# Hands-On with Respondus

**Ocotillo Meeting**
**11.1.02**

**Presented by:**
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**South Mountain Community College**

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**Chandler-Gilbert Community College**

# Formatting a Word Document for Respondus

In order to save time, instructors usually want to modify exams they have created in Microsoft Word so they can be imported into Respondus. This process is relatively simple and makes creating tests with Respondus quick and easy.

Some item types cannot be done in Word and imported into Respondus. These item types are matching and ordering.

| How we usually create items in **Word**: | How to format items for **Respondus**: |
|---|---|
| **Multiple Choice Items** | |
| 1. Who determined the speed of light?<br>a. Albert Einstein<br>b. Albert Michelson<br>c. Thomas Edison<br>d. Guglielmo Marconi | **Questions:**<br>• The questions need to be number, period, space, question content.<br>• Hit return two times. Make sure Word does not change the format to number, period, tab.<br><br>**Answers**<br>• The answer choices need to be typed letter, period, space, answer content.<br>• Hit return one time. Make sure Word does not change the format to letter, period, tab.<br>• Put an asterisk (*) in front of the correct answer. |
| | **Final Item Layout:** |
| | 1. Who determined the speed of light?<br><br>a. Albert Einstein<br>*b. Albert Michelson<br>c. Thomas Edison<br>d. Guglielmo Marconi |

| How we usually create items in **Word**: | How to format items for **Respondus**: |
|---|---|
| **True / False Items** | |
| 1. Ocotillo meets every Friday.<br>a. True<br>b. False | **Questions:**<br>• The questions need to be number, period, space, question content.<br>• Hit return two times. Make sure Word does not change the format to number, period, tab.<br><br>**Answers**<br>• The answer choices need to be typed letter, period, space, answer content.<br>• Hit return one time. Make sure Word does not change the format to letter, period, tab.<br>• Put an asterisk (*) in front of the correct answer. |
| | **Final Item Layout:** |
| | 1. Ocotillo meets every Friday.<br><br>a. True<br>*b. False |

| How we usually create items in **Word**: | How to format items for **Respondus**: |
|---|---|
| **Essay Items** | |
| 1. Why is Ocotillo important for the District? | **Questions:**<br>• Item must be labeled by typing "Type: E"<br>• The questions need to be number, period, space, question content.<br>• Hit return two times. Make sure Word does not change the format to number, period, tab.<br><br>**Answers**<br>• The answer choices need to be typed letter, period, space, answer content.<br>• Hit return one time. Make sure Word does not change the format to letter, period, tab.<br>• Put an asterisk (*) in front of the correct answer. |
| | **Final Item Layout:** |
| | Type: E<br><br>1. Why is Ocotillo important for the District?<br><br>a. Ocotillo is important to the District for many reasons. One area in which Ocotillo provides invaluable help is in the area of interpersonal networking. While it is true that at meetings much information is shared, much of the value comes from the relationships developed throughout the District. |

| How we usually create items in **Word**: | How to format items for **Respondus**: |
|---|---|
| **Fill-in-the-Blank Items** | |
| 1. _____ is the Dean of Instruction at Chandler-Gilbert Community College. | **Questions:**<br>• Item must be labeled by typing "Type: F"<br>• The questions need to be number, period, space, question content.<br>• Hit return two times. Make sure Word does not change the format to number, period, tab.<br><br>**Answers**<br>• You must include all of the answers that you will accept. For example, will you accept just the last name, alternate spellings, etc.?<br>• The answer choices need to be typed letter, period, space, answer content.<br>• Hit return one time. Make sure Word does not change the format to letter, period, tab. |
| | **Final Item Layout:** |
| | Type: F<br><br>1. _____ is the Dean of Instruction at Chandler-Gilbert Community College.<br><br>a. MaryBeth Mason<br>b. Mason<br>c. Mary Mason<br>d. M Mason<br>e. M. Mason<br>f. Ms. Mason |

| How we usually create items in **Word**: | How to format items for **Respondus**: |
|---|---|
| **Multiple Answers** | |
| 5. Which of the schools are a part of the MCCCD?<br><br>a. South Mountain Community College<br>b. Chandler-Gilbert Community College<br>c. GateWay Community College<br>d. Western International College<br>e. Phoenix College<br>f. Ottawa College | **Questions:**<br>• Item must be labeled by typing "Type: MA"<br>• The questions need to be number, period, space, question content.<br>• Hit return two times. Make sure Word does not change the format to number, period, tab.<br><br>**Answers**<br>• You must place an asterisk in front of all of the correct answers.<br>• The answer choices need to be typed letter, period, space, answer content.<br>• Hit return one time. Make sure Word does not change the format to letter, period, tab. |
| | **Final Item Layout:** |
| | Type: MA<br><br>5. Which of the schools are a part of the MCCCD?<br><br>*a. South Mountain Community College<br>*b. Chandler-Gilbert Community College<br>*c. GateWay Community College<br>d. Western International College<br>*e. Phoenix College<br>f. Ottawa College |

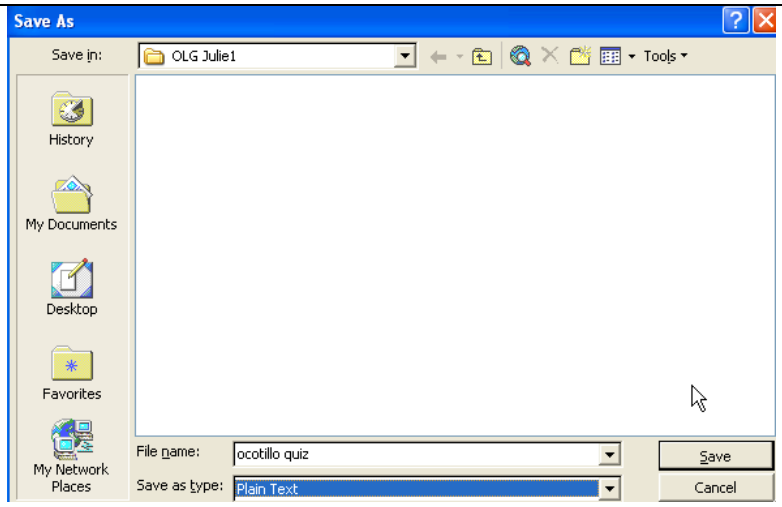
# Importing the .txt File

After you have formatted the Word document using the specifications provided, you must save the word file as a .txt (text only) file.

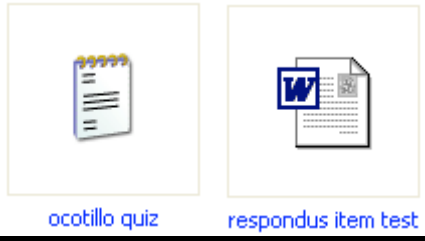
To do this, go under File and choose Save As…

When the dialog box on the right comes up, enter the new file name in the File name: box. In the Save as type: box, click the down arrow (on the right hand side of the box). Choose Plain Text from the list of file types.

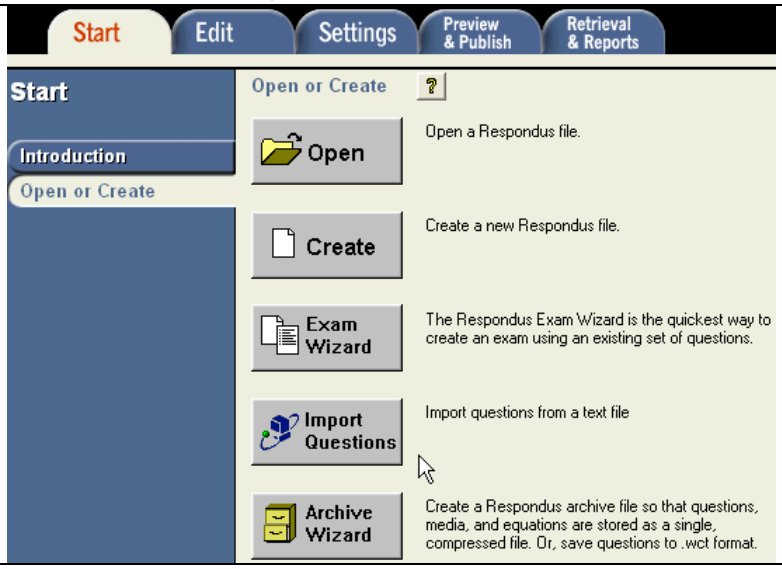
Click on the Save button (make sure you notice where the file saves).




You can check to see if you saved the file type correctly by looking at the file icon on the computer. The icon on the left is a Word .txt file. The icon on the right is a normal Word file.

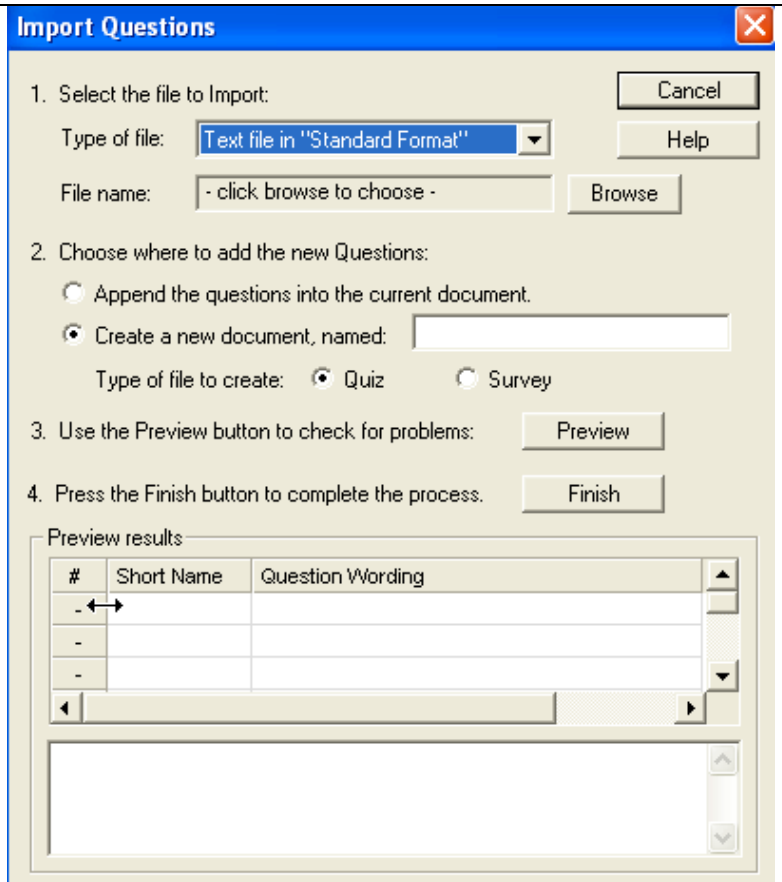



After you have saved the Word file as a .txt file, you need to open Respondus. (If you are already in the Respondus software, click the Start tab from the menu located across the top of the screen.) Click the Import Questions button.

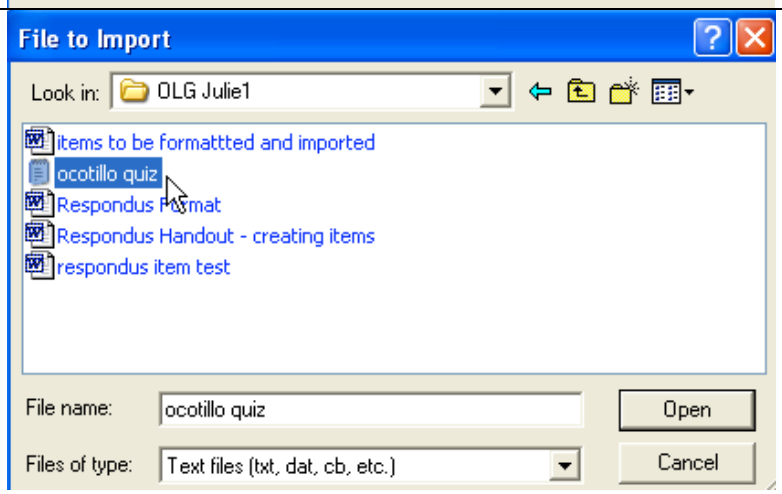


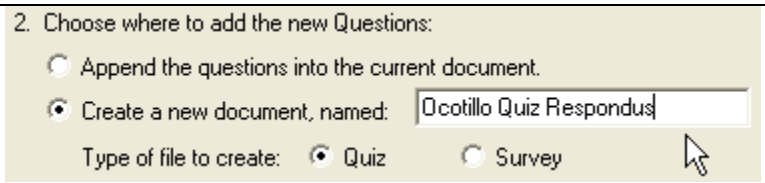
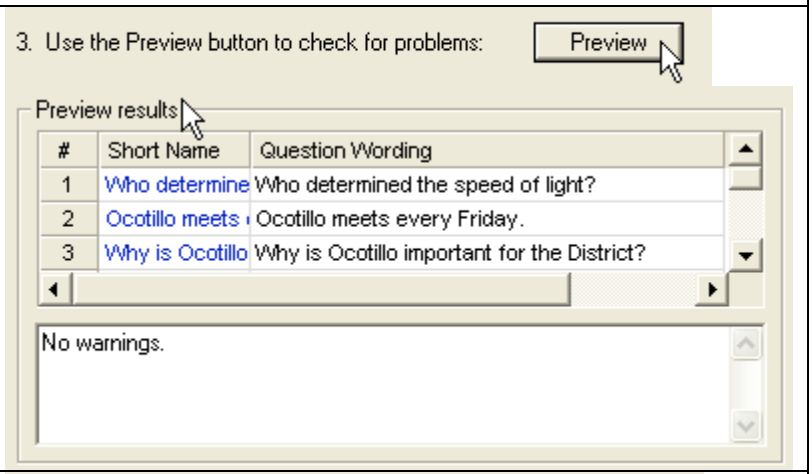
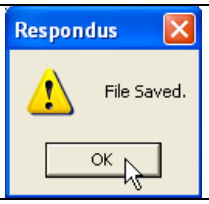
After clicking the Import Questions button, the Import Questions dialog box will appear. This is where you will complete four steps to import your .txt file into Respondus.

The Type of File: box only has one selection: Text File in "Standard Format" so you do not need to adjust this default feature. What you do need to do is click the Browse button to browse the computer for the .txt file you have created to import.

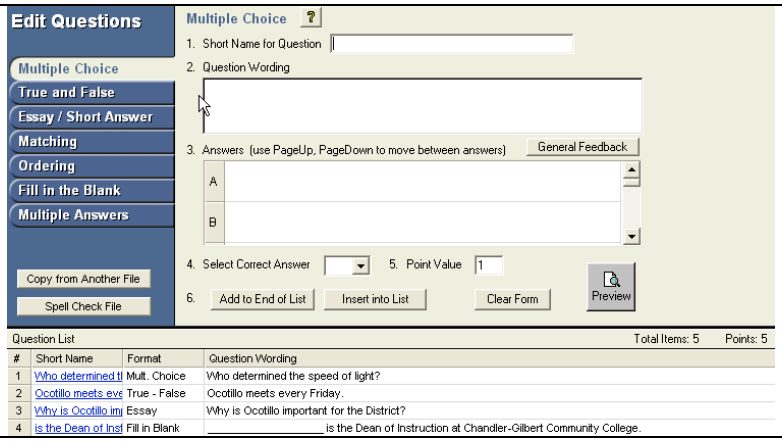



The dialog box to the right comes up when you browse to find your .txt file. You need to remember where you saved the file so you can navigate through your hard drive (or floppy disk) to find the file. When you locate the file, click on it and then click on the Open button.



| | |
|---|---|
| For this example we will be creating a new Respondus document – therefore, we need to click in the radio button next to the phrase Create a new document, named: and then we must type in the name of our quiz.<br><br>However, you can append or add the items you are importing into a test you have already been constructing in Respondus by simply clicking in the radio button by the phrase Append the questions into the current document.<br><br>Also, be sure to click what type of Respondus file that you are creating, a Quiz or a Survey. |  |
| In step three you click the Preview button to see if the items imported properly into Respondus. At the bottom on the screen you will receive an update if there were any "problem items" in the import session. For this example, there were "No warnings." |  |
| When we have located and solved any problems we simply click the Finish button to complete the import procedure. |  |
| Respondus will ask you if you want to save – click the OK button. It will also provide a note informing you that the file has been saved. |  |

After the item is saved the screen to the right will appear. From here you can modify any items. For example, you can change the point values for items, preview items to see if their formatting is correct, and you can even append new items onto this quiz.

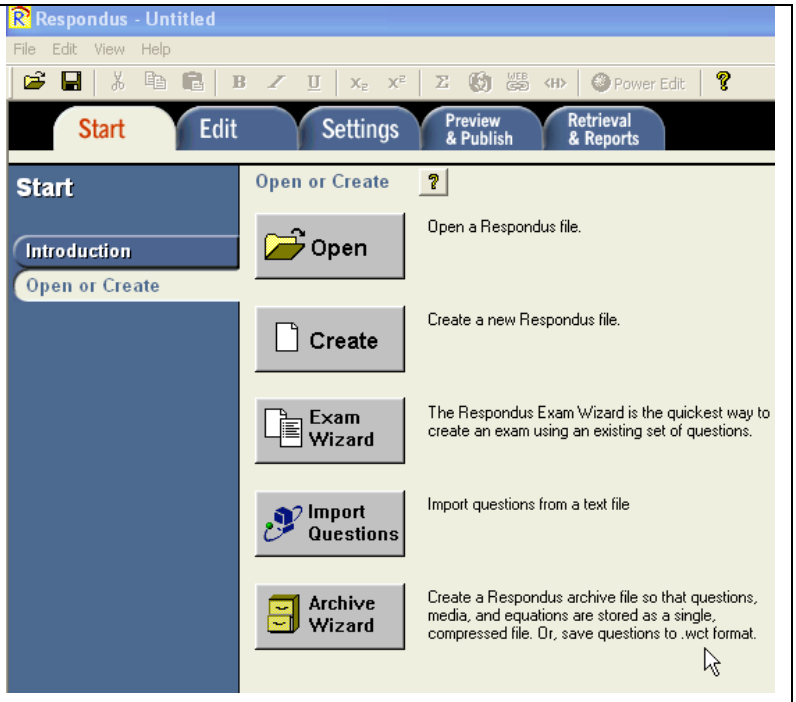


# Creating a New Test in Respondus

This is the opening screen you see when you launch Respondus. From this screen you can:

- Open a Respondus file you have created earlier
- Create a new file
- Use the Exam Wizard to create a test or survey
- Import a question set from a Microsoft Word .txt file
- Create an archive of test and/or survey materials

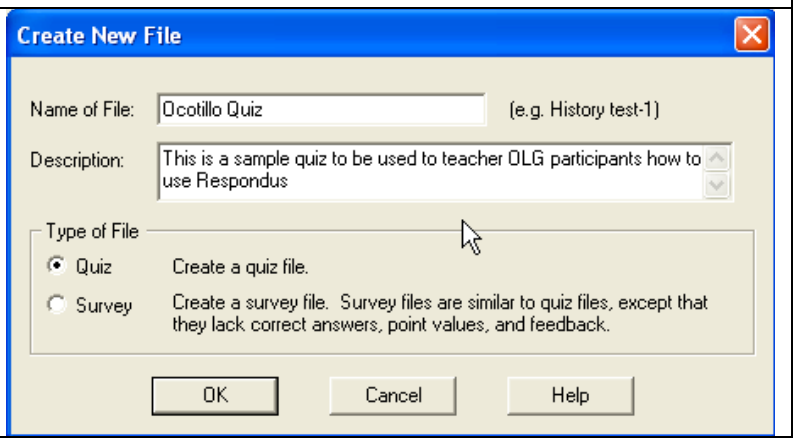
For the purposes of this exercise, click the Create button. The dialog box below and to the right will open.




At this point in creating your assessment tool (test or survey), you need to name your file. You also have the option of writing a description of the tool – this is recommended so later you will be able to easily determine the nature of the document.

From this dialog box you must select whether you are creating a quiz or a survey.

When you have entered all the information, click OK.

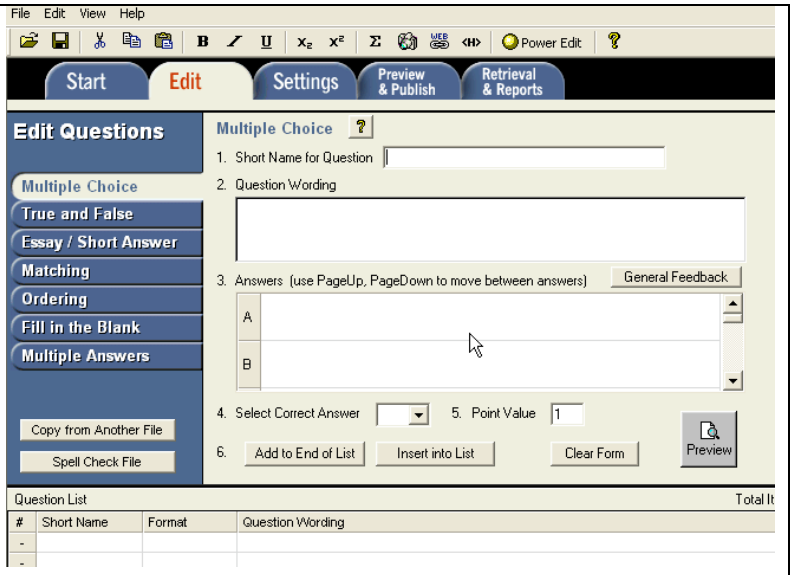


# Respondus – Creating Test Items

From this screen you can start to create your test/survey items. The numbered options will differ depending upon the type of question you are creating.

1. This is where you can enter a name for your question. Generally, people do not use this feature.
2. In this box you type the question.
3. Depending on the type of item you are creating, this is where you will enter the responses.
4. This is where you can assign the point value for the item.
5. For the first item, you must click the "Add to the End of List" button. Thereafter you can click to add new items to the end of the list or you can insert an item between two items.
6. Click the down arrow to the right of the white box to select the correct answer.

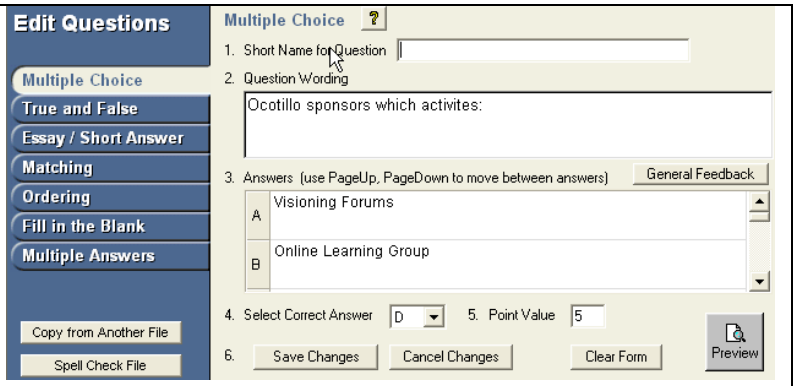
Another useful tool that you can access from this page is the Preview button. When you click on this you can preview what the test items will look like.




## Creating Different Kinds of Items

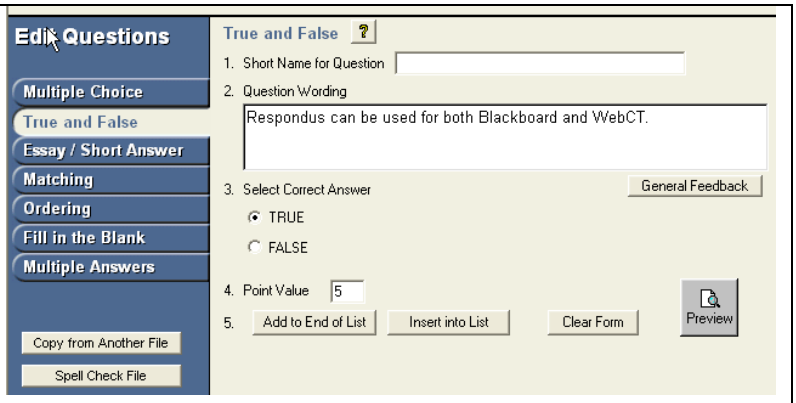
**Multiple Choice:**

1. This is where you can enter a name for your question. Generally, people do not use this feature.
2. In this box you type the question.
3. Depending on the type of item you are creating, this is where you will enter the responses.
4. Click the down arrow to the right of the white box to select the correct answer.
5. This is where you can assign the point value for the item
6. For the first item, you must click the "Add to the End of List" button. Thereafter you can click to add new items to the end of the list or you can insert an item between two items.



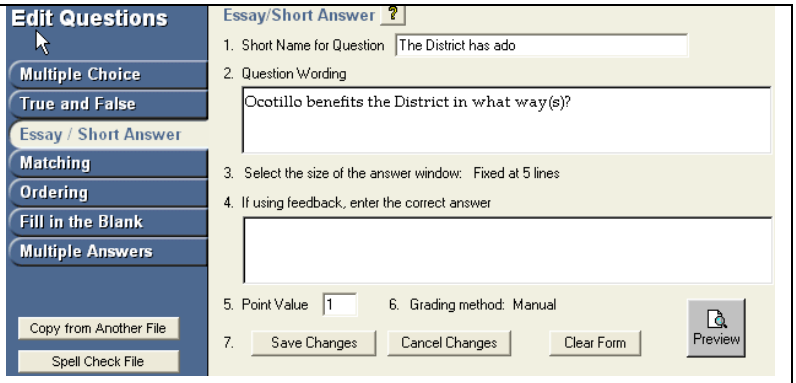
**True and False:**

1. This is where you can enter a name for your question. Generally, people do not use this feature.
2. In this box you type the question.
3. Click in the radio button next to True or False to select the correct answer.
4. This is where you can assign the point value for the item
5. For the first item, you must click the "Add to the End of List" button. Thereafter you can click to add new items to the end of the list or you can insert an item between two items.

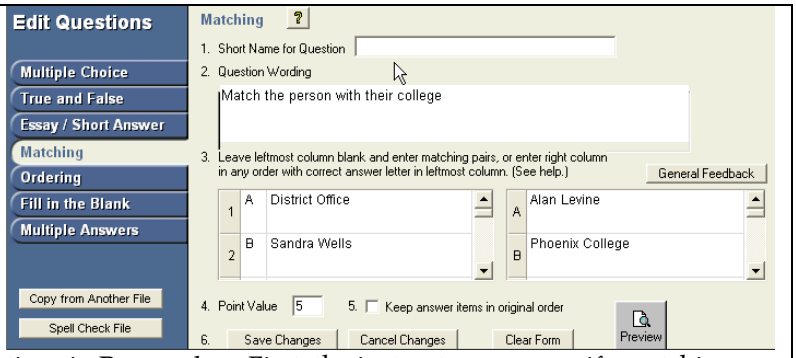



**Essay**

1. This is where you can enter a name for your question. Generally, people do not use this feature.
2. In this box you type the question.
3. This area basically just informs you that student responses can only be five (5) lines long.
4. If you are planning to provide feedback to students, this is where you would include a representative answer.
5. This is where you can assign the point value for the item.
6. This area informs you that you will have to grade the Essay item manually.
7. You can save changes, cancel changes, or clear form.



**Matching:**




1. This is where you can enter a name for your question. Generally, people do not use this feature.
2. In this box you type the question or directions for the matching exercise. Matching questions require students to match items from two columns.
3. There are two ways to create matching questions in Respondus. First, the instructor may specify matching pairs for both the left and right columns--specifically, the correct match for the left column must be placed in the field immediately to the right. If this procedure is followed, it is not necessary to indicate the correct answer in the small column located at the far left. (Note it is possible to place extra answers in the right column. In this situation, the extra answers act as decoys and do not match any of the answers in the left column.)

   The second approach for creating matching questions allows items in the right column to be placed in any order, but requires the correct answer for the match to be indicated in the small column located at the far left. This approach is especially suited for questions in which a long list of items (e.g., country names) is being matched to a relatively short list of items (e.g., type of government).

   For example, the left list might contain the names of several countries (Afghanistan, Albania, Algeria, Angola, Argentina, etc.) while the list on the right might display four types of government (Multi-Party Democracy, One-Party Regime, Military/Monarchical/ Theocratic Regime, Disordered State). Instead of entering the type of government for each country, you can simply enter the letter of the correct answer in front of the country name. See the table below.

| | Column1 | Match Column |
|---|---|---|
| D | Afghanistan | A. Multi-Party Democracy |
| A | Albania | B. One-Party Regime |
| C | Algeria | C. Military/Monarchical/Theocratic Regime |
| D | Angola | D. Disordered State/Civil War |
| A | Argentina | |
| A | Austria | |
| A | Bahamas | |

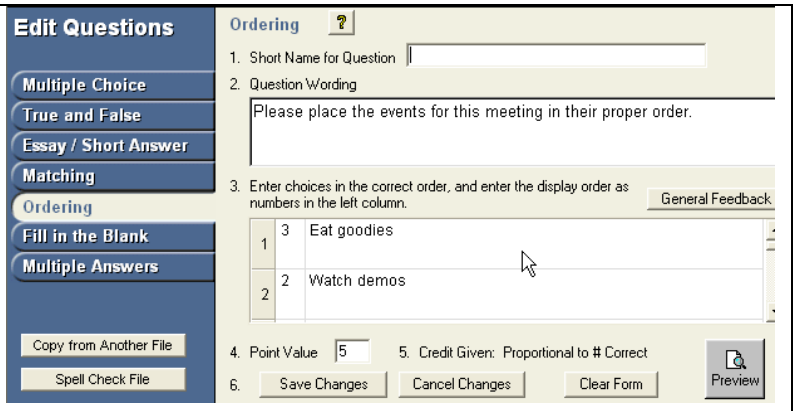
   In a matching question, the left column will be displayed to the student in the order information was entered. The answers in the right column will be automatically scrambled unless you select the checkbox in Step 5 that indicates the answers should be displayed as entered.

   All answer choices are equally weighted and scored proportional to the number correct. So if a student matches 8 of 10 items correctly, the score will be 80% for that question.

4. This is where you can assign the point value for the item.
5. Option of keeping answers in original order.
6. You can save changes, cancel changes, or clear form.

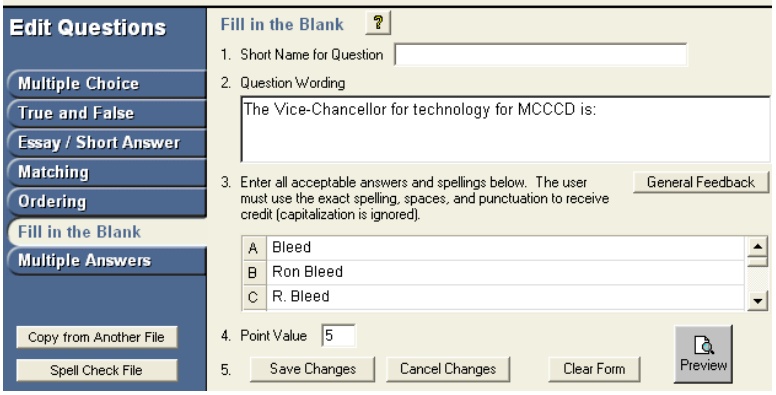
**Ordering:**

1. This is where you can enter a name for your question. Generally, people do not use this feature.
2. In this box you type the question or directions for the ordering item.
3. Ordering questions allow students to provide an answer by selecting the correct order in which the answers are to appear. Enter the question wording or statement in the Question Wording field and then enter the answer choices in the correct order. Finally, enter a number indicating the order in which you want the answer choice displayed in the narrow column to the left of each answer.
4. This is where you can assign the point value for the item.
5. Credit given proportional to number correct.
6. You can save changes, cancel changes, or clear form.



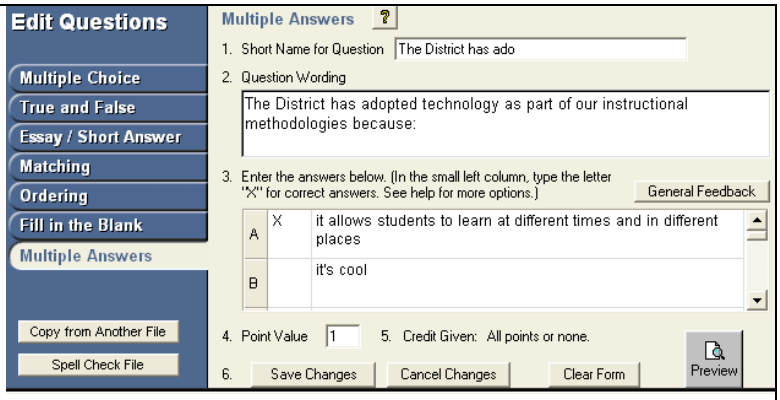

**Fill in the Blank:**

1. This is where you can enter a name for your question. Generally, people do not use this feature.
2. In this box you type the question.
3. Enter all acceptable answers.
4. This is where you can assign the point value for the item.
5. You can save changes, cancel changes, or clear form.



**Multiple Answers:**

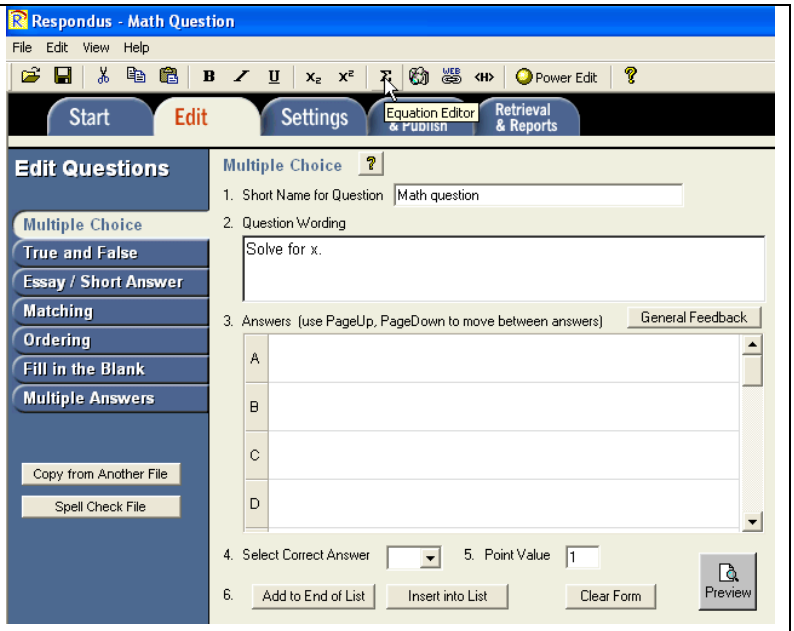
1. This is where you can enter a name for your question. Generally, people do not use this feature.
2. In this box you type the question or prompt.
3. In the column that precedes the answer choice, the letter "X" should be entered for all correct answers. Blackboard will give full credit only when the student has selected all correct answer choices and has left all incorrect answer choices unselected. Partial credit is not given.
4. This is where you can assign the point value for the item.
5. This area simply tells you that students must select ALL of the correct responses to receive credit.
6. You can save changes, cancel changes, or clear form.



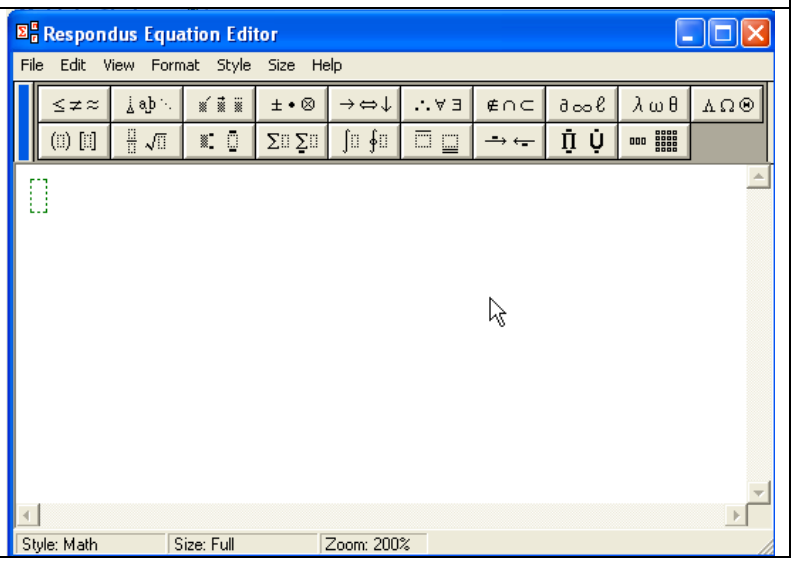
# Using Equation Editor

You must be at the Edit tab located at the top of the screen.

1. This is where you can enter a name for your question. Generally, people do not use this feature.
2. In this box you type the question and/ equation. In this area, place the cursor where you want the equation located. Click the "Equation Editor" button on the toolbar, which is represented by a summation symbol (_).
3. In the answer area, place the cursor where you want the equation located and open the Equation Editor.
4. Click the down arrow to the right of the white box to select the correct answer.
5. This is where you can assign the point value for the item.
6. For the first item, you must click the "Add to the End of List" button. Thereafter you can click to add new items to the end of the list or you can insert an item between two items.




When you click on the "Equation Editor" button, the Equation Editor will open and you can begin creating the equation.

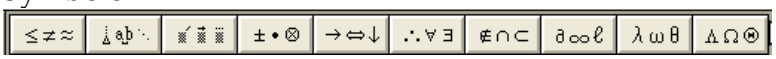


In the Equation Editor, the top row of menus consists of "symbols" while the bottom row of menus consists of "palettes."

If you select a "symbol" from the top row, it's no different than if you select the + or = sign on your keyboard. The one exception is that symbols from the Equation Editor eventually get displayed as graphics since most symbols cannot be viewed with a standard web browser.

When you select a "palette" from the bottom row, you are given the opportunity to enter text at various insertion points shown on the screen. You can also select a palette from the bottom row, click in an insertion point, and then select a symbol from the top row.

Symbols:

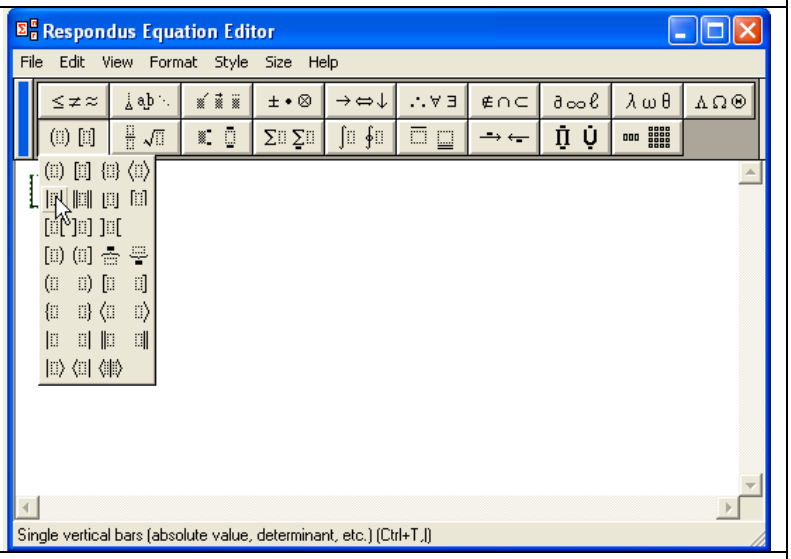


Palettes:



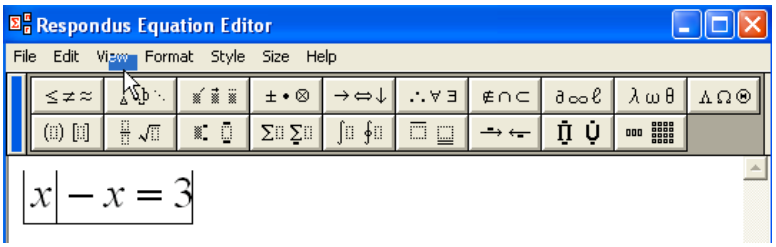
**Equation Editor Practice:**

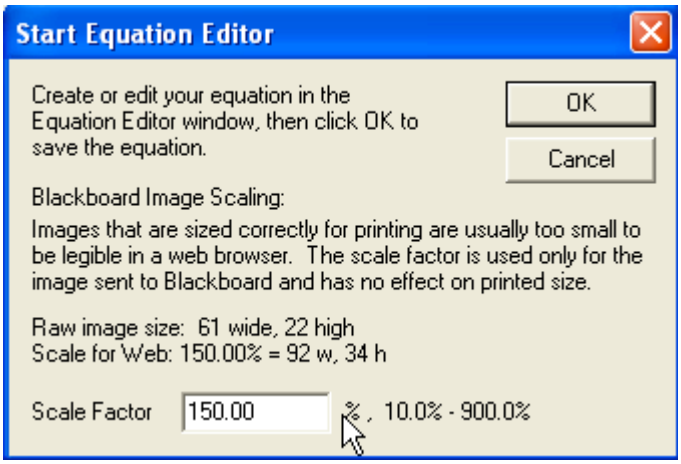
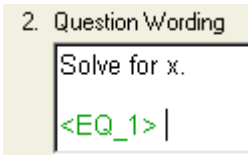
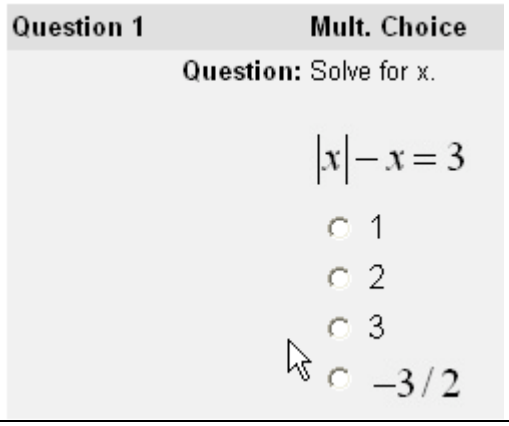
1. Click on the fence template.
2. Select single vertical bars.
3. Type in "x."
4. Hit the right arrow key once.
5. Type in a minus sign (-).
6. Type in an "x."
7. Type in equals sign (=).
8. Type in "3."




Your screen should look like the image on the right.

Once you finish editing the equation, exit the Equation Editor by either clicking the X at top right corner of the window or by selecting File from the pull-down menu and clicking Close or Exit (do not simply minimize the Equation Editor).



| | |
|---|---|
| A second window that addresses the size of equation will now appear. It is desirable to show equations in a larger format when displaying them on the web. In general, a web-based equation should be displayed at 150% of the size used for printing. By default, the Respondus software suggests that the "Blackboard Image Scaling" for the equation be increased to 150%. To accept this setting, click the OK button. If you want the graphic to appear even larger in Blackboard, you can increase the scale to up to 400%. |  |
| Once an equation has been added and you return to the Edit menu, a short string of characters representing the equation object will appear in green text (<EQ_1>). The first equation placed in the question wording will look something like <EQ_1>, with the next equation being displayed as <EQ_2>, and so on. When an equation is placed in an answer choice or feedback, it will appear as a small red box, except when that field is being edited. |  |
| Add answers to the answer fields:<br><br>You may use the equation editor again to create the answers, or you may type them in. NOTE: Items created in the Equation Editor will look different than those typed directly into Respondus. In the image to the right, answer 4 is an equation created in the Equation Editor, while the first three answers were typed in Respondus. |  |

To modify or delete an equation, position the cursor in the same field where the equation is located. Then click the Equation Editor icon on the toolbar and select the option to modify or delete an existing equation.

To preview questions containing equations, select the Preview button.

