

# INTRODUCTION TO RESPONDUS

## OBJECTIVES/EXPECTATIONS

AFTER COMPLETING THIS SESSION, YOU SHOULD BE ABLE TO:

- Start Respondus and navigate among the menus.
- Describe the basic features and capabilities of Respondus.
- Print a quiz.
- Use handout to upload a quiz to WebCT.
- Create a quiz using questions from existing files.
- Create a quiz and enter new questions.

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## NAVIGATING THE TABS AND MENUS

### OPEN RESPONDUS

- Click on the **Start** menu.
- Select:
  - Programs
  - Respondus
  - Respondus 1.5 campus-wide
- Click **Review Later**.

## EXPLORE!

- You access the different features of Respondus by clicking on the different *tabs*. **Before you can explore, you must first open a file!**
- Each tab has a set of options on the left.
- Each option has directions or forms for you.
  1. From the Respondus **Start** tab, click on the *open button*. Select the file called "Respondus Introduction." Click on *open*.
  2. Respondus opens the **Edit** tab. This is where you enter and edit questions. The current questions are listed at the bottom of the page. Click on a question title (short name). Respondus displays the question in a dialog box. Take a few minutes to review the question and the buttons in this dialog box.

**Please don't modify these questions! Others will be using this computer and files.**

Click **ok** when you are finished.

3. Click on the **Settings** tab. You will only use this tab if you are uploading your quiz to WebCT.
4. Click on the **Preview and Publish** tab. From here, you can preview your quiz, choose to upload to WebCT, or create a printed version of your quiz.
5. Click on the **Reports and Retrieval** tab. You will only use this tab if you have online quizzes in WebCT.

## RESPONDUS FEATURES

In this exercise, you explore the different features of Respondus. If you do not have the "Respondus Introduction" file open, you need to return to the *Start* tab and open it. You can learn much about the features of Respondus by *previewing* this file. Each question contains a bit of content so the "quiz" is much like a short tutorial.

- If you do not have the "Respondus Introduction" file opened, open it now.
- Click on the *Preview and Publish* tab.
- Select *Preview* from the options on the left.
- Click on *Preview the file* in the main window. You can now read about the features of Respondus by reviewing the questions. **NOTE!!!** You are not taking the quiz, so answering the questions has no effect. You will see the bubbles fill in, but your answer will not be scored. You may need to scroll down to see the correct answer. **This is what you see as a creator of quizzes, not what the student sees. You are previewing a file--that's all.**
- Move through each question to read about the features of Respondus.
- Click on the **close** button when you are finished.

## PUBLISHING: PRINTING A QUIZ

For the printing exercise, you will need to open a new file. This will be a short quiz already created in Respondus.

- Click on the *Start* tab. Choose open, select the file "World History," and click *open*.
- Respondus displays the *Edit* tab. You will see a list of the questions. If this were your own quiz, you might want to edit the questions before proceeding to print.
- Click on the *Preview and Publish* tab. Select the *Print Options* from the options on the left.
  - Select *Exam* from the drop-down menu.
  - Click on *Edit Headers*. From here you can change what appears at the top of each page of the quiz. Feel free to put your own information here. Click on *Ok* to return to your print options screen.
  - Click *Print Preview*, *Save to File*, or *Send to printer*.

## PUBLISHING: UPLOADING TO WEBCT

You can easily upload your questions and quiz to WebCT!!!! If you are interested in this option, please ask for the extra handout on how to "publish to WebCT." You can create both quizzes and self-tests using Respondus. And!!! You can use the same questions you use on your paper-based quizzes.

## CREATING A QUIZ FROM EXISTING FILES (THE EXAM WIZARD).

- Click on the **Exam Wizard** button on the **Start** tab.
- **Select** the first option (create a quiz by copying questions). Click **Next**.
- Complete the form in the dialog box:
  - Enter a name for your new file.
  - Enter a description of your file.
  - Click **Next**.
- Highlight a file and click the **Select** button. Repeat this for each file from which you want to select questions (e.g., select World History and click the **Select** button, then select Respondus Introduction and click **Select**).
- Click the **Next** button.
- Use the drop-down menu to access the questions a file.
  - Select your questions either automatically or manually.
    - For automatic, click the automatic bubble, and enter the number of questions to select by type.
    - For manual, click the manual bubble, and select the questions by clicking in the left column.
  - Click the **Add to End of List** button. You may edit the number of points each question is worth.
- Select your next file and add questions. You can use either the manual or automatic option. You may use one option for one file and the other method for another.
- Click on the **Next** button when you have selected questions from your files.
- Choose the option you want from the menu and click **Finish**.

## CREATING YOUR OWN QUESTIONS

You can create your own quiz or you can add questions to an existing quiz. The steps below lead you through creating a new quiz by using the Exam Wizard.

- Click on the **Exam Wizard** button on the **Start** tab.
- **Select** the second option (create a quiz by entering all new questions). Click **Next**.
- Complete the form in the dialog box:
  - Enter a name for your new file.
  - Enter a description of your file.
  - Click **Next**.

You are automatically moved to the edit tab and you can enter questions. You select the type of question you want and enter it. If you are using WebCT, you can enable feedback.

You can learn more about entering questions by downloading the documentation from the Respondus web site (<http://www.respondus.com>). Contact Sandra Wells in LTD for information on how to download a copy of Respondus to your computer.