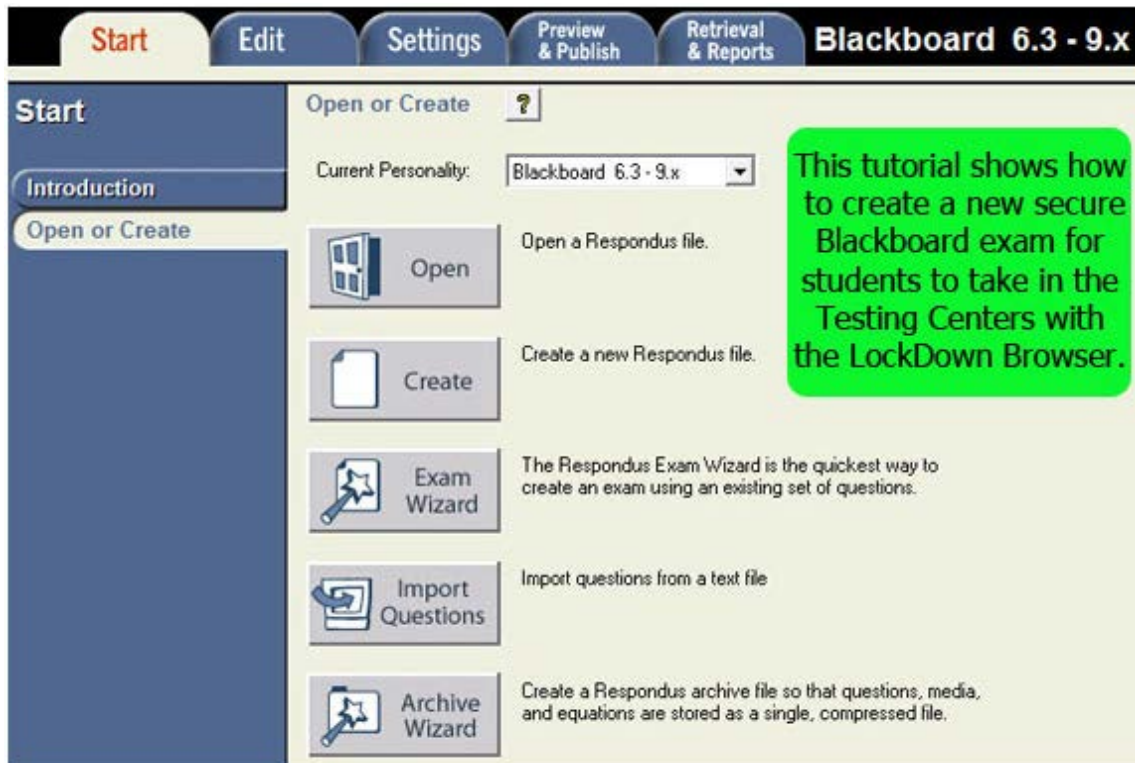


CREATING, IMPORTING, OR CONVERTING EXAMS

Once an instructor has acquired and installed the Respondus Authoring Tool software, it is possible to create exams directly on your local computer. The main interface screen offers a variety of exam development options:



- **Open** enables you to **open existing Respondus exams**.
- **Create** opens the Respondus question editor and allows you to **create new Respondus exams** containing different types of exam questions.
- **Exam Wizard** gives you the ability to quickly create exams from multiple Respondus files, to merge or append question files, create new exam question files, and add new questions to an existing exam file.
- **Import Questions** allows you to import from:
 - **Instructor-generated content from a document file (text, recommended, or MS Word)**
 - **Textbook publisher content and test banks**
- **Archive Wizard** allows you to create a Respondus archive file (.RSA extension) so questions, media, and equations can be stored as a single compressed file.

Instructors can make a Blackboard exam secure within Blackboard using the Blackboard Respondus LockDown Browser building block tool.

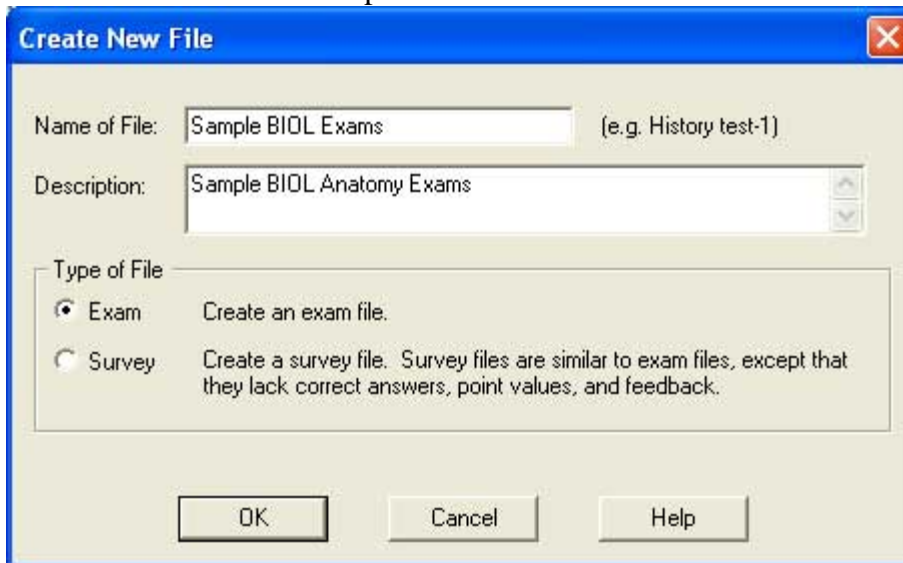
OPENING & MODIFYING AN EXISTING EXAM



- Select the **Open** icon from the Respondus main interface screen and choose the Respondus file (.RSA) you want to modify. You can select files from your Respondus Projects folder, your Respondus Archive folder, or browse your system for the file.

Creating a New Exam

1. Select **Create** from the Respondus main interface screen.



2. Type in the name of the file you want to create.

3. Select **OK** and the Respondus **Edit Questions** screen will be launched.

4. Type in the question title, wording, answer choices, and point value.
(NOTE: Multiple Choice, True/False, or Multiple Answer type questions are recommended for secure exams in Blackboard.)
5. Select **Add to End of List** or **Insert into List**.
6. If you want to randomize the answer choices, check the **Randomize answers** box.
7. Select the **Preview** option to see how the question will look and to verify that the questions is formatted correctly.

Importing Instructor-Generated Content

An instructor can create exam content in text document or MS Word (i.e. text document recommended), and then import the file into the Respondus Authoring Tool.

1. Open the Respondus Authoring Tool.
2. Under **File** on the menu, choose **Preferences**. The **Preferences** screen opens. Click on the **Edit & Publish** tab. Change the point value to the desired points per questions.

3. Select **Import Questions**.

Import Questions

1. Select the file to Import:

Type of file: Plain Text

File name: RespondusTest1.txt

Image Folder: C:\Documents and ...

2. Choose where to add the new Questions:

☐ Append the questions to the current document.

☒ Create a new document, named: Respondus Sample 1

Type of file to create: ☒ Exam ☐ Survey

☐ Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems: Preview

4. Press the Finish button to complete the process: Finish

Preview results

#	Title	Question Wording
-		
-		
-		
-		
-		

- press preview -

4. Browse to find the file containing the questions. (Accepted file types are .txt, .doc, or .docx.) If the file uses images, browse to the location of the image file and select that file as well.
5. You can append imported questions to an existing file, or create a new file. If you select the **create a new document named:** option, type a name for the new file in the text box provided.
6. Select **Exam**.
7. If you would like to add additional information to the question title, check the **Use stem plus question number to create title** checkbox and type in the stem (e.g., "ch01-001" for Chapter 1, Question 1).
8. Select **Preview** to display the questions in the **Preview Results** area of the import screen. The question title is listed in blue and the question wording is in black. If there is a problem with a question (formatting errors, etc.), warning messages will be displayed in the **Warnings and Notes** text box. It is recommended to fix any problems or formatting issues in the .txt or .doc file before importing the questions to Respondus.
9. Select **Finish** and the test questions will appear in the test list.
10. Respondus will open the **Edit Questions** screen, enabling instructors to edit imported questions as well as create new questions.
11. After the questions have been imported and edited, the **settings for the exam** may be established before the exam file is **published to a Blackboard course**.

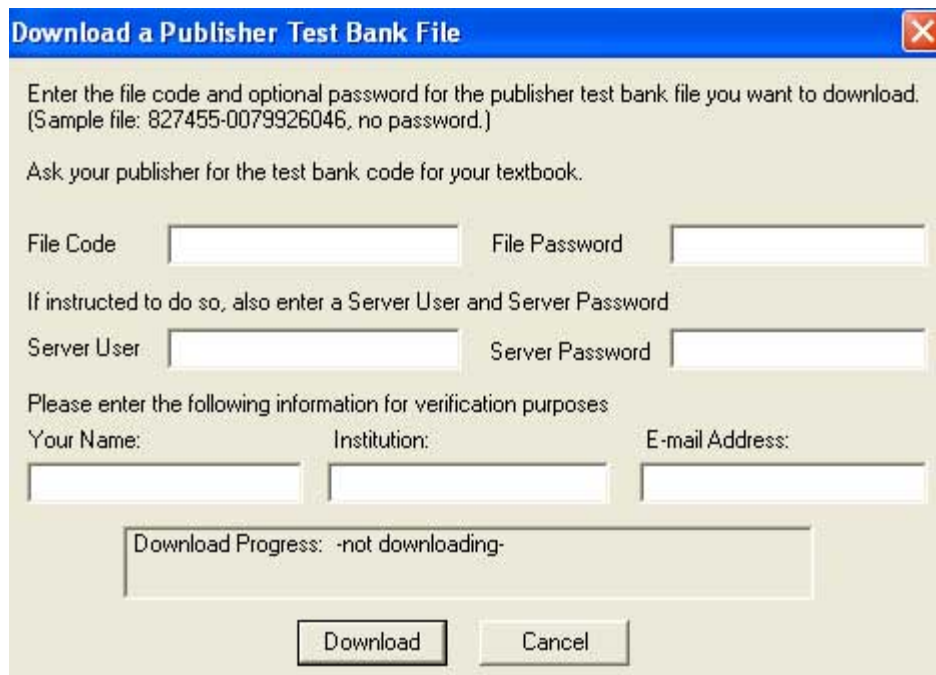
NOTE:

Before importing content, review the **formatting requirements for exam questions** (PDF). Spending a little extra time on the front end to ensure a file is coded correctly can potentially save a great deal of time on the back end after a file has been imported into Respondus and published to Blackboard.

It is strongly recommended to code each correct answer choice manually using an asterisk, rather than attempting to convert a text or MS Word file with an Answer Key appended to the file. Using an Answer Key can potentially lead to unpredicted results.

Importing Textbook Publisher Content & Test Banks

Respondus has licensing agreements with textbook publishers. Instructors using approved textbooks may access test bank files and download questions to the Respondus Authoring Tool.



Download a Publisher Test Bank File

Enter the file code and optional password for the publisher test bank file you want to download.
(Sample file: 827455-0079926046, no password.)

Ask your publisher for the test bank code for your textbook.

File Code File Password

If instructed to do so, also enter a Server User and Server Password

Server User Server Password

Please enter the following information for verification purposes

Your Name: Institution: E-mail Address:

Download Progress: -not downloading-

- Search for titles and participating textbook publishers in the Respondus network.

Enable the Respondus LockDown Browser Tool to Delivery

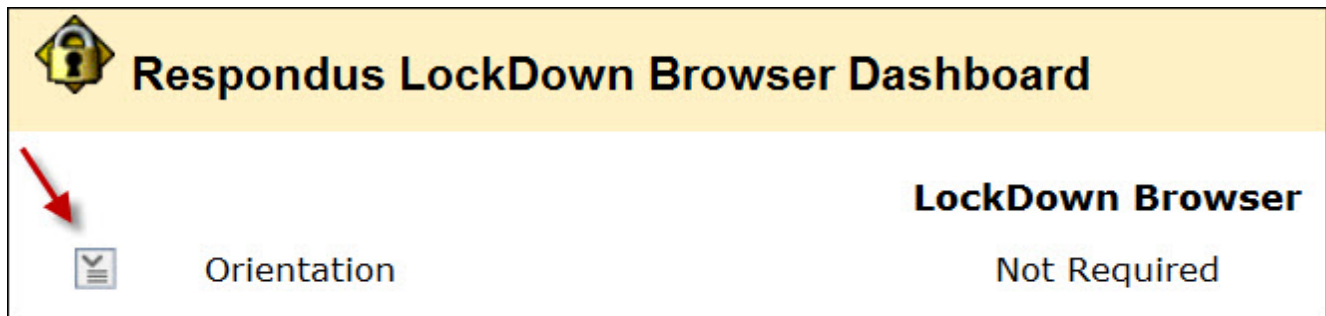
Secure Blackboard Exams

1. Open the Blackboard course.
2. From the Control Panel, select **Course Tools**.

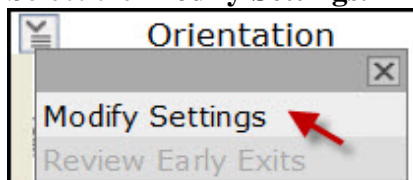
3. Select **Respondus LockDown Browser**.



4. Select the icon in front of the name of the exam.



5. Select the **Modify Settings**.



6. Click the round, radio button in front of **Require Respondus LockDown Browser for this test**. Click the + in front of **Advanced Settings** and click the checkbox in front of *Lock students into....*

The image shows two screenshots from the Respondus LockDown Browser interface. The top screenshot is the 'Respondus LockDown Browser Dashboard' which lists several tests. A red arrow points to the 'Essay Exam' row, where a 'Modify Settings' button has been clicked. The bottom screenshot is the 'LockDown Browser Settings' dialog box. In this dialog, the radio button for 'Require Respondus LockDown Browser for this exam' is selected. The 'Advanced Settings' section is expanded, and the checkbox for 'Lock students into the browser until exam is completed' is checked. A red arrow points to this checkbox. At the bottom of the dialog are 'Cancel' and 'Save and Close' buttons.

Respondus LockDown Browser Dashboard

LockDown Browser	
Test Videoclips- Requires Respondus LockDown Browser	Required
Essay Exam	Not Required
World History 3 - Requires Respondus LockDown Browser	Required
Chapter 06: Quiz	Not Required

Warning: To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Open Test in a New Window, 3) Require a password, 4) Password. If these settings have been modified the test status will appear as an "Error."

LockDown Browser Settings

☐ Don't require Respondus LockDown Browser for this exam
☒ **Require Respondus LockDown Browser for this exam**

Password Settings

Password to access exam (optional)

[-] Advanced Settings

☒ **Lock students into the browser until exam is completed** [\[explain\]](#)
Password to close browser and exit exam early (optional)

☐ Allow students to take this exam with an iPad (using the "LockDown Browser" app from iTunes) [\[explain\]](#)
☐ Allow specific students to access this exam with screen readers (e.g. JAWS, Window-Eyes) [\[explain\]](#)

Note: It is recommended that you do not enter a Test password (optional). A password for the exam will automatically be generated when the Respondus LockDown Browser is required.

7. Click the **Save and Close** button.
8. **Required** displays under the **LockDown Browser Settings**

This screenshot shows the 'Respondus LockDown Browser Dashboard' after the settings have been saved. The 'Orientation-' test is now listed with the status 'Required' in green text, which is highlighted by a red rectangular box.

Respondus LockDown Browser Dashboard

LockDown Browser	
Orientation- Requires Respondus LockDown Browser	Required

"**Requires Respondus LockDown Browser**" is added to the exam name. As another quality check for the exam security, click on the link to the exam. Click the **Begin** button. If the test is secure, you will be asked for a password. This is the computer generated password which is automatically populated by the computers. Never give the password to anyone except for distance testing through the Distance Learning Department.