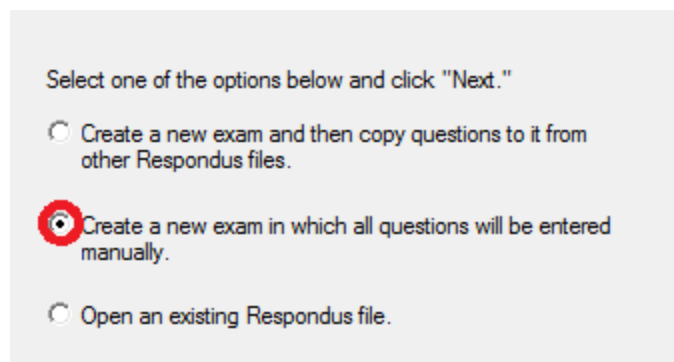# Using Respondus to Create Test Questions
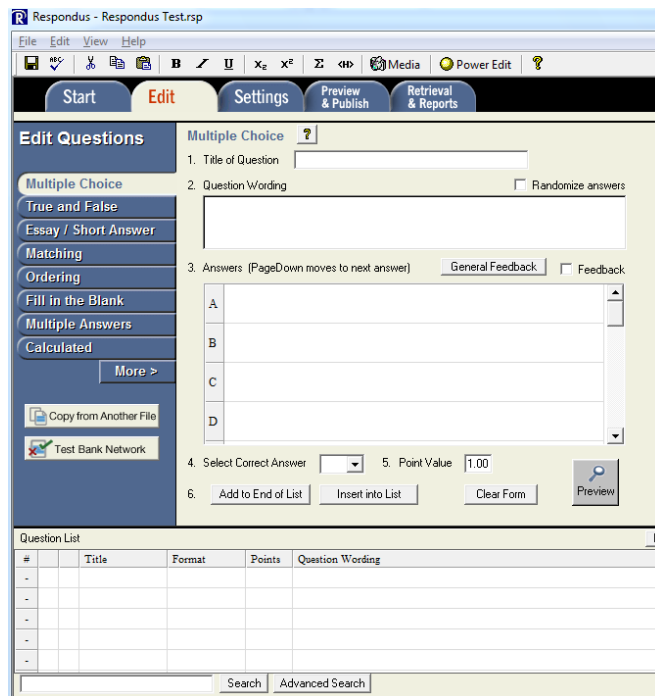
1. Open up Respondus and click on **"Exam Wizard"**

2. Select the option **"Create a new exam in which all the questions will be entered manually".** Click Next

3. Provide a **name** and **description**. Click next and we will be ready to create questions

4. Select the type of question to create from the left side tabs. For instructional purposes we will use the multiple choice question.

5. Put the   question in the "**Question Wording**" box.

6. Put the respective answers in the "**Answers**" boxes

7. Select the correct answer with the dropdown besides "**Select Correct Answer**"

8. Specify a point value for the question. The default is set to 1.00 point.

9. To preview the question, click on the "**Preview**" button.

10. When ready, click "**add to end of list**" to create the question.

11. Continue creating your other questions. Created questions will appear at the bottom under the "**Question List**."

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/**