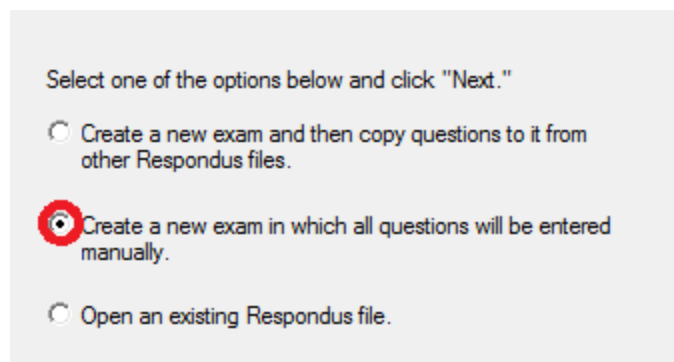


Using Respondus to Create Test Questions

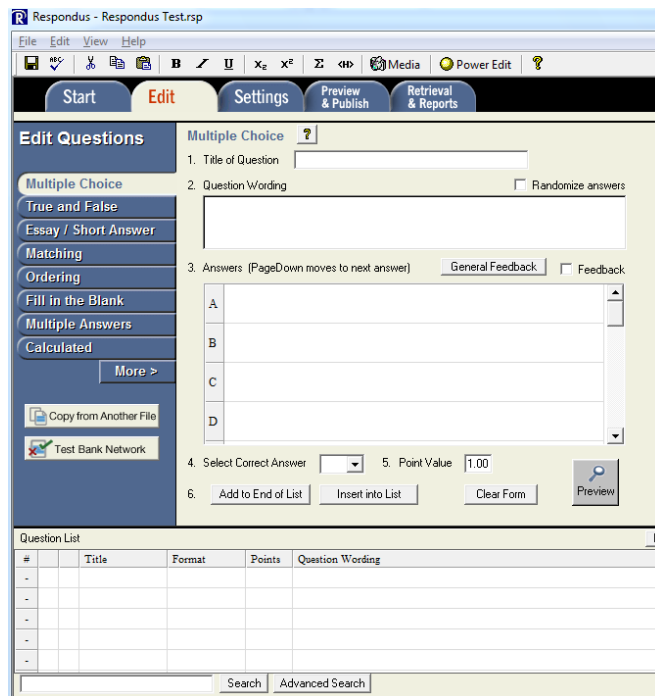
1. Open up Respondus and click on “Exam Wizard”



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.



The screenshot shows the Respondus Testramp software interface. The 'Edit Questions' window is open, displaying the 'Multiple Choice' question type. The interface includes a menu bar (File, Edit, View, Help), a toolbar with various editing tools, and a navigation pane on the left with tabs for 'Start', 'Edit', 'Settings', 'Preview & Publish', and 'Retrieval & Reports'. The 'Edit' tab is selected, showing the 'Edit Questions' window. This window has a left sidebar with question type options: 'Multiple Choice' (selected), 'True and False', 'Essay / Short Answer', 'Matching', 'Ordering', 'Fill in the Blank', 'Multiple Answers', and 'Calculated'. The main area contains fields for: 1. Title of Question, 2. Question Wording (with a 'Randomize answers' checkbox), 3. Answers (with a 'General Feedback' checkbox and a 'Feedback' checkbox), 4. Select Correct Answer (a dropdown menu), 5. Point Value (set to 1.00), and 6. Buttons for 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'. At the bottom, there is a 'Question List' table with columns for '#', 'Title', 'Format', 'Points', and 'Question Wording'. The table is currently empty.

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/>