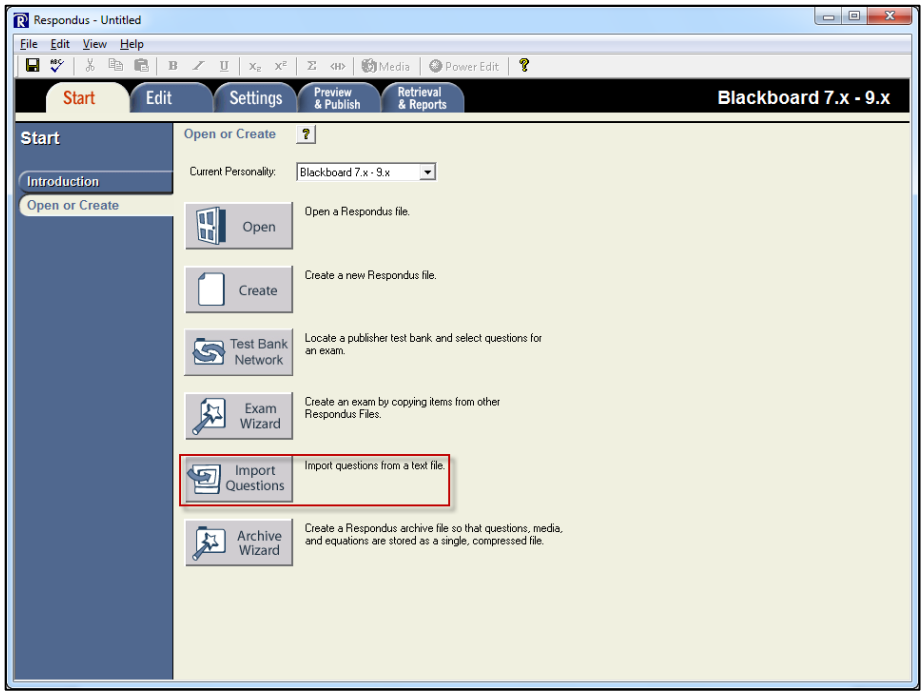
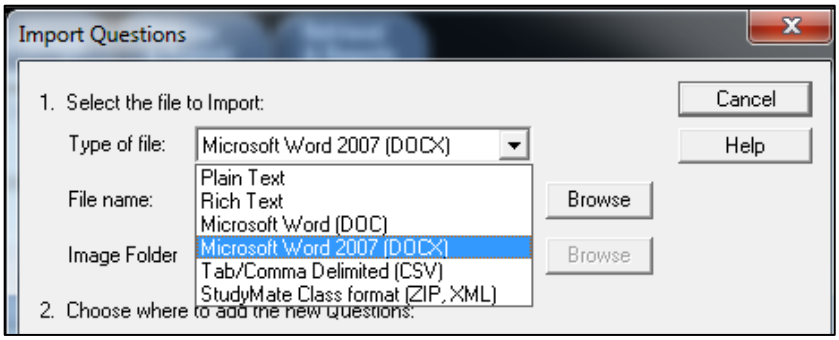
Converting Word documents onto Respondus format

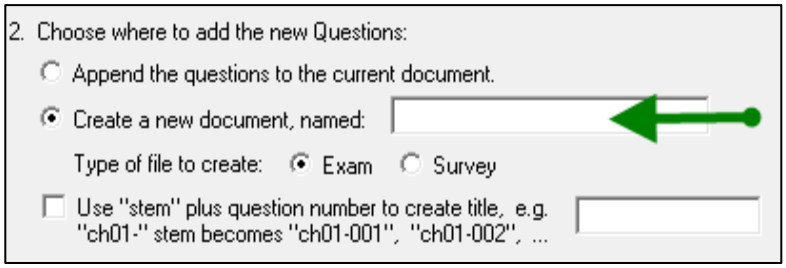
1. Open Respondus and click on “Import Questions”.



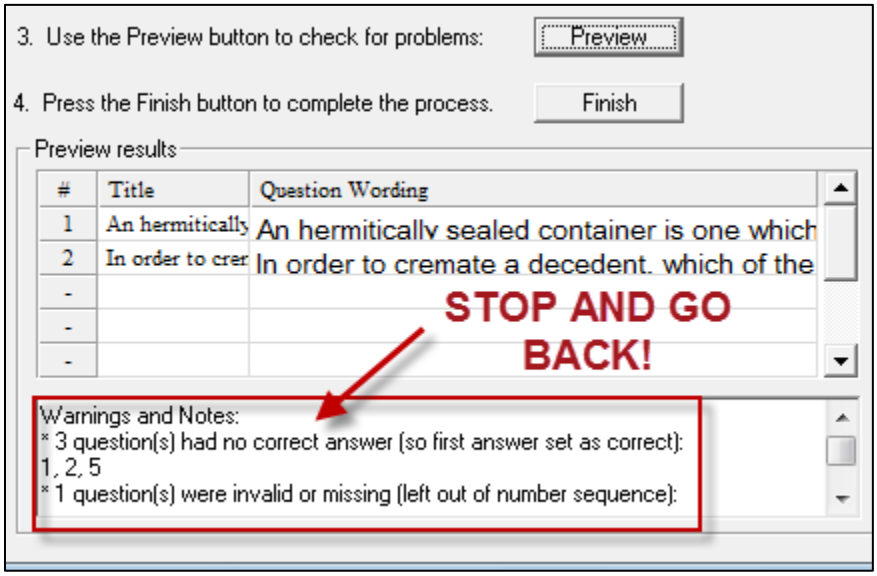
2. Under “Select File to import”, click on “Microsoft Word 2007 (DOCX)”



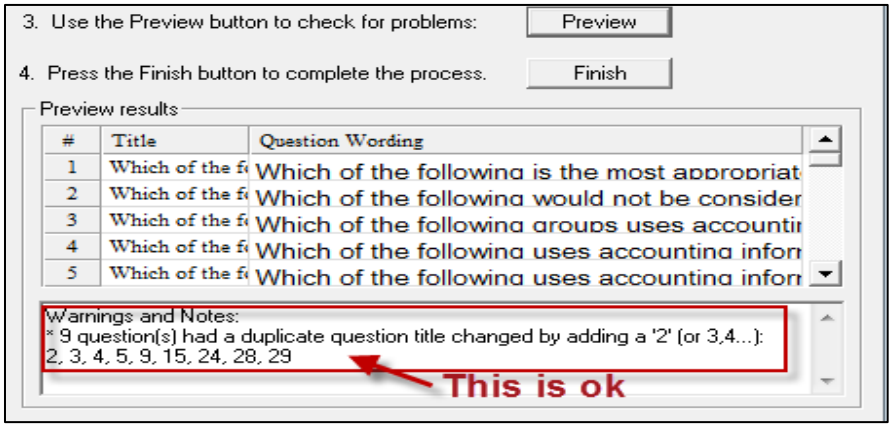
3. Click “Browse” to find the Word document containing the assessment
4. Under “2. Choose where to add the new Questions:”, click “Create a new document, named: _____”. Enter the name of the assessment in the box.



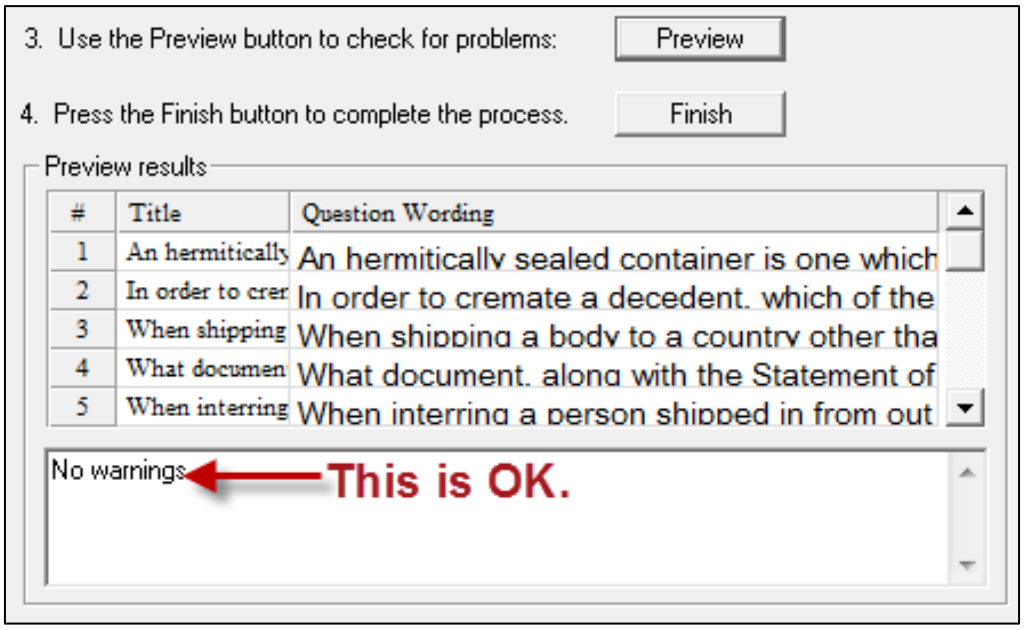
5. Under "Use the Preview button to check for problems", click on "Preview".
   a. If there are errors such as "3 questions had no correct answer" or "invalid questions", ensure that the document was formatted accordingly.



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

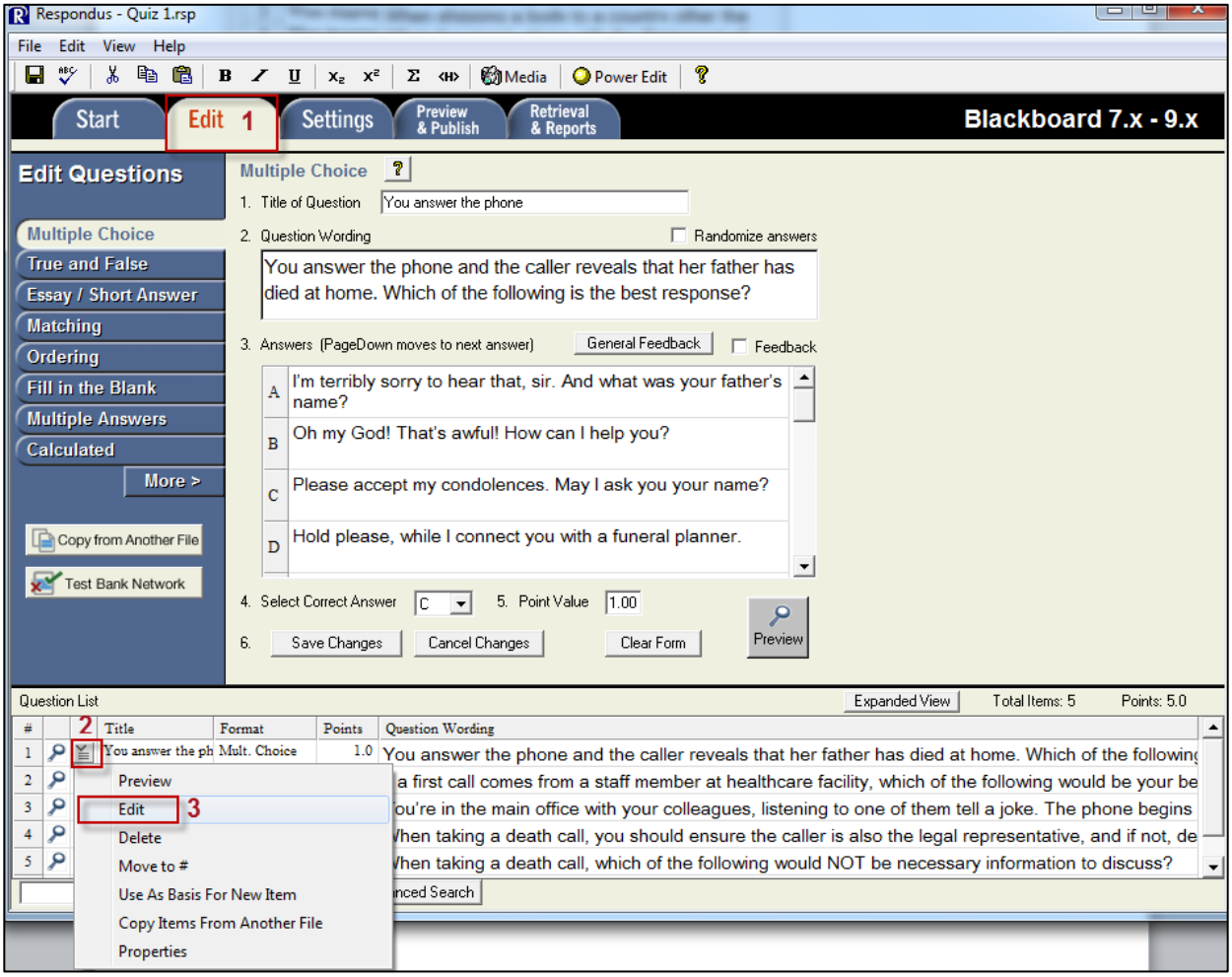


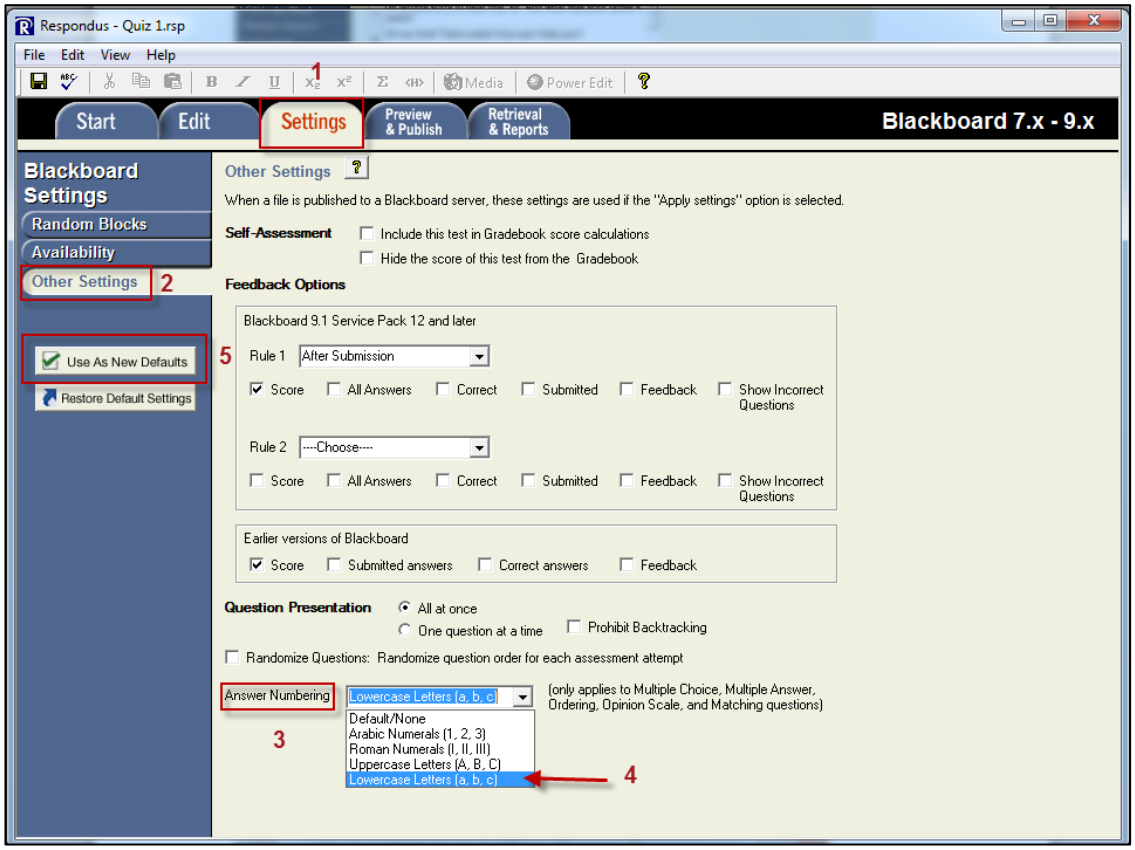
6. If there are no warnings, then click on “Finish”.



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).

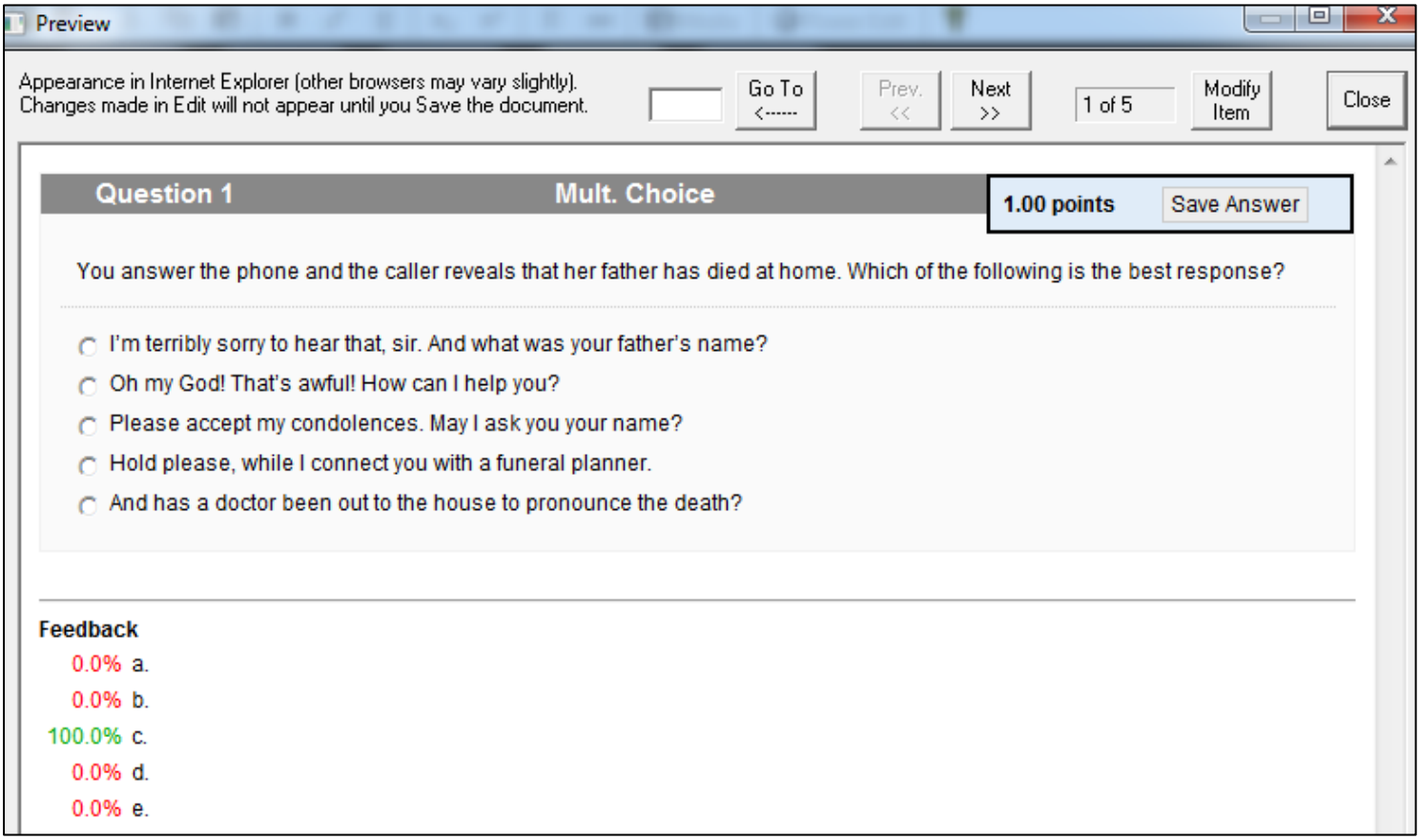
8. Change the “Numbering Type” for Multiple Choice Answers by clicking on “Settings” (1). Click on “Other Settings” (2). At the bottom, you’ll find “Answer Numbering (3). Click on the pull down menu and select “Lowercase Letters (a,b,c)” (4). Click on “Use As New Defaults” to change this setting as default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


Respondus - Quiz 1.rsp
File Edit View Help
Media
Power Edit
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)
General Feedback
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.
Save Changes
Cancel Changes
Clear Form
Preview
Question List
Expanded View
Total Items: 5
Points: 5.0
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
3
4
5
2
Preview
Edit
3
Delete
Move to #
Use As Basis For New Item
Copy Items From Another File
Properties



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.



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/**