

## How to use Respondus:

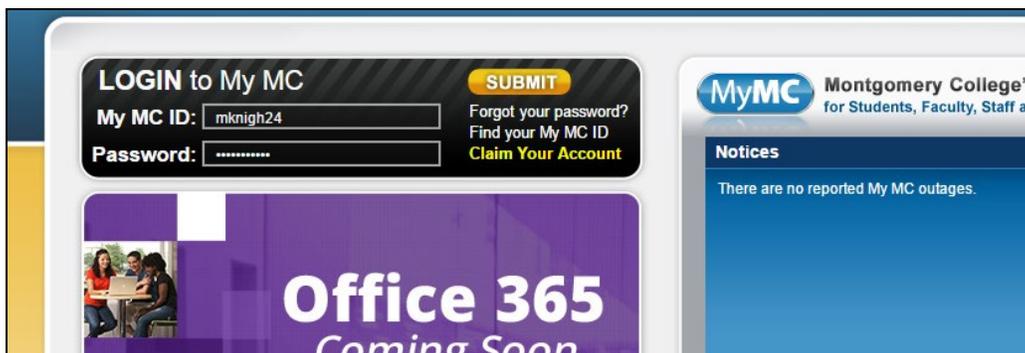
To import quiz questions to Blackboard that you have written in Microsoft word, we use a tool called Respondus. In order to use Respondus, you must install it on your PC.

**Please note that Respondus is only supported on Windows based PC's.** To install Respondus, click

1. Click the following link:

<https://www.montgomerycollege.edu/offices/elite/respondus/index.html>

2. The Respondus software is password protected so you will be prompted to enter your MyMC ID and password. *(If you do not know your MY MC username or password, please contact the Montgomery College IT helpdesk at 240-567-7222).*



3. Click Submit on the Login to MyMC page.
4. The Respondus Installation Page will appear.
5. Click the Download Respondus software link to download the Respondus software.

### Respondus Installation Procedure

[Download Respondus software](#) *(version 4.0.5.15 - July 2, 2015)*

Locate the Respondus.exe file and double click it.  
Follow the prompts and enter the following information:

6. The Respondus software will be downloaded to your computer to the location you selected in Step #5.
7. Double Click this file to begin the Respondus Installation.
8. Follow the remaining instructions listed on the Respondus Installation Procedure Page for direction on the software password and running Respondus for the first time.

## How to use Respondus to import Quiz questions:

To import quiz questions that you have written in Microsoft word, we use a tool called Respondus. This document will show you how to format quiz questions in Word for use in Respondus. Once the questions have been properly formatted in word, you can import them into Respondus, and then publish them to Blackboard.

### File Naming & Saving Conventions

**Do not format your quizzes with any other text, besides the quiz questions. Do NOT put any titles, page numbering, or anything else in the document other than quiz questions, or Respondus will not be able to read your questions.**

1. Give each quiz a meaningful name, i.e, quiz 1, etc.
2. Save each individual quiz in a separate file. You may save your file in the following formats:
  - a. *Text File, (.TXT)*
  - b. *Rich Text File (.RTF)*
  - c. *MS Word 2003 (.DOC) and MS Word 2007 (.DOCX) Recommended format for tests with images.* You can also retain formatting such as bold and italics using word documents.
3. Regardless of the file format you use to save your file, you must follow the Formatting Questions guidelines below, otherwise your questions will not import successfully into Respondus.
4. Here are some examples of formatting questions for Respondus.

### Formatting Questions

#### Multiple Choice

1. Who freed hundreds of slaves via the underground railroad?
  - A. Miriam Anderson
  - B. Sojourner Truth
  - \*C. Harriet Tubman
  - D. Rosa Parks

\*Notice the asterisk beside Harriet Tubman. Use this asterisk to indicate the correct answer to your quiz question. If you do not use the asterisk, the question will NOT have a correct answer when it is imported into the Learning Management System.

#### True or False Questions

2. Madam C.J Walker was the first African-American female millionaire. True or False

- \*A. True
- B. False

\*Notice that the true answer choice must be listed first in order for Respondus to recognize that the question type is true/false. True must **always come as the first answer choice** for any true false question in the Learning Management System.

### **Importing Paragraph Questions**

The logic for importing paragraph questions (also known as "essay" or "open-ended" questions) is similar to the multiple choice question format. The primary difference is that the first line of formatting must begin with "Type: P". This is followed by the "Title", the question number, and the question wording.

#### **Example Paragraph Question**

Type: P

Title: Michelson-Morely experiment

3. How is the Michelson-Morley experiment related to Albert Einstein's theory of relativity?

### **Importing Short Answer Questions**

To import a Short Answer question, the first line of formatting must begin with "Type: S". This is followed by the "Title", the question number, and the question wording.

Respondus allows you to import only one correct answer per question, but it does permit you to enter multiple forms of that answer. In the example below, Zworykin, Vladimir Zworykin, and Vladimir Kosma Zworykin are all accepted as correct short answers for these questions.

#### **Example Short Answer Question**

Type: S

Title: Who invented television?

4. Who is known as the "father of television"?

- a. Zworykin

- b. Vladimir Zworykin
- c. Vladimir Kosma Zworykin

### **Importing Matching Questions**

The process of importing a "matching" question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with "Type: MT". This is followed by the "title" (which is optional), the question number, and the question wording.

Each *answer* (which consists of both portions of a correct match) must begin with a letter (a-z) followed by a period "." or a parentheses ")". The two parts of the match must be separated with an "=" symbol and there should not be any hard returns or blank lines within either parts of the answer.

**Note:** *The portion of the answer to the left of the equal sign is static.* The answer on the right of the equal sign will be included in a list of drop down choices in the student answer selection.

### **Example Matching Answer Question**

Type: MT

Title: Scientific discoveries

5. Match the correct name to the discovery or theory.

- a. Michelson-Morely = Speed of light
- b. Einstein = Theory of Relativity
- c. Marconi = radio waves

Spaces before or after the "=" symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match.

### **Importing Multiple Response Multiple Choice Questions**

The logic for importing multiple response questions is similar to what is described above for importing multiple choice questions. (Multiple Response questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "Type: MR". This is followed by the "Title" (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk. In this example, the correct answers are Albert Michelson, and Edward Williams Morley, and students must select both choices to receive a correct answer.

Type: MR

6. Which of the following individuals are credited with determining the exact speed of light?

- a. Albert Einstein
- \*b. Albert Michelson
- c. Thomas Edison
- \*d. Edward Williams Morley

To include a "title" or "feedback" with multiple response questions, follow the same formatting rules described above for multiple choice questions. For instance,

### **Including Feedback in Questions**

You can include specific feedback for the student after every exam answer, by including the @ character on the line after an answer choice, and adding your feedback specific to that question.

You can also give general feedback to students which will appear regardless of the answer choice that they select. This feedback is provided by including the @ character after the question text, and adding general feedback. This feedback will appear regardless of the answer choice that the student selects.

You can also combine these two types of feedback. See the examples below for more information.

*Example Feedback after every question*

7. Who determined the exact speed of light?

a. Albert Einstein

@ No. Albert Michelson determined the exact speed of light.

\*b. Albert Michelson

@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

c. Thomas Edison

@ No, Thomas Edison did not determine the exact speed of light.

d. Guglielmo Marconi

@ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

### General Feedback

8. Who determined the exact speed of light?

@ Albert Michelson was the first American to win the Nobel Prize in Physics (1907) for his measurements of the speed of light. His experiments laid the groundwork for Einstein's Theory of Relativity.

a. Albert Einstein

\*b. Albert Michelson

When you have finished formatting your quiz questions, close the document you are working on. Respondus will not let you import the quiz that you have just created if the quiz is open.

## **Working with Questions containing Images**

### **Adding Images with Microsoft Word (The Best Way)**

If you would like to add images to your quiz questions, it is recommended that you use Microsoft Word. Images that are embedded in Microsoft Word files will automatically import into Respondus, without requiring any additional effort.

You will not need to organize the images in a separate folder, or do any other manipulation. This is why it is recommended that if you are creating tests with Images, you use Microsoft Word.

### **Working with Images using .TXT, and .RTF files (Alternate Method)**

If you are only able to create your tests using .TXT and .RTF files, you can still import questions, but more steps are required to get your images to import properly. This is why we recommend using Word when including images in text.

When you include images with your .RTF files, you will need to place all of your images in a separate folder. All test images should be stored in the same folder. Images must either be in .gif or .jpg format. You will then need to place the following tag where each image will appear. [ **img: "filename.jpg"** ]. The word "filename.jpg" should be replaced with the actual file name.

During the import process, you will specify the location of the single folder that contains your images. The example below shows you how to format questions if you are using the Rich Text format to import your tests.

#### Rich Text Images Example

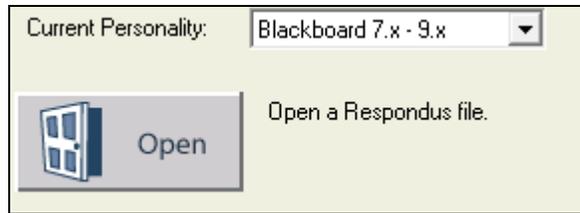
9. The interferometer, shown here [img: "interferometer.jpg"], was used by which of the following scientists.
- a. Albert Einstein
  - \*b. Albert Michelson
  - c. Thomas Edison
  - d. Vladimir Zworykin

### **[Opening Respondus and Importing Questions \(Video\)](#) Transcript is on Pages 9-12**

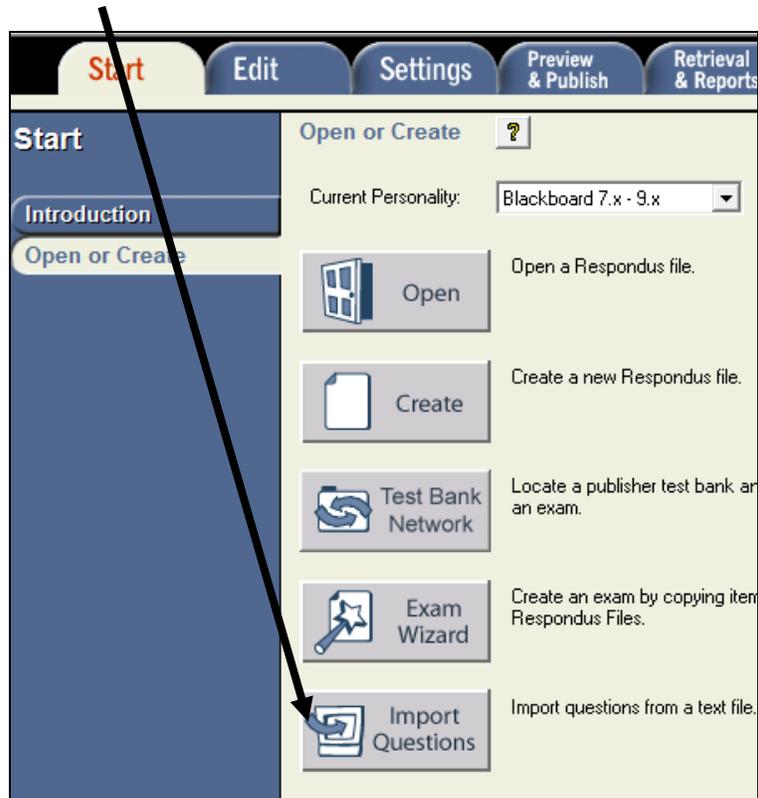
1. Go to Respondus on the  (start window) of your computer.



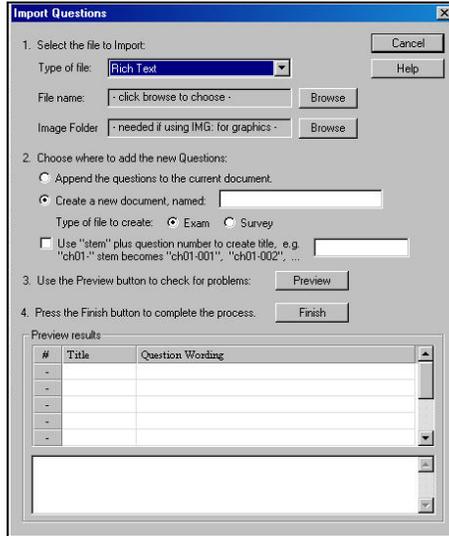
2. Respondus will open.
3. Change the current Personality to reflect the LMS you are using. At MC we are using Blackboard 9.1, so select Blackboard 7.x- 9.x.



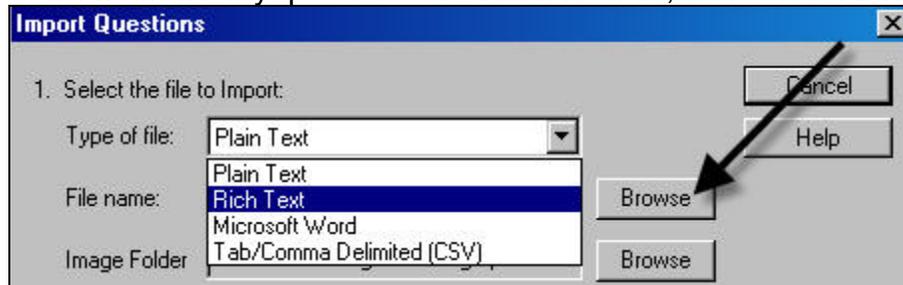
4. Click the import questions button



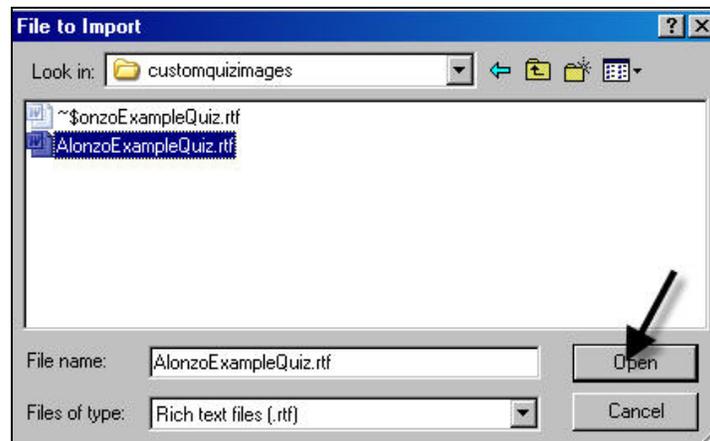
The import questions dialogue window opens.



5. Change the Type of File to reflect your file type in the type of file drop down window. My questions are in a .RTF File, so I select Rich Text.



6. Then browse your computer for the rich text file quizzes by clicking the browse button (the arrow in the illustration above is pointing to the correct browse button.)
7. The File to Import Window Opens. Select the file, and then click the open button.



8. Decide what to name the Respondus file you are now creating. Normally you would create a new Respondus document, then make the changes indicated below:

- The Respondus document is given a new name
- The type of file created is an exam
- Choose whether or not to give your questions a stem. If you choose to use a stem, it becomes the question title. Using a stem may make it more difficult to search for the questions later.

2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named:

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:

4. Press the Finish button to complete the process.

9. Click the preview button to preview the status of your question import.

4. Press the Finish button to complete the process.

Preview results

#	Title	Question Wording
1	t1001	Who freed hundreds of slaves via the underground railroad?
2	t1002	Madam C.J Walker was the first African-American female m...
-		
-		
-		

No warnings.

10. You will see your quiz questions, and the question wording. Verify that the quiz questions, and the question wording are correct, and that there are no warnings. Generally you will get warnings if you have formatted your document **incorrectly**, and there are quiz questions with no answers, etc. Make note of these items, and correct them prior to importing the test into WebCT. If you are satisfied with the results of the preview, click the Finish button (circled above)



11. You will see the file saved dialogue box. Click the OK button.

Question List			
#	Title	Format	Question Wording
1	<a href="#">t1001</a>	Mult. Choice	Who freed hundreds of slaves via the underground railroad?
2	<a href="#">t1002</a>	True - False	Madam C.J Walker was the first African-American female millionaire. True or False
-			

12. You should now see your questions in the question list at the bottom of the screen.

You have now successfully imported your .rtf file into Respondus

## **Publishing Respondus Questions into Blackboard**

To publish questions from Respondus, into Blackboard, you must know your logon password at Blackboard's direct URL: <http://bb-montgomerycollege.blackboard.com/>. If you have never logged on using this URL, you must reset this password.

***If you do not know this password, you can reset your password, at the link above.***

Click the Forgot Your Password Link. Follow the Steps on the Lost Password screen that appears to reset

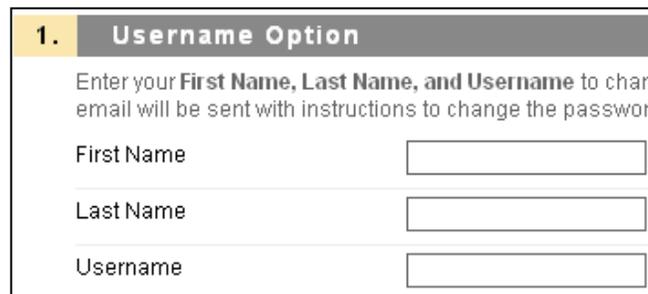
the password. Write down the password, you'll need it when you publish the Respondus exam to the Learning Management System

**[Resetting your direct Blackboard Password \(video\)](#) transcript is on page #13**

1. Go to the direct URL for Blackboard: <http://bb-montgomerycollege.blackboard.com/>
2. Under the Username, and Password box, click the *Forgot Your Password Link*



This opens the Lost Password screen. There are two options to recover a lost password. **Use the First Option, the Username Option if possible.** Enter the following in the username fields:



*First Name: Your First name*

*Last Name: Your Last Name*

The Username for your test student is your MyMC ID **Example:** Your MyMC ID is karynwhite. Therefore, your username is karynwhite.

After completing the form, you will be sent an email to your Montgomery College email address with instructions on changing your Blackboard password. Follow the instructions carefully as you will need this information to log onto Respondus. The password that you type in the password field will be the password you use to set up communication between Blackboard and Respondus.

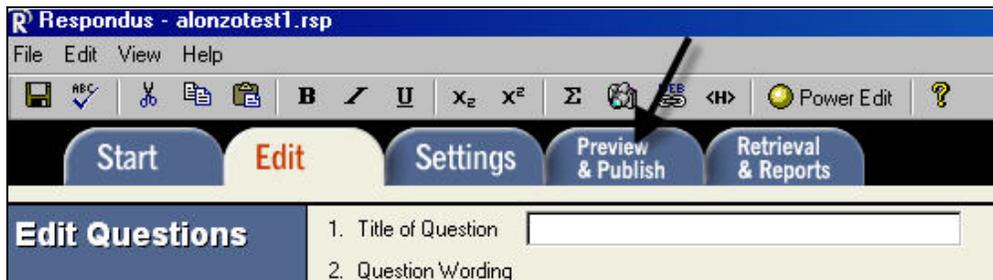
You can now use this username and password to log onto Blackboard using the direct URL.

***Note that this Direct URL feature should only be used by MC Faculty. Students should still log onto Blackboard via the MyMC portal.***

After you have reset your password, you may enter your username and password in the appropriate fields when you click the preview and publish tab.

**[Publishing to Blackboard \(Video\)](#) Transcript is on Pages #14-18**

1. Click the Preview and Publish Tab



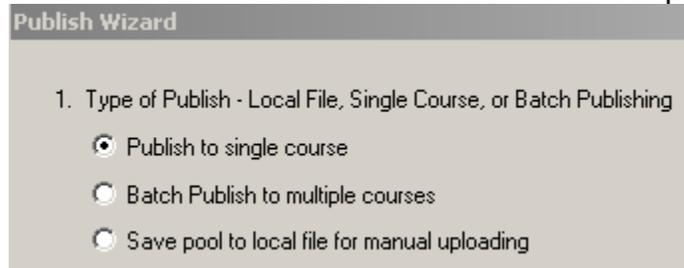
2. The preview and publish screen opens.



3. Click the publish to Blackboard Link. This opens the Publish to Blackboard Screen.



4. Next, click the Publish Wizard button. Publish Wizard Opens



5. Now we must create a link to the Blackboard server. We only have to do this process once. The next time we publish a test, Respondus will remember the settings in the link to our Blackboard server. You would click the Drop Down next to the Blackboard Server and select the name of the server that you are creating during this step.

For now, click the drop down to the left of the New Blackboard Server.

Blackboard Server: New Blackboard Server

Settings:

Server: bb-montgomerycollege.blackboard.com  
Server Port: 443  
(Secure Server, all pages HTTPS)  
User: mknight\_admin

3. Press [Next] to connect to server

Back Next Cancel Help

6. Next, click –add new server- in the Blackboard Server Drop down list

2. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server: - add new server -

7. The Add New Server Settings Screen appears.

8. On the Add New Server Settings Screen, select **No, I want to Enter the Server Settings Manually**. Click .

Add New Server Settings

Preconfigured server settings may be available for:  
Montgomery College

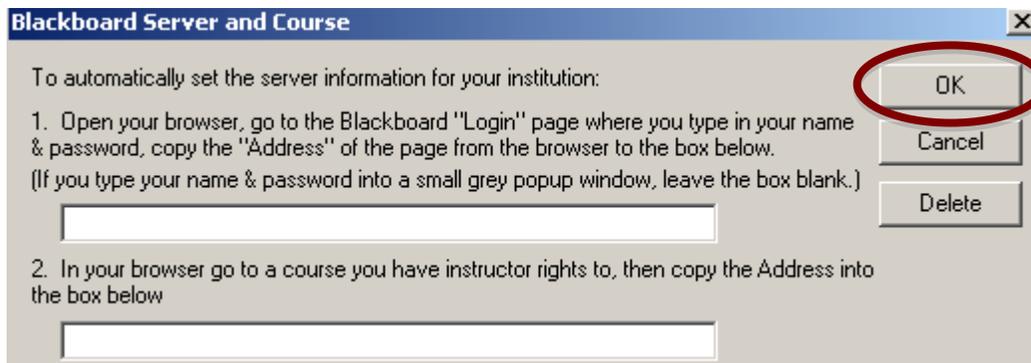
Yes, check for preconfigured server settings  
 No, I want to enter the server settings manually

9. The Blackboard Sever and Course Window Appears. Read, and follow the instructions on the screen carefully to fill out Items #1, and #2 on the Blackboard Server and Course window, then click 

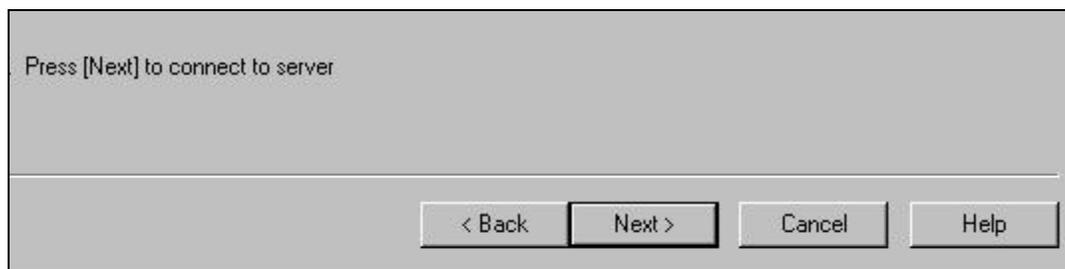
10. In the description field type: Montgomery Blackboard. This is now the name of the profile you have just used to connect to the WebCT Server using Respondus. **Note: The next time you publish this quiz, simply select Montgomery Blackboard Under the chose an existing server option #2.**

11. Type your Username and Password in the field. Note that your username is your **MyMC ID**, the password is the password you use to log onto Blackboard at the direct url <http://bb-montgomerycollege.blackboard.com>. It is **recommended** that you leave **remember my username and password checked, unless you are working from a public computer**.

12. Click the OK button to save your server settings.



13. That closes the server information Window. Now click next to connect to the Blackboard Server.



14. You are connected to the server. Now select the course where the test will be published, by clicking the dropdown arrow beside *Choose Course to Publish to*. Make any other appropriate changes, and Click Next.



15. Chose the options that you desire under the *Exam/Survey, Pool settings*, and Additional Options for the *Exam/Survey* listings. The recommended settings are *Create New Exam*, and if you are ready for students to take the exam, go ahead and *Link Exam to Content Area and Make Avialable*.

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam

Replace existing Exam

Pool

Create new Pool

Replace existing Pool

3. Additional options for Exam/Survey

Apply Random Blocks to Exam

Apply Settings to Exam

Link Exam to Content Area and make available

A note about the options:

### **Exam/Survey**

**Create New Exam:** This creates a brand new Test for students in Blackboard.

**Replace Existing Exam:** This will replace one of your existing exams in Blackboard, with the contents of the new exam in Blackboard.

### **Pool**

**Create new Pool:** This will create a new bank of questions for your students. *It does not create a test for students.*

**Replace Existing Pool:** This feature will replace the contents of one of your existing Blackboard pools with the content of this exam.

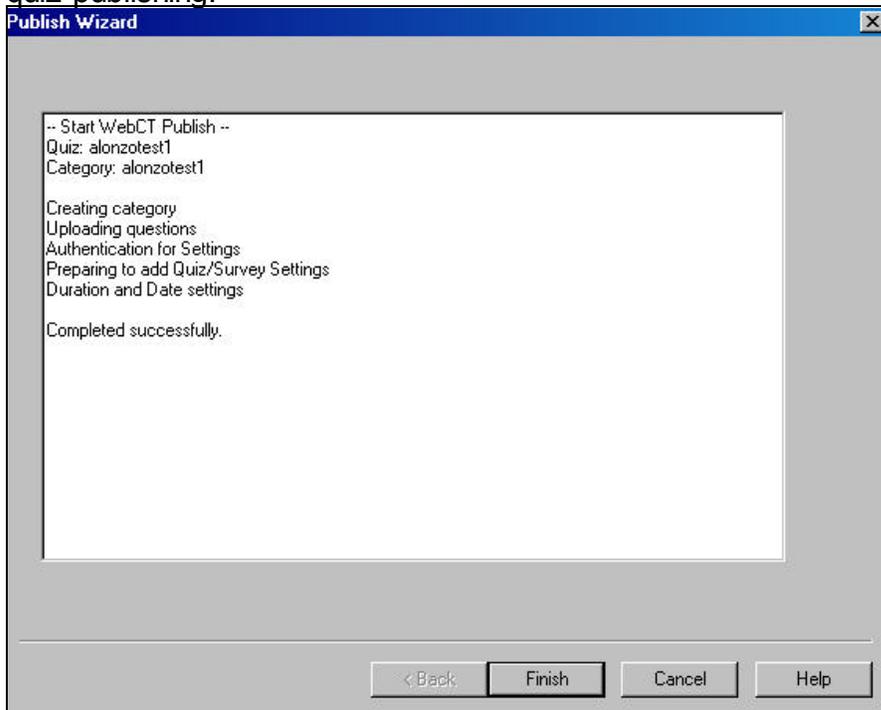
### **Additional Options for Exam/Survey**

**Apply random blocks to Exam:** If you are using Random blocks to randomize student quiz questions, click the checkbox to apply these settings

**Apply settings to exam:** If you've set up settings in Respondus, such as point values, clicking the checkbox will apply those values to WebCT

**Link Exam to Content Area and Make available:** If you click this checkbox, Respondus will link your test to a content area that you select, and make the exam available for your students to complete.

16. The Publish Wizard window will appear, letting you know the results of your quiz publishing.



Congratulations, you have successfully published a quiz file, based on a Microsoft Word file into your Blackboard course.