Technology Resource Center
OFFICE OF INFORMATION TECHNOLOGY

Respondus

Respondus is a program that allows quizzes, exams and surveys created in Microsoft Word to be imported into the Learn@UCO (D2L) system.

This guide will walk you through each step of the process:

1. *Setting up the Respondus program on your computer*
2. *Creating your quiz, exam or survey in Microsoft Word*
3. *Importing your questions into the Respondus program*
4. *Publishing (downloading) the zip file containing the prepared questions*
5. *Importing your quiz, exam or survey questions into D2L*

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RESPONDUS SETUP

*Respondus is a third party program that allows for the creation and publishing of quizzes, exams and surveys to a Learn@UCO course. Respondus is available for free to faculty at UCO. Follow these instructions for installing the program on your computer. (*Only available for Windows based computers.)*

Step 1:

Go to the Online Central Tech store at https://www.techstore.uco.edu/

Step 2:

Click **Store Services** from the navigation bar and select **UCO Software Downloads** Use your UCONNECT username and password. Select **Learn more about UCO downloads**.

Step 3:

Click **Enter Store**. Click to download the Respondus software. (Only available for Windows computers)

Step 4:

After downloading the software, follow the instructions on your computer for installing new software programs.

Step 5:

After the program has been installed, open the Respondus 4.0 Campus-Wide program. You will be prompted to enter an installation password. You can get the password from the online central tech store, software downloads.

Step 6:

Click the **More Details** next to the Respondus software. The installation required information is at the bottom.

CREATING YOUR QUIZ, EXAM OR SURVEY

Since most instructors already have typed copies of their exams, Respondus makes it even easier by supporting the import of questions from Word documents, Rich-Text documents or Text files. Simply make sure the file follows the "Standard Format" for

Respondus will import multiple choice, true/false, essay, fill in the blank, and multiple response (multi-select) questions.

The plain text, rich-text, or MS Word file must be organized in a "Standard Format" before it can be imported into Respondus. The Standard Format for multiple choice questions has *required* and *optional elements*, each of which is described below. This section is followed by an explanation of the formatting required for true/false, essay, fill in the blank and multi-select questions.

Required Elements (*Multiple Choice)*
Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".

> Example: **3)**
> Example: **3.**

The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

> Example: **3) Who determined the exact speed of light?**
> Example: **3. Who determined the exact speed of light?**

Each *answer* must begin with a letter (A-Z) followed by a period "." or a parentheses ")".

> Example: **3) Who determined the exact speed of light?**
> **a. Albert Einstein**
> **b. Albert Michelson**
> **c. Thomas Edison**
> **d. Guglielmo Marconi**

Optional Elements (*Multiple Choice*)
A "title" can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

> Example: **Title: Speed of Light**
> **3) Who determined the exact speed of light?**
>
> **a. Albert Einstein**
> **b. Albert Michelson**
> **c. Thomas Edison**
> **d. Guglielmo Marconi**

For imports into an exam file, *correct answers* can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

> Example: **Title: Speed of Light**
> **3) Who determined the exact speed of light?**
>
> **a. Albert Einstein**
> ***b) Albert Michelson**
> **c) Thomas Edison**
> **d. Guglielmo Marconi**

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

> Example: **Answers:**
> **1. A**
> **2. C**
> **3. B**
> **4. B**

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. Don't worry, you will be warned if a question does not have an answer selected for it prior to completing the import.

Feedback for individual answer choices can be imported by placing the feedback immediately after the answer choice and by beginning the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

> Example: **Title: Speed of Light**
> **3) 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, which provides feedback for an overall question (opposed to feedback for individual answers), must appear immediately after the question wording and before any of the answer choices. The line must also begin with the @ symbol, and there must be at least one space between the @ symbol and the feedback text.

Example: `Title: Speed of Light`
`3) 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 The-`
`ory of Relativity.`

`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.`

`etc.`

As shown in the previous example, both types of feedback can be used within a single question (although this is not typically done).

Importing True or False Questions
The process of importing "true and false" questions is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

Example: `3) Albert Michelson determined the exact speed of light?`

`*a) True`
`b) False`

Example: `3) Albert Michelson determined the exact speed of light?`

`*a. T`
`b. F`

It's important to note that the "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true or false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).

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

Example: `Title: Light speed`
`3) Albert Michelson determined the exact speed of light?`
`@ Correct. Albert Michelson won the Nobel Prize for Physics`

```
for determining the exact speed of light.

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

b. False
@ The correct answer is True. Albert Michelson determined the
exact speed of light and won the 1907 Nobel Prize for Physics
for his efforts.
```

A second way to designate a correct answer for a true and false question is to place it in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.) The correct answer for a true and false question can be designated in three ways: (1) the complete word "True" or "False," (2) the letter "T" or "F," or (3) the alphabetical letter "A" (for true) or "B" (for false). For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are "true":

Example: **Answers:**
```
1. True
2. T
3. A
```

Importing Essay Questions

The logic for importing essay questions (named "Long Answer" questions in Desire2Learn) is similar to what is described for Multiple Choice and True or False questions. The primary difference is that the first line of formatting must begin with "Type: E". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example: **Type: E**
```
Title: Michelson-Morely experiment

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

If you are importing an essay question, you can supply an answer two different ways. First, you may provide an answer immediately after the question wording, beginning the answer with "a." or "a)" (without the quotes).

Example: **Type: E**
```
Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert
Einstein's theory of relativity?

a) In 1887, Albert Michelson and Edward Morely carried out ex-
periments to detect the change in speed of light due to ether
wind when the Earth moved around the sun. The result was nega-
tive. They found the speed of light is always the same regard-
less of Earth's motion around the sun. Scientists were puzzled
```

with this negative result, and they didn't know how to explain
it. Albert Einstein came up with the answer in his famous sec-
ond postulate in theory of relativity: that the speed of light
(in vacuum) is always constant and absolute, regardless of its
source's motion and observer's movement.

The second way to supply an answer for an essay question is to place it in a list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading "Answers:" and must be positioned at the end of the file. The answer to an essay question should begin with the corresponding question number, followed by either a period "." or a parentheses ")". This is then followed by a space and then the answer.

Example: **Answers:**
1. A
2. C
3. B
4. In 1887, Albert Michelson and Edward Morely carried out ex-
periments to detect the change in speed of light due to ether
wind when the Earth moved around the sun. The result was nega-
tive. They found the speed of light is always the same regard-
less of Earth's motion around the sun. Scientists were puzzled
with this negative result, and they didn't know how to explain
it. Albert Einstein came up with the answer in his famous sec-
ond postulate in theory of relativity: that the speed of light
(in vacuum) is always constant and absolute, regardless of its
source's motion and observer's movement.
5. B

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" (which is optional), the question number, and the question wording.

Example: **Type: S**
Title: Who invented television?
5. Who is known as the "father of television"?

You can import only one correct answer per question, but it is possible to enter multiple forms of that answer.

Example: **Type: S**
Title: Who invented television?
5. Who is known as the "father of television"?

a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin

Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

Example: **Answers:**
     1. A
     2. C
     3. B
     4. C
     5. Zworykin
     5. Vladimir Zworykin
     5. Vladimir Kosma Zworykin
     6. B

Importing Multiple Fill in the Blanks Questions

Fill in multiple blanks questions may be imported by starting the first line of formatting with "Type: FMB". This is followed by the "Title" (which is optional), the question number, and the question wording with the words to be filled in provided in [square brackets].

Example: **Type: FMB**
     Title: Multiple blanks
     5. A [rose] by any other [name] would smell as [sweet].

Respondus allows multiple correct answers per blank to be specified by separating each correct answer inside the brackets with commas.

Example: **Type: FMB**
     Title: Multiple blanks
     5. A [rose, red flower] by any other [name] would smell as [sweet, good].

General feedback can be imported by placing the @ symbol in front of the feedback. There must be at least one space to the right of the @ symbol and the text you want displayed for the feedback. The feedback must appear after the question wording

Example: **Type: FMB**
     Title: Multiple blanks
     5. A [rose, red flower] by any other [name] would smell as [sweet, good].

     @ A rose by any other name would smell as sweet
     – or – A red flower by any other name would smell as good.

Importing Matching Questions

The process of importing a "matching" question is similar to what is described 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 parts of a correct match) must begin with a letter (a-t) 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.

Example: **Type: MT**

```
Title: Scientific discoveries

4) 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. If you plan to list correct answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.

Importing Ordering Questions

Ordering questions may be imported by starting the first line of formatting with "Type: ORD". This is followed by the "Title" (which is optional), the question number, the question wording, and the answer choices which must be in the correct order.

Example:
```
Type: ORD
        Title: Presidential Order
        5. Put the following presidents in order of  service?
        a. George Washington
        b. John Adams
        c. Thomas Jefferson
        d. James Madison
        e. James Monroe
```

Each *answer* (which must be in the correct order) must begin with a letter (a-t) followed by a period "." or a parentheses ")".

Feedback can be imported by placing the @ symbol in front of the feedback. If feedback is placed before the first answer then it is imported as general feedback. If feedback is placed after an answer it becomes feedback for that answer.

Example:
```
Type: ORD
        Title: Olympic Order
        5. Put the following Summer Olympic host cities  in chrono-
   logical order of when they hosted the  Olympics?

        @ Montreal, Moscow, Los Angeles, Seoul and  Barcelona are
   the correct order.

         Montreal, Canada
        @ Montreal 1976
        b. Moscow, Soviet Union
        @ Moscow 1980
        c. Los Angeles, United States
        @ Los Angeles 1984
        d. Seoul, South Korea
        @ Seoul 1988
        e. Barcelona, Spain
```

```
@ Barcelona 1992
```

Importing "Multiple Response" Questions

The logic for importing questions that allow multiple responses (named "Multi-Select" questions in Desire2Learn) 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 response 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" (as an alternative, you can use "Type: MA" which stands for "Multiple Answers"). This is followed by the "Title" (which is optional), the question number, and the question wording. Each correct answer is designated with an asterisk.

Example:
```
Type: MR
3) Which of the following individuals are credited with deter-
mining the exact speed of light?

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

To include a "title" or "feedback" with the Multiple Response question, follow the same formatting rules described elsewhere for multiple choice questions. For instance,

Example:
```
Type: MR
Title: Determining Speed of Light
3) Which of the following individuals are credited with deter-
mining the exact speed of light?
@ Albert Michelson and Edward Williams Morley collaborated on
a series of experiments that eventually led to the exact de-
termination of the speed of light.

a. Albert Einstein
@ No. Albert Michelson and Edward Williams Morley collaborated
on a series of experiments that eventually led to the exact
determination of the speed of light.

*b) Albert Michelson
@ Yes. Albert Michelson is one of the two persons credited
with determining the exact speed of light.

*c) Edward Williams Morley
@ Yes. Edward Williams Morley is one of the two persons cred-
ited with determining the exact speed of light.
```

(Note: this example illustrates how to include both "General Feedback" and answer-specific feedback. In most cases, you would include only one type of feedback.)

A second way to designate correct answers for multiple response questions is to place them in a list of at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. If a

question has been designated as a Multiple Response type using "Type: MR", then correct answers can be listed three different ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple response questions.

Example: **Answers:**
```
1. B D
2. B, D
3. B,D
```

Important: Once the import file is organized to the specifications described above, it should be saved to a MS Word (.doc), rich-text (.rtf) or a text (.txt) file. It is then ready to be imported by Respondus.

IMPORTING QUESTIONS INTO RESPONDUS

After creating your exam in Word, following the Standard Format for questions, you will import your question list into the Respondus program to prepare it for your Learn@UCO (D2L)

Step 1:

Open the Respondus program on your computer and, from the **Start** menu, select the **[Import Questions]** task. A window will appear.

Step 2:

In **Type of File:** select Microsoft Word 2007 (DOCX)

Step 3:

For File Name, **Browse** to find the correctly formatted word document file on your computer.

Step 4:

In Option 2. select the radio button for **Create a new document, named:** and then give your quiz, exam or survey a name.

Step 5:

Click the **Preview** button to check for problems. Warnings and notes will appear in the text box in the bottom of the window. Make any changes needed in the original Word document, save the file in Word and then click the **Preview** button again. Repeat this process until you receive no warnings.

> *Note that some warning messages can be ignored. For instance, Respondus might give the warning "2 duplicate titles were changed by adding '2' (or 3, 4...)". This is simply indicating that two of the question titles for the file being imported were identical and numbering was added to create unique titles for each. This change does not affect the question itself so most users can safely ignore this warning.*

Step 6:

When you are ready to continue, click the **Finish** button. The file has now been created.
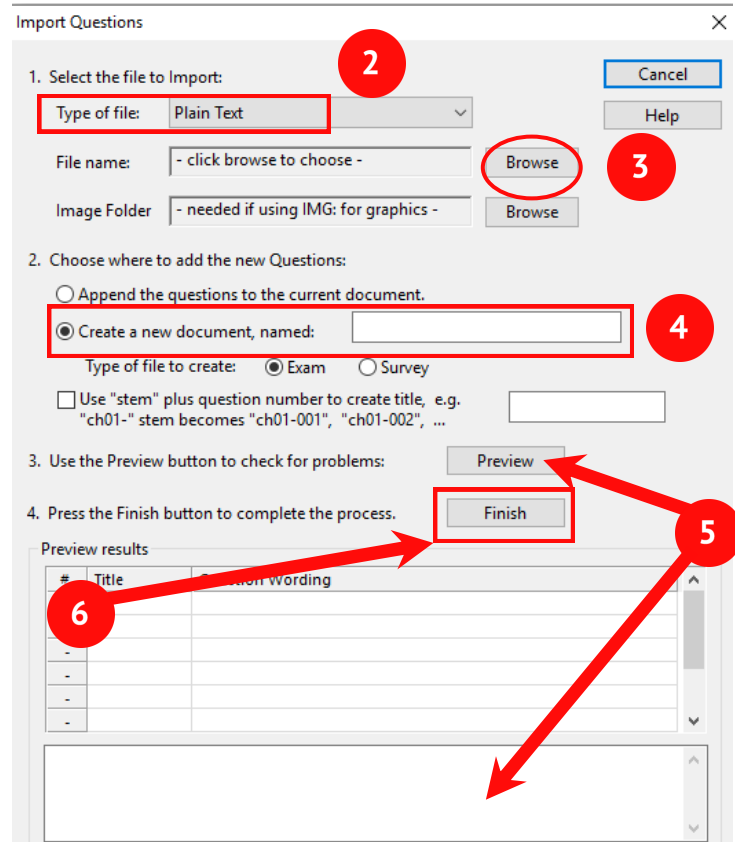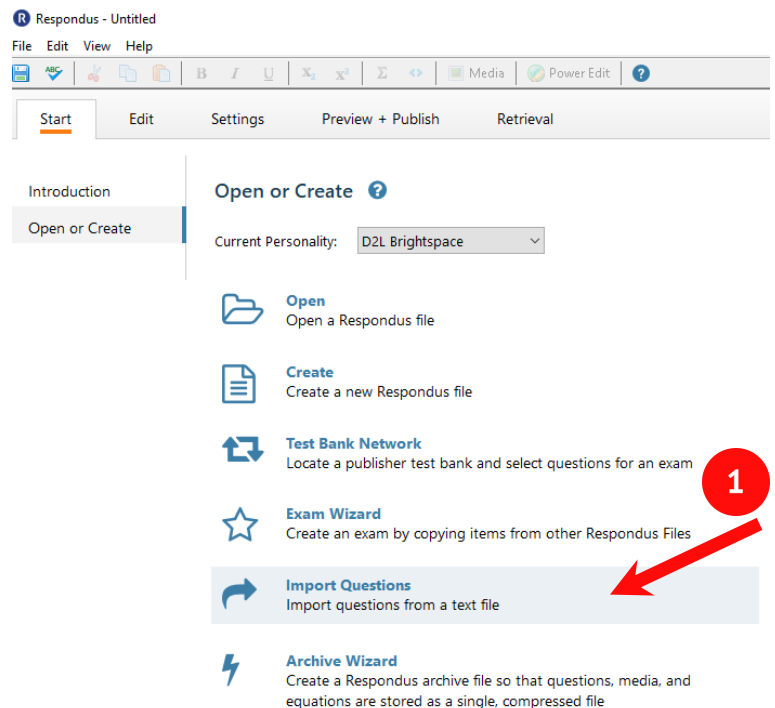
PUBLISH (DOWLOAD) QUESTIONS

After importing your questions into Respondus, follow these steps for preparing and then Publishing your quiz, exam or survey directly into D2L.

Step 1:

Go to the **Preview & Publish** tab and select **Publish Wizard**.

Step 2:

Choose **Publish to single course,** select the **BrightSpace Server** and then click **Next**.

*You also have the option of **add a new server** where you will create a name.
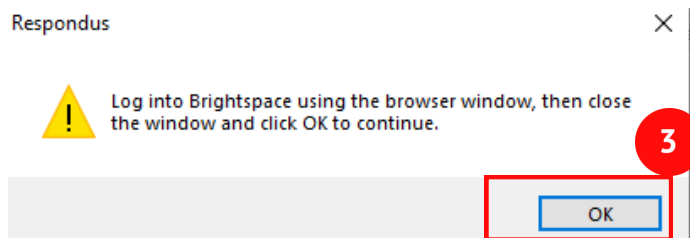
Step 3:

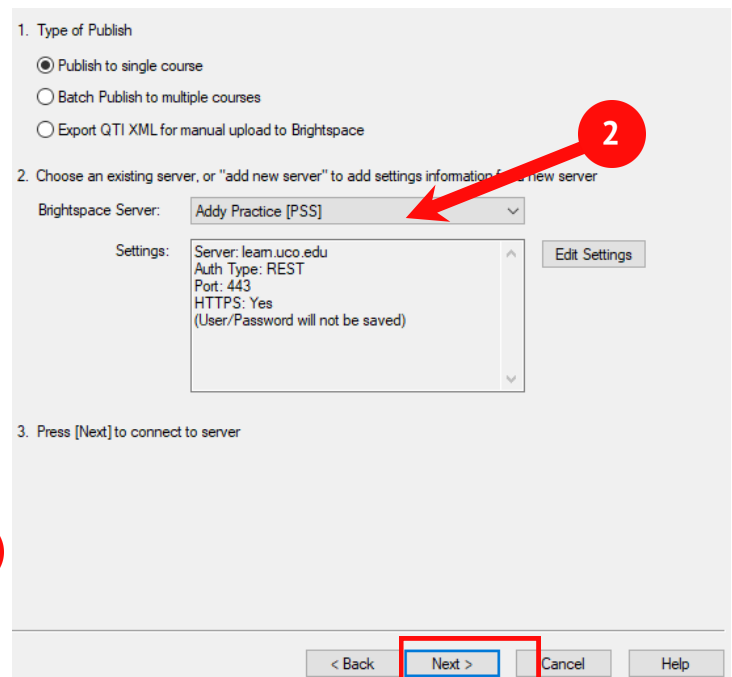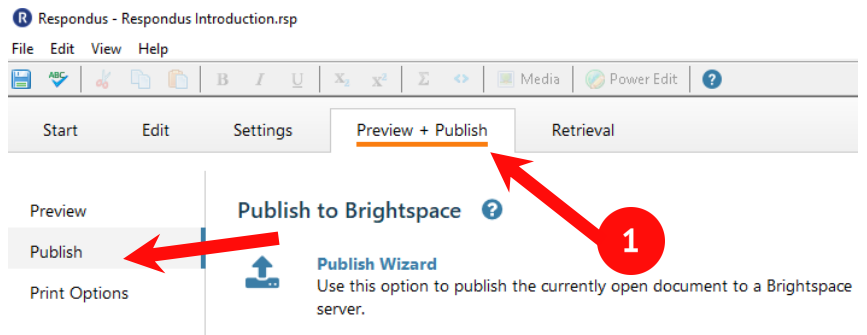Click **Ok** on the pop-up box.

Step 4:

Enter in your UCO user name and password and then click **LOGIN**.

Step 5:

Click the drop-down box under **Choose Course to Publish to** and select the course of your choosing and then click **Next**.

Step 6:

Click **Finish**.