

Respondus User's Guide



Created by:
C.J. Bracken

Rev. 1
March 2, 2006

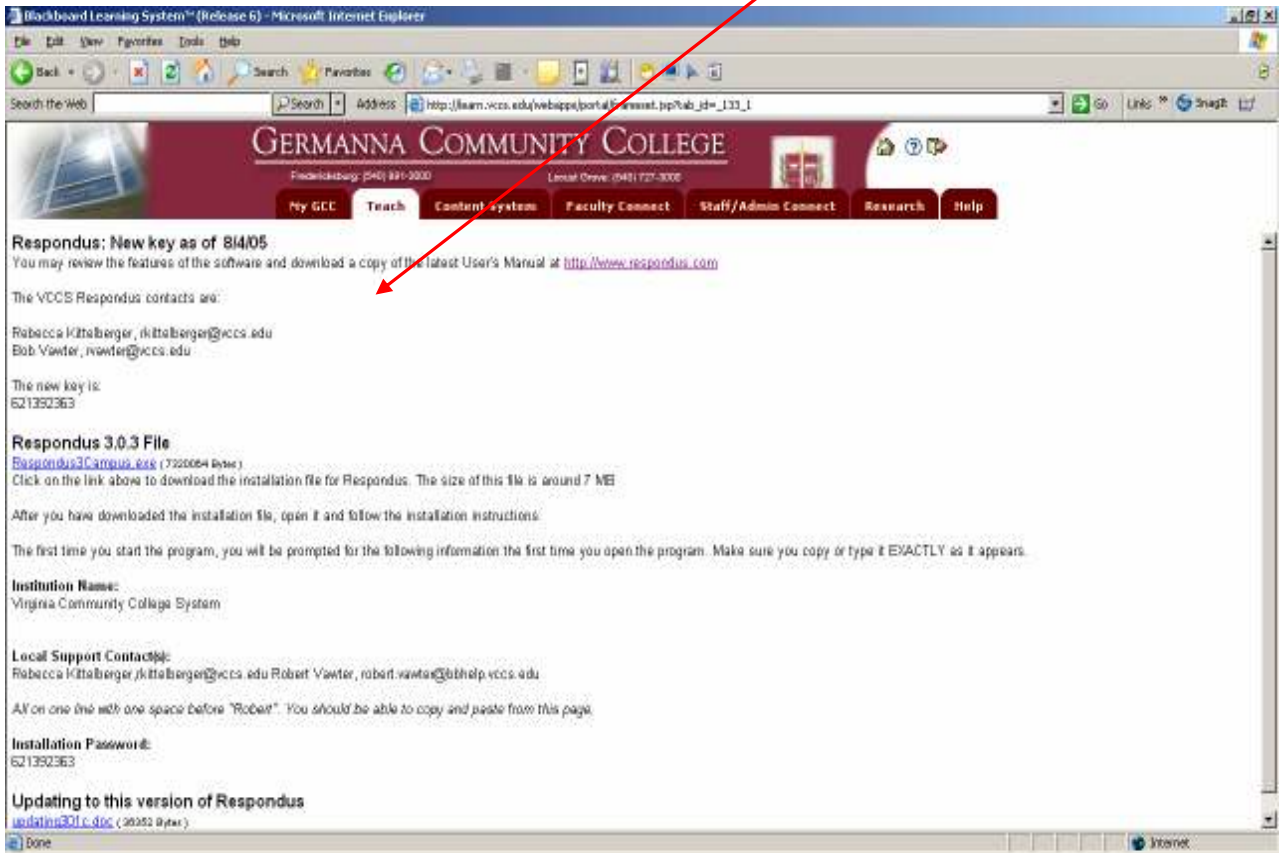
Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard. Exams can be created offline using a familiar Windows environment, or moved from one eLearning system to another.

I. Download and Install Respondus


- 1) Log into Blackboard
- 2) Click on the Teach tab
- 3) Under VCCS Faculty Instructional Software click the link “Download and Install” below Respondus.

The screenshot shows a web browser window displaying the Blackboard Learning System interface for Germanna Community College. The browser's address bar shows the URL: http://learn.vccs.edu/webapps/portal/frameSet.pp?tab_id=_133_1. The page header includes the college name and navigation tabs: My GCC, Teach, Content System, Faculty Connect, Staff/Admin Connect, Research, and Help. The main content area is divided into several sections: 'Courses in which you are enrolled' (listing SPDE SRV 100/21 College Success Skills), 'No Announcements', 'Courses on other systems' (listing Baker College), 'My Calendar' (no events), and 'Content System: My Content' (showing My Content and Web Folder with available quota of 21.57M and a total quota of 100.00M). On the right side, there is a 'VCCS Faculty Instructional Software' section containing three items: 'Impatica' (with a 'Download and Install' link), 'Softchalk' (with a 'Download and Install' link), and 'Respondus' (with a 'New Key or Download/Install' link). A red arrow points from the third step of the instructions to the 'Respondus' section.

4) Follow the directions on the screen (see figure below)

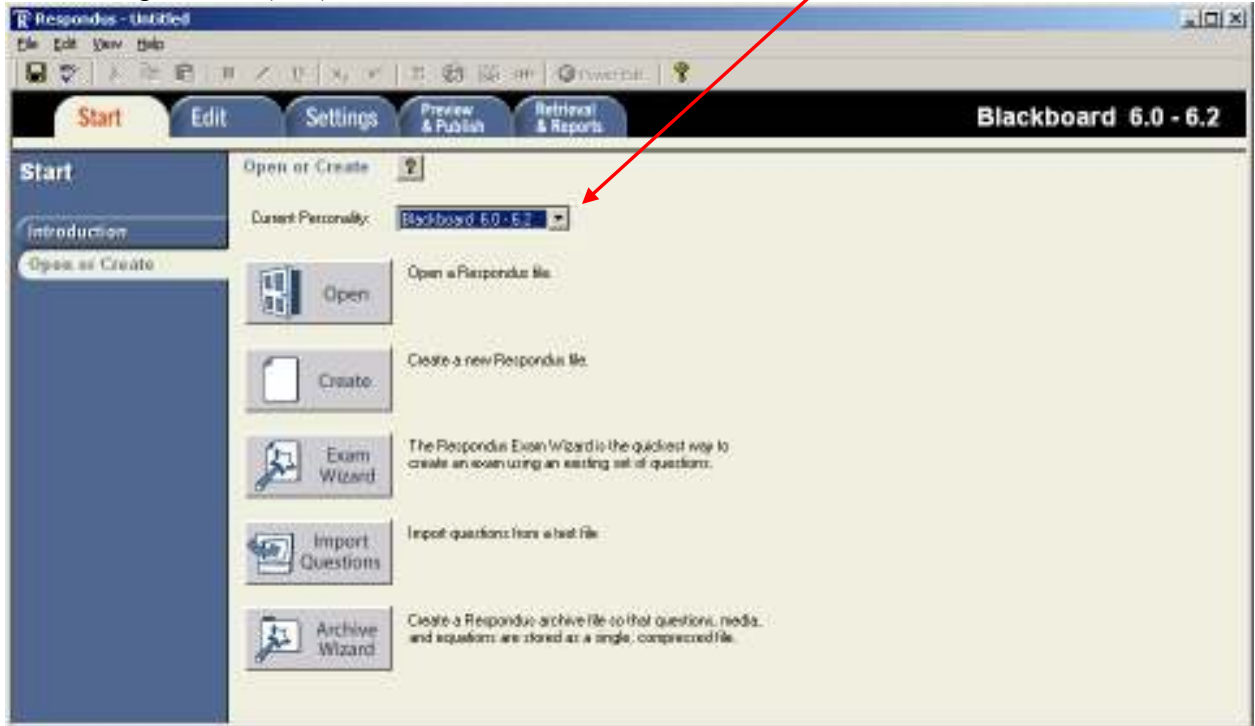


II. Opening Respondus

- 1) Double click the Respondus icon to open Respondus: 
- 2) Click the Open or Create button in Respondus.



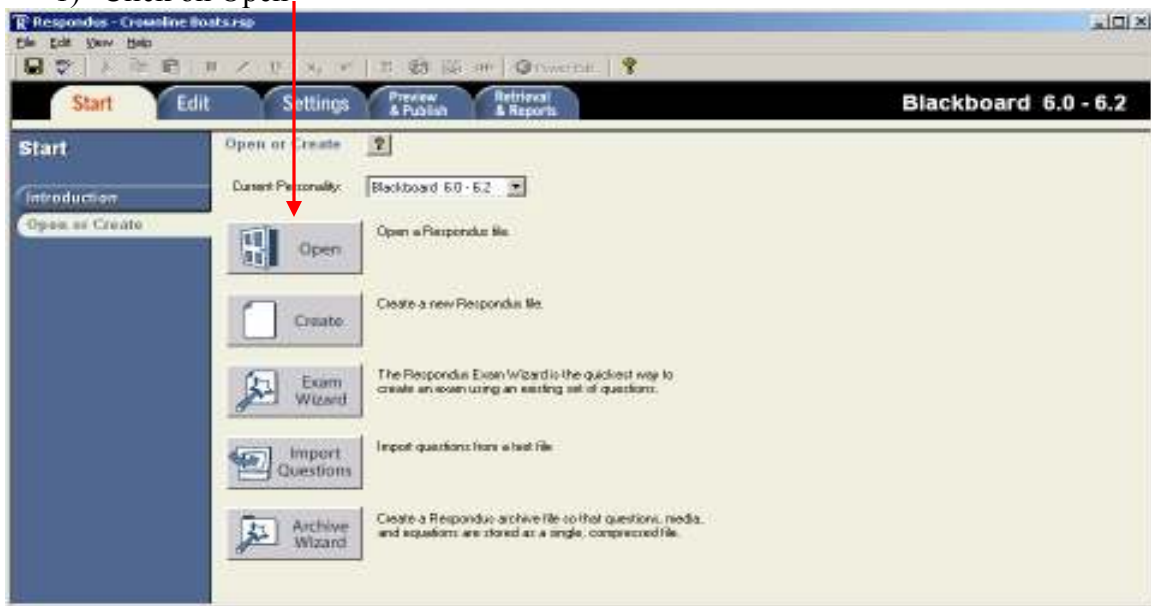
- 3) Choose the correct version of Blackboard that we are using from the Current Personality drop down menu. If unsure of the latest version please contact the help desk at (540) 891-3077.



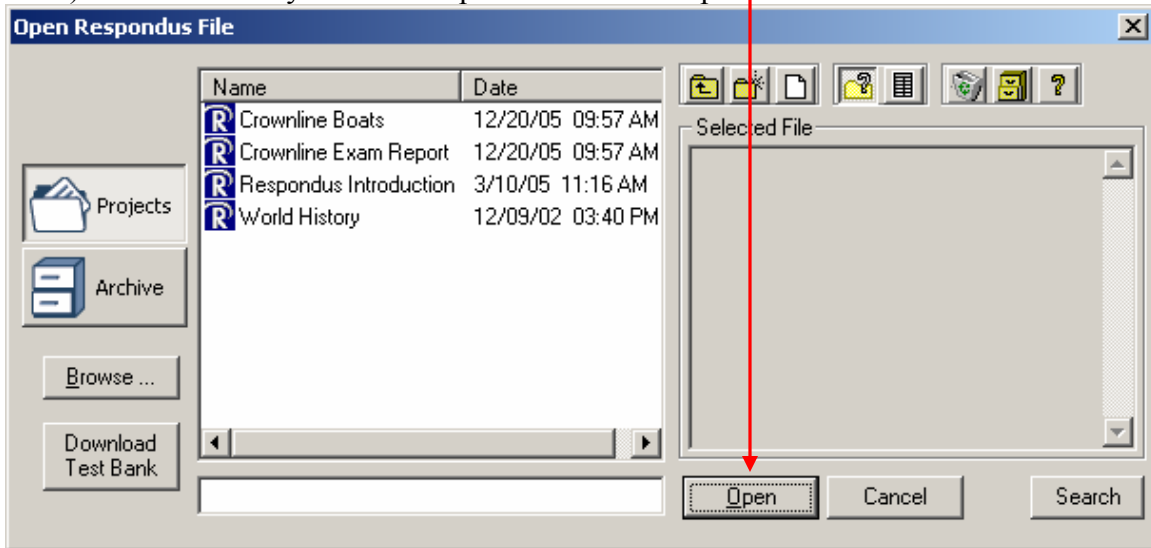
- 4) Select the option that best fits your current needs:
1. Open – Open a Respondus file already created.
 2. Create – Creates a new Respondus File.
 3. Exam Wizard – Allows you to create an exam using an existing set of questions.
 4. Import Questions – Allows you to import questions from a text file.
 5. Archive Wizard – Allows you to archive / backup your Respondus files.

III. Opening a Respondus File

- 1) Click on Open



2) Select the file you wish to open and click on Open



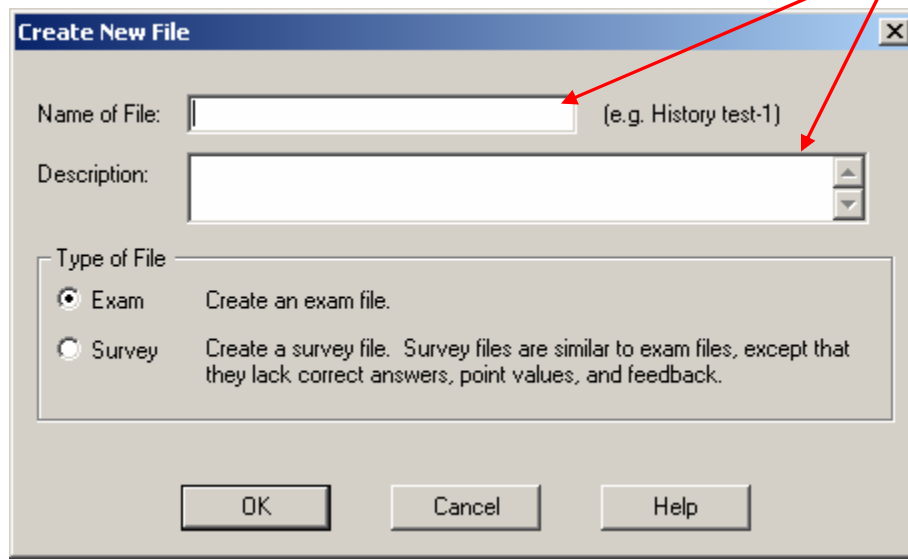
Edit your file as desired.

IV. Create a new Respondus file.

1) Click on Create



- 2) Type in a name of the file you wish to create and a description of that file.



Create New File [X]

Name of File: (e.g. History test-1)

Description:

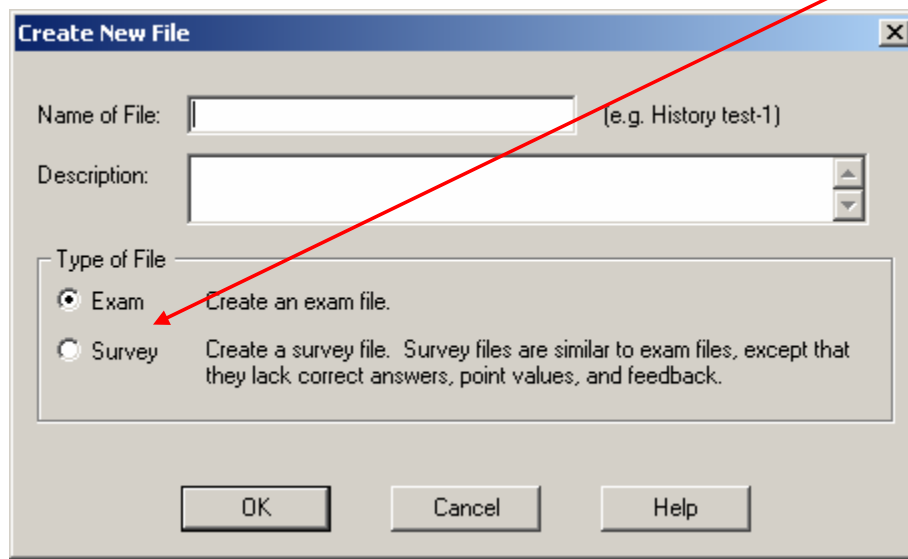
Type of File

Exam Create an exam file.

Survey Create a survey file. Survey files are similar to exam files, except that they lack correct answers, point values, and feedback.

OK Cancel Help

- 3) Choose the type of file you wish to create (either an exam or a survey).



Create New File [X]

Name of File: (e.g. History test-1)

Description:

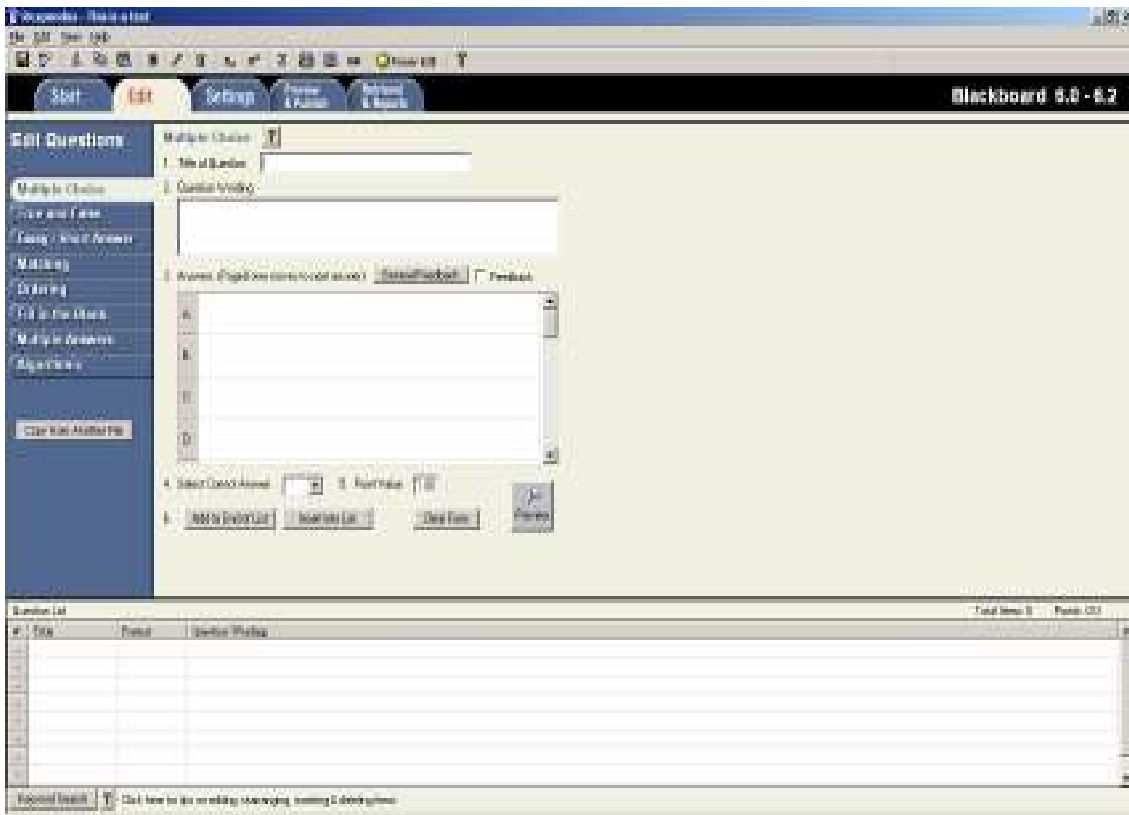
Type of File

Exam Create an exam file.

Survey Create a survey file. Survey files are similar to exam files, except that they lack correct answers, point values, and feedback.

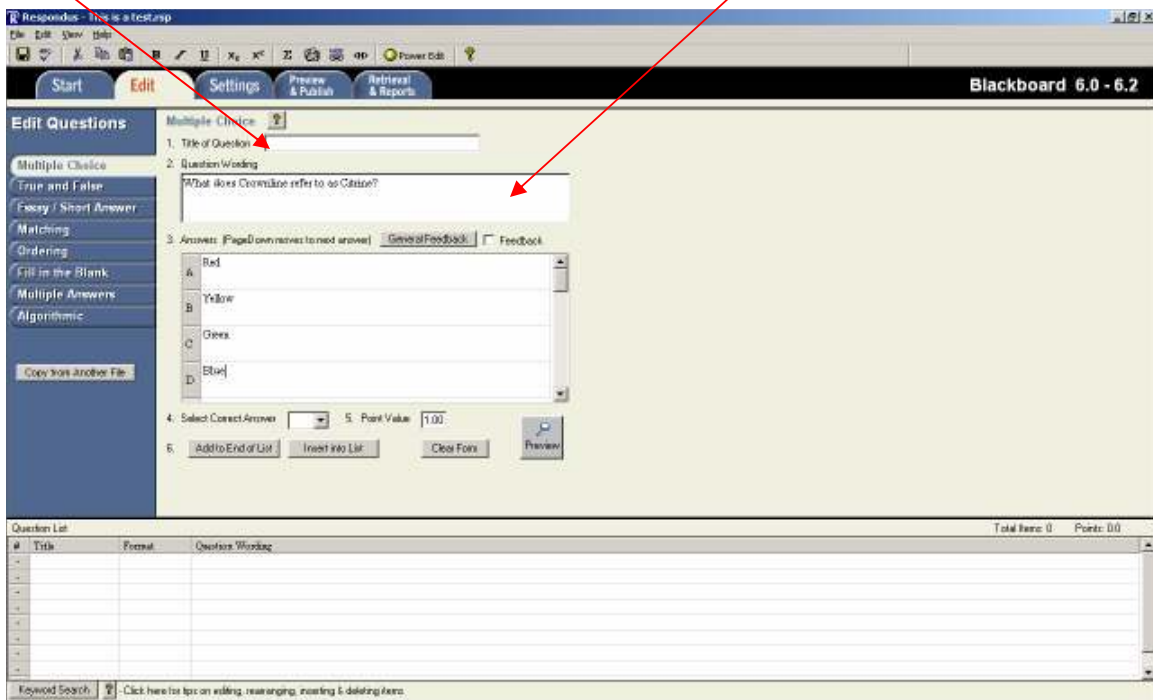
OK Cancel Help

4) Select the question type you desire from the menu on the left hand side.



5) Enter a Title for the Question (if you desire) in the “Title of Question field.

6) Type your Question in the “Question Wording” field.



7) Type the answer to your question in the Answer field.

Blackboard 6.0 - 6.2

Edit Questions

Multiple Choice

1. Title of Question

2. Question Wording
What does Corvidae refer to as Citae?

3. Answers: (Page/own names to not answer) General Feedback Feedback

A Red
B Yellow
C Green
D Blue

4. Select Correct Answer 5. Point Value 1.00

6.

Question List Total Items: 0 Points: 0.0

#	Title	Format	Question Wording
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

Keyword Search Click here for tips on editing, rearranging, inserting & deleting items.

8) You can also assign Feedback to the question by clicking on the General Feedback button and entering the appropriate feedback, or you can assign specific feedback, based on the answer the student chooses by checking the "Feedback" check box and entering the appropriate feedback underneath each answer.

Blackboard 6.0 - 6.2

Edit Questions

Multiple Choice

1. Title of Question

2. Question Wording
What does Corvidae refer to as Citae?

3. Answers: (Page/own names to not answer) Feedback

A
B
C
D

4. Select Correct Answer 5. Point Value 1.00

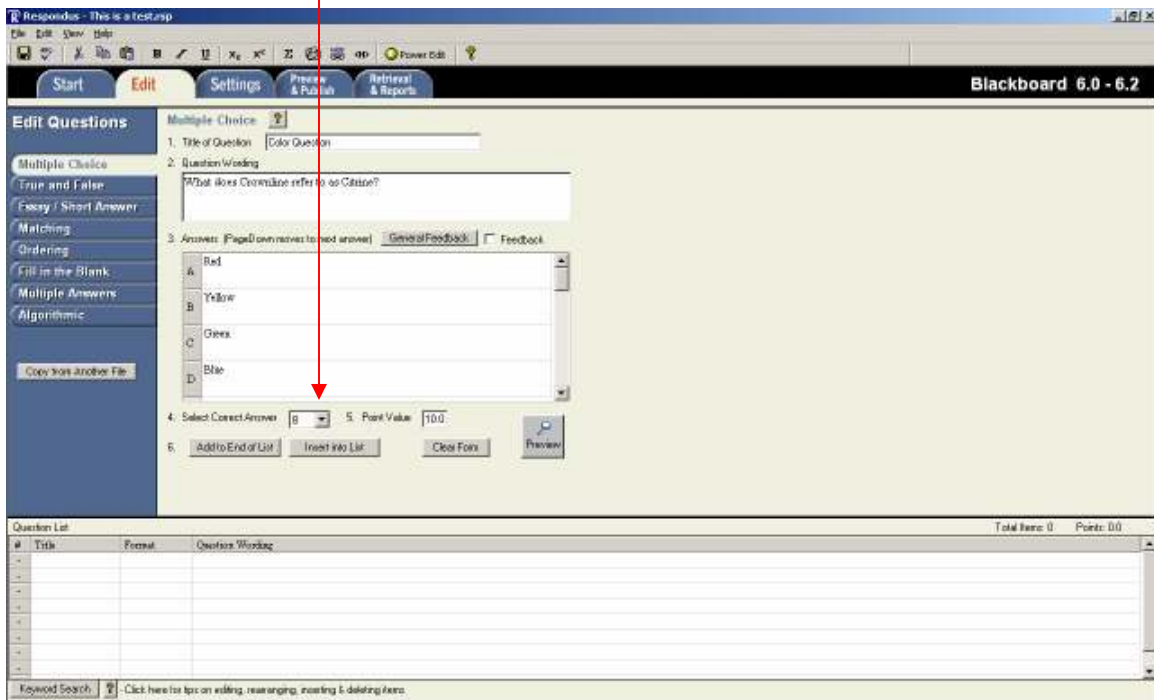
6.

Question List Total Items: 1 Points: 10.0

#	Title	Format	Question Wording
1	Color Question	Multiple Choice	What does Corvidae refer to as Citae?
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

Keyword Search Click here for tips on editing, rearranging, inserting & deleting items.

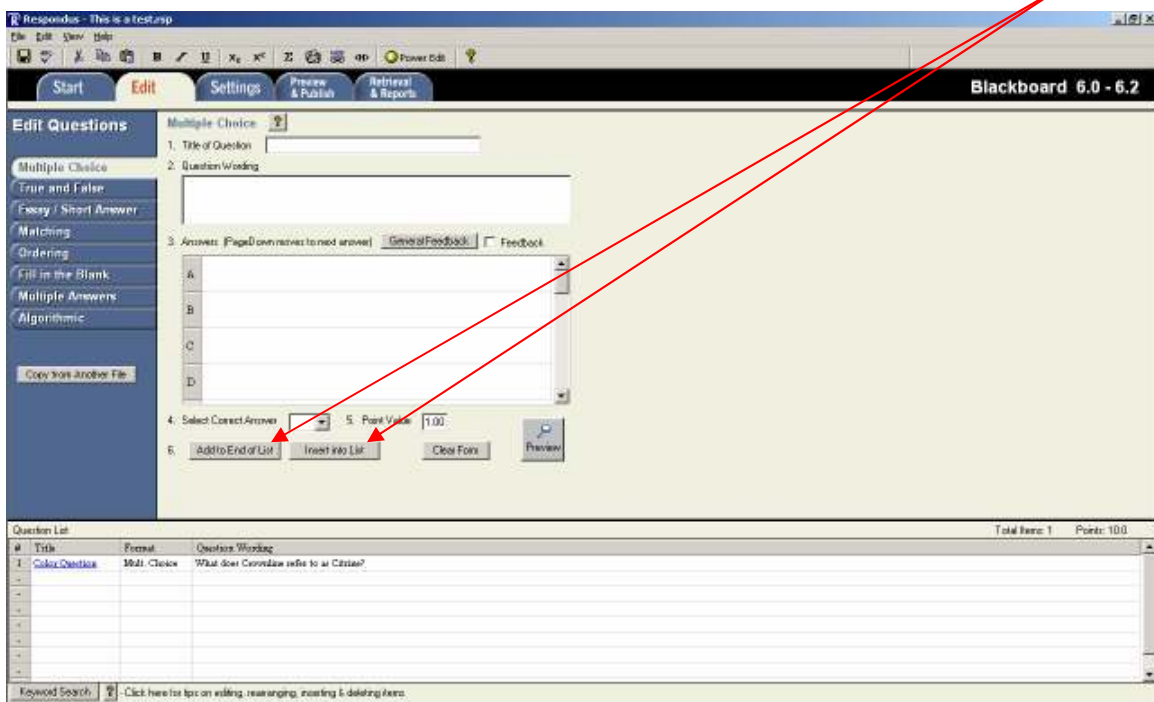
9) Select the Correct Answer and Assign a Point Value.



You can preview your question by clicking the Preview Button

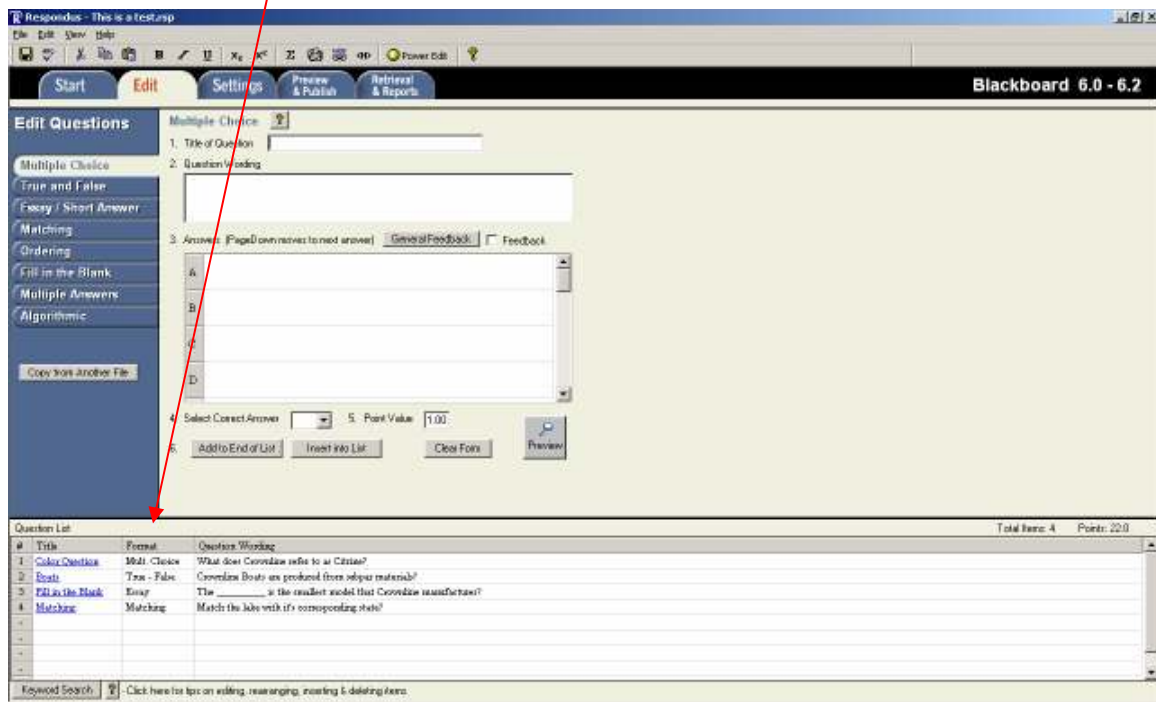


10) Choose either Add to End of List or Insert into List depending on where you want the question to be located in the test.

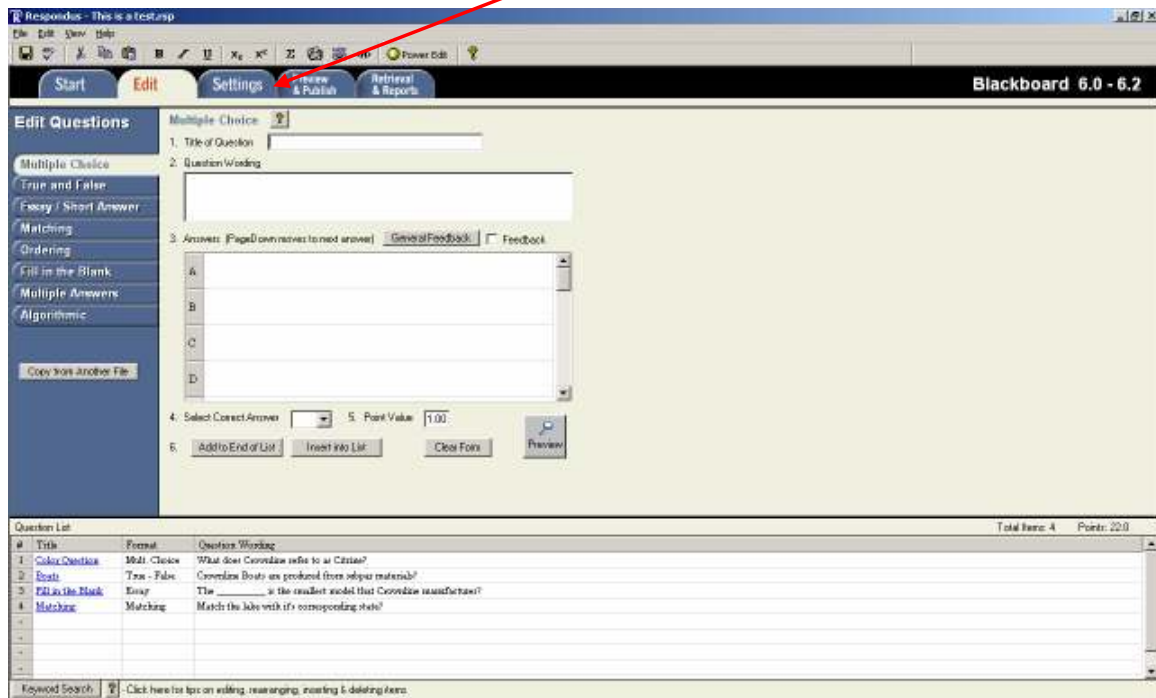


Continue entering all your questions and answers until all your questions have been entered into Respondus.

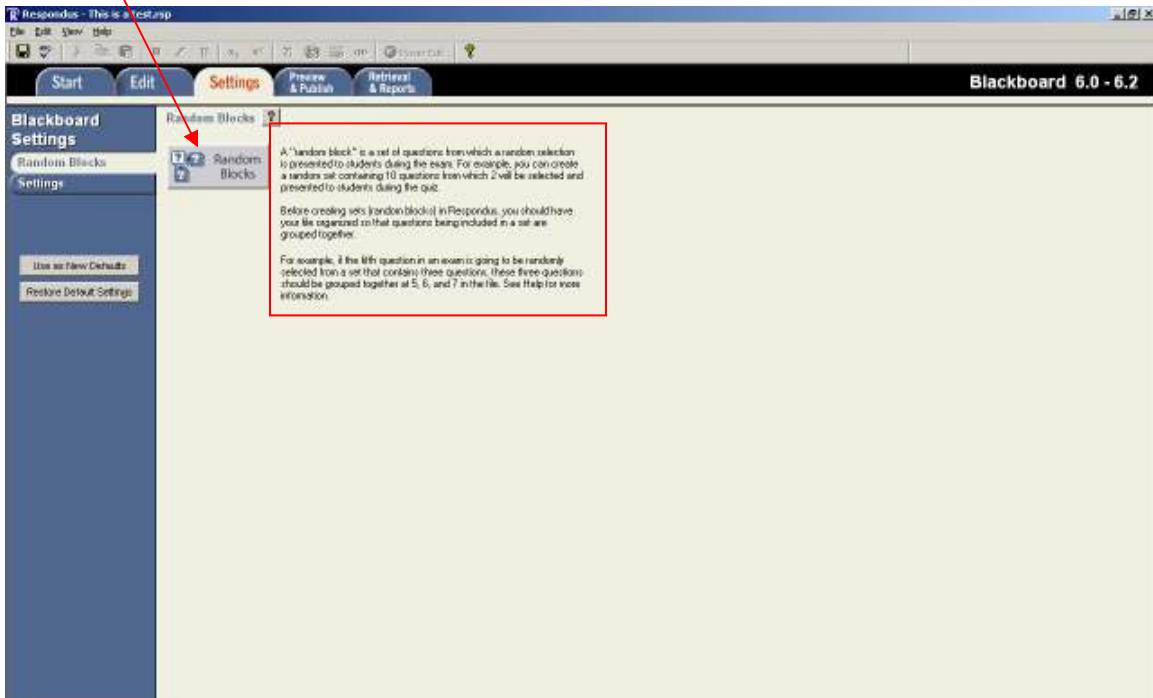
Please note that all questions, titles, and formats appear in a datasheet view at the bottom of the screen.



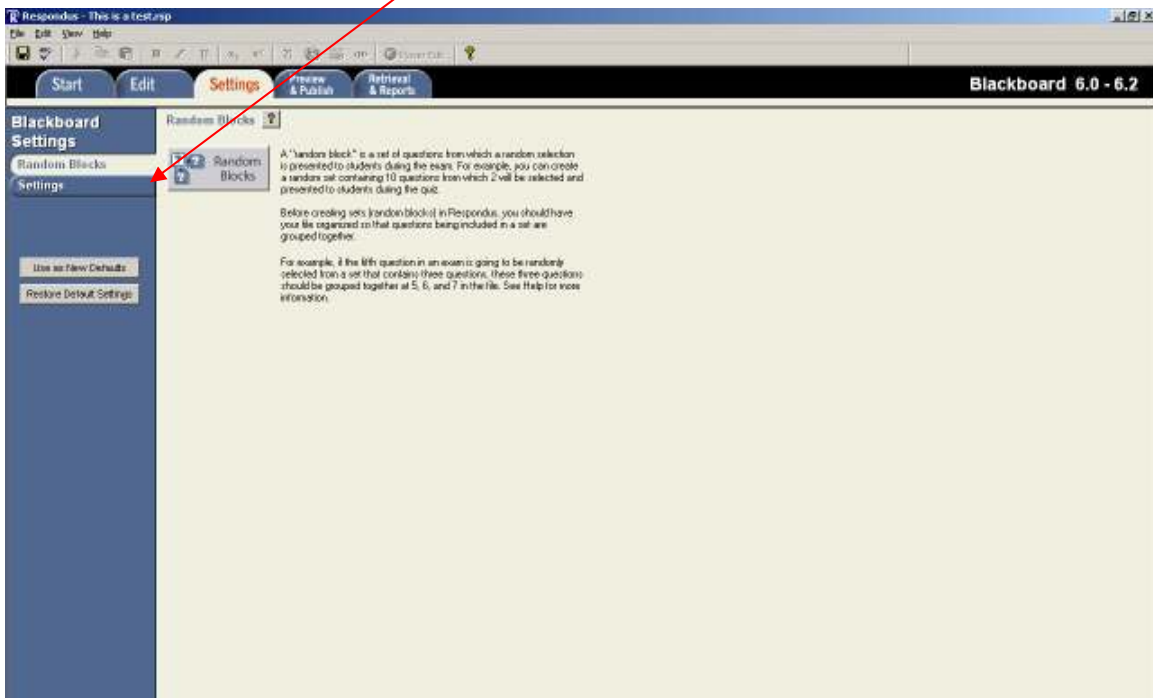
11) After you have entered all test questions, assigned point values, and provided feedback (optional) click the Settings tab.



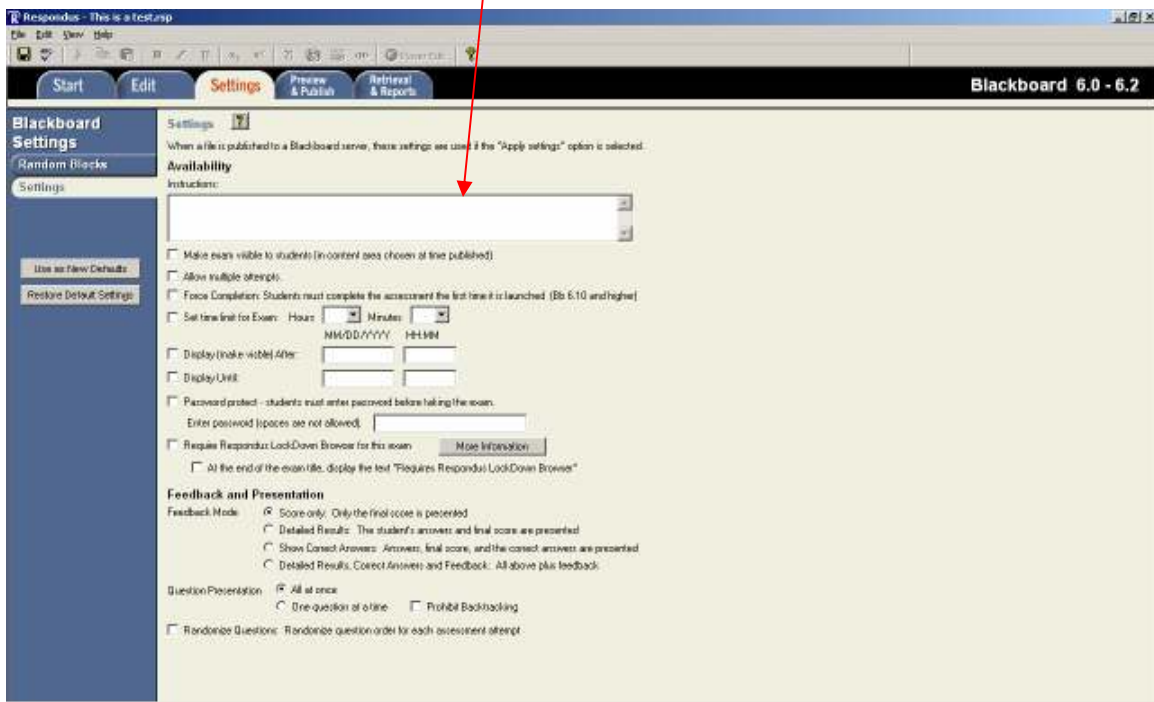
If you would like to create a Random Block of questions, please click on the Random Blocks button, however please read the information about Random Blocks before you begin.



12) Click on the Settings Button



13) Type any instructions for the assessment into the instructions field and choose any settings that you desire from the list.



14) Click the Preview and Publish Tab

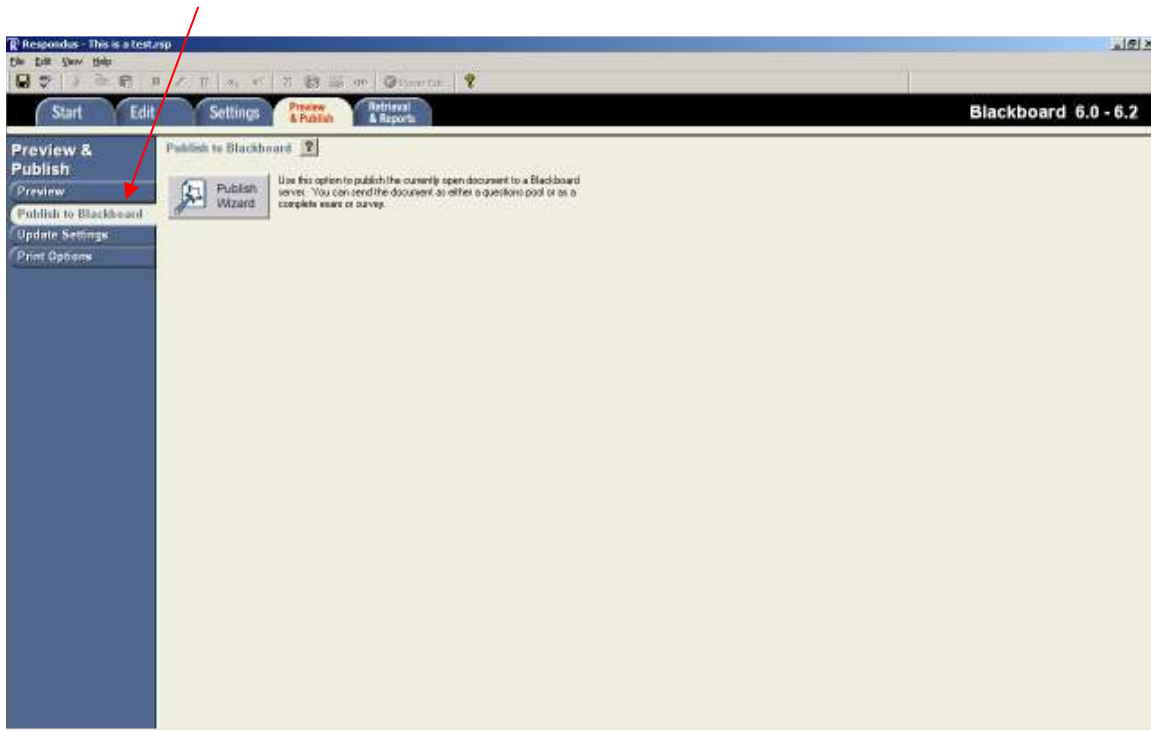


15) Select the Preview the File Button to preview your exam.

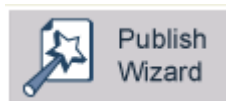


V. Publishing the Assessment to Blackboard

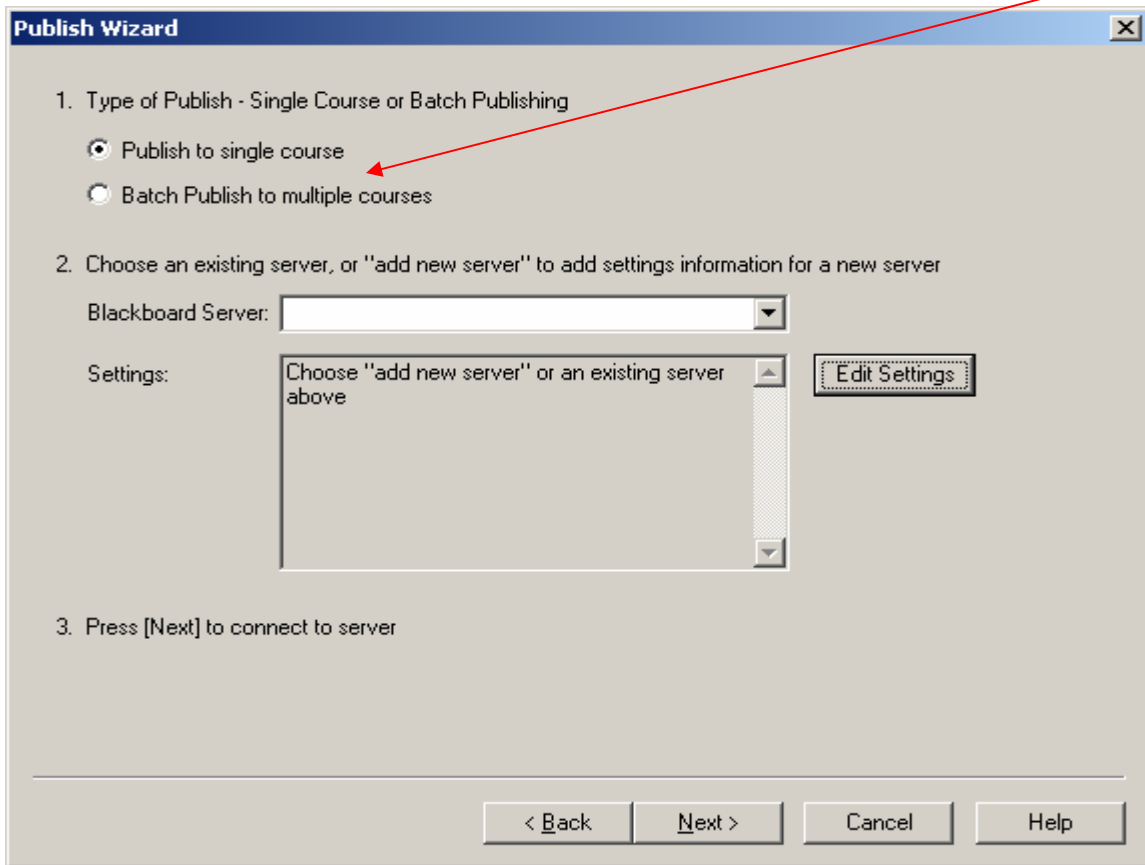
1) Click on the Publish to Blackboard Button



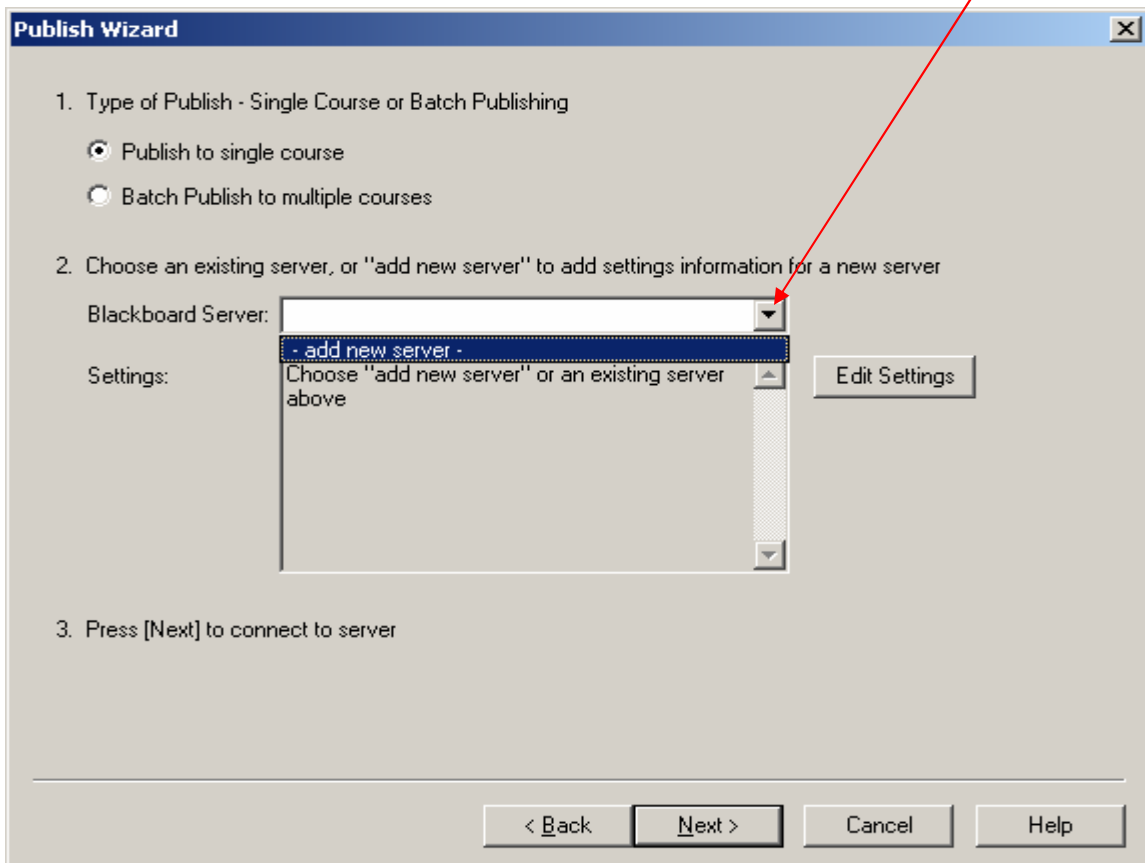
2) Click on the Publish Wizard Button



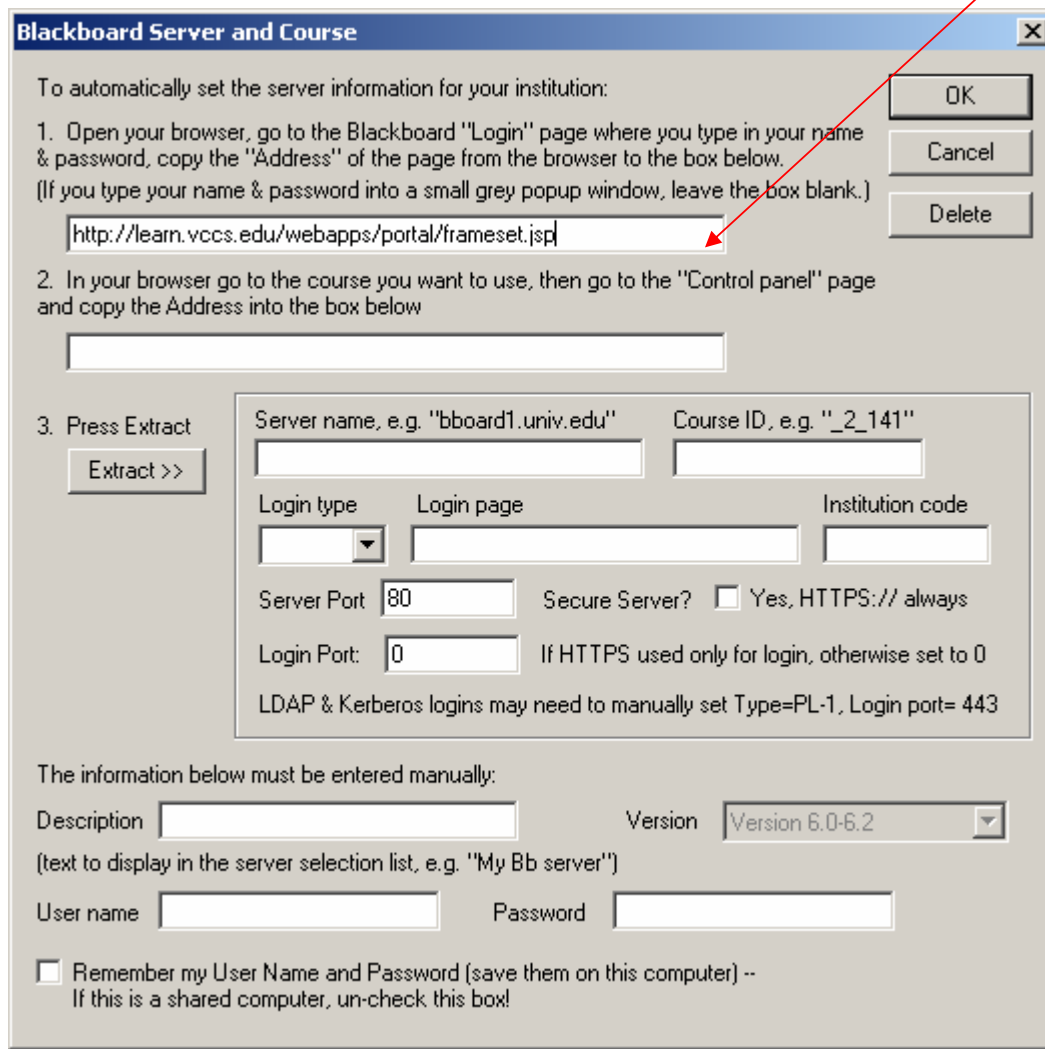
3) Choose Publish to Single Course or Batch Publish to Multiple Courses (your choice)



4) Click the Blackboard Server dropdown arrow to select "Add New Server"



- 5) Type <http://learn.vccs.edu/webapps/portal/frameset.jsp> in the text box under step 1. It is imperative that you type it exactly as it appears here, or Respondus will not be able to communicate with the Blackboard server.



Blackboard Server and Course [X]

To automatically set the server information for your institution:

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.)
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
3. Press Extract

Server name, e.g. "bboard1.univ.edu"	Course ID, e.g. "_2_141"	
<input type="text"/>	<input type="text"/>	
Login type	Login page	Institution code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Server Port	80	Secure Server? <input type="checkbox"/> Yes, HTTPS:// always
Login Port:	0	If HTTPS used only for login, otherwise set to 0
LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443		

The information below must be entered manually:

Description Version

(text to display in the server selection list, e.g. "My Bb server")

User name Password

Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

OK
Cancel
Delete

6) Connect to the Internet and login to Blackboard. Select the course that you wish to upload your Responsous exam and navigate to the control panel. From there copy the address in your browser's address bar. (To copy highlight the address, right click with your mouse, and then left click on copy).

Blackboard Learning System™ (Release 6) - Microsoft Internet Explorer

Address: http://learn.gcc.edu/webapps/blackboard/content/listPages.do?course_id=34764

GERMANNA COMMUNITY COLLEGE
Friedricksburg (540) 891-3000 Loudoun (540) 727-3000

My GCC Teach Content System Faculty Connect Staff/Admin Connect Research Help

COURSE > BLACKBOARD 101 FOR STUDENTS (CJ) > CONTROL PANEL

GC297-8B-101-00CJ-SP06: Blackboard 101 for Students (CJ) - Carol J Bracken (Instructor)

Content Areas	
Course Information	External Links
Course Documents	Books
Assignments	Tests & Quizzes

Course Tools	
Assessments	Collaboration
Course Calendar	Digital Dropbox
Staff Information	Content System
Tasks	Check CS Links
Send Email	Copy Files to CS
Discussion Board	Voice Announcements

Course Options	
Manage Course Menu	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Course Copy	Archive Course

User Management	
List / Modify Users	Remove Users from Course
Enroll User	Manage Groups

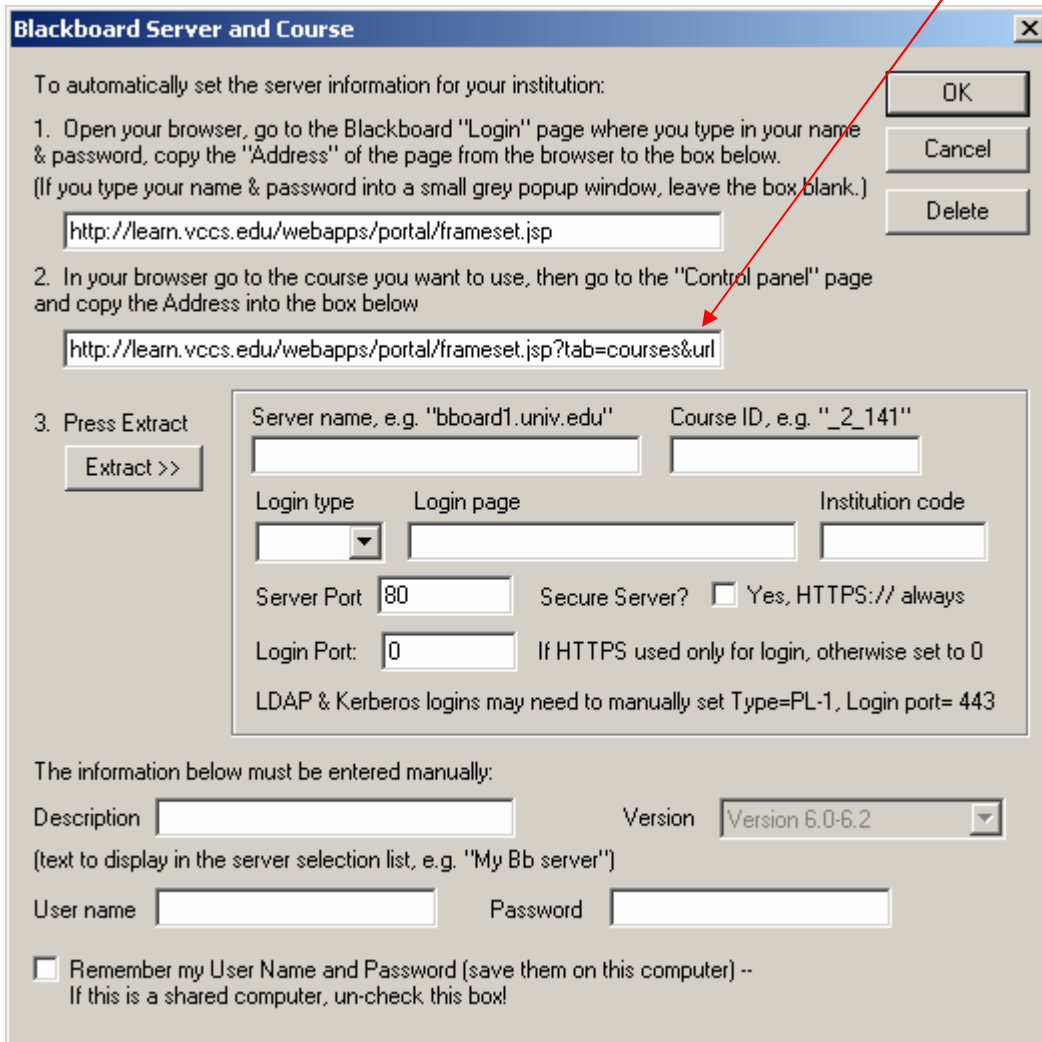
Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Course Statistics

Help	
Support	
Manual	
Contact System Administrator	

Powered by Blackboard

Internet

7) Go back to Respondus and paste the address into the text box under step 2. (To paste, right click in the text box under step two and then left click on paste).



Blackboard Server and Course [X]

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(If you type your name & password into a small grey popup window, leave the box blank.)
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

3. Press Extract

Server name, e.g. "bboard1.univ.edu"	Course ID, e.g. "_2_141"	
<input type="text"/>	<input type="text"/>	
Login type	Login page	Institution code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Server Port: <input type="text" value="80"/>	Secure Server? <input type="checkbox"/> Yes, HTTPS:// always	
Login Port: <input type="text" value="0"/>	If HTTPS used only for login, otherwise set to 0	
LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443		

The information below must be entered manually:

Description Version

(text to display in the server selection list, e.g. "My Bb server")

User name Password

Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

OK
Cancel
Delete

8) Press Extract.

Note: Once you press extract the boxes highlighted below should automatically fill in.

Blackboard Server and Course [X]

To automatically set the server information for your institution:

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.)

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

3. Press Extract

Server name, e.g. "bboard1.univ.edu"

Course ID, e.g. "_2_141"

Login type: Login page: Institution code:

Server Port: Secure Server? Yes, HTTPS:// always

Login Port: If HTTPS used only for login, otherwise set to 0

LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

The information below must be entered manually:

Description: Version:

(text to display in the server selection list, e.g. "My Bb server")

User name: Password:

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

9) Type in GCC Blackboard in the Description Field.

Blackboard Server and Course [X]

To automatically set the server information for your institution:

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.)

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

3. Press Extract

Server name, e.g. "bboard1.univ.edu"	Course ID, e.g. "_2_141"	
<input type="text" value="learn.vccs.edu"/>	<input type="text" value="_34764_1"/>	
Login type	Login page	Institution code
<input type="text" value="JSP-1"/>	<input type="text" value="/webapps/login?new_loc=%2Fwebapp"/>	<input type="text" value="0"/>
Server Port <input type="text" value="80"/>	Secure Server? <input type="checkbox"/> Yes, HTTPS:// always	
Login Port: <input type="text" value="0"/>	If HTTPS used only for login, otherwise set to 0	
LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443		

The information below must be entered manually:

Description Version

(text to display in the server selection list, e.g. "My Bb server")

User name Password

Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

10) Type in your Blackboard Username and Password in the fields below.

Blackboard Server and Course [X]

To automatically set the server information for your institution:

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.)

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

3. Press Extract

Server name, e.g. "bboard1.univ.edu"	Course ID, e.g. "_2_141"	
<input type="text" value="learn.vccs.edu"/>	<input type="text" value="_34764_1"/>	
Login type	Login page	Institution code
JSP-1	/webapps/login?new_loc=%2Fwebapp	0
Server Port: <input type="text" value="80"/>	Secure Server? <input type="checkbox"/> Yes, HTTPS:// always	
Login Port: <input type="text" value="0"/>	If HTTPS used only for login, otherwise set to 0	
LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443		

The information below must be entered manually:

Description: Version:

(text to display in the server selection list, e.g. "My Bb server")

User name: Password:

Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

11) Click OK

Blackboard Server and Course [X]

To automatically set the server information for your institution:

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.)
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Server name, e.g. "bboard1.univ.edu"	Course ID, e.g. "_2_141"	
<input type="text" value="learn.vccs.edu"/>	<input type="text" value="_34764_1"/>	
Login type	Login page	Institution code
JSP-1	/webapps/login?new_loc=%2Fwebapp	0
Server Port	80	Secure Server? <input type="checkbox"/> Yes, HTTPS:// always
Login Port:	0	If HTTPS used only for login, otherwise set to 0
LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443		

The information below must be entered manually:

Description Version

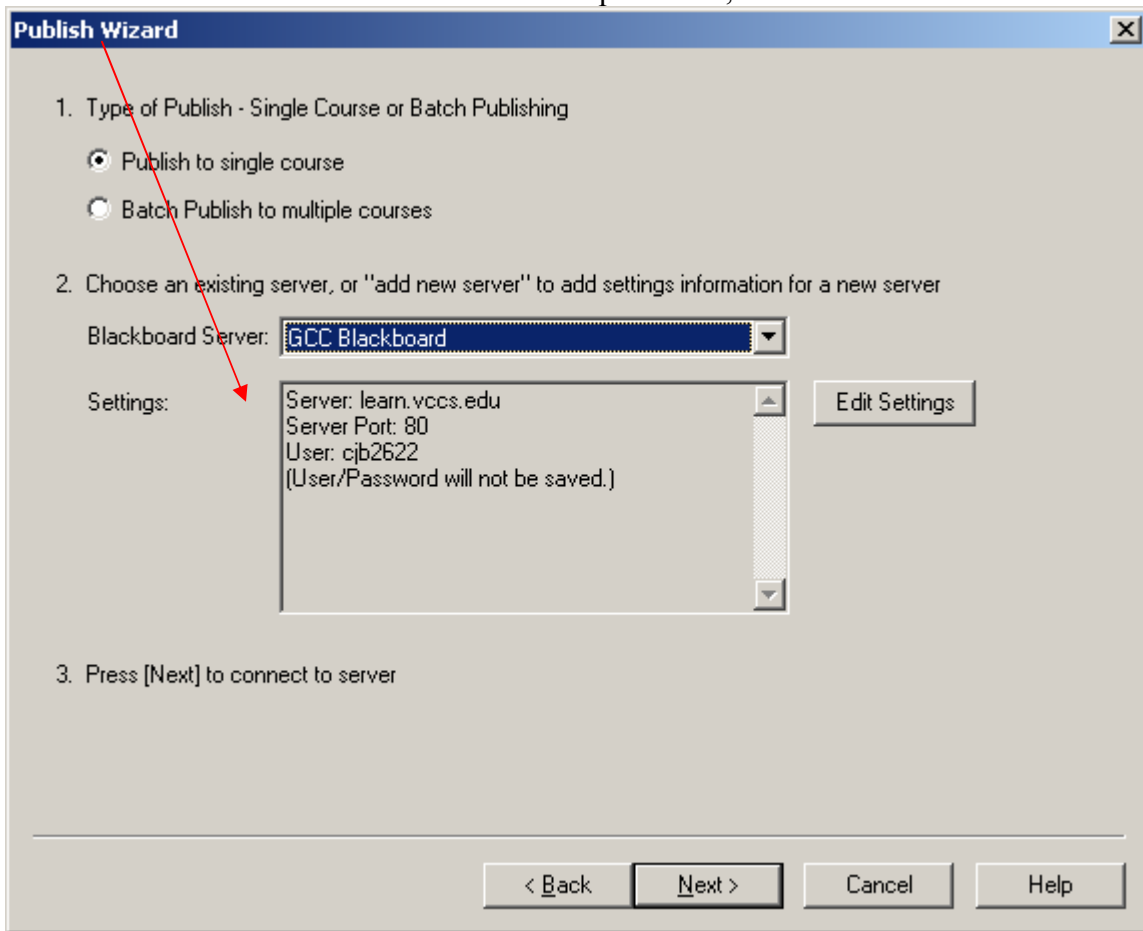
(text to display in the server selection list, e.g. "My Bb server")

User name Password

Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

OK
Cancel
Delete

You should then see information similar to step 2 below, in the Publish Wizard Window.



12) Click Next

13) Select the course you wish to publish to from the dropdown arrow under step 1.

Publish Wizard

1. Choose Course to publish to

2.

- 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

< Back Next > Cancel Help

14) Choose the option you desire from Step 2 and Name your Assessment.

The image shows a 'Publish Wizard' dialog box with the following content:

Publish Wizard [Close]

1. Choose Course to publish to
Blackboard 101 for Students (CJ) (GC297-BB-101-00CJ-SP06)

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam [This is my Test's Name] [Red arrow points to this option]

Replace existing Exam [Empty dropdown]

Pool

Create new Pool [This is a test]

Replace existing Pool [Empty dropdown]

3. Additional options for Exam/Survey

Apply Random Blocks to Exam

Apply Settings to Exam

Link Exam to Content Area and make available

[< Back] [Next >] [Cancel] [Help]

15) Click Next

Publish Wizard [X]

1. Choose Course to publish to
Blackboard 101 for Students (CJ) (GC297-BB-101-00CJ-SP06)

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam This is my Test's Name

Replace existing Exam

Pool

Create new Pool This is a test

Replace existing Pool

3. Additional options for Exam/Survey

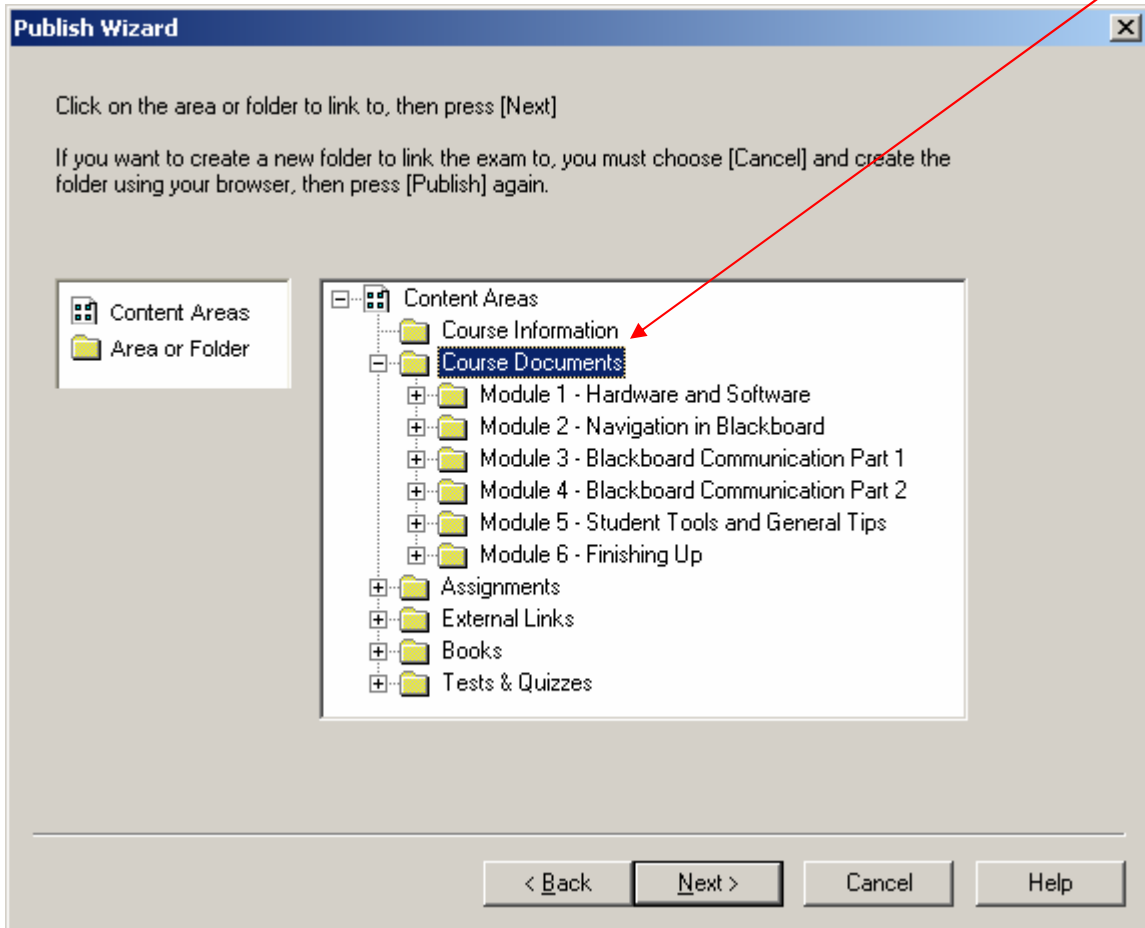
Apply Random Blocks to Exam

Apply Settings to Exam

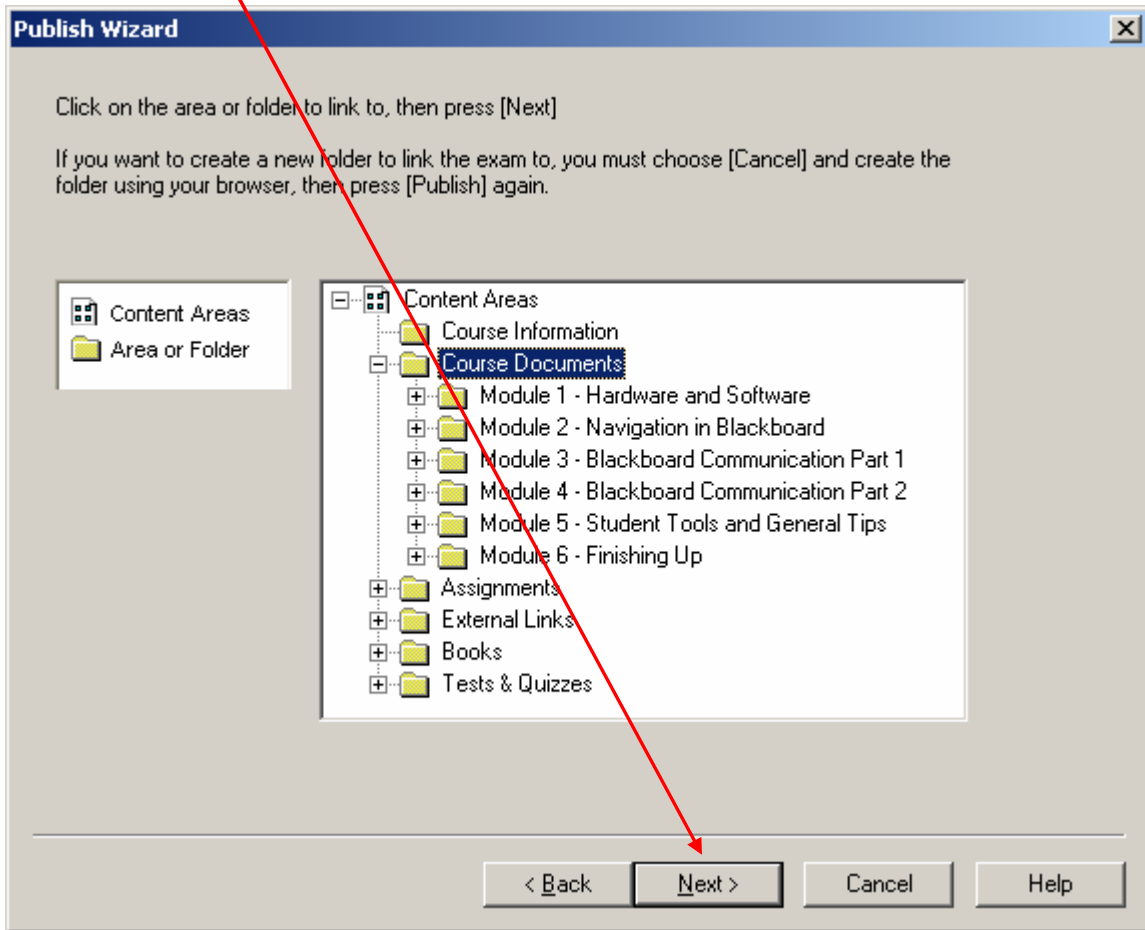
Link Exam to Content Area and make available

< Back Next > Cancel Help

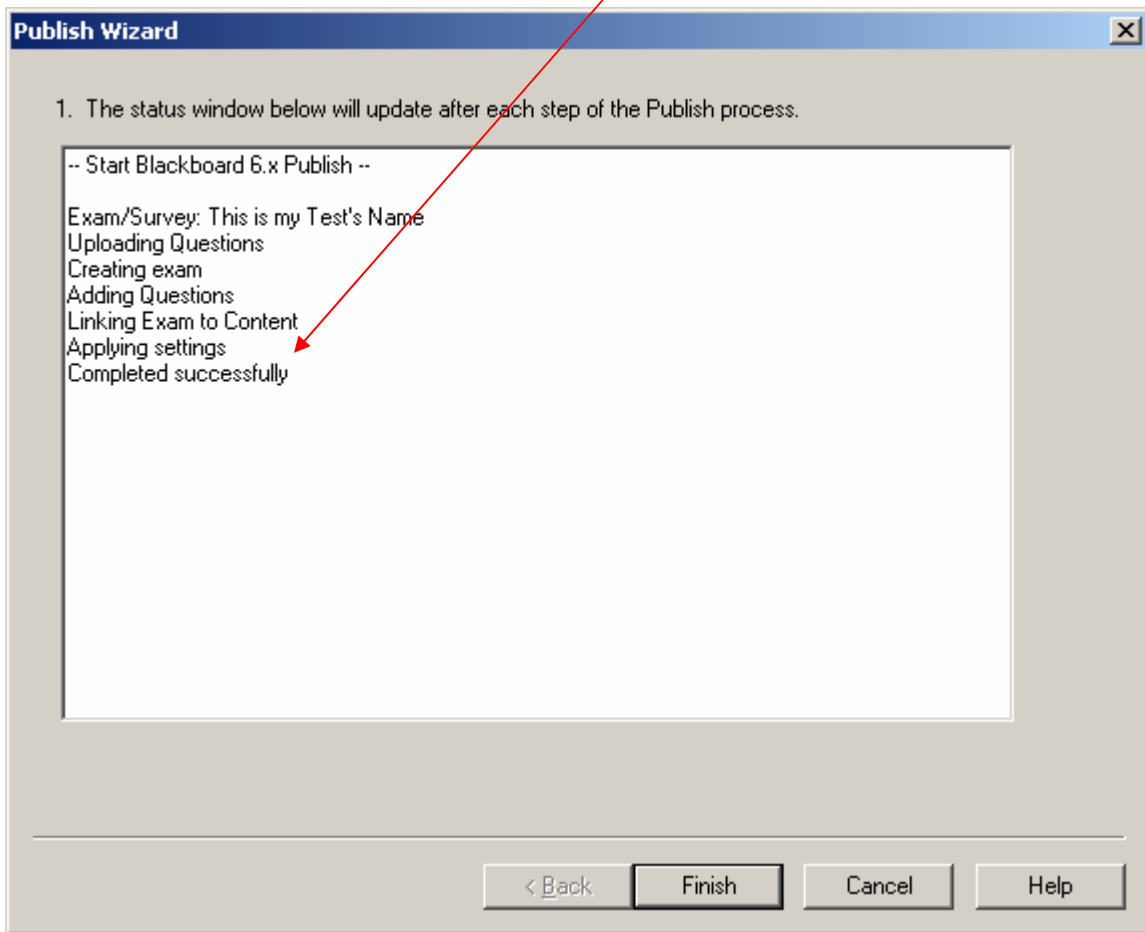
16) Choose the Content area, within Blackboard, you wish to upload your assessment to.



17) Click Next.



18) The Publish Wizard uploads your Assessment and should return a Completed Successfully message, as in the window below.



20) Click Finish. Your assessment is now uploaded to the Blackboard content area you choose. You must go into Blackboard, then to the content area you uploaded your assessment to and select MODIFY ITEM for the test you just uploaded into Blackboard in order to set the options you desire for your test and to make the test available.