respondus that this is a multiple response question by placing the "Type: MR"

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

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

Importing Images with Questions:

- Images embedded in MS Word files will import automatically
- To add images (gif, jpg, or jpeg format) to D2L when using a text (.txt) file.
    - Images should be contained in a separate 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 in line with the question text.
    - 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—see example below)
    - 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"]**.
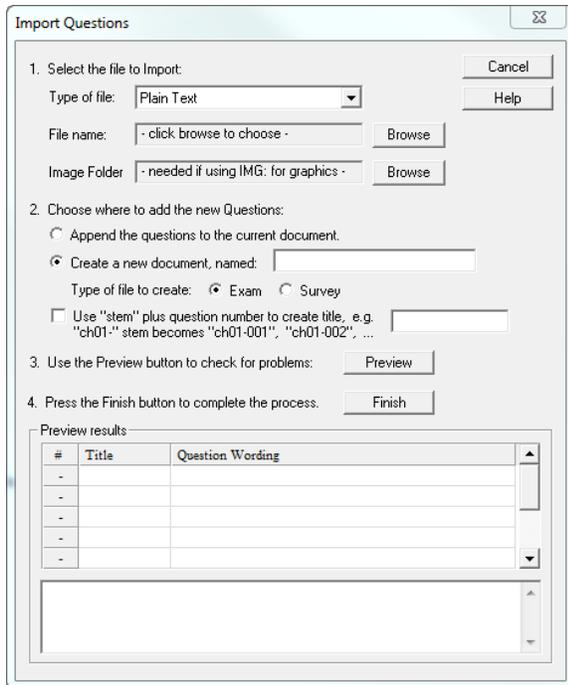
3) The equipment, shown here [img:"interferometer.jpg"], was used by which of the following scientists.

a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
d. Vladimir Zworykin

Importing and Uploading Questions to D2L

Starting the Import

After opening Respondus, select the **Import Questions** button from the Start menu. A window will appear:
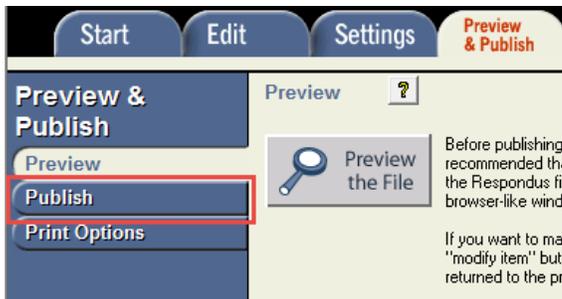
1. Select the **type of file** that will be imported.
2. Use the **Browse** button to locate and select the file to be imported.
3. Images in Word will automatically upload. If images are being imported with a text (.txt) file (see *Importing Images with Questions* above), click **Browse** to browse to the folder that contains those images.
4. In the "Choose where to add the new Questions:" area
   a. Click on the radio button next to the "Append the questions to the current document," if adding questions to a previously created document, or
   b. Click on the radio button next to "Create a new document, named:" then type a descriptive name in the text box if creating a new document.
   c. The "stem" portion is optional and is not used by most faculty.
5. Click on the **Preview** button.
   a. If warnings have appeared in the warning box, check your file. Often warnings occur because there are spacing errors in the question format. Recheck the file and try again. The duplicate question warning means that there are some questions where the first few words are the same. Generally, this warning can be ignored.
6. Click on the **Finish** button to complete the Import.

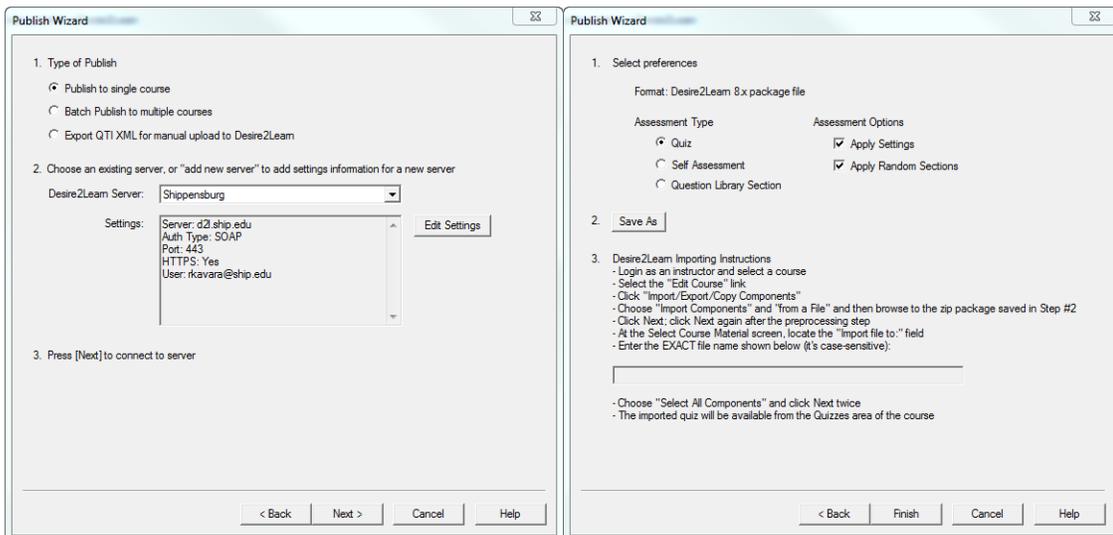## Exporting a Quiz for Manual Upload to Desire2Learn – The Publish Wizard

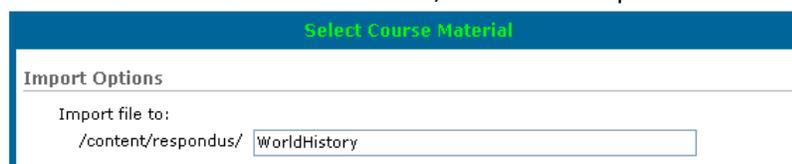1. To save a currently opened file to the Desire2Learn export format, click the **Preview & Publish** tab.

2. Then click **Publish** from the menu on the left.

3. Click on the **Publish Wizard** button to open the Publish Wizard dialog box.
4. Select the "Export QTI XML" option from the first step of the Publish Wizard.
5. Click on the Next button.

6. Select the **Assessment Type** and **Assessment Options** for your Desire2Learn package file. Valid assessment types include Quiz, Self Assessment, and Question Library Section. Valid assessment options include Apply Settings and Apply Random Sections.
   a. If a random section is needed in the quiz area, select the Apply Random Sections option.
7. Click on the **Save As** button, browse to a desired location.
8. When importing the file into Desire2Learn the following steps must be followed:
   a. Login as an instructor and select a course.
   b. Select the "Edit Course" link.
   c. Click "Import/Export/Copy Components."
   d. Choose "Import Components" and "from a File" and then browse to the zip package saved in Step #2.
   e. Click Next; click Next again after the preprocessing step.
   f. At the Select Course Material screen, locate the "Import file to:" field.

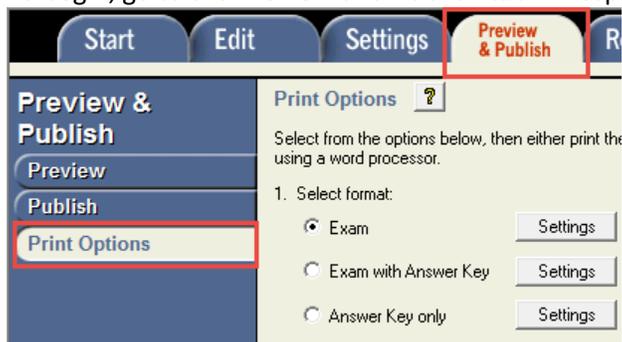9. Enter the EXACT file name shown in Respondus (it's case sensitive):

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a.

10. Choose "Select All Components" and click Next twice.
11. The imported quiz will be available from the Quizzes area of the course with the same name selected above.

Printing Options

Respondus allows you to format and print exams/surveys directly from the software.

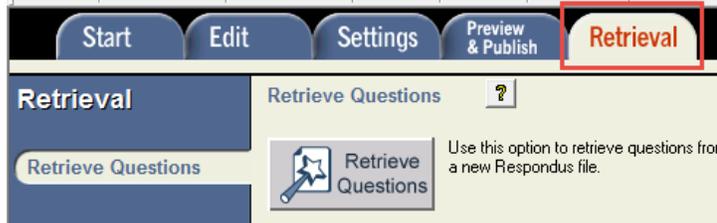1. To begin, go to the **Preview and Publish** tab in Respondus and select the **Print Options** tab.

2. Select from three formatting templates: Exam, Exam with Answer Key, Answer Key Only.
3. Click on the **Settings** button to the right.
    a. If the exam being printed has matching questions, be sure to select the checkbox labeled "Matching, randomize answers."
    b. If there are sequential questions that refer to the same image or graphic, select the "Suppress Repeated Images" button. The image is not repeated with each question.
4. 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.
5. Select a choice from the **Randomize Questions** drop-down menu and check "Group questions by type (Multiple Choice, etc.)" if desired.
6. To include only a subset of questions, specify the question values in the **from** and **to** text fields. To include all questions, leave both fields blank.
7. At the bottom of the screen there are three options:
    a. Click on the **Print Preview** button to preview the contents of the file in a pop-up window.
    b. Click on the **Save to File** option to create a MS Word file (.doc), a "rich text file" (.rtf), or a standard text file (.txt).
    c. Click on the **Send to Printer** option to print directly from Respondus.

Retrieving a Quiz from D2L

Respondus allows the retrieval of the exam instrument from Desire2Learn so that it can be modified in Respondus, published to another course, or archived.

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1. To begin, go to the **Retrieval** tab in Respondus.

2. Select the Desire2Learn server, click Next.
3. Select the course from the "Choose Course to Retrieve from" drop-down menu.
4. Choose the specific quiz, survey, self assessment or question library section you want to retrieve and enter a name for the new Respondus file you are creating.
5. Click the Next button.
6. A "**Completed successfully**" statement will appear in the *status* box when complete.
7. External files in questions are not downloaded from the D2L platform, however, pictures within quiz questions will be downloaded from the platform into Respondus. Math symbols or equations retrieved from D2L will be treated as images, not equations once downloaded from the platform.
8. Click on the **Finish** button.