Respondus Training
- Assessment tool for learning systems

By Wendy Stubbs, MA, Ed.S., MS
Instructional Designer, NSU Extended Studies
Wendy.Stubbs@northern.edu
Creating an online exam

- **D2L**
  - Can create a question database for each course to draw quizzes or exams from.

- **Respondus**
  - Can publish to many systems.
  - Can lockdown the browser so students can NOT search internet or check email.
Features

- You can create assessments
  - Print to paper
  - Publish to D2L
- Familiar Windows environment, much like Word
- Supports 15 question types
- Can add hyperlinks

- Can embed items such as graphics or video clips
- Offers Spell Check & other similar features
- Can resize graphics with one click
- Many publisher test banks use this
Respondus is…

a powerful tool for creating and managing exams that can be printed to paper or published directly to D2L. Exams can be created offline using a familiar Windows environment, or moved from one eLearning system to another.

Respondus also supports the Desire2Learn IMS QTI (Question and Test Interoperability) implementation, which allows questions to be imported or exported to Desire 2 Learn system. This version of the user guide is specifically intended for people who will be using the Desire2Learn “personality” in Respondus.

Source: Respondus Study Guide on D2L homepage
Terms Used

- RTF – Rich Text Format – Microsoft term, created in 1980’s – can be read by many readers.
- CMS – content management system
- LMS – learning management system
- Respondus – application where you can create assessments – can publish to the LMS or CMS
  - Lockdown browser
- StudyMate
Installation

- Log-in to D2L:  [https://d2l.sdbor.edu](https://d2l.sdbor.edu)
- Respondus installation is on right hand side
- Contact [help@northern.edu](mailto:help@northern.edu) for assistance in installation
Start Menu

- Personality - the environment or D2L
- Open – an existing Respondus file
- Create – a new file
- Exam Wizard – create a new exam by copying questions from other Respondus files
- Import questions – import from Word, rich text, etc.
- Archive – creates a zip archive of all files
Using the Respondus Lockdown Browser

- You MUST set this security setting as you start designing your quiz!
- See this demo:
- And here,
Download a publisher partner test bank

- **Instructors:** go here –
  - [http://www.respondus.com/](http://www.respondus.com/)
  - Locate area for test bank network
    - Left hand graphic
    - Submit form & you receive file code and password
    - Select Open
    - Click Download Test Bank button
    - Enter File Code & Password from publisher & click download
    - Test bank will now appear in Projects Folder
  - From start Menu, use exam wizard to select questions
Importing questions from other formats

1. From start menu, select Import Questions
2. Select Type of File being imported
3. Make sure file to be imported follows formatting guidelines
4. Browse to and select the file being imported
5. Preview the import results
6. Finish to complete import
Using Exam Wizard

1. From start menu, select Exam Wizard
2. Select first option to Create a New Exam and Copy Questions to it. Click Next.
3. Enter a name and description for the new file. Click Next.
4. Select the Respondus “source” files from where the exam questions will be copied. Click Next.
Using the Exam Wizard (cont.)

5. From the pull-down list, select one of the source files from the previous step.
6. Select either the Automatic Selection or Manual Selection option and then select questions from the source file.
7. Add the selected questions to the list in the lower section by selecting Add to End of List or Insert Into List.
8. Repeat steps 5 – 7 until done. Click Next.
9. Choose from options shown and Click Finish.
Overview of Edit Menu

1. Toolbar – provides tools for formatting a question or adding equations, images or media files.
2. Question Types – click a tab to view the template for a question type.
3. Question Template – the question wording and content are entered in a template.
4. Preview – displays the question as it will appear in an online assessment.
Overview of Edit Menu (cont.)

5. Copy from another file – a tool for copying questions from another Respondus file.
6. Questions List – lists the questions in the file; click on a question title to edit it.
Using the Edit Menu

1. Select a question type from the tabs along the left.
2. Enter the question text in the question template.
3. Add formatting to the q. text using the toolbar options.
4. Specify the correct answer and the point value.
Using the Edit Menu (cont.)

5. Click the Preview button to preview the question.

6. When ready, click the Add to End of List or Insert Into List button.

7. The question will appear in the Question List at the bottom of the screen.
The Edit Toolbar

1. Save File – save the currently open file.
2. Spell Checker – spell check the file.
3. Cut, Copy & Paste – copy text to/from a text entry field.
4. **Bold**, *Italic*, **Underline** – as stated.
5. Subscript & Superscript – add either of these options.
The Edit Toolbar (cont.)

6. Equation Editor – launches the equation editor.
7. Add images, audio/video, or other types of files – add media files.
8. Web links – create a hyperlink to an object or website.
9. HTML Editor – add a block of HTML to a question.
10. Power Edit – provides a larger edit window and includes other tools, fonts, tables, editor, etc.
The Settings Menu

- Displays exam settings available for the learning management system.
- Select the appropriate setting – D2L.
The Preview & Publish Menu

- Preview – good to preview before printing or publishing.
- Save D2L Export File
- Print Option – print the exam or save it to MS Word or Rich Text Format (RTF).
The Preview & Publish Menu

Before publishing your Respondus file to the server, it is recommended that you "preview" the file. In the preview mode, the Respondus file remains on your hard drive and an Internet browser window is used to view it.

If you want to make changes to the Respondus file, click the "modify item" button from within the preview task. You will be returned to the preview task once the change has been made.
Save D2L Export File

Use this option to save the currently open file to Desire2Learn export format.

1. Select preferences
   - File Format
     - D2L 6.x format package file (Settings will be applied)
     - D2L 7.x format XML file (Settings do not apply)

2. Save All

3. D2L 6.x Importing Instructions
   - Log in as an instructor and select a course
   - Select the "Edit Course" or "Content" link (depending on your version of Desire2Learn)
   - Click "Import Course" or "Import/Export/Copy Components" (depending on your version)
   - Choose "Import Components" and "from a file", and then browse to the zip package saved in Step #2
   - Click Next, click Next again after the preprocessing step
   - At the Select Course Material screen, locate the 'Import File to' field
   - Enter the EXACT file name shown below (It's case sensitive)

   - Choose "Select All Components" and click Next twice
   - The imported quiz will be available from the Quizzes area of the course

Wendy Stubbs, NSU Extended Studies
Save D2L Export File

1. Select Preferences
2. Save As Button
3. D2L Importing Instructions
   - Login as an instructor and select a course
   - Select Edit Course
   - Select Import/Export Copy Components
   - Select Import Components - from file & click Browse
   - Select the correct component or file (probably zipped from Respondus) and click open
   - Select Next and Next again
   - Select Components to Import and click Next
   - Click Next and Next again
   - Now your file should be imported. Select Quizzes in D2L and it should be there.
Printing an Exam

1. From the Preview and Publish menu, select the Print Options tab.
2. Select an option: Exam or Exam with Answer Key or Answer Key only. Click the Settings button to the right to further adjust the settings.
3. Click the Edit Headers button to modify the text that will appear at the top of each page.
4. To print multiple variations of the exam (with randomized question orders in each), change the pull-down list to the desired number of exam variation.

5. Click the Print Preview button to display the exam output in a window.

6. Click the Save to File button to save the exam to MS Word, Rich Text Format or Text Format. Or, click the Send to Printer button to print.
Respondus Lock Down Browser

Respondus LockDown Browser prevents a user from printing, copying, going to another URL, or accessing other applications during an assessment. If an online exam or assessment requires that Respondus LockDown Browser be used, the exam won’t be accessible with a standard web browser.
Using Respondus Lockdown Browser

- INFO on Respondus: http://ids.sdstate.edu/WebCT/rspLckdnInstr.cfm

- This application MUST first be installed on one’s computer before using it within D2L.

- Install link:

  http://www.respondus.com/lockdown/information.pl?ID=579736524
Test

- Log in to D2L
- You should see the Respondus Lockdown browser on the top.
Questions?

- Contact - help@northern.edu for D2L assistance
- Wendy Stubbs, Instructional Designer
- Extended Studies
- Spafford 106, ext. 3300
- Wendy.Stubbs@northern.edu
Resources:

Respondus Quick Start Guide:

Demo movies:
www.respondus.com/products/demos.shtml