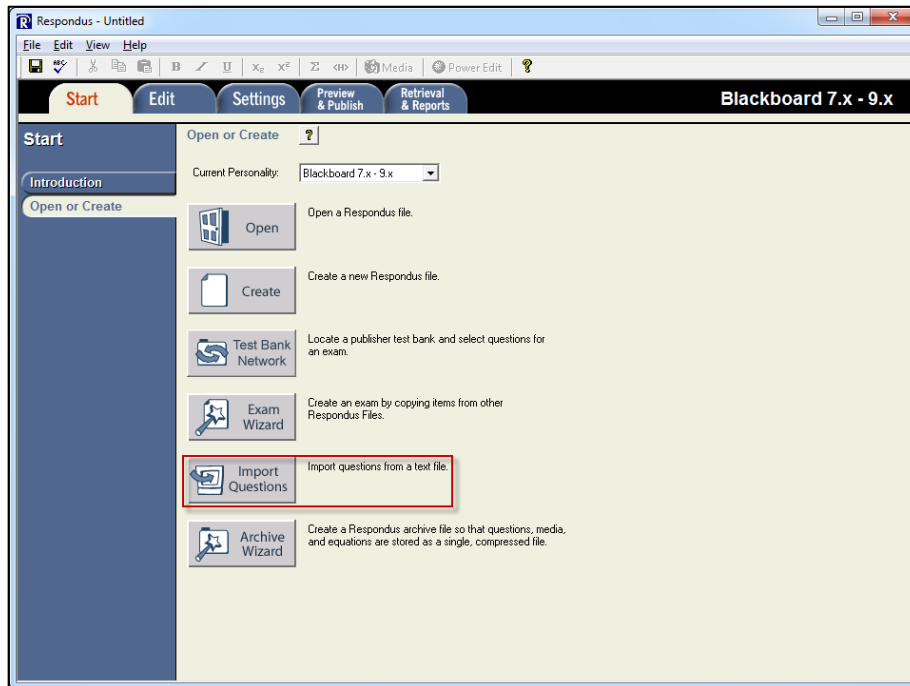
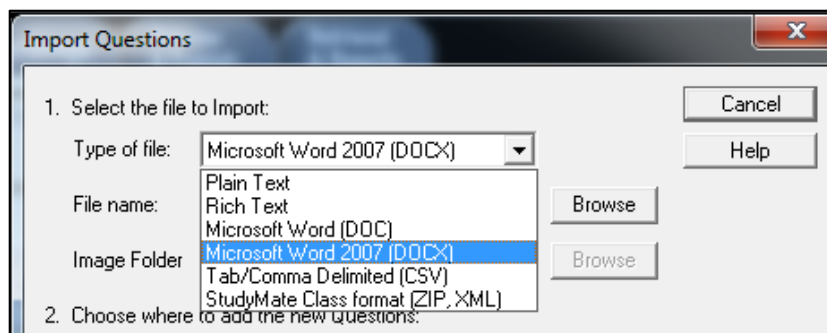


## Converting Word documents onto Respondus format

1. Open Respondus and click on “Import Questions”.



2. Under “Select File to import”, click on “Microsoft Word 2007 (DOCX)”



3. Click “Browse” to find the Word document containing the assessment
4. Under “2. Choose where to add the new Questions:”, click “Create a new document, named: \_\_\_\_\_”. Enter the name of the assessment in the box.

2. Choose where to add the new Questions:

☐ Append the questions to the current document.

☒ Create a new document, named:

Type of file to create: ☒ Exam ☐ Survey

☐ Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

5. Under "Use the Preview button to check for problems", click on "Preview".
  - a. If there are errors such as "3 questions had no correct answer" or "invalid questions", ensure that the document was formatted accordingly.

3. Use the Preview button to check for problems:

4. Press the Finish button to complete the process.

Preview results

#	Title	Question Wording
1	An hermitically	An hermitically sealed container is one which
2	In order to crer	In order to cremate a decedent. which of the
-		
-		
-		

**STOP AND GO BACK!**

Warnings and Notes:

- \* 3 question(s) had no correct answer (so first answer set as correct): 1, 2, 5
- \* 1 question(s) were invalid or missing (left out of number sequence):

- b. If you have warnings that indicate duplicate questions, it is ok to continue. Click "Finish".

3. Use the Preview button to check for problems:

4. Press the Finish button to complete the process.

Preview results

#	Title	Question Wording
1	Which of the fi	Which of the following is the most appropriat
2	Which of the fi	Which of the following would not be consider
3	Which of the fi	Which of the following groups uses accountin
4	Which of the fi	Which of the following uses accounting infor
5	Which of the fi	Which of the following uses accounting infor

Warnings and Notes:

- \* 9 question(s) had a duplicate question title changed by adding a '2' (or 3,4...): 2, 3, 4, 5, 9, 15, 24, 28, 29

**This is ok**

6. If there are no warnings, then click on “Finish”.

3. Use the Preview button to check for problems:

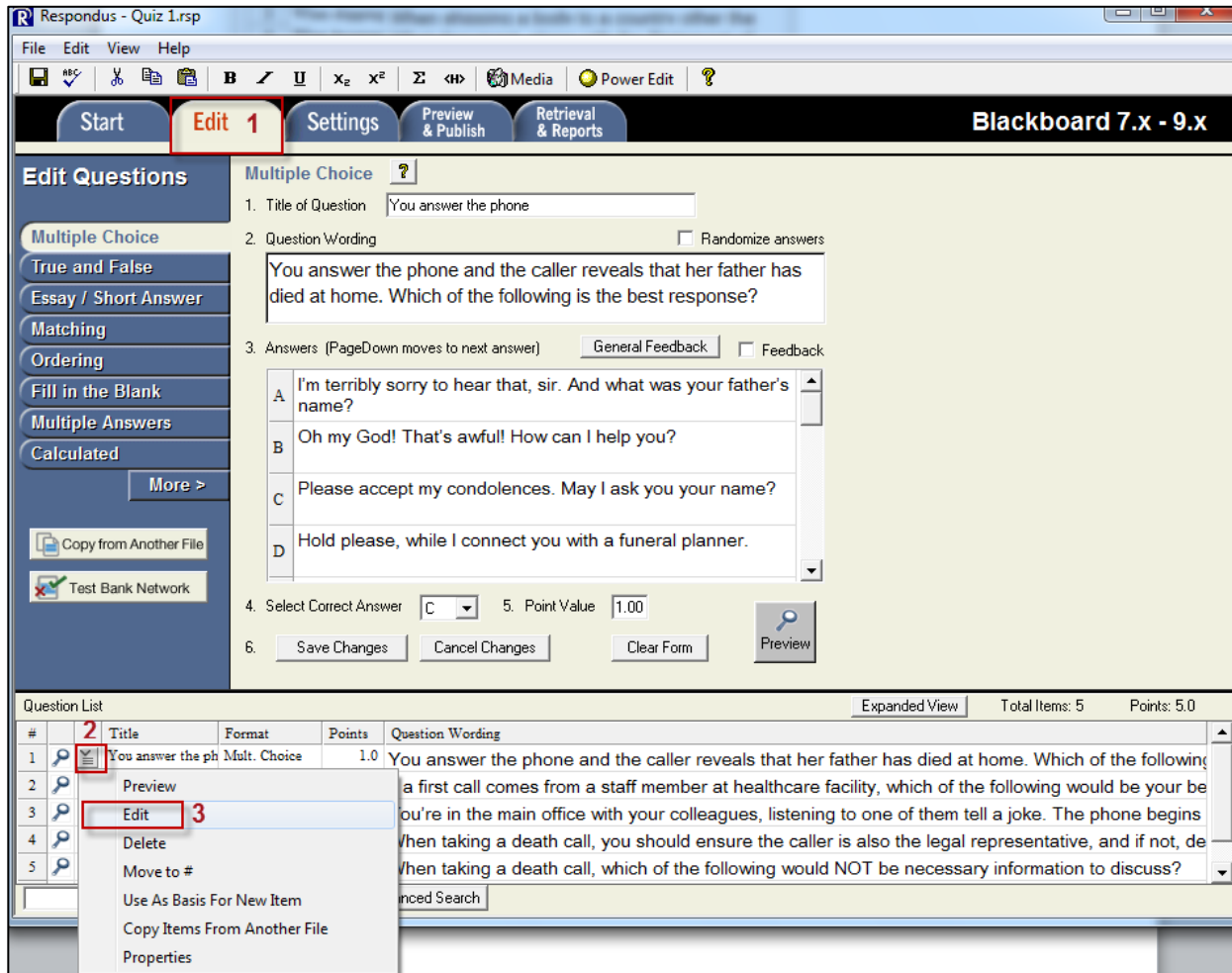
4. Press the Finish button to complete the process.

Preview results:

#	Title	Question Wording
1	An hermitically	An hermitically sealed container is one which
2	In order to crem	In order to cremate a decedent. which of the
3	When shipping	When shipping a body to a country other tha
4	What documen	What document. along with the Statement of
5	When interring	When interring a person shipped in from out

No warnings **← This is OK.**

7. To Modify a question on Respondus, click on the “Edit” button at the top (1). Click on the “Arrow” at the bottom (2). Click on “Edit” (3).
8. Change the “Numbering Type” for Multiple Choice Answers by clicking on “Settings” (1). Click on “Other Settings” (2). At the bottom, you’ll find “Answer Numbering” (3). Click on the pull down menu and select “Lowercase Letters (a,b,c)” (4). Click on “Use As New Defaults” to change this setting as default for future assessments.



**Respondus - Quiz 1.rsp**

File Edit View Help

Start **Edit 1** Settings Preview & Publish Retrieval & Reports **Blackboard 7.x - 9.x**

**Edit Questions**

**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 You answer the phone

2. Question Wording ☐ Randomize answers

You answer the phone and the caller reveals that her father has died at home. Which of the following is the best response?

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

A I'm terribly sorry to hear that, sir. And what was your father's name?  
B Oh my God! That's awful! How can I help you?  
C Please accept my condolences. May I ask you your name?  
D Hold please, while I connect you with a funeral planner.

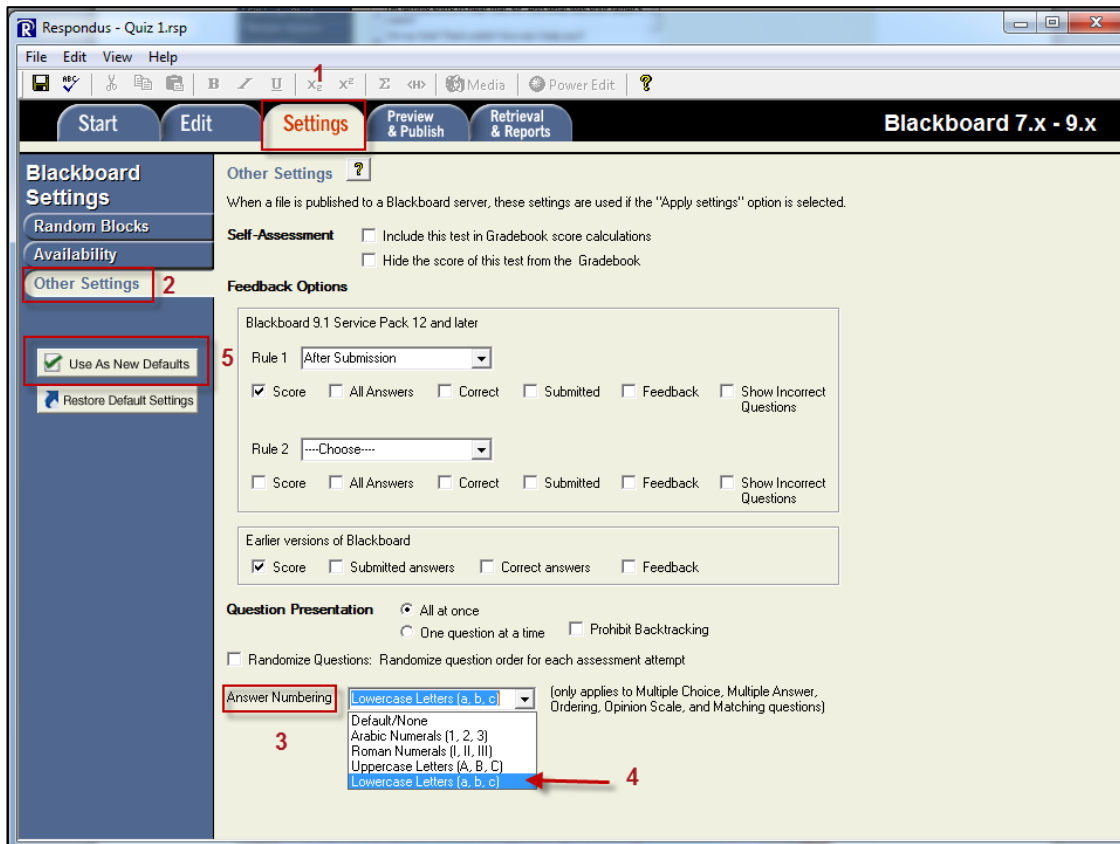
4. Select Correct Answer C 5. Point Value 1.00

6.

**Question List** Expanded View Total Items: 5 Points: 5.0

#	2	Title	Format	Points	Question Wording
1		You answer the ph	Mult. Choice	1.0	You answer the phone and the caller reveals that her father has died at home. Which of the following
2		Preview			a first call comes from a staff member at healthcare facility, which of the following would be your be
3		Edit 3			ou're in the main office with your colleagues, listening to one of them tell a joke. The phone begins
4		Delete			When taking a death call, you should ensure the caller is also the legal representative, and if not, de
5		Move to #			When taking a death call, which of the following would NOT be necessary information to discuss?

Advanced Search



9. Click on “Preview and Publish” at the top blue bar.



10. To preview the file, click on “Preview the file” and ensure that the questions are formatted correctly and that the answer is correct.

Preview

Appearance in Internet Explorer (other browsers may vary slightly).  
Changes made in Edit will not appear until you Save the document.

Go To <.....> Prev. << Next >> 1 of 5 Modify Item Close

---

**Question 1** **Mult. Choice** **1.00 points** **Save Answer**

You answer the phone and the caller reveals that her father has died at home. Which of the following is the best response?

☐ I'm terribly sorry to hear that, sir. And what was your father's name?

☐ Oh my God! That's awful! How can I help you?

☐ Please accept my condolences. May I ask you your name?

☐ Hold please, while I connect you with a funeral planner.

☐ And has a doctor been out to the house to pronounce the death?

---

**Feedback**

0.0% a.

0.0% b.

100.0% c.

0.0% d.

0.0% e.

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>  
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>