

Respondus 2.0 functions as a companion to WebCT. Respondus can be used to build quizzes, create surveys, or expand question databases. Respondus will upload the questions and the quiz or survey to WebCT. Respondus also has the ability to retrieve questions from WebCT and use questions from a text file (such as a quiz created in Microsoft Word). Respondus follows a five-step procedure. The five sections are:

- Start
- Edit
- Settings
- Preview and Publish
- Retrieval and Reports

Start

The Start menu contains five options: Open, Create, Exam Wizard, Import Questions, and Archive Wizard.

Open

Allows the user to open an existing Respondus file. To Open a Respondus file:

1. Click on the **Open** button,
2. Select the file to be viewed, then
3. Click **Open**.

Create

Create is the best option for starting from scratch. To create a new quiz or survey:

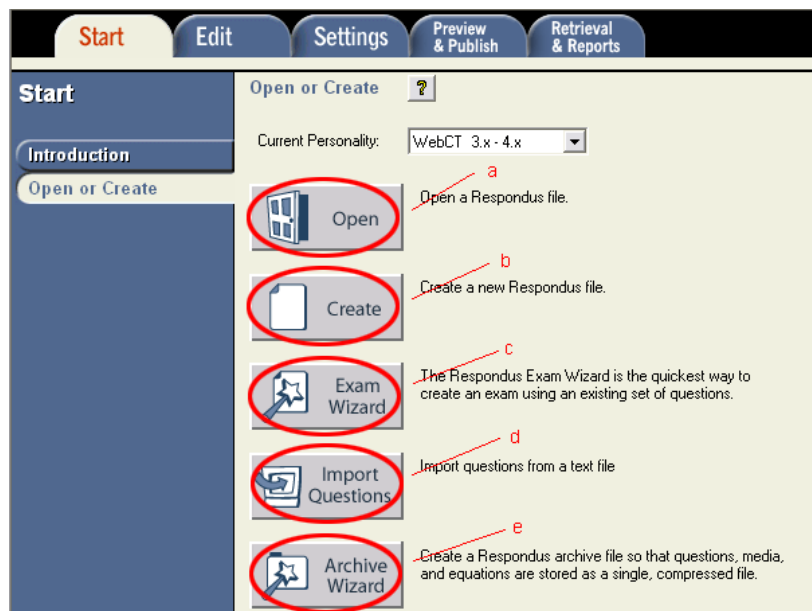
1. Click on the **Create** button,
2. Name the file,
3. Give a brief description of what the file will contain,
4. Select the type of file to be created (A Quiz or a Survey),
5. Click the **Ok** button.

Exam Wizard

The Exam Wizard allows the user to go through their question database and create an exam based on any combination of questions chosen. Because this document is an overview of the software, intended for beginning users, this feature is not described in detail here. To learn more about the Exam Wizard use the Respondus Help Menu.

Import Questions

It is possible to import questions from a text file (such as a quiz created in Microsoft Word) to a Respondus file.



Note: if a quiz is created in Word or Word Perfect, it must be saved as a text file format in order to work as an Import file.

To import questions from a text file (once the file has been properly prepared):

1. Click on the **Import Questions** button
2. Choose the type and name of file to be imported.
3. Choose whether the question will be imported to an existing document or if a new document is needed. If a new file is to be created specify whether it is a Quiz or a Survey.
4. Click **Preview**. The questions will appear in the *Preview Results* field at the bottom of the dialog box.
5. Then click **Finish**.

Archive Wizard

Archive Wizard creates a compressed file of all questions, media, and equations. This file can then be downloaded and saved. Because this document is an overview of the software, intended for beginning users, this feature is not described in detail here. To learn more about the Exam Wizard use the Respondus Help Menu.

Edit

After Start, the next section is Edit. This function allows the user to add new questions, manipulate existing questions, and search for questions in a database. The Edit screen is split into sections according to the type of question that is being added. There are six sections: Multiple Choice, True and False, Paragraph, Matching, Short Answer, and Multiple Response.

Adding a Multiple Choice question

Since Multiple-choice questions are the most common type of question, Respondus defaults to the Multiple Choice screen.

1. Enter the Short Name for the Question.
2. Then enter the Question Wording.
3. Next determine the answer options.
4. Select the correct answer.
5. Give the Question a point value.
6. Click **Add to End of List** or **Insert Into List**.

Numbered sequence for adding questions.

Click here to preview the file.

Each section of the question screen has numbered steps that guide the user through the process of creating a question. Also, the user has several other options including *Spell Check*, *Preview*, and *Search*.

Note: The dialog box is very similar to the spell check function in most word processing applications.

Preview

To Preview a question,

1. First select the question to be previewed.

Note: This can be done by selecting the blue link in the question list.

2. Then click the **Preview** button (see figure 3).
3. The Preview feature can be closed by pressing the **OK** button.

Question List	
#	Title
-	navigation
-	
-	
-	

Keyword Search

Click the **Keyword Search** button, on the bottom left of the screen, in order to search for a question. A dialog box will appear.

1. Enter the word to be searched for.
2. Then select the type of search to be made.
3. Finally, click the **OK** button.

Enter the word to be searched for.

Select the type of search to be made.

Keyword Search

Enter the words or phrases to search for (one word or phrase per box).

1.

2.

3.

Matches must include ALL of the above words or phrases

Matches must include AT LEAST ONE of the words

Include Answer Choices and Feedback in search

OK Cancel Clear

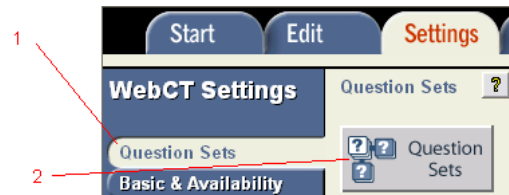
Settings

Following the Start and Edit section is a section called **Settings**. This section is broken in to four parts. The first part, called *Question Sets*, categorizes and groups the questions. The other three parts deal with the Availability, Security, and Results of the quiz or survey. Also, on this screen the user is able to revert back to or set the *Default Settings*. This means that preferred settings will be retained and will appear each time the screen is opened.

Question Sets

Question Sets can be used to randomize groups of questions. For example, if a quiz is to contain 10 questions, a set of 10 or more can be created and then set to display 10 questions from the set. WebCT will randomize the number of questions presented from the set. To create a Question Set:

1. Click on the **Question Sets** tab
2. Then Click on the **Question Sets** button
3. A dialog box will pop up. Fill out each of the fields.
4. Then Click **OK**.



Question Sets

Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.

Total Items: 0 Points: 0.0

Add New Set Modify or Delete Existing Set:

Enter the number of the FIRST question to be used in the set:

Enter the number of the LAST question to be used in the set:

How many questions in this set should be randomly selected during the exam?

All Select Number:

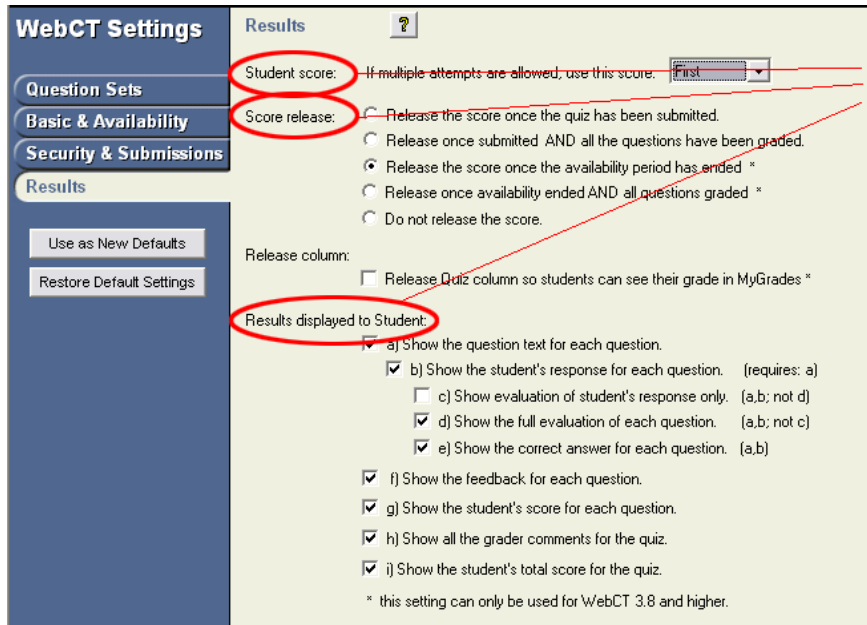
Enter the point value that should be used for questions in this set:

Add New Set Help

OK Cancel

Basic and Availability

Basic and Availability Settings are like those used in WebCT. On this screen, the instructor has the ability to manipulate the presentation of questions and the quiz as a whole, such as when the quiz is released and how long it is released. The default settings can be changed by clicking **Use as New Default Settings**. To turn off this feature click **Restore Default Settings**.



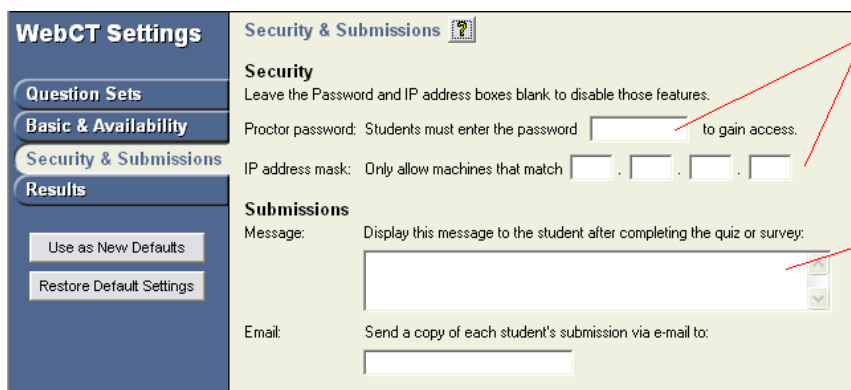
The screenshot shows the 'Results' section of the WebCT Settings interface. The left sidebar contains navigation buttons: 'Question Sets', 'Basic & Availability', 'Security & Submissions', and 'Results'. The main content area is titled 'Results' and includes a help icon. It contains the following settings:

- Student score:** A dropdown menu set to 'First'. A red circle highlights this dropdown, and a red arrow points to it from a text box on the right.
- Score release:** A radio button is selected for 'Release the score once the quiz has been submitted.' Other options include 'Release once submitted AND all the questions have been graded.', 'Release the score once the availability period has ended *', 'Release once availability ended AND all questions graded *', and 'Do not release the score.' A red circle highlights the selected radio button, and a red arrow points to it from the text box on the right.
- Release column:** A checkbox for 'Release Quiz column so students can see their grade in MyGrades *' is unchecked.
- Results displayed to Student:** A red circle highlights this section header. Below it are several checked options: 'a) Show the question text for each question.', 'b) Show the student's response for each question. (requires: a)', 'c) Show evaluation of student's response only. (a,b; not d)', 'd) Show the full evaluation of each question. (a,b; not c)', 'e) Show the correct answer for each question. (a,b)', 'f) Show the feedback for each question.', 'g) Show the student's score for each question.', 'h) Show all the grader comments for the quiz.', and 'i) Show the student's total score for the quiz.' A red arrow points from the text box on the right to the 'Results displayed to Student' section.

Under each of these sections, choose how the scores will be presented to the students.

Security and Submissions

The Security and Submissions screen allows the instructor to increase the level of security of a quiz. A Proctor password can be set so students must have the password in order to take the quiz. Also, the IP mask setting gives the instructor the option to have a quiz taken only from a specific location. The Submissions message will appear after the student has submitted the quiz. The submission message box should contain any pertinent instructions. In addition, the instructor has the option to receive an e-mail containing each student's submission.



The screenshot shows the 'Security & Submissions' section of the WebCT Settings interface. The left sidebar contains navigation buttons: 'Question Sets', 'Basic & Availability', 'Security & Submissions', and 'Results'. The main content area is titled 'Security & Submissions' and includes a help icon. It contains the following settings:

- Security:** A note says 'Leave the Password and IP address boxes blank to disable those features.' Below this are two input fields: 'Proctor password: Students must enter the password [] to gain access.' and 'IP address mask: Only allow machines that match [] . [] . [] . []'. A red circle highlights the Proctor password field, and a red arrow points to it from a text box on the right. Another red circle highlights the IP address mask field, and a red arrow points to it from the text box on the right.
- Submissions:** A section titled 'Message:' with the instruction 'Display this message to the student after completing the quiz or survey:' followed by a large text area for entering the message. A red circle highlights this text area, and a red arrow points to it from a text box on the right.
- Email:** A section titled 'Email:' with the instruction 'Send a copy of each student's submission via e-mail to:' followed by an input field for an email address.

Enter Proctor password and/or IP mask here.

Use this box to enter a submissions message.

Results

The Results screen controls how quiz results are released to the students in WebCT. This screen allows the instructor to choose which score will be used in the gradebook (if multiple attempts are allowed), control the release of the students' scores, and how those scores will display for the students.

Click here to save settings as Default.

Click here to restore default settings to their original state

Be aware of the settings that each section has. Choose only the ones that are needed. Each box doesn't have to be checked.

Preview and Publish

The Preview and Publish section contains four areas: Preview, Publish to WebCT, Add WebCT Self-Test, and Print Options. The most commonly used of these four are Preview and Publish.

Preview

To Preview an existing Quiz, Click on the **Preview** tab. Then choose **Preview the File**.

Publish to WebCT

After the file has been previewed the next common action is to publish the entire file and its settings to WebCT. To begin this process, click on the **Publish to WebCT** tab. Then:

1. Choose a WebCT server. If a server hasn't been set up already, go to the **add new server** option. A dialog box will appear that needs to be filled out as follows.
2. After the WebCT server has been chosen, a connection will be made with WebCT. In the Course field a list of all the courses will appear. Choose the desired course.
3. The next section deals with Categories. When the quiz is uploaded to WebCT, the questions will either be added to an existing category or to a new one.

a- Fill out the URL or the location where the course exists.

b- Next, give the server a name. This is what the server will be called inside Respondus. Your name usually goes here.

c- Then fill in your WebCT username and password.

d- Finally, click the OK button.

- Section 4 deals with the Action to be performed. If the first check box is selected then the questions being uploaded will be added to the questions database inside of WebCT. The next check box allows the user to Create a New Quiz or Add questions to an Existing Quiz. Finally, within this section, check the *Apply Settings* option.

This saves the settings for the quiz or survey made in the earlier screens and uploads them to WebCT, saving the user from having to set them again from within the course.

- To publish the questions and or quiz/survey, click the Publish button and *wait for the process to run completely* before trying to do anything else. The Status bar will display indicating when the process is complete.

Preview & Publish

Preview

Publish to WebCT

Add WebCT Self-Test

Print Options

Fill out all of the fields before pressing Publish. See instructions above for how to fill out the fields.

Publish to WebCT ?

Use this option to publish the currently open file to a WebCT server. You can send the document as either new questions for a question bank, or as a complete quiz or survey.

1 WebCT Server [dropdown]

2 Course [dropdown]

3 Category to assign to Questions

Create a new category [text field]

Use an existing category [dropdown]

4 Choose Actions to perform

Add questions to the question database.

Create or update Exam: Create new exam [text field]

Use existing exam [dropdown]

Apply Question Sets to exam

Add point values to exam.

Apply Settings to exam.

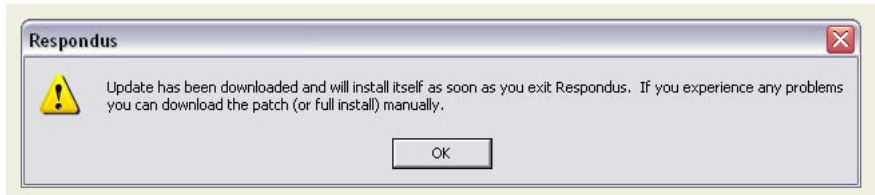
5 [Publish] Status [text field]

Retrieval and Reports

The final section is called Retrieval and Reports. This section allows the user to extract questions from WebCT and to access reports on student performance. Because this is an introductory document, this area is not discussed here. For further training contact the IMIC or use the Respondus Help Menu.

Updating Respondus Software

- Select **Help** from the Menu Bar. Choose **Check for Update** from the menu and select **Get Update** from the box that appears.
- The updated version will download onto your computer. You will be notified that downloading has been completed. Select **OK**.
- The update will automatically be installed once you exit Respondus.



References:

The content of this document was derived from an ITRC document of Idaho State University. It has been modified to fit the needs of Southern Utah University.

URL Links:

<http://www.isu.edu/itrc/handouts.shtml>



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