Respondus

Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to CI Learn.

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Contact Us

Qing Hua Yu (Alison)
Instructional Designer, Academic Technology
qing.yu@csuci.edu
(805) 437-3365

Respondus Overview

Resondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to CI Learn.

General features of Respondus

- Create exams and assessments offline using notepad
- Support eight question types, including feedback
- Import test bank questions from textbook publisher and upload into CI Learn
- Insert mathematical and scientific symbols using the Respondus Equation Editor
- Embed graphics, audio and video within your quiz questions
- Resize graphics and convert them into JPEG format with one click
- Randomize questions with Random Blocks
- Publish exams and assessments directly to CSUCI CI Learn courses
- Print exams/surveys directly from the software, or save files to MS Word or rich-text format

System Requirements apply to Respondus

Operating System: Windows 98, NT4, ME, 2000, XP, Vista.
Memory: 32 MB RAM minimum.
Hard Disk Space: 10 MB of free hard disk space for program files.
Monitor: 800x600 minimum (1024x768 recommended)

*Mac user will need to have VMware Fusion installed on your Mac computer before you can run Respondus on a Mac.

Objectives

In this workshop, you will:

1. Create quiz questions in Respondus
2. Embed graphics and audio in your quiz questions
3. Publish quiz questions into a CI Learn course

The work flow

1. QUESTIONS SOURCES
   - Import Test Bank questions
   - Import formatted questions (.rtf or .txt files)
   - Create questions in Respondus
2. IN RESPONDUS
   - Create/Edit question
   - Choose settings
   - Preview quizzes
   - Upload quizzes into CI Learn courses
   - Print the quizzes out as hardcopy or save as Word document
3. TAKE Quizzes in CI Learn

*More information can be found at http://www.respondus.com

Downloading Respondus

Respondus is free for CSUCI faculty.

1. Go to http://www.csuci.edu/it , click Respondus.

2. Click "Installation" link.

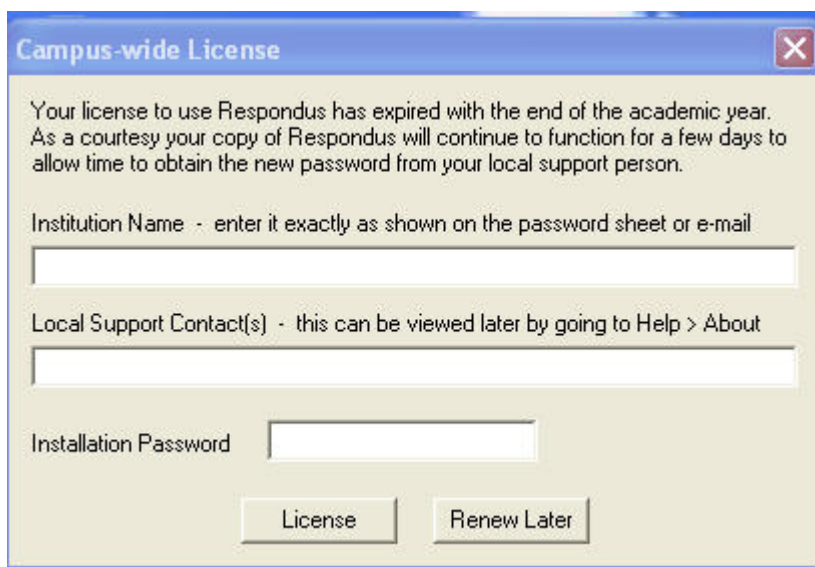3. Type in your user name and password and enter.

4. With "Open with" Compressed Folder Selected, click ok.
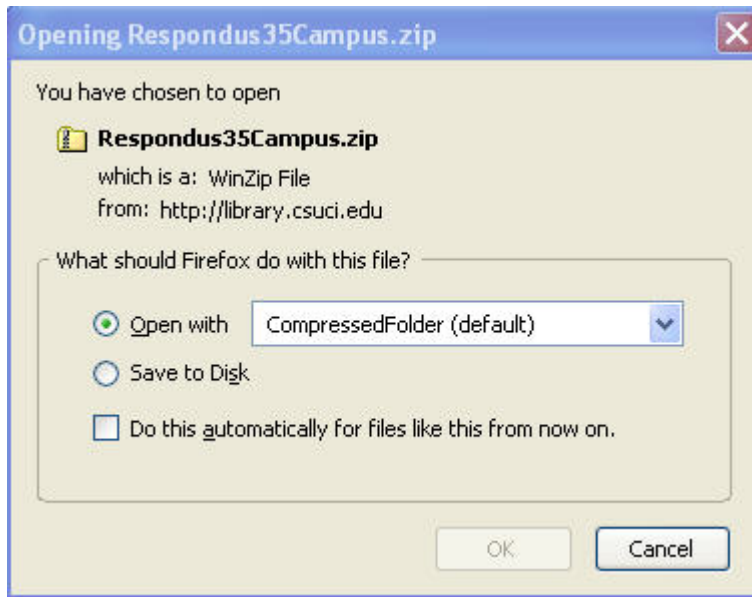
5. Double click the file name in the appearing window to start the installation.

6. When you click the Respondus application icon on your computer, you will be asked the following information.

7. Contact help desk to get the key code. helpdesk@csuci.edu 805-437-8552

Create quiz questions in Respondus

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Step One: Create a new Respondus file
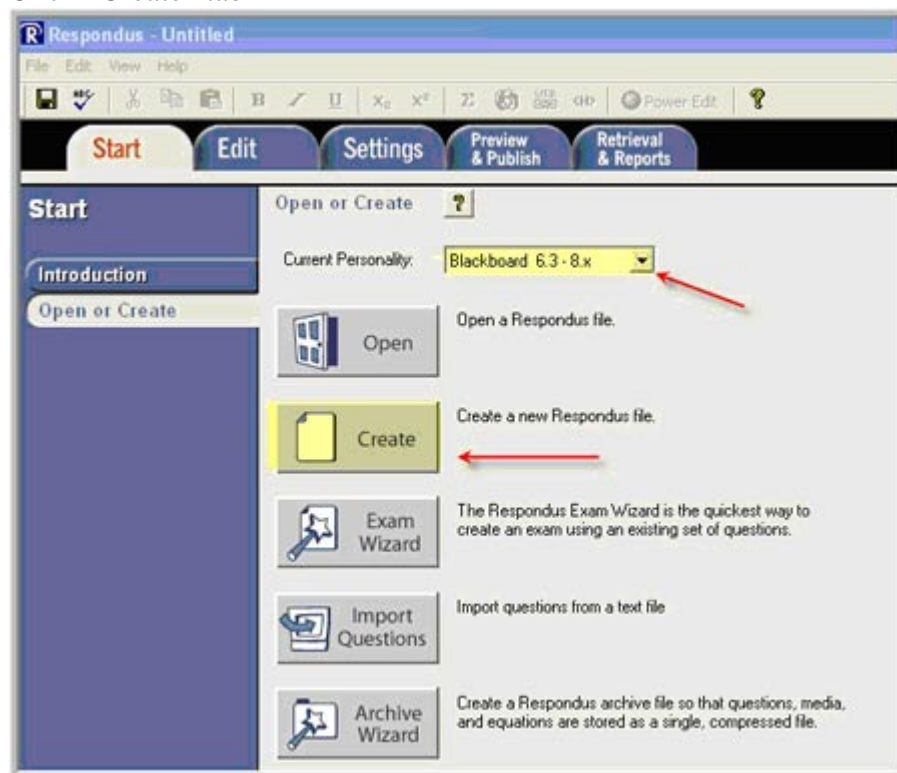**Step Two:** Set point value
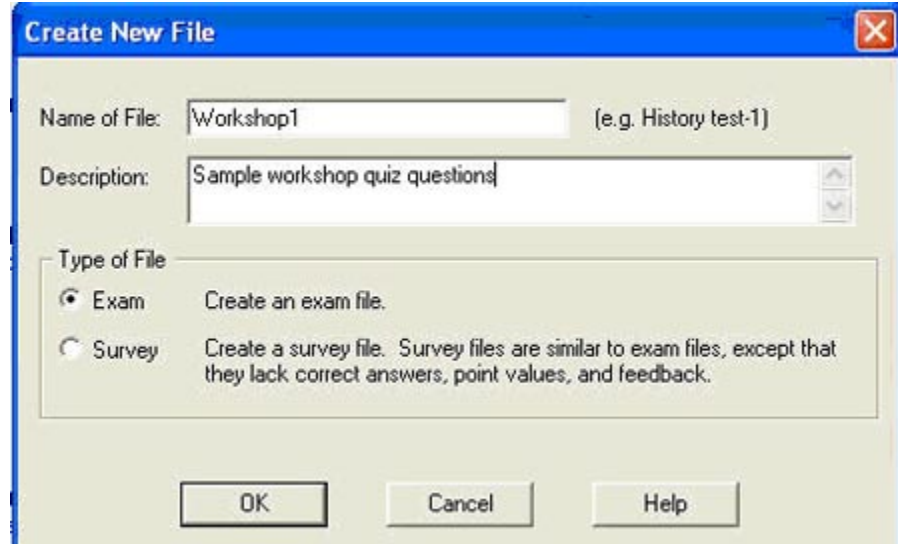**Step Three:** Create Questions
Step Four: Don't forget to save your file for uploading to multiple courses later

Step One:

1. 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
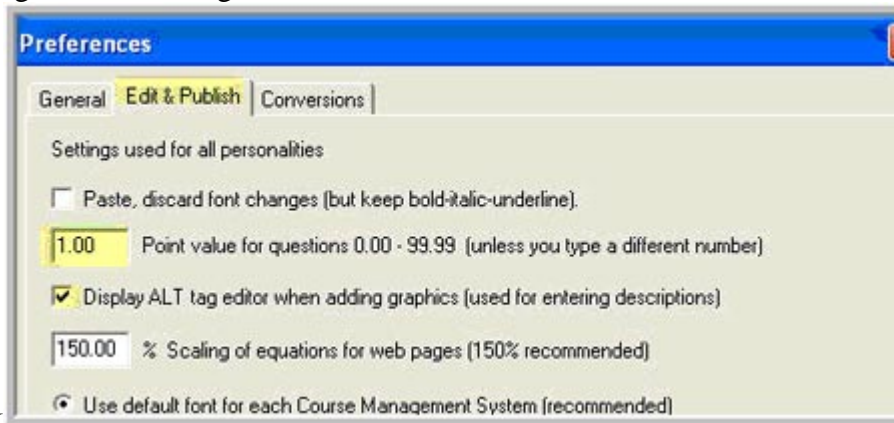

Step Two:

1. Set Value Point for quiz question

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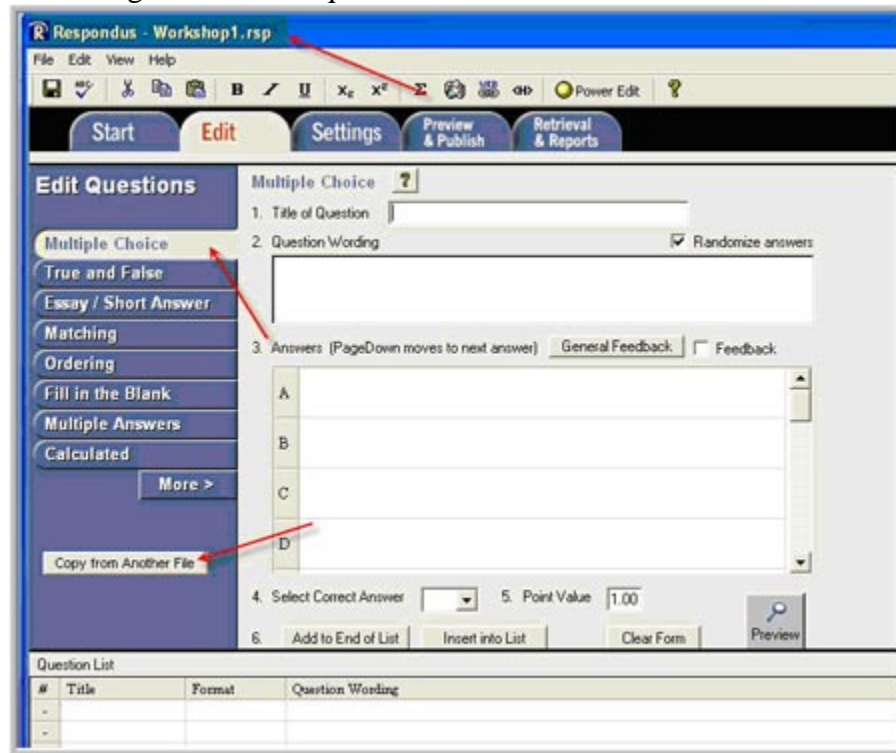You will get the following window. Click Edit & Publish tab -> set the Value Point and

click Ok

Step Three:

1. 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

Step Four:

1. 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
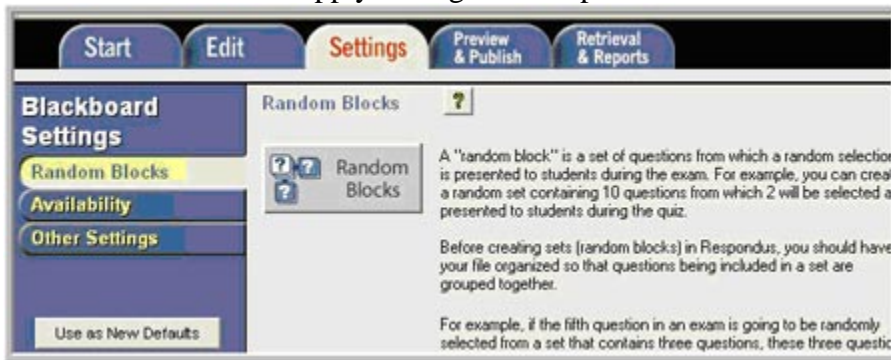   c. Next time when you open Respondus, click open tab you will be able to locate the file you saved before

Apply Settings and Publish files in Respondus

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1. Apply Settings

   After we finish the quiz question creation, we will apply setting to them. The settings will

be used if we choose "Apply setting" when upload files into CI Learn.

    a. Use Random Blocks to create question set in simple way
    b. Availability: set up quiz time duration, quiz availability…

2. Publish files
    a. Copy the URL from CI Learn login page and paste it to "1" in the image below
    b. In a CI Learn course where you'd like to upload the quiz questions
        i. Click the Control Panel
        ii. Copy the URL in the browser address bar
        iii. Paste it into "2" as in the image below
    c. Click "Extract" button in "3"
    d. Type in your User name and Password

e. If you work on your personal computer, you may check the box to remember your log in, and then you will not need to type them in for later use.

f. Choose the course from the drop down list
g. Click " Create new Exam" radio button to upload a new exam

h. Check "Apply settings to Exam" to use the settings in CI Learn
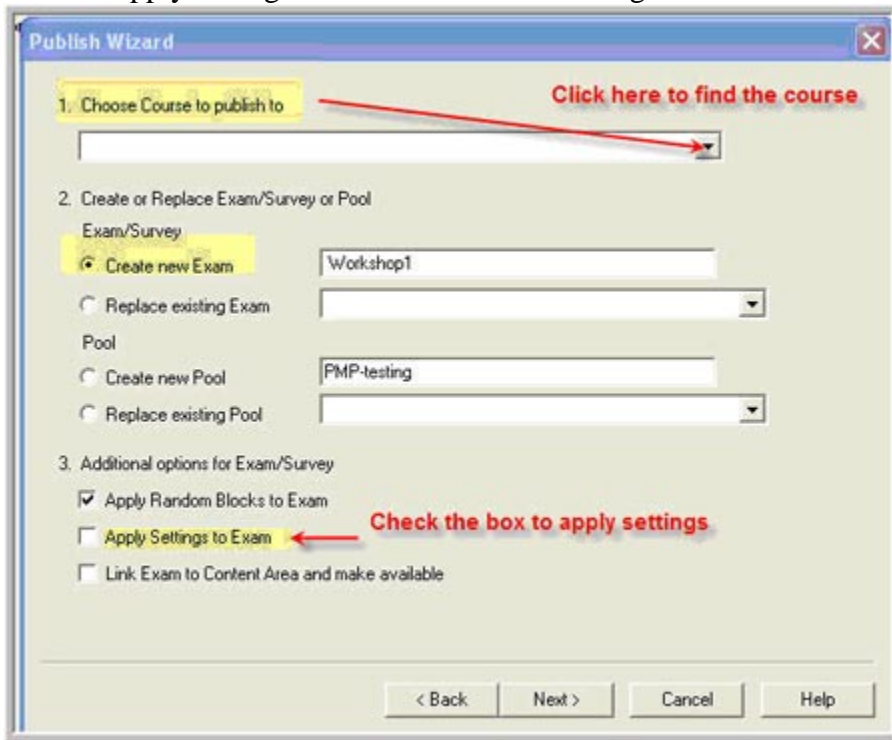
i. Click a content area you'd like to make the quiz available to students
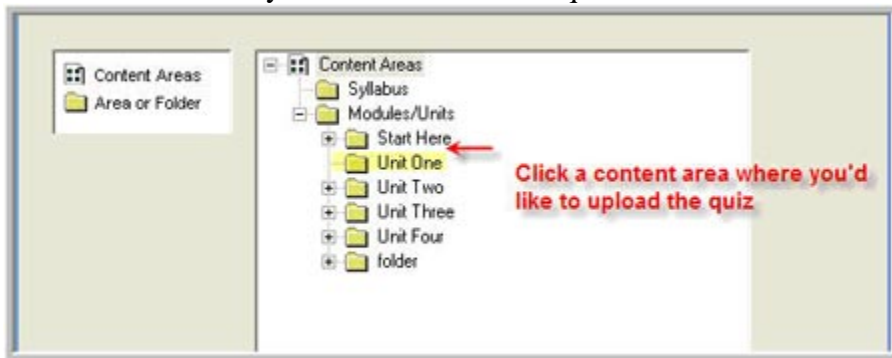
j. Check the quiz in a CI Learn course