

ALVERNIA --- UNIVERSITY

Respondus

Version 3.5

Faculty User Guide

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February, 2009

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What's Respondus?

Respondus is software for creating and managing assessments that can be printed to paper or published directly to Blackboard and other learning management systems.

Authoring Features

- Supporting up to 15 question types, including calculated and algorithmic formats.
- Spell-checking an entire exam file.
- Adding tables, bulleted lists, font changes, and enhanced formatting (e.g. bold, italics) just like in a word processor.
- Inserting mathematical and scientific symbols using the *Respondus* Equation Editor or MathType.
- Embedding graphics, audio, and video.
- Adding links to multimedia content on other servers with the Web Links tool.
- Creating random sets of questions in seconds with a one-step wizard.
- Importing questions from MS Word (including embedded images), rich-text, QTI and tab/comma delimited formats.

Preview, Publish, and Printing

- Previewing questions before publishing them to the server.
- Publishing assessments directly to an online course (media files are automatically uploaded).
- A “batch publish” feature allows assessments and surveys to be published to multiple courses in a single step.
- Determining point values and assessment settings.
- Printing exams/surveys directly from Respondus, or save files to MS Word or rich-text format.

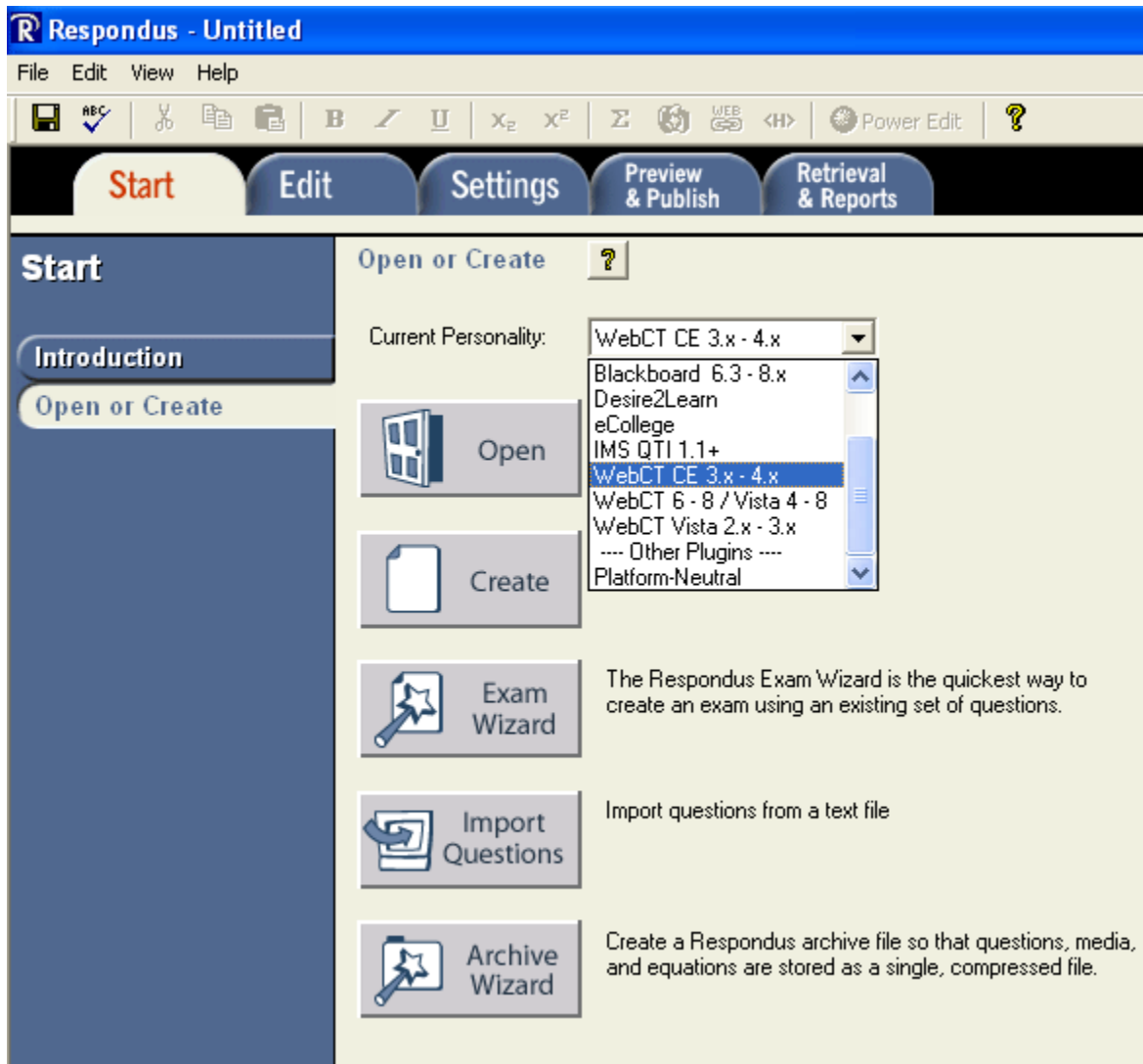
Retrieval, Reports, and Tools

- Retrieving assessments from an online course.
- Retrieving custom reports, such as student scores, summary statistics, and answer distributions.
- Downloading answer databases for exams or surveys and save them in an Excel-compatible format.
- Archiving and restoring exam/survey projects (including media content) with one click.
- Quickly locating questions using keyword searches.

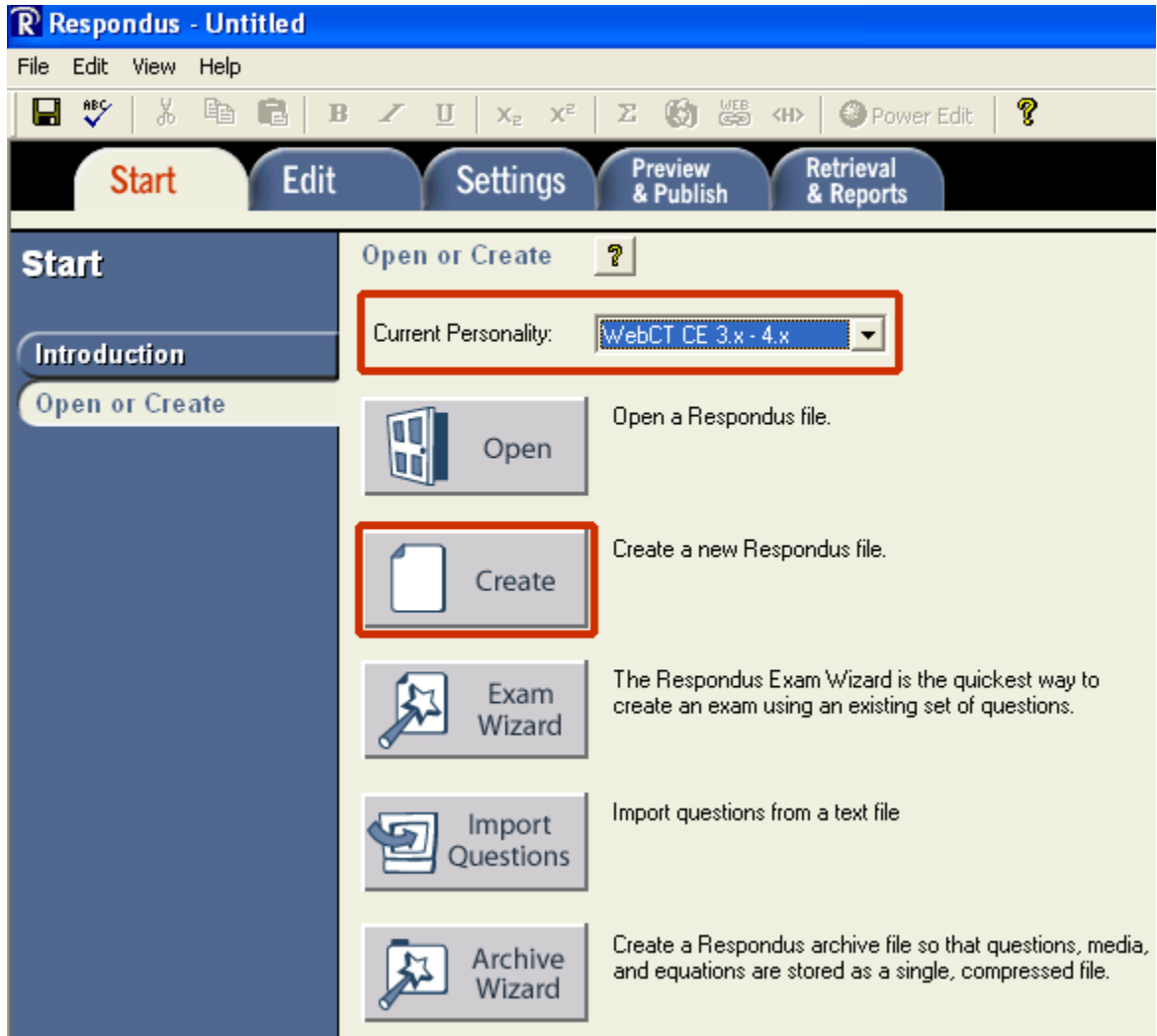
Using Respondus

Creating an Exam or Survey

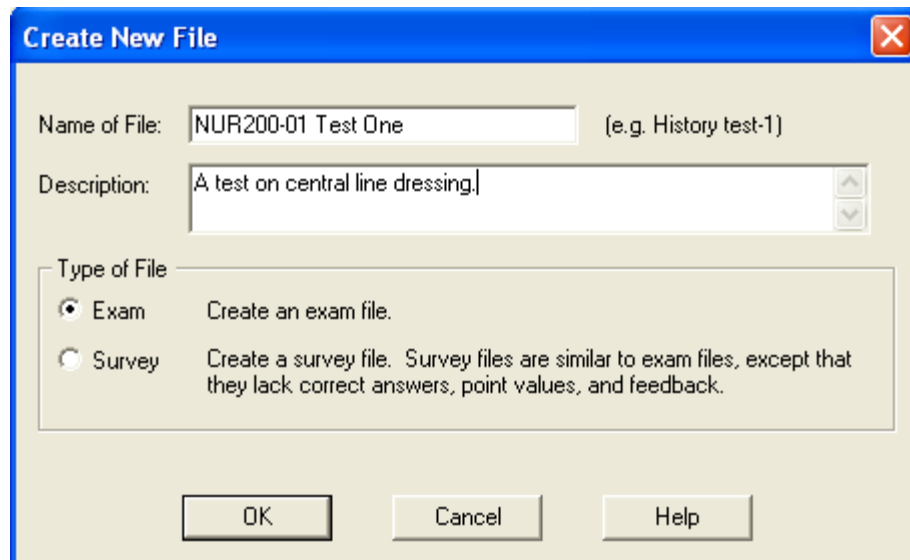
1. Open Respondus on your computer. You will see that there are five tabs: **Start**, **Edit**, **Settings**, **Preview & Publish**, and **Retrieval & Reports**. The program starts on its **Start** tab.
2. Under **Current Personality**, select the learning system for your assessment to be published to. For CE 4, select **WebCT CE 3.x - 4.x**; for CE 8, select **WebCT CE 6 - 8 / Vista 4 - 8**.



3. Click "**Create**":



4. Name the file, give a description, select **Exam** or **Survey** under **Type of File**:



An exam is for grading purpose while a survey is not. The results of a survey are anonymous.

5. Select a question type on the left hand side.
6. Each question will require:
 - a. a title which serves as the question identifier (e.g. q1)
 - b. the question
 - c. and answers (if applicable)
7. For all question types except **Paragraph** questions, you can assign the correct answer or tell the system how to give credit for the answer given and put in general or answer specific feedback, if desired.
8. You can check the **Randomize** box if you want to randomize the answer list.
9. After you are finished with each question, click **Add to End of List**.

Deleting a Respondus File

Respondus files are saved on the C drive of your computer. An unwanted file can be deleted from your computer through the following steps:

1. Open the **C drive** of your computer.
2. Locate and then open the folder “**Respondus Projects**”.
3. Locate and right-click on the folder in which your Respondus file resides.
4. Click **Delete**

Settings

1. After an assessment has been created, click **Settings**.
2. You can set up **Question Sets**, which will pick out questions randomly from the sets you put together.
3. If you click **Basic & Availability**, you can set up the dates & times the quiz will be available, how much time will be given to take the quiz, and how many times they can take the quiz.
4. If you click **Security & Submissions**, you can provide a **Proctor password** if you would like. You probably want to leave the **IP address mask** boxes blank. You are encouraged to enter a message under **Submissions** for your student to see immediately after he or she successfully submits an exam or survey. You can also enter your email address if you would like to receive a copy of each student’s submission. Leave unchecked the boxes for the **Respondus LockDown Browser** since Alvernia University hasn’t purchased that component.
5. If you click **Results**, you can set up when the results will be available to the student and if multiple attempts are allowed, you can select which attempt will count for credit.

***Note:** You may find it easier to set up the settings of your quiz or exam in your Blackboard course after it is published from Respondus to your course.*

Previewing

1. Click the **Preview & Publish** tab.
2. Click the **Preview the File** button.

Adding Server Settings

In order to export your assessment to your Blackboard course, you must establish a connection between your Respondus software and your Blackboard course.

1. Click **Update Settings**.
2. Under **Choose Server**, select **add new server**.
3. An **Add New Server Settings** window pops up. Select **No, I want to enter the server settings manually**, then click **Next**.
4. Set up the settings for CE 4 and CE 8 respectively as follows:

For CE 4

WebCT Server Settings

To automatically set the server information for your institution:

1. Open your browser, go to the WebCT "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 them into a small grey popup window, leave the box blank.)

2. In your browser go to the home page for any course, then copy the Address into the box below

3. Press Extract

Extract >>

Server name, e.g. "webct1.univ.edu"
webct.alvernia.edu

Login Port: 0 Server Port 8900

Secure Server? Yes, HTTPS:// used on all pages

Leave "Login Port" set to 0 unless the server shows "https:" for only the login page, while course pages show "http:"

4. Enter a name to describe this WebCT server (e.g. "My WebCT Server")

Description _____

5. 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

For CE 8

WebCT 6 Server Information

1. Start your browser, log into your WebCT 6 institution, and go to any group, course or section.

2. Copy the "Address" of the page from the browser to the box below. The address should look something like "http://w6.mycollege.com/webct/ ..."

3. Press Extract

Extract >> http://blackboard.alvernia.edu (server domain)

4. Press the Institutions button to retrieve the list of institutions on this server, then select one from the pull-down list.

Institutions >> Alvernia University

Choice: Alvernia University

5. The information below must be entered manually, then press the OK button:

Description For CE 8 (text to display in the servers list, e.g. "UCSD login")

User name Type your user name here 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

*Note: you must click the **Institutions** button to retrieve the list of institutions. Otherwise you will get stuck.*

5. Click **OK**.

Publishing to CE 4

- Click the **Preview & Publish** tab.
- Click **Publish to WebCT**.
- Click the **Publish Wizard** button. The following window pops up:

The screenshot shows a 'Publish Wizard' dialog box with a blue title bar and a close button in the top right corner. The dialog is divided into three numbered steps:

- 1. Type of Publish - Local File, Single Course, or Batch Publishing**
 - Publish to single course
 - Batch Publish to multiple courses (WebCT 4.x only)
 - Save questions to local file for manual uploading (WebCT 4.x only)
- 2. Choose an existing server, or "add new server" to add settings information for a new server**
 - WebCT Server:
 - Settings:
- 3. Press [Next] to connect to server**

At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

- Choose **Publish to single course** or **Batch Publish to multiple courses**.
- Select the server you have set up.
- Click **Next**.
- Under **Select Course to publish to**, pull down the course menu and choose the course you are putting this assessment into.
- Under **Category to assign to Questions**, make sure that **Create a new category** is selected.
- Under **Create or update a Quiz / Survey**, make sure that all 4 boxes are checked.
- Click **Next**.
- Click **Finish**.

Publishing to CE 8

- Click the **Preview & Publish** tab.
- Click **Publish to WebCT**.
- Click the **Publish Wizard** button. The following window pops up:

Publish Wizard

1. Type of Publish - Single Course or Batch Publishing

Publish to single course

Batch Publish to multiple courses

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

WebCT 6 Server: CE 8

Settings:

Server: http://blackboard.alvernia.edu
Institution: Alvernia University
User: admin

Edit Settings

3. Press [Next] to connect to server

< Back Next > Cancel Help

- Choose **Publish to single course** or **Batch Publish to multiple courses**.
- Select the server you have set up.
- Click **Next**.

On the next screen, if you have selected **Publish to single course**,

- At step #1, you will need to select a **Section**. In the following example, the title of the section chosen is "COR500-01: Communication & Information Literacy". For the **Template** requirement, you can take whatever is in the box.
- At step #2, create a new category.
- At step #3, check the box for **Create/replace Quiz**, and then specify if you want to create a **Quiz**, a **Self-Test**, or replace an existing assessment.
- Click **Next** to continue.
- Click **Finish**.

Publish Wizard

1. Group or Section: COR500 - 01: Communication & Information Literacy
 Template: COR500

2. Category to assign to Questions
 Create a new category: World History
 Use an existing category: [Empty]

3. Create or update a Quiz / Survey (optional)
 Create/replace Quiz
 Create Quiz: World History
 Create Self-Test: [Empty]
 Replace: [Empty]

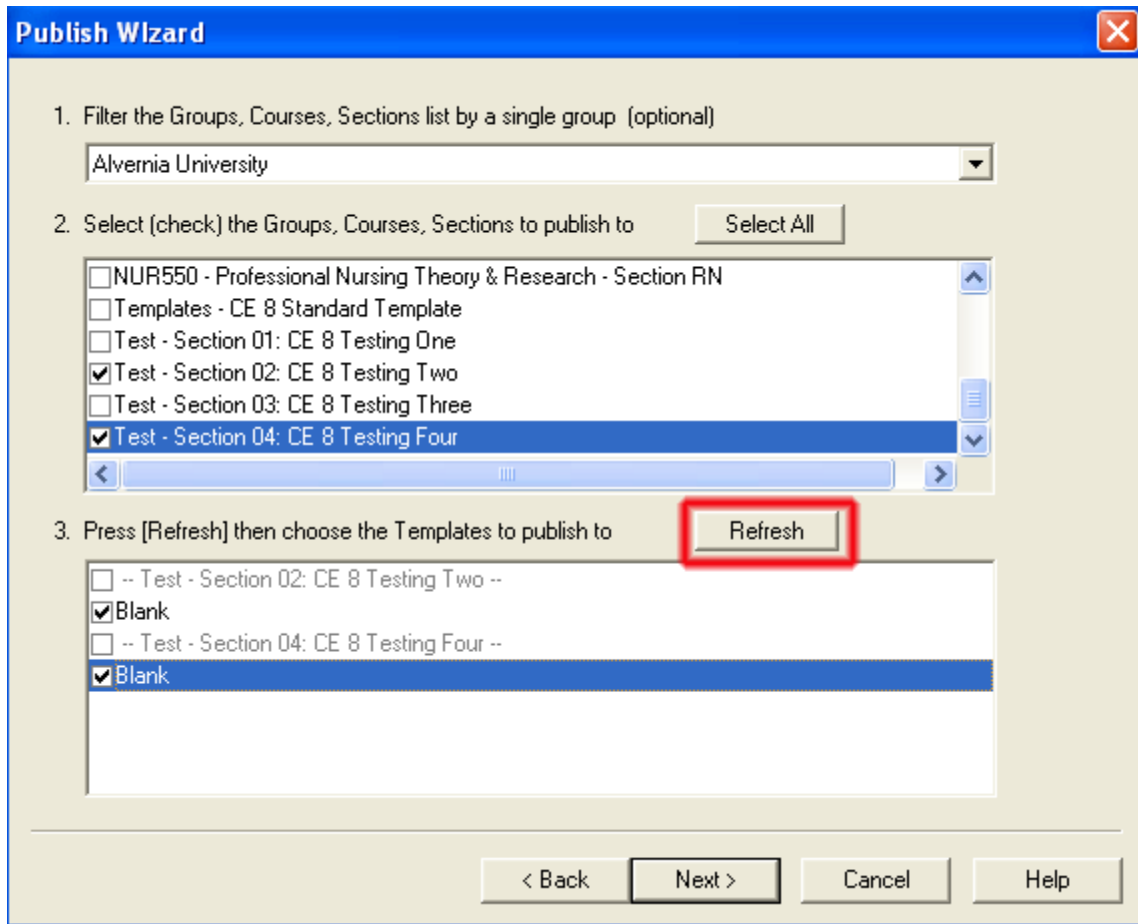
Apply Question Sets to quiz
 Apply Settings to Quiz (duration and availability not supported)
 Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server

< Back Next > Cancel Help

If you have selected **Batch Publish to multiple courses**, the screen will look different (*See the next page for an example*).

- At step #1, select “Alvernia University”.
- At step #2, select your course sections.
- Press the **Refresh** button to retrieve **Templates**.
- Select the available template for each section.
- Click **Next** to continue.



Then, on the next screen (*as shown on the next page*):

- At step #1, create a new category.
- At step #2, specify if you want to **Create quiz** or **Create Self-Test**.
- At step #3, do nothing if not a duplicate quiz name. If so, make your selection.
- At step #4, check the first two boxes. Check the third box if it applies.
- Click **Next** to continue.
- Click **Finish**.

Publish Wizard ✕

1. Create a new category
2. Create a new assessment
 - Create quiz
 - Create Self-Test
3. For duplicate quiz name in a course
 - Drop quiz from that course
 - Add exam but correct name by adding -2, -3, ...
 - Replace existing quiz
4. Additional actions
 - Apply question sets to quiz
 - Apply settings to quiz (duration and availability not supported)
 - Link quiz to Organizer Page or Learning Module
5. Press [Next] to publish to server

Retrieval and Reports

Respondus allows you to retrieve reports on your student scores, the grading status, summary statistics, and answer distributions. You can also download the database that records the answers provided by students. In addition, you can retrieve an exam or survey from Blackboard into *Respondus* so that it can be modified or published to another course, or archived.

Retrieving a Test or Category from a Course

From a CE 4 Course

The following steps allow you to retrieve exams, surveys, and categories from a Blackboard CE 4 course:

The screenshot shows the 'Retrieve Questions' interface in Respondus. It includes a title bar with a question mark icon, a descriptive paragraph, and five numbered steps. Step 1 is 'WebCT Server' with a dropdown menu set to 'Alvernia University'. Step 2 is 'Course' with a dropdown menu set to '(course1) Blackboard CE 4 Workshop (Course One)'. Step 3 has two radio buttons: 'ISO character set (standard)' (selected) and 'UTF-8 character set'. Below this, there are two options: 'Quiz or Survey' (selected) with a dropdown menu set to 'World History', and 'Category' with an empty dropdown menu. Step 4 is 'Enter a name for the new file' with a text input field containing 'History Test'. Step 5 is a 'Retrieve' button. At the bottom, there is a 'Status' box containing the text 'Successfully completed.'

1. Start *Respondus*.
2. Click the **Retrieval & Reports** tab.
3. Click the **Retrieve Questions** button on the left.
4. Select your **WebCT Server** and your course from the pull-down menu.
5. Specify if it is a **Quiz/Survey** or a “**Category**”.
6. Type a name for your *Respondus* file.
7. Click the **Retrieve** button.
8. At the end of a successful retrieval, the **Status** box will say: “**Successfully completed.**”

From a CE 8 Course Section

The following steps allow you to retrieve exams, surveys, and categories from a Blackboard CE 8 course:

Retrieve Questions ?

Use this option to retrieve questions from a WebCT 6 server and create a new Respondus file. You can retrieve questions from a quiz, self-test, survey, or category.

1. Vista Server

2. Group or Section
Template

3. Select a quiz / survey or category

Quiz / survey / self-test

Category

4. Enter a name for the new file

5. Status

1. Start *Respondus*.
2. Click the **Retrieval & Reports** tab.
3. Click the **Retrieve Questions** button on the left.
4. Select your **Vista Server** and your course section from the pull-down menu.
5. Specify if it is a **Quiz / survey / self-test** or a **Category**.
6. Type a name for your *Respondus* file.
7. Click the **Retrieve** button.
8. At the end of a successful retrieval, the **Status** box will state: "**Completed.**"

If your course contains **question sets**, *Respondus* will maintain these sets during the download.

When a file is being retrieved, *Respondus* will detect if **media objects** are associated with it and will automatically download these objects if they are stored with your course. (*Respondus* does NOT attempt to download media elements if they are stored on a different server.) If media objects are retrieved with a file, *Respondus* will automatically update the HTML links in questions that point to these objects. This makes the media elements work properly when the file is published again to your course.

If you created and uploaded **equations** to your course using *Respondus*, when these questions are retrieved from your course the equations will be handled as images, not equations. This means that if you want to use *Respondus* to modify an equation that was retrieved from your course, you will first need to delete the equation graphic using the "**Insert Picture or File**" option and

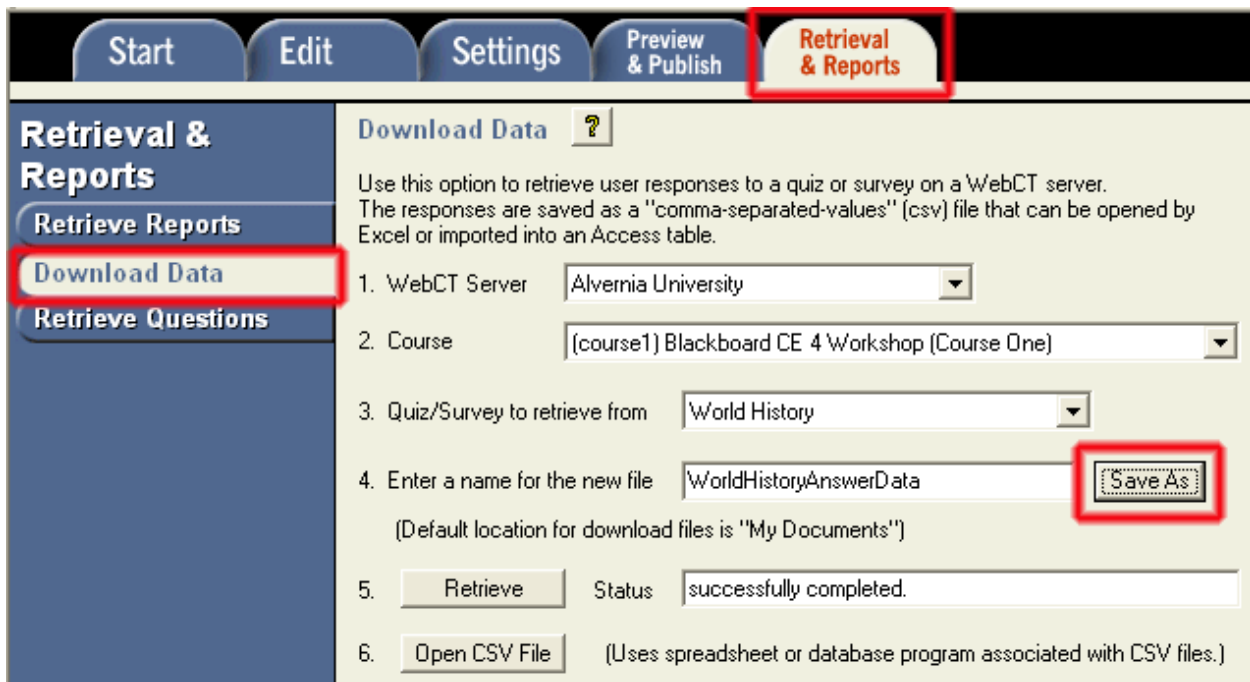
then use the **Equation Editor** to create the new equation. Therefore, it is usually better to start with your original *Respondus* file since it allows you to edit the equation directly.

Downloading Data from Quizzes/Surveys

Respondus will download answer databases for exams or surveys. The results are saved as "comma separated values" files (.csv) which are easily opened by *Excel*, *Access* and many statistical analysis programs. The download feature in *Respondus* is especially useful with surveys since additional analyses (e.g., crosstabs) are usually desired.

From a CE 4 Course

To download an answer database from a Blackboard CE 4 course:



The screenshot shows the Respondus interface with the following elements:

- Navigation tabs: Start, Edit, Settings, Preview & Publish, and **Retrieval & Reports** (highlighted).
- Left sidebar: Retrieval & Reports, Retrieve Reports, **Download Data** (highlighted), and Retrieve Questions.
- Main content area: **Download Data** (with a help icon), instructions: "Use this option to retrieve user responses to a quiz or survey on a WebCT server. The responses are saved as a 'comma-separated-values' (csv) file that can be opened by Excel or imported into an Access table.", and a form with the following fields:
 - 1. WebCT Server: Alvernia University
 - 2. Course: [course1] Blackboard CE 4 Workshop (Course One)
 - 3. Quiz/Survey to retrieve from: World History
 - 4. Enter a name for the new file: WorldHistoryAnswerData (with a **Save As** button highlighted)
 - (Default location for download files is "My Documents")
 - 5. Retrieve button and Status: successfully completed.
 - 6. Open CSV File button (Uses spreadsheet or database program associated with CSV files.)

1. Start *Respondus*.
2. Click the **Retrieval & Reports** tab.
3. Click the **Download Data** button on the left.
4. Select your **WebCT Server** and your course from the pull-down menu.
5. Select your test from the pull-down menu.
6. Type a name for your file ("*.csv*" will automatically be added to the file name).
7. If you want to download the file to a folder other than "C:\My Documents", click **Save As** and then browse to the location where you want to save the file and provide a name for the file.
8. Click the **Retrieve** button.
9. Upon a successful retrieval, the **Status** box will say: "**Successfully completed.**"

10. Now, if you want, you can open the file as a .csv file by clicking the button **Open CSV File**. If this doesn't automatically launch a program capable of opening .csv files (*Excel* or *Access*), start the software you want to use to access this data file in your **My Documents** folder or wherever you saved it and open it from there.

From a CE 8 Course Section

The steps for downloading an answer database from a Blackboard CE 8 course section are very similar from those for CE 4. The screen below indicates that the answer database of a quiz "World History" from a CE 8 course section entitled "CE 8 – Sample Course" has been downloaded to a user-specified location.

Retrieval & Reports

Download Data ?

Use this option to retrieve user responses to a quiz or survey on a WebCT server. The responses are saved as a "comma-separated-values" (csv) file that can be opened by Excel or imported into an Access table.

1. WebCT Server: CE 8

2. Group or Section: CE 8 - Sample Course
Template: Blank

3. Quiz / survey to retrieve from: World History

4. Enter a name for the new file: C:\Documents and Settings\liudaon\Desktop

[Default location for files is "My Documents." Only fully-graded student responses are exported.]

5. Status: Completed

Note: The download process can take anywhere from 30 seconds to 30 minutes, depending on number of questions in your quiz or survey, the number of students or respondents, and the speed with which the server can communicate with *Respondus*.

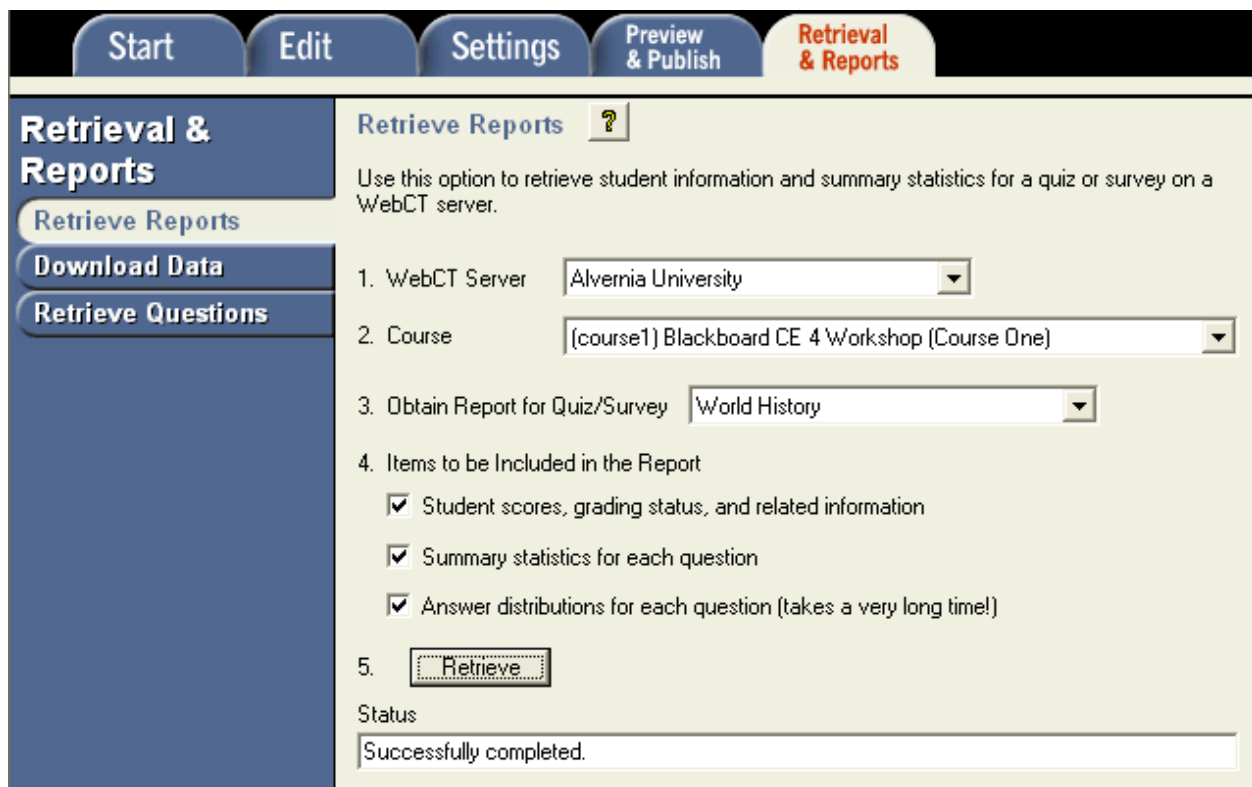
Generating Reports

Blackboard CE 4 and CE 8 can generate a variety of reports for tests and surveys. *Respondus* enhances these capabilities by retrieving reports from multiple locations in your courses and consolidating them into a single page. You can view the saved results offline or archive the reports.

To retrieve a report using *Respondus*:

1. Start *Respondus*.
2. Click the **Retrieval & Reports** tab.
3. Click the **Retrieve Reports** button on the left.
- 4.

For CE 4

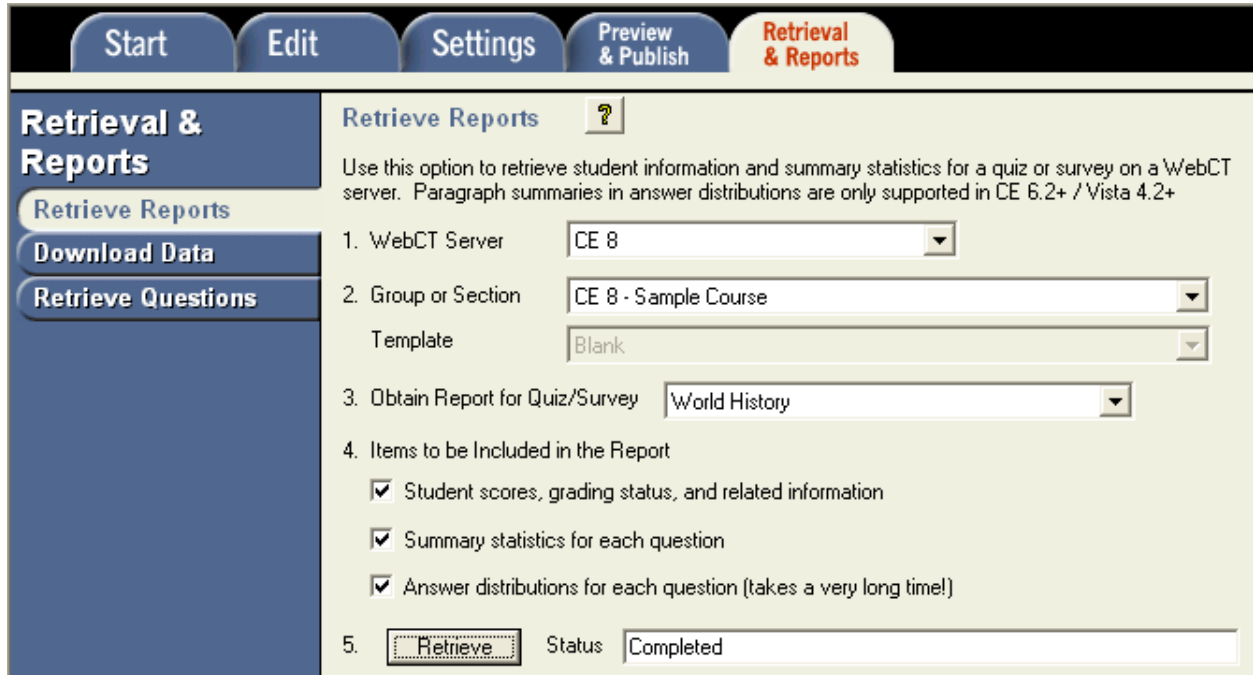


The screenshot displays the Blackboard interface for generating reports. At the top, there are navigation tabs: Start, Edit, Settings, Preview & Publish, and Retrieval & Reports. The 'Retrieval & Reports' tab is active, and the 'Retrieve Reports' button is highlighted in the left sidebar. The main content area shows the 'Retrieve Reports' form with the following fields and options:

- 1. WebCT Server: Alvernia University
- 2. Course: (course1) Blackboard CE 4 Workshop (Course One)
- 3. Obtain Report for Quiz/Survey: World History
- 4. Items to be Included in the Report:
 - Student scores, grading status, and related information
 - Summary statistics for each question
 - Answer distributions for each question (takes a very long time!)
- 5. Retrieve

Status: Successfully completed.

For CE 8



Retrieve Reports ?

Use this option to retrieve student information and summary statistics for a quiz or survey on a WebCT server. Paragraph summaries in answer distributions are only supported in CE 6.2+ / Vista 4.2+

1. WebCT Server
2. Group or Section
Template
3. Obtain Report for Quiz/Survey
4. Items to be Included in the Report
 - Student scores, grading status, and related information
 - Summary statistics for each question
 - Answer distributions for each question (takes a very long time!)
5. Status

Three types of information can be included in a report. The first checkbox will retrieve the student scores, grading status, and related information. For a survey it will simply list those who have and haven't taken the survey.

The second checkbox allows you to retrieve summary statistics for each quiz question. This option is unavailable if you are obtaining reports for a survey.

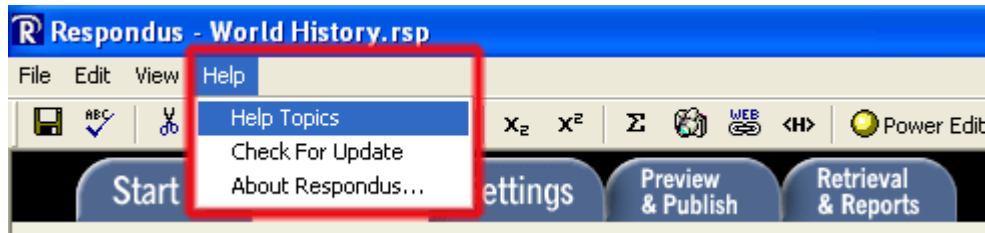
The third checkbox allows you to retrieve answer distributions for each question. It can take a long time to generate this part of the report - anywhere from 20 seconds for a short quiz to 30 minutes for a quiz with over 150 questions. However, if these statistics are of interest to you, it will be considerably faster to obtain this information using *Respondus* than to manually generate a comparable report for each question within Blackboard CE courses.

All reports are formatted in HTML. Your web browser will automatically open and display the report once it is generated. The report is also automatically saved to your hard drive and can be found in the following folder: **C:\Respondus Projects\Reports**.

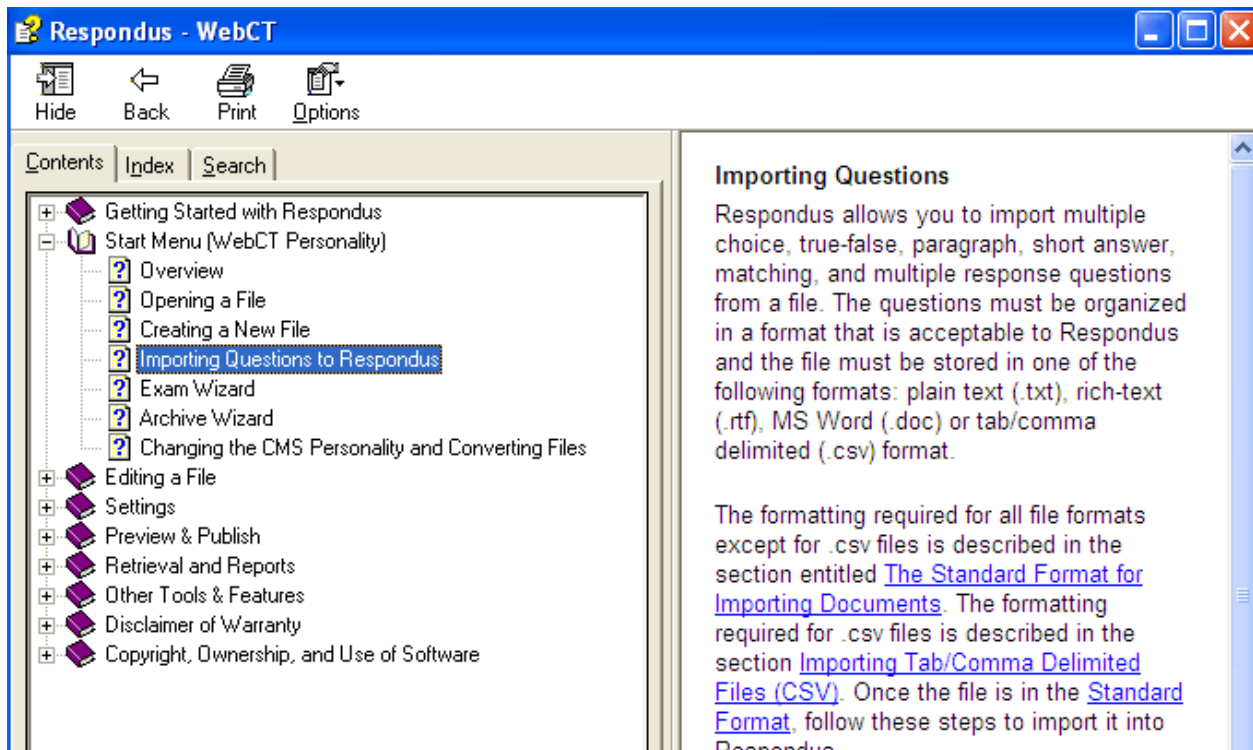
Note: The tracking reports in CE courses can be exported and saved in *Excel* format. It is an important advantage over the HTML format in *Respondus*.

Self Help

The built-in **Help** in *Respondus* enables you to solve any problem that comes your way. If you encounter a problem that is not covered in this guide, you can most likely find your answer in one or more of the **Help Topics** by clicking **Help**, and then **Help Topics**.



For instance, if you want to find out information about how to import questions to *Respondus*, you can click the + sign for **Start Menu** to expand the content items, then click “**Importing Questions to Respondus**”. Alternatively, you can simply click the **Index** button and find your topic among the alphabetically listed help items. Additionally, you can click the **Search** button and then type “import questions”. The displayed information would likely contain what you are looking for:



If you are in need of online test design consultation or training and support, please contact me at 610-796-8398 or daonianliu@alvernia.edu.