



Department of Learning Technology

Quality, Excellence, and Innovation in 21st Century Instruction

**Respondus 4 Instructor Training –
Create and Manage Exam Content**



Learning Objectives

- Become familiar with the Respondus 4.0 interface
- Set up Respondus to work with Blackboard
- Set up and Import Word documents
- Publish Respondus tests to Blackboard
- Add or edit questions directly using the Editor
- Obtain tests and pools from the test bank network
- Change test settings prior to publishing
- Retrieve existing tests from Blackboard for printing or conversion
- Archive and share tests with others.



The Respondus 4.0 Interface

- Notice the tabs across the top
- Overview of menu items down the left
- Setting the Personality



The Start Tab – Importing Questions from Word

- How to format a Word document for import
- Two ways to show correct answers
- Include tables, images, etc.
- What about different question types?
- Change the point values
- Complete the import
- Locate the help documentation showing how to set up the Word file



The Preview and Publish Tab

- Preview the file
- Publish to Blackboard
 - Importing Server Settings
 - Selecting a course
 - Test or Pool
 - Settings
 - Location to publish
 - Finish
 - Viewing the test in Bb



The Edit tab – Viewing and Editing Questions

- Viewing questions
 - Sorting
 - Adjusting points
 - Searching for a question
- Formatting questions
 - Font style
 - Function editor
 - Media Wizard
 - Power Edit



The Edit Tab – Creating Questions

- Copying from another file
- Create different question types
- Add answers
- Select correct answer
- Provide feedback for questions/answers
- Assign point values



Test Bank Network

- Request a test
- Receive approval letter
- Use questions from the test bank



The Settings Tab

- Random Blocks
- Availability
- Other settings



The Retrieval & Reports Tab

- Retrieve Questions from Blackboard
- Print a test or save to Word
- Convert to a different personality



Archive Wizard

- **Archive tests and save for later use**
- **Share tests with other users**



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 - Phone: (903) 334-6603
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