

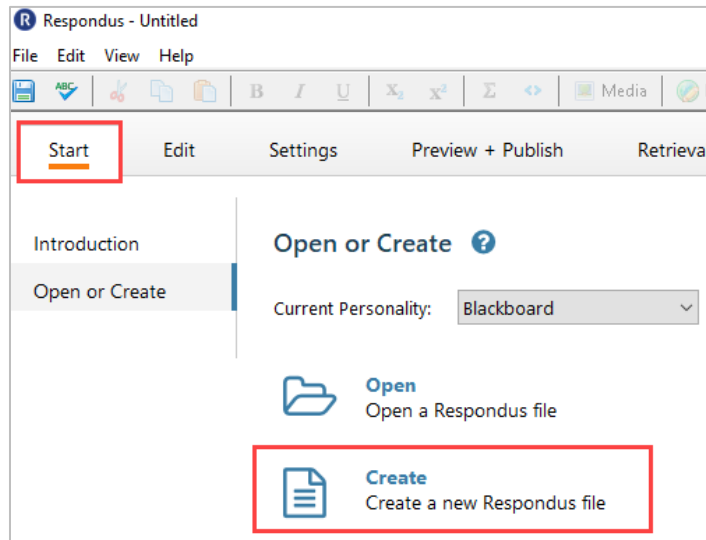
# RESPONDUS: CREATE TEST

Instructors can create a test in Respondus with the following steps.

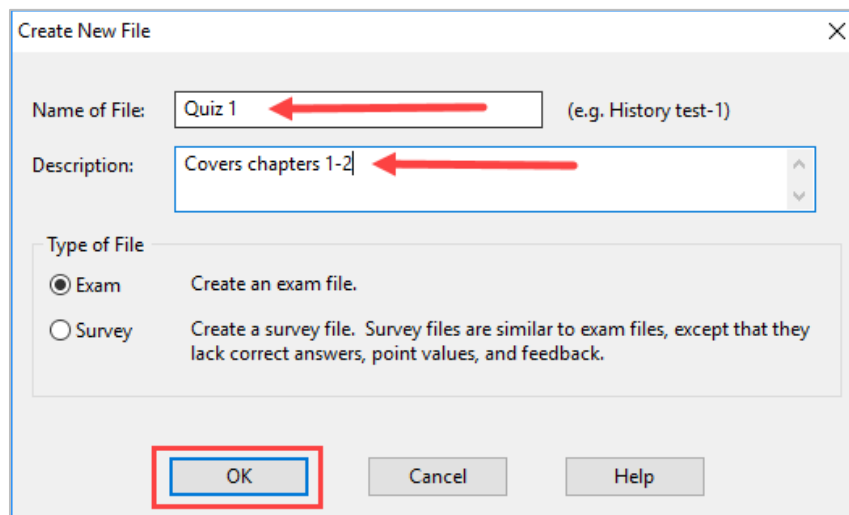
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## Instructions

1. Open Respondus and from the Start tab click on the **Create** button.

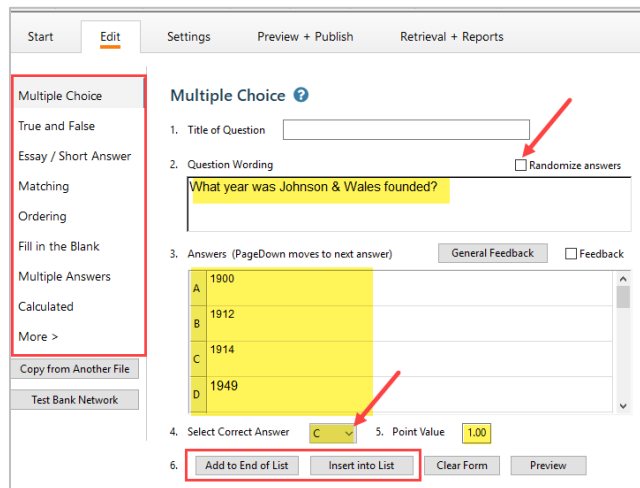


2. In the Create New File box, type in a Name for the test along with a Description. Click **OK**.



3. Select a question type from the left menu. Type the question into the **Question Wording** text box and answer options into the **Answers** text boxes.
  - a. Select the **Correct Answer** and enter in a **Point Value** for the question.
  - b. Click **Add to End of List** or **Insert into List** to add the question to the test.

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Start Edit Settings Preview + Publish Retrieval + Reports

Multiple Choice  
True and False  
Essay / Short Answer  
Matching  
Ordering  
Fill in the Blank  
Multiple Answers  
Calculated  
More >  
Copy from Another File  
Test Bank Network

Multiple Choice ?

1. Title of Question

2. Question Wording  Randomize answers  
What year was Johnson & Wales founded?

3. Answers (PageDown moves to next answer)  General Feedback  Feedback

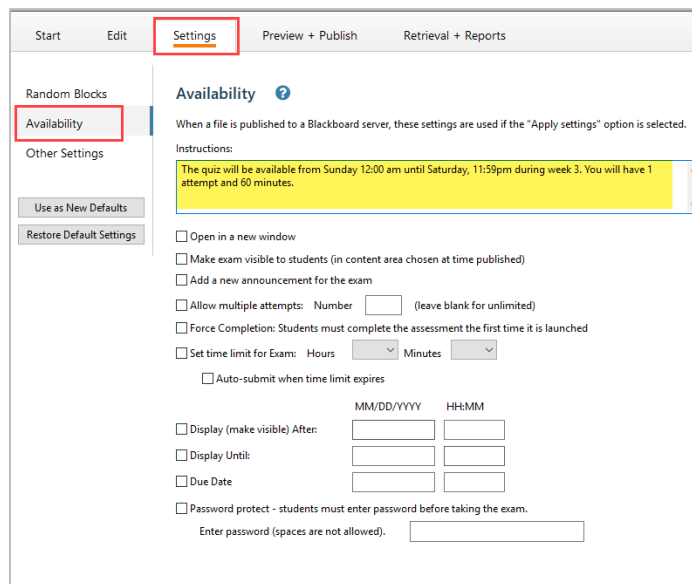
A 1900  
B 1912  
C 1914  
D 1949

4. Select Correct Answer C 5. Point Value 1.00

6.

Continue adding questions until test is complete.

4. Click the **Settings** tab located at the top of the screen and then select **Availability** on the left menu. Type **Instructions** into the text box provided.



Start Edit Settings Preview + Publish Retrieval + Reports

Random Blocks  
Availability  
Other Settings  
Use as New Defaults  
Restore Default Settings

Availability ?

When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.

Instructions:  
The quiz will be available from Sunday 12:00 am until Saturday, 11:59pm during week 3. You will have 1 attempt and 60 minutes.

Open in a new window  
 Make exam visible to students (in content area chosen at time published)  
 Add a new announcement for the exam  
 Allow multiple attempts: Number  (leave blank for unlimited)  
 Force Completion: Students must complete the assessment the first time it is launched  
 Set time limit for Exam: Hours  Minutes   
 Auto-submit when time limit expires  
MM/DD/YYYY HH:MM  
 Display (make visible) After:    
 Display Until:    
 Due Date:    
 Password protect - students must enter password before taking the exam.  
Enter password (spaces are not allowed):

## Settings

- Open in a new window – enable to open exam in new window.
- Make exam visible to students – makes link to test available to students
- Add a new announcement for the exam – creates an announcement that a test has been deployed.
- Allow multiple attempts – how many attempts students are allowed
- Force Completion – requires students to finish the test once it has started

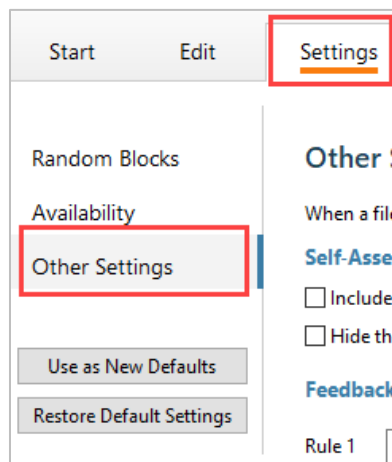
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- Set Time limit for exam – places a time limit on a test and records the completion time for students
- Auto-Submit – saves and submits the test automatically if a time limit was placed on the test
- Display (make visible) After – test becomes available on the date and time entered
- Display Until – test becomes unavailable on the date and time entered
- Due Date – a due date can be added by checking the box and including a date and time
- Password – this sets a password that students would need to enter to take the test.

### Note:

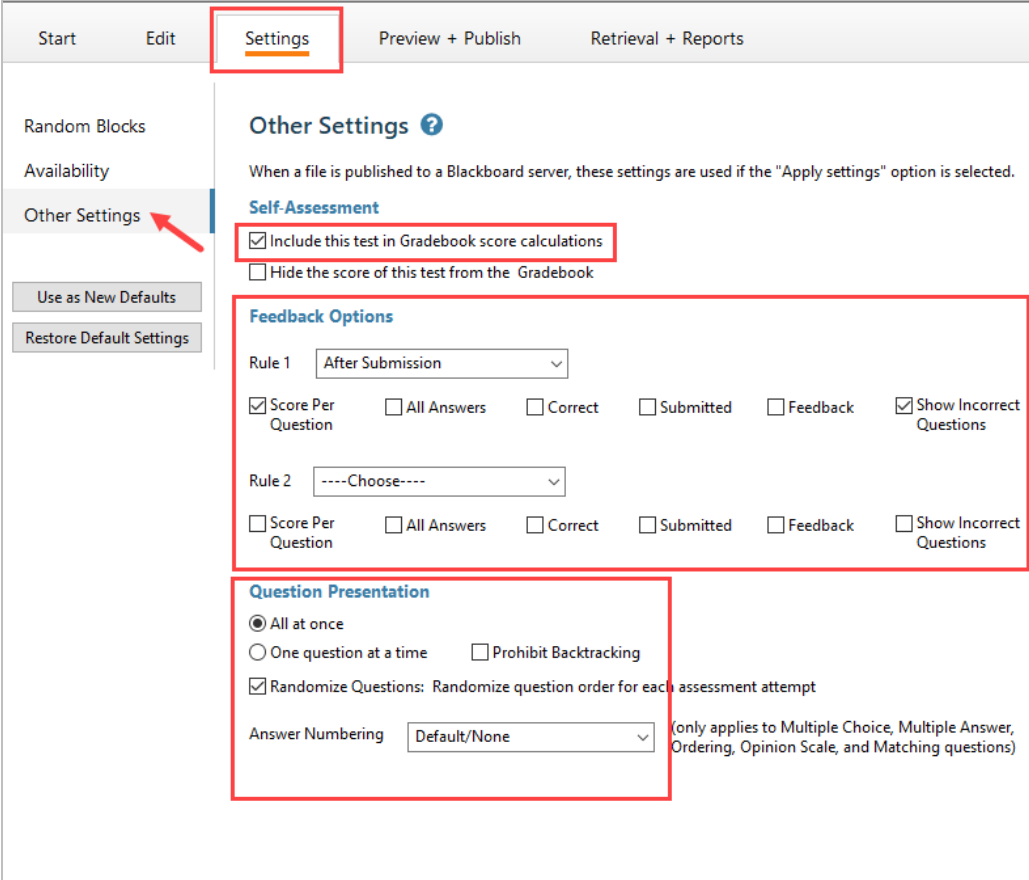
The setting **Hide the score of this test from the Gradebook** creates a completely anonymous test. Students will see their feedback but instructors can see nothing.

5. Select **Other Settings** on the left menu.



6. Check the box beside Include this test in Gradebook score calculations to ensure a column is created in the Grade Center so test attempts are accessible to the instructor.

# RESPONDUS: CREATE TEST



Start Edit **Settings** Preview + Publish Retrieval + Reports

Random Blocks  
Availability  
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Restore Default Settings

### Other Settings ?

When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.

#### Self-Assessment

Include this test in Gradebook score calculations  
 Hide the score of this test from the Gradebook

#### Feedback Options

Rule 1: After Submission

Score Per Question  All Answers  Correct  Submitted  Feedback  Show Incorrect Questions

Rule 2: ----Choose----

Score Per Question  All Answers  Correct  Submitted  Feedback  Show Incorrect Questions

#### Question Presentation

All at once  
 One question at a time  Prohibit Backtracking

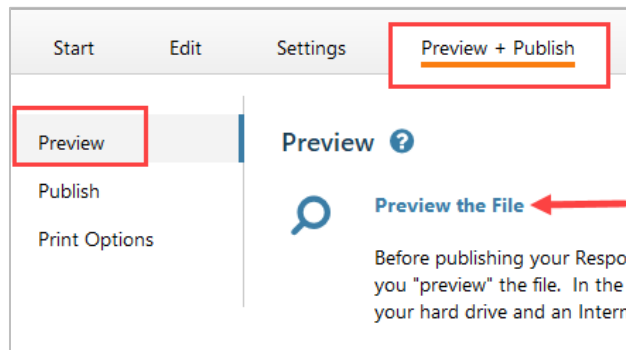
Randomize Questions: Randomize question order for each assessment attempt

Answer Numbering: Default/None (only applies to Multiple Choice, Multiple Answer, Ordering, Opinion Scale, and Matching questions)

## Settings

- Feedback Options – determines what feedback student receive as soon as they have completed the test.
    - Rule 1: Score is selected by default. Use the drop down box to determine when students will be able to view the feedback. (eg. After availability end date, after due date, etc.)
    - Rule 2: Use this option to provide additional feedback to students at a separate date from Rule 1.
  - Question Presentation – enables questions to be presented all at once or on separate pages and can prohibit students from go back to previous questions.
  - Randomize Questions – randomizes question order during test
  - Answer Numbering – select answer numbering format for multiple choice, ordering, and matching questions.
7. Click the Preview & Publish tab at the top of the screen and click Preview the File button to preview the test in Blackboard format.

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8. If previewing, the Test Preview screen will look like this:

