

PART 1: Importing Questions into Respondus

Respondus can be used to import quizzes which can then be published to Blackboard or converted to a QTI file to upload into Turning Technologies' clicker software for self-paced polling (paper based tests).

The questions must be organized in a format that Respondus will accept and must be saved in one of the following file types:

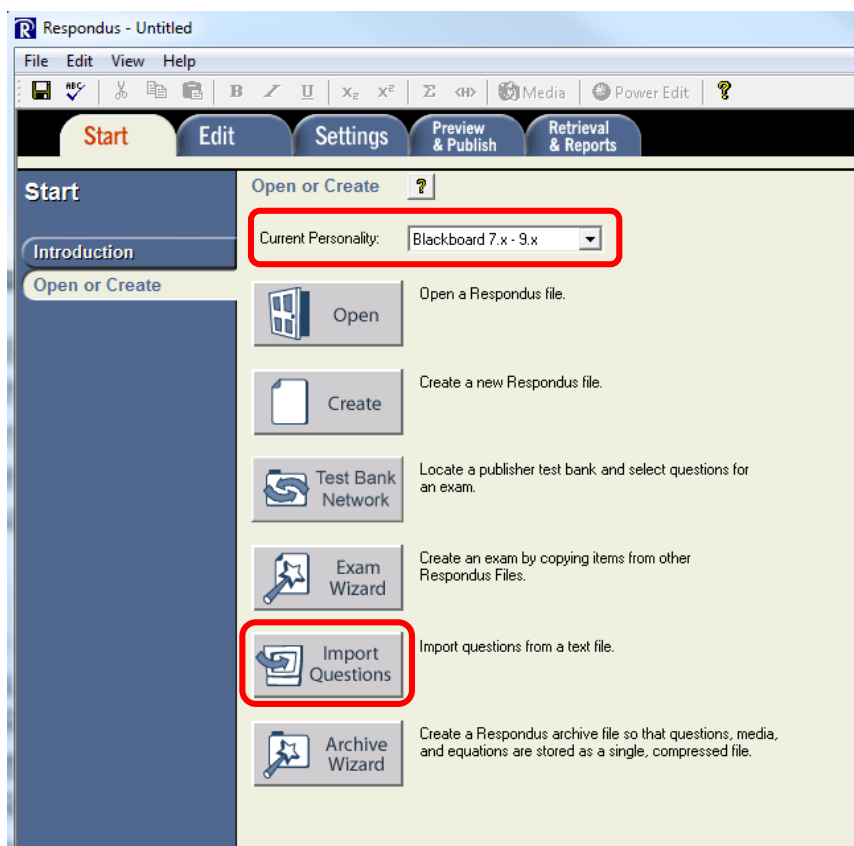
- Plain text (.txt)*
- Rich Text Format (.rtf)
- Word document (.doc)
- Word 2007 or later (.docx)
- Tab or comma delimited (.csv)
- StudyMate (.zip, .xml)

*If starting with a Word document and you save as a .txt file, all formatting such as bold, italics, underline, sub- and super-script will be lost and must be added back in after importing the questions. When the original document has a lot of formatting, it is best to save as .docx or .rtf to import the questions.

To begin, open Respondus. You can set your default point value for each question under File>Preferences>Edit & Publish.

On the **Start** tab, make sure the Current Personality is set to Blackboard 7.x – 9.x.

Select the **Import Questions** button.

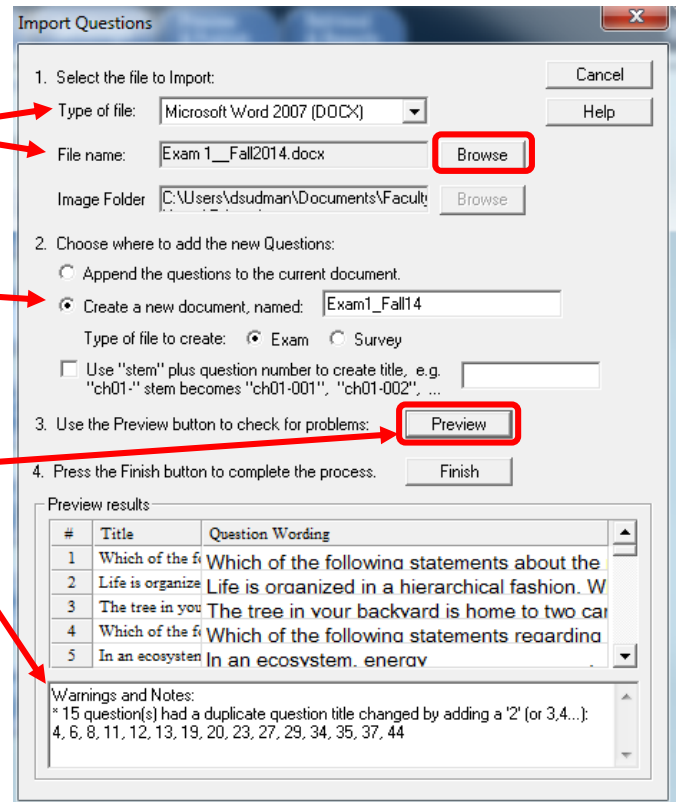


1. Select the type of file you are importing and use the **Browse** button to locate the saved document

2. Enter a name for the new document

3. Click the **Preview** button. Check the Warnings and Notes box for any error messages.
The warning "'x questions had a duplicate title changed by adding a '2' (or 3, 4...)" can be ignored.

4. Press the **Cancel** button to work on correcting the errors*, or the **Finish** button to save the new document. The document will be saved to the default "Respondus Projects" folder on the C: drive.



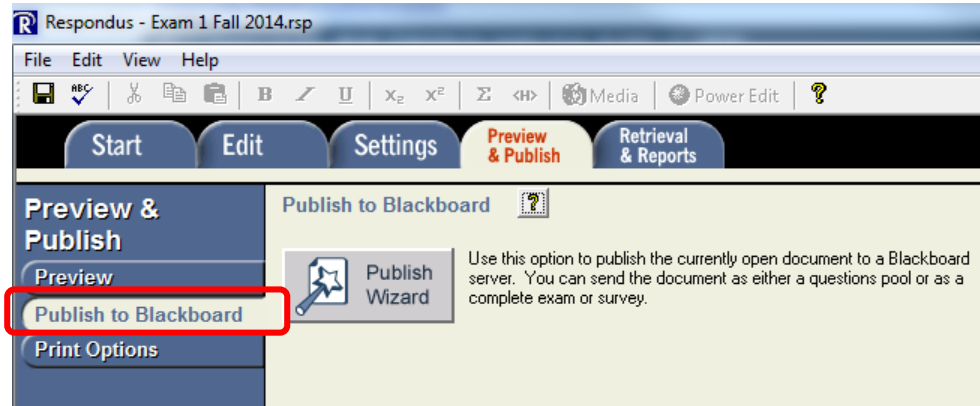
*Most are formatting errors such as spacing issues or not specifying question type. Formatting specifications will be covered in part 2 of this document.

After clicking **Finish**, you will be taken to the **Edit** tab, where you have the option of editing the questions before proceeding. Individual questions can also be added here.

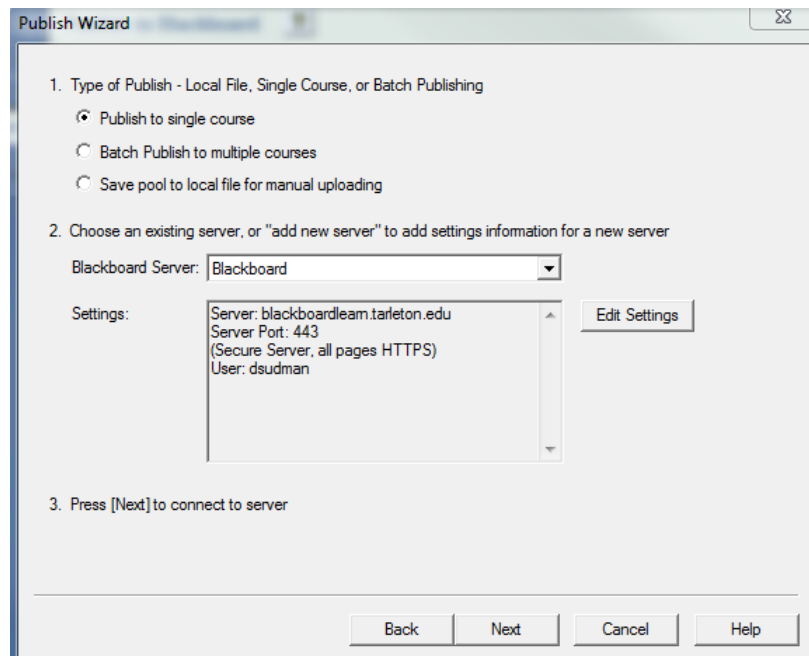
PART 2: Publishing the File to Blackboard

Go to the **Preview and Publish** tab.

You may wish to **Preview the File** before completing the Publish to Blackboard step. In this view, you can use the **Next** button to quickly move through the questions one at a time to look for obvious errors. The layout of each question, its point value, and the correct answer will be visible on this view. When satisfied with the questions, click the **Publish to Blackboard** option on the left menu to access the **Publish Wizard**.



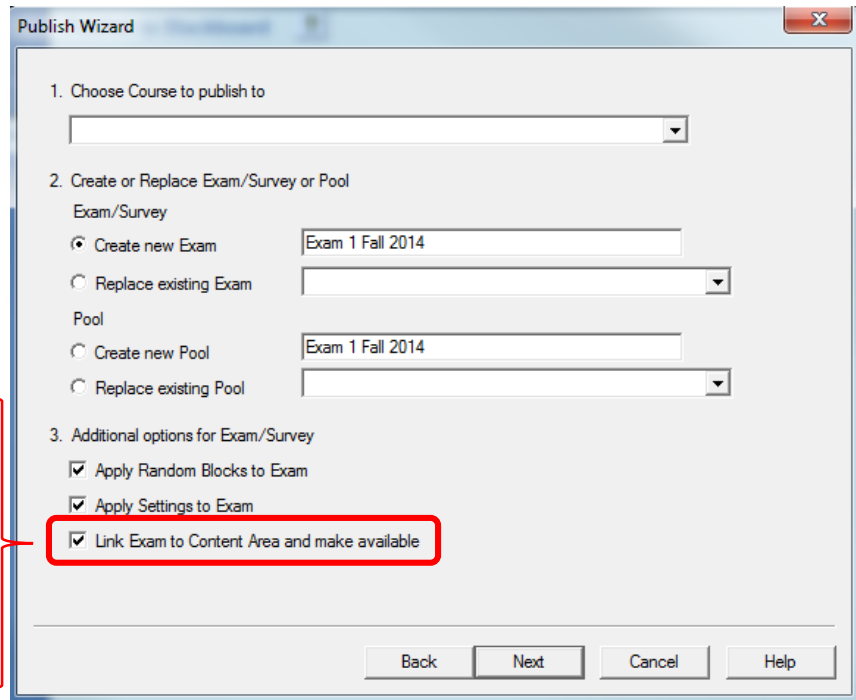
1. Select the **Publish to single course** (unless you teach multiple sections of the same course, in which case you can select to Batch Publish to multiple courses).
2. Make sure the TSU server is selected.
3. Click **Next** to continue.



1. Select the course to publish to from the dropdown list.
2. Select whether to create or replace an **exam** or **pool**. You can rename here if you wish.
3. Select the options for exams or surveys as desired.

If you want to publish the exam to a specific content area, check 'link exam to content area and make available.'

If you uncheck this box, the exam will be added to the Tests area in Tests, Surveys and Pools in Blackboard and can be deployed when ready.



The screenshot shows the 'Publish Wizard' dialog box with the following sections:

- 1. Choose Course to publish to:** A dropdown menu.
- 2. Create or Replace Exam/Survey or Pool:**
 - Exam/Survey:**
 - Create new Exam: Exam 1 Fall 2014
 - Replace existing Exam: [Dropdown]
 - Pool:**
 - Create new Pool: Exam 1 Fall 2014
 - Replace existing Pool: [Dropdown]
- 3. Additional options for Exam/Survey:**
 - Apply Random Blocks to Exam
 - Apply Settings to Exam
 - Link Exam to Content Area and make available (highlighted with a red box)

Buttons at the bottom: Back, Next, Cancel, Help.

4. Click **Next** to finish. You can now close Respondus.

When finished, you can go to the test in Blackboard to edit the options and settings.