Created by Qing Hua Yu (Alison) Instructional Designer, Academic Technology <u>ging.yu@csuci.edu</u>

Create quiz questions in Respondus

Step one: Create a new Respondus file

Step Two: Set point value

Step Three: Create Questions

Step Four: Don't forget to save your file for uploading to multiple courses later

Step One

- Open Respondus program, under Start tab
 - a. Choose the right personality
 - b. Click "Create" tab



c. In the pop-up window, give the name of your file, choose the type of file and click Ok

Created by Qing Hua Yu (Alison) Instructional Designer, Academic Technology qing.yu@csuci.edu

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escription:	Sample workshop quiz questions	~ ~
Type of File		
🖲 Exam	Create an exam file.	
C Survey	y Create a survey file. Survey files are similar to exam files, except tha they lack correct answers, point values, and feedback.	

Step Two

• Set Value Point for quiz question

In Respondus, from File menu -> click Preferences You will get the following window. Click Edit & Publish tab -> set the Value Point and click Ok



Step Three

- Create questions
 - a. Open the workshop1 file we just created
 - b. Choose the type of question you'd like to create
 - c. You can copy questions from another file
 - d. Check the Randomize answers can help to prevent student sharing answers
 - e. Don't forget to save the questions

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File Edit View Help			
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Start Edit	Settings Preview Retrieval & Publish & Reports		
Edit Questions Multiple Choice ?			
	1. Title of Question		
Multiple Choice	2. Question Wording 🔽 Randomize answers		
True and False			
Essay / Short Answer			
Matching			
Ordering	3. Answers (PageDown moves to next answer) Leneral Feedback [] Feedback		
Fill in the Blank	A		
Multiple Answers			
Calculated			
More > C			
10			
	D		
Copy from Another File			
	4. Select Correct Answer 5. Point Value 1.00		
	6 Add to End of List Insert into List Clear Form Preview		
Question List			
# Title Format	Question Wording		
-			

Step Four

- Don't forget to save your file for uploading to other courses or modifying later
 - a. File Menu -> Save
 - b. Your quiz file will be saved on your local computer
 - c. Next time when you open Respondus, click open tab you will be able to locate the file you saved before