

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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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.

 <p>Account ID's and Passwords</p>	<p>For Faculty/Staff</p> <ul style="list-style-type: none"> • Account ID's and Passwords • Blackboard • Campus Phone Instructions • Computer Labs • Dell Purchases • Email • Free Anti-Virus Software • IMAP Email Access • Instructional Software Requests • Ironport Spam Filtering • My CSUCI • Printers and Printing Services • Respondus • Technology in the Classroom • Training and Workshops • VPN Access
 <p>Email Accounts, Passwords, Setup</p>	
 <p>Wireless Accounts, Passwords, Setup</p>	
 <p>Telephone Directory, Reference Guides, Repair</p>	
 <p>Other Services New Employee Setup, Hardware, Software, Web Sites, PeopleSoft/myCSUCI</p>	

2. Click "Installation" link.

Use the same user name and password which you use to login to the campus system.
Contact Help Desk if you need any assistance.

Respondus for Windows 98, NT4, ME, 2000, XP, Vista	9.05MB	Installation	User Guide
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3. Type in your user name and password and enter.

CSUCI Authentication Service

Logging into the Library Services

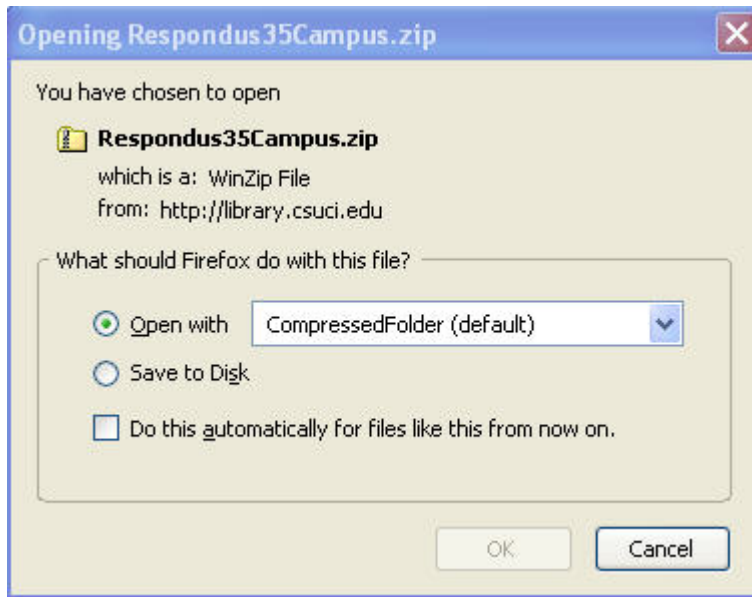
You have requested access to a site that requires CSUCI authentication.

CSUCI Username:

Domain Password:

Warn me before logging me in to other sites.

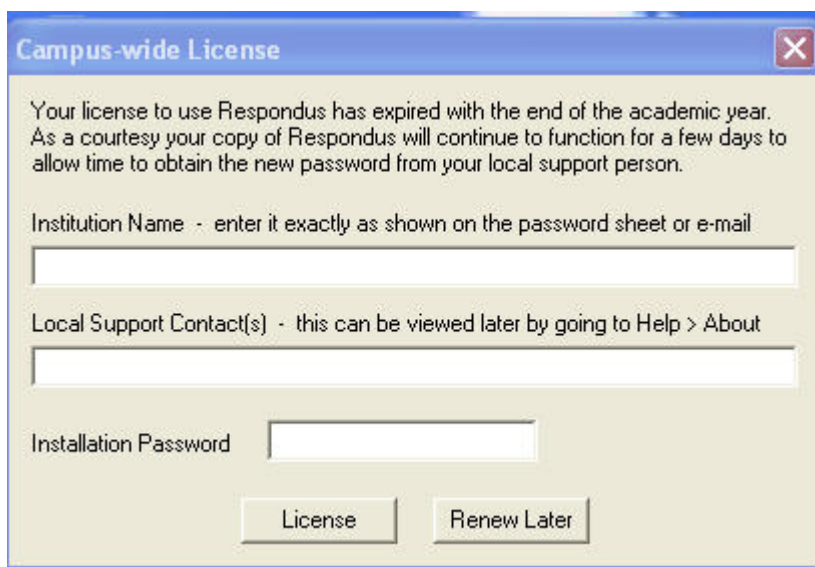
4. With "Open with" Compressed Folder Selected, click ok.



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

[Download PDF Version \(PDF, 276KB\)](#)

Step One: Create a new Respondus file

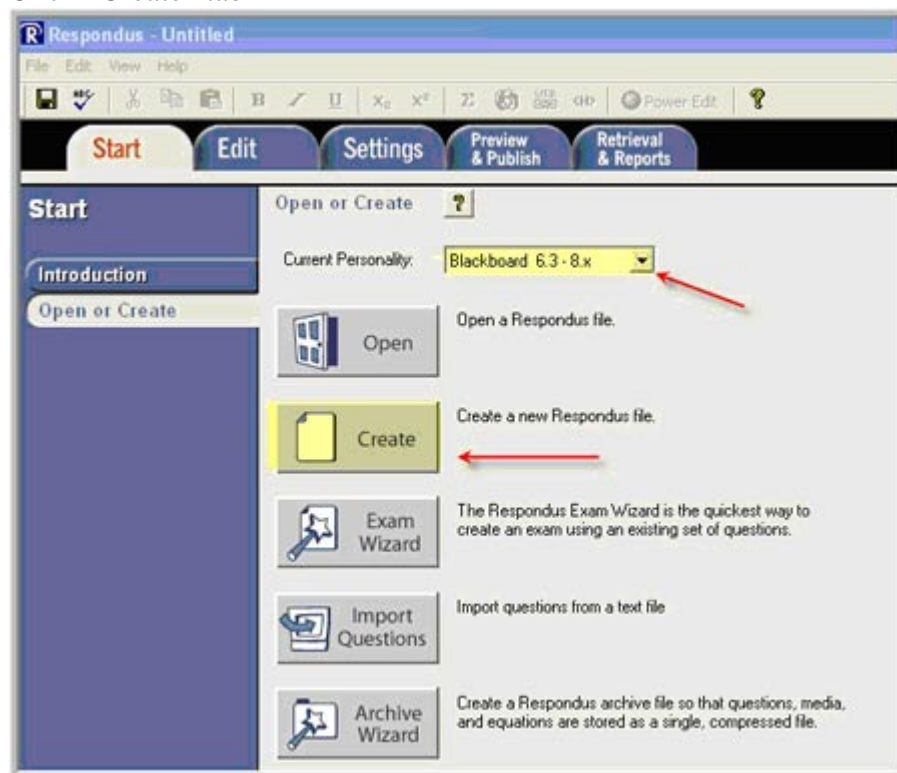
Step Two: Set point value

Step Three: Create Questions

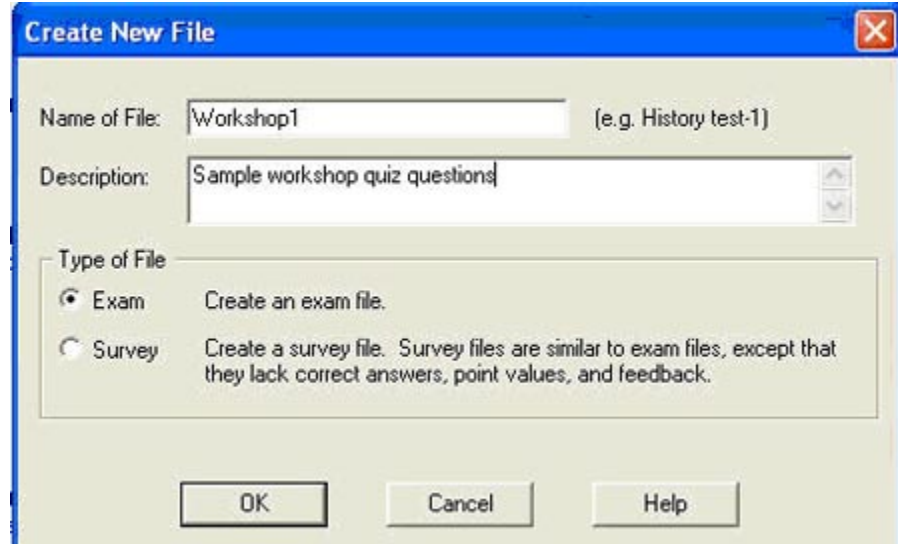
Step Four: Don't forget to save your file for uploading to multiple courses later

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

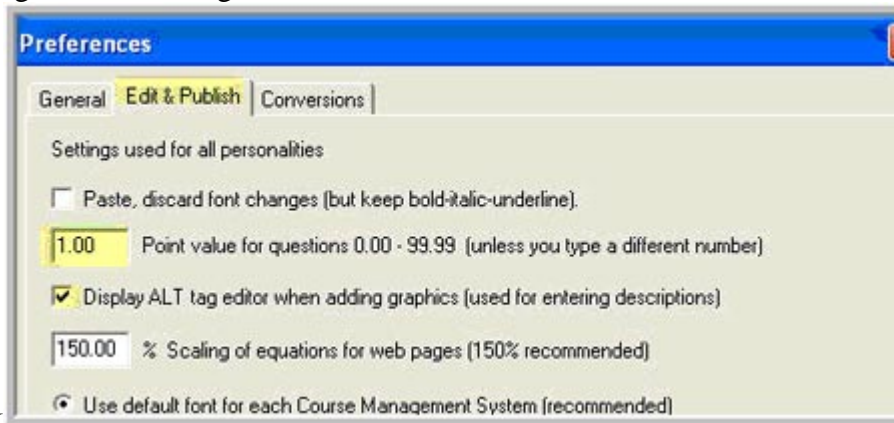


Step Two:

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

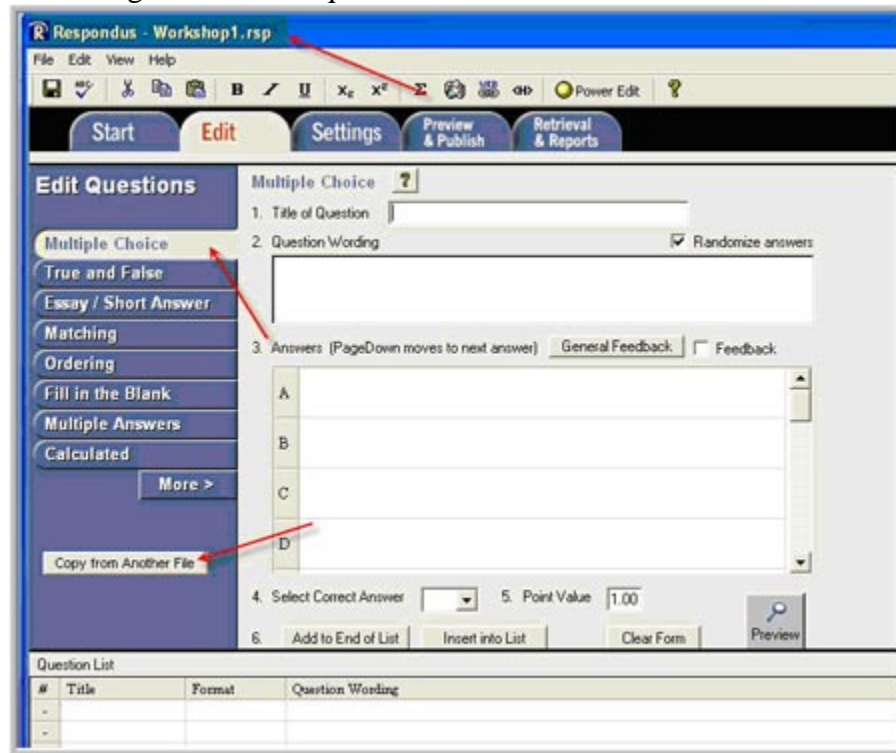


click Ok

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

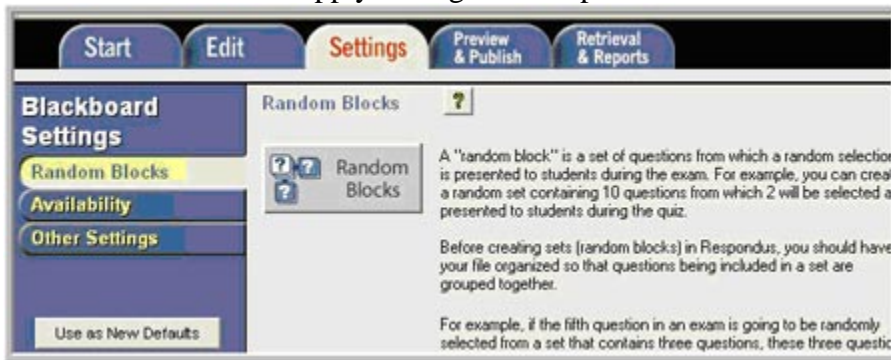
Apply Settings and Publish files in Respondus

[Download PDF Version \(PDF, 266KB\)](#)

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

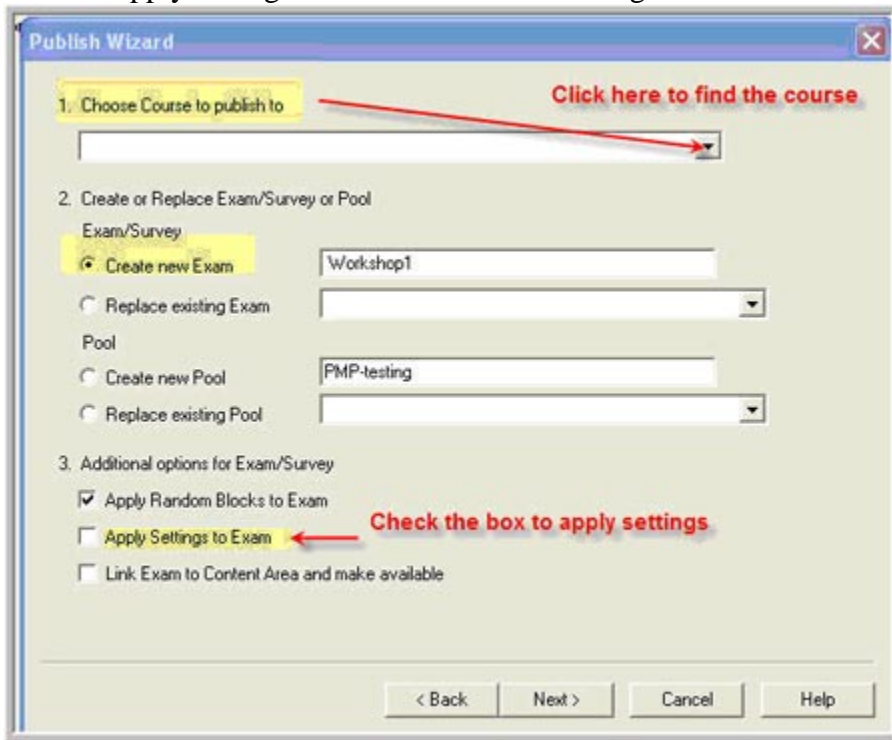
- e. If you work on your personal computer, you may check the box to remember your log in, and then you will not need to type them in for later use.

The screenshot shows a window titled "Blackboard Server and Course" with a close button (X) in the top right corner. The window contains the following elements:

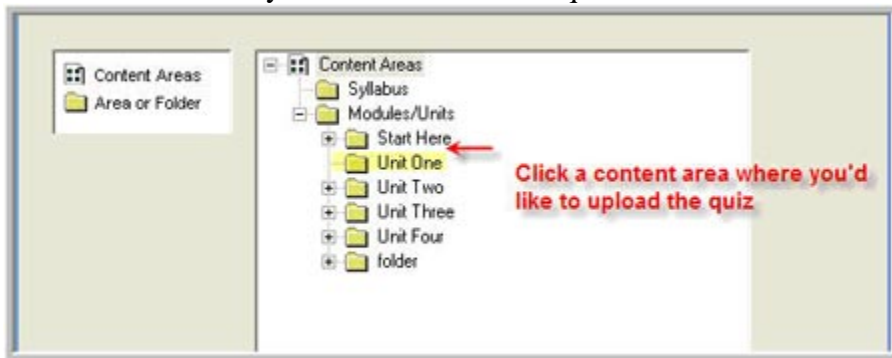
- Instructions: "To automatically set the server information for your institution:"
- Step 1: "1. Open your browser, go to the Blackboard 'Login' page where you type in your name & password, copy the 'Address' of the page from the browser to the box below. (If you type your name & password into a small grey popup window, leave the box blank.)" followed by an empty text box.
- Step 2: "2. In your browser go to the course you want to use, then go to the 'Control panel' page and copy the Address into the box below" followed by an empty text box.
- Step 3: "3. Press Extract" with a yellow highlight on the "Extract >>" button.
- Form fields for server and course information:
 - Server name, e.g. "bboard1.univ.edu": csuci.blackboard.com
 - Course ID, e.g. "_2_141": _17899_1
 - Login type: JSP-1 (dropdown)
 - Login page: /webapps/login?new_loc=%2Fwebapp
 - Institution code: 0
 - Server Port: 80
 - Secure Server? Yes, HTTPS:// always
 - Login Port: 443
 - Note: "If HTTPS used only for login, otherwise set to 0"
 - Note: "LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443"
- Manual entry section: "The information below must be entered manually:"
 - Description: csuci Bb server
 - Version: Version 6.3-8.x (dropdown)
 - Text: "(text to display in the server selection list, e.g. 'My Bb server')"
 - User name: [empty text box]
 - Password: [empty text box]
- Checkboxes:
 - Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!
- Buttons: OK, Cancel, Delete

- 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