



Using Respondus

Blackboard 9.1

Niagara College Blackboard Support

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Using Respondus

Niagara College has obtained a campus-wide license for the Respondus software. Respondus is a powerful tool for creating and managing assessments that can either be published to Blackboard or printed on paper. Assessments can be created offline using a familiar Windows environment. Whether you are a veteran of online testing or relatively new to it, Respondus will save you hours on each project.

Before You Begin

This tutorial assumes that you have already had experience with or received training on creating online tests in Blackboard. If you have not done so, we recommend that you contact Blackboard Support at extension 7860 or by email at blackboard@niagaracollege.ca to discuss your training needs with us.

What Respondus allows you to do

- create assessments offline and easily publish them directly to one or more of your Blackboard courses
- incorporate questions supplied by textbook publishers
- import questions created using text editors such as Microsoft Word
- reuse questions and tests already posted to Blackboard courses
- Print assessments directly from Respondus, or save the files to Microsoft Word.
- Choose from sixteen different question types
- Quickly locate questions in Respondus using keyword searches
- Archive and restore exam/survey projects (including media content) with one click — ideal for providing a colleague with a ready-to-use exam

Important information regarding our Respondus license

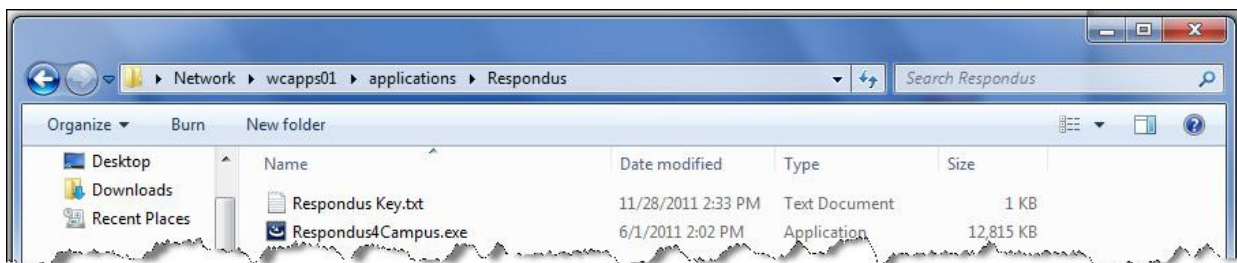
- Our license **DOES** permit you to install a copy of the Respondus software on your office computer and a home computer. However, please note that you are not permitted to provide the Respondus software or the password information to anyone who is not affiliated with our institution. Such an action is a violation of our licensing agreement with Respondus and is also illegal.
- Our license with Respondus, Inc. does **NOT** permit instructors to obtain support directly from Respondus, Inc. Contact the Niagara College Blackboard Support for assistance. If we are unable to solve a particular question or problem, we will contact Respondus, Inc. on your behalf.
- Our Respondus license is renewed every year at the beginning of August. A new Installation Password will be made available to you to keep your version of Respondus active as soon as Niagara College has obtained it.

Installing Respondus

Before you can begin using Respondus, you must first install a copy on your computer. If you already have Respondus installed on your computer you should skip this section and proceed to the next section ([Creating an Assessment Using Respondus](#)).

Follow the instructions below to install Respondus onto your computer:

1. From your browser go to: **<https://www.respondus2.com/downloads/Respondus4Campus.exe>**
2. Locate the downloaded file **Respondus4Campus.exe** and **double-click** it to start the Respondus installation program.



3. Follow the installation instructions on the screen.
4. Once the Installation has completed you will see a **Respondus 4.0 Campus-wide** shortcut on your Desktop.



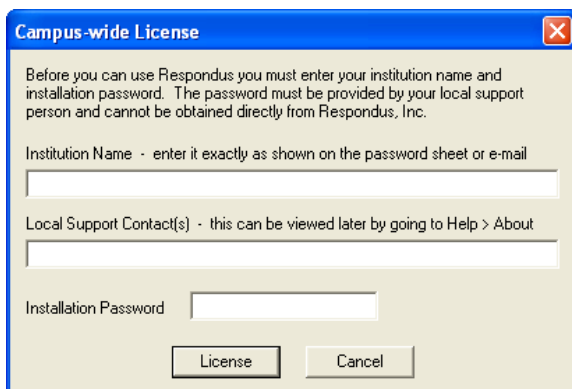
5. Double click the shortcut to open the Respondus program.

Registering and Setting Up Respondus

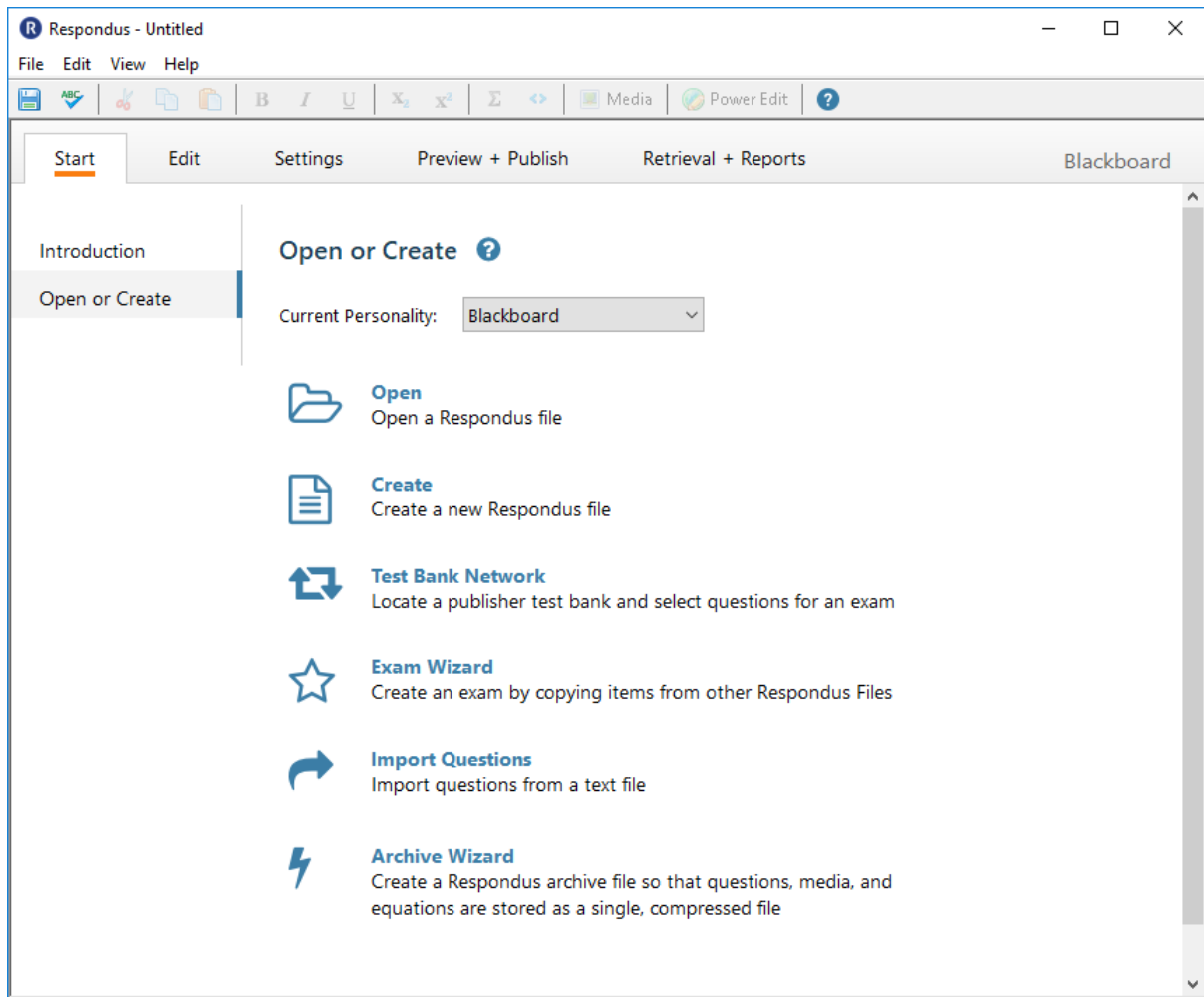
The first time you run Respondus, you must register it as set it to work with the My Niagara / Blackboard system.

Follow the steps below to register and set up Respondus:

1. ITS will be able to email you the License Key information. Request in a Support Ticket.
2. Open the **Respondus Key** file and enter the registration information from that file *exactly* as shown in the fields provided of the Respondus screen.



3. Click the **License** button to continue.
4. Select **Blackboard 7.x – 9.x** from the list.
5. The program should open to the **Start** tab (see below).



6. The installation process is complete. You are now ready to use Respondus.

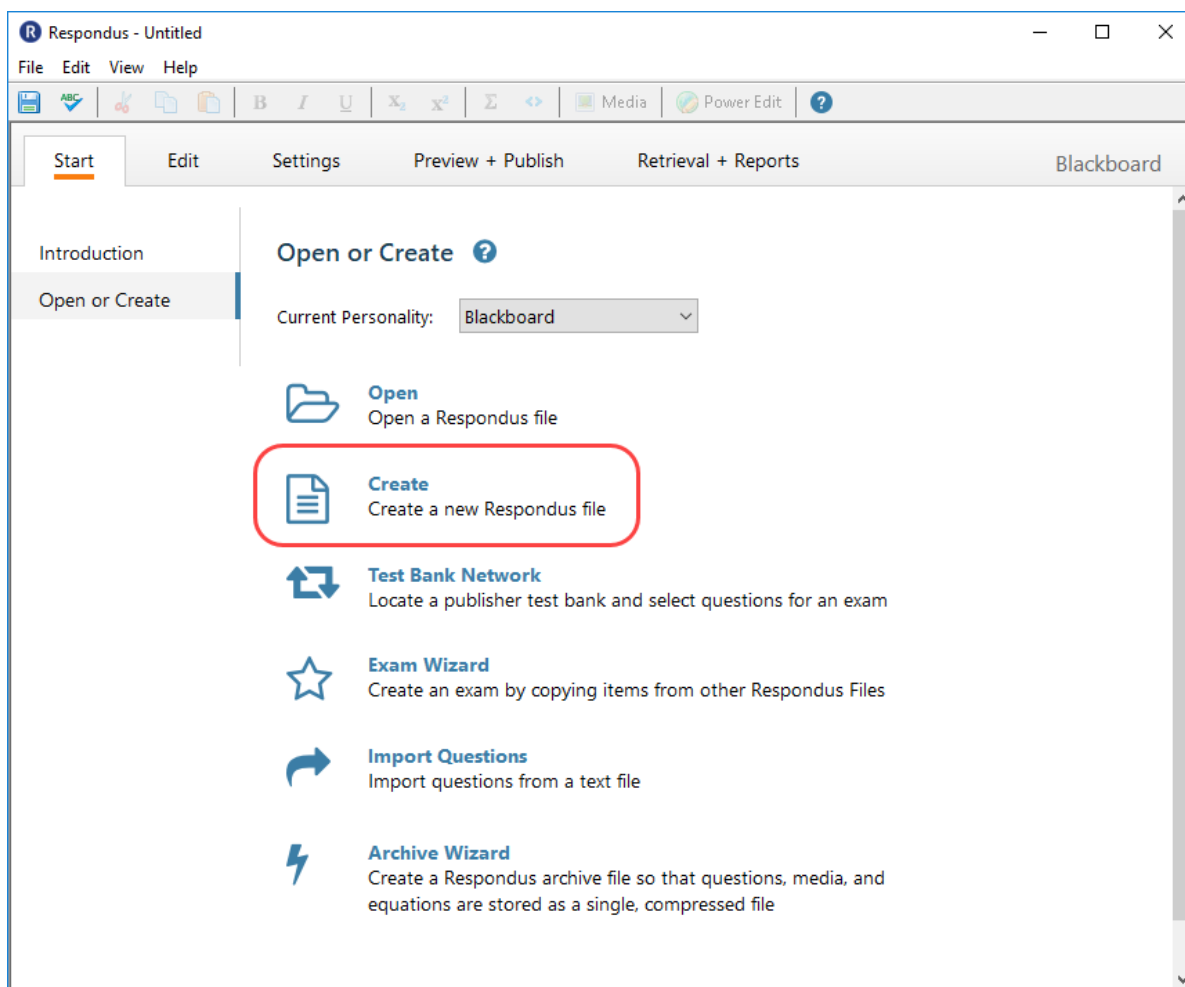
Creating an Assessment Using Respondus

Follow the steps below to begin create a new assessment:

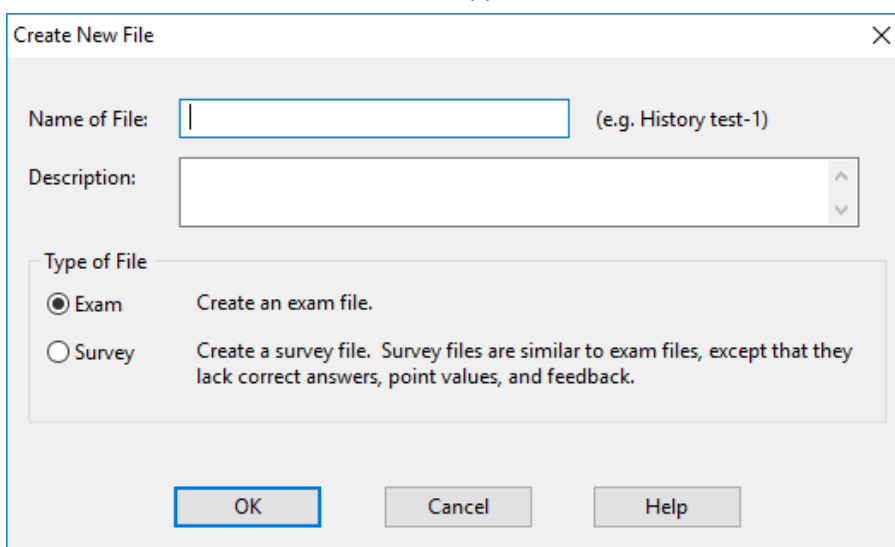
1. Open the **Respondus** program.
2. From the **Start** tab, click the **Create** button.

Note:

The following screen shots shows an earlier user interface but the new one has all the same features and choices.



3. The **Create New File** window will appear as shown below.



4. Enter a name for the new assessment in the **Name of File** field.
5. Enter a description for the assessment in the **Description** field.
6. From the **Type of File** area, ensure that **Exam** is selected.
7. Click on the **OK** button.

- Once the file is created, you will automatically be switched to the **Edit** tab where you can begin to create test questions.

Creating Individual Questions

The **Edit** tab in Respondus is where questions are added to a new or existing assessment. Respondus currently supports 16 types of questions which can be included in a Blackboard assessment. To create a new question, first select the question type in the left column of the screen, the entry form on the right side of the screen will change accordingly.

The screenshot shows the Respondus - New Quiz.rsp window with the 'Edit' tab selected. The interface includes a top menu bar (File, Edit, View, Help) and a toolbar with various icons. The main area is divided into a left sidebar and a right content area. The sidebar lists question types: Multiple Choice (selected), True and False, Essay / Short Answer, Matching, Ordering, Fill in the Blank, Multiple Answers, Calculated, and More >. Below the sidebar are buttons for 'Copy from Another File' and 'Test Bank Network'. The right content area is titled 'Multiple Choice' and contains the following fields:

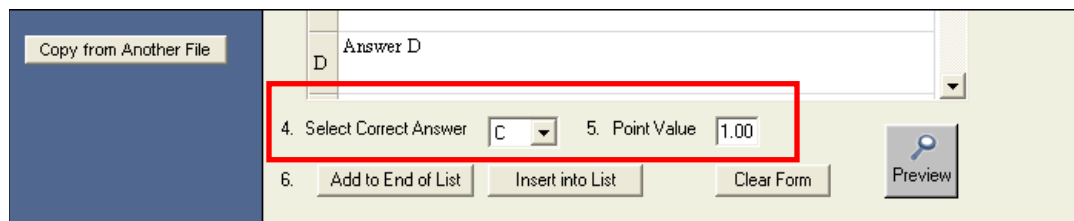
- 1. Title of Question: A text input field.
- 2. Question Wording: A large text area for the question text. A checkbox for 'Randomize answers' is located to the right.
- 3. Answers (PageDown moves to next answer): A table with four rows labeled A, B, C, and D. Each row has a text input field for the answer. A 'General Feedback' button and a 'Feedback' checkbox are located to the right of the table.
- 4. Select Correct Answer: A dropdown menu.
- 5. Point Value: A text input field with the value '1.00'.
- 6. Action buttons: 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'.

At the bottom of the window, there is a status bar showing 'Question List', 'Expanded View', 'Total Items: 4', and 'Points: 5.0'.

Each question screen contains a similar set of fields:

- Title of Question:** Blackboard does not recognize or import the **Title of Question**, so you may leave this field blank.
- Question Wording:** As indicated, this is where the questions are entered.
- Point Value:** Choose the appropriate point value for each question. By default, a point value of 1 is assigned to each question.
- General Feedback:** This field allows you to provide helpful feedback for your students. By clicking this button, you will be able to enter feedback that will be displayed based on whether a student gets the question right or wrong.

Once you have selected the appropriate field settings, type the question in “**Question Wording**” and enter possible answers in the areas indicated. Remember to select the correct answer and enter a point value for the question - the default point value is 1.00.



Copy from Another File

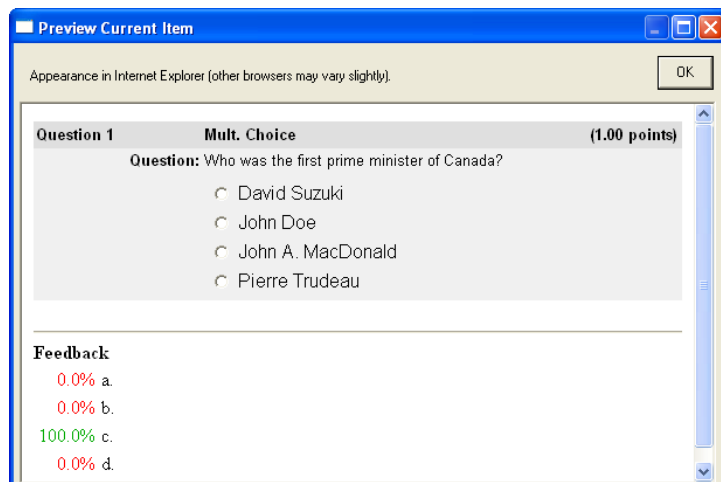
D Answer D

4. Select Correct Answer **C** 5. Point Value **1.00**

6. **Add to End of List** **Insert into List** **Clear Form** **Preview**

If you wish to see how the questions will appear in Blackboard, select the **Preview** button. The preview will show you what students will see when taking the assessment.

Here is a sample Preview of a question:

Preview Current Item

Appearance in Internet Explorer (other browsers may vary slightly). **OK**

Question 1 **Mult. Choice** **(1.00 points)**

Question: Who was the first prime minister of Canada?

☐ David Suzuki

☐ John Doe

☐ John A. MacDonald

☐ Pierre Trudeau

Feedback

0.0% a.

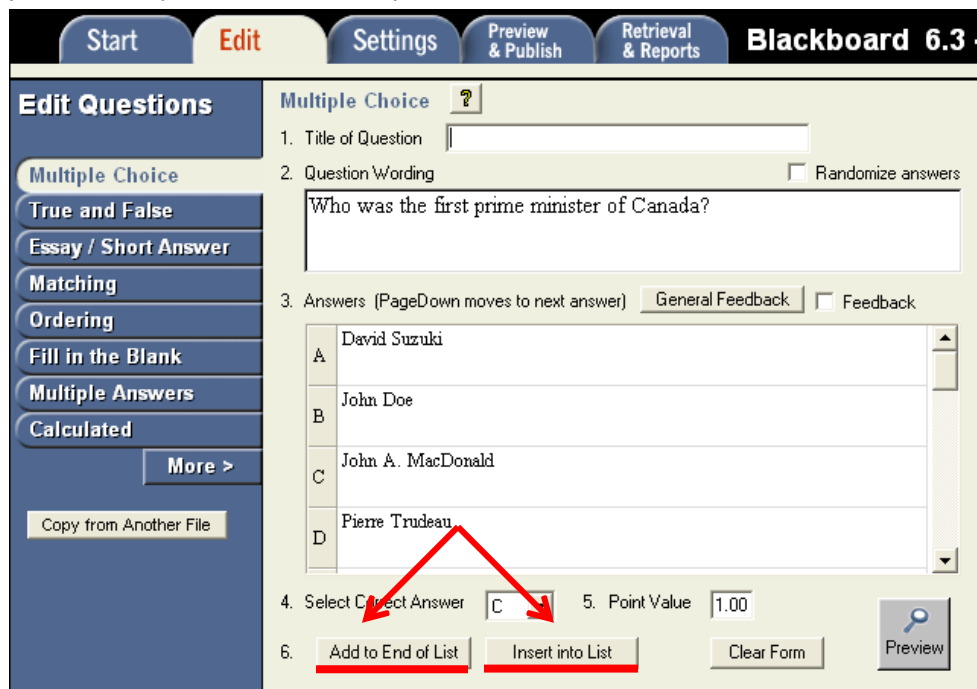
0.0% b.

100.0% c.

0.0% d.

Once you have created a new question, you need to add it to the **Questions List** located at the bottom of the **Edit** tab screen. To do this you have two options: **Add to End of List** and **Insert into List**. Selecting **Add to End of List** puts the question at the end; whereas, **Insert into List** allows you to insert the new question wherever you want in the existing list of questions.

If you choose the "Insert into List" button, a box will open up and prompt you to enter the number of the question that you would like this question inserted before.



Start **Edit** **Settings** **Preview & Publish** **Retrieval & Reports** **Blackboard 6.3 -**

Edit Questions

Multiple Choice **True and False** **Essay / Short Answer** **Matching** **Ordering** **Fill in the Blank** **Multiple Answers** **Calculated** **More >**

Copy from Another File

Multiple Choice ?

1. Title of Question

2. Question Wording ☐ Randomize answers

Who was the first prime minister of Canada?

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

A David Suzuki

B John Doe

C John A. MacDonald

D Pierre Trudeau

4. Select Correct Answer **C** 5. Point Value **1.00**

6. **Add to End of List** **Insert into List** **Clear Form** **Preview**

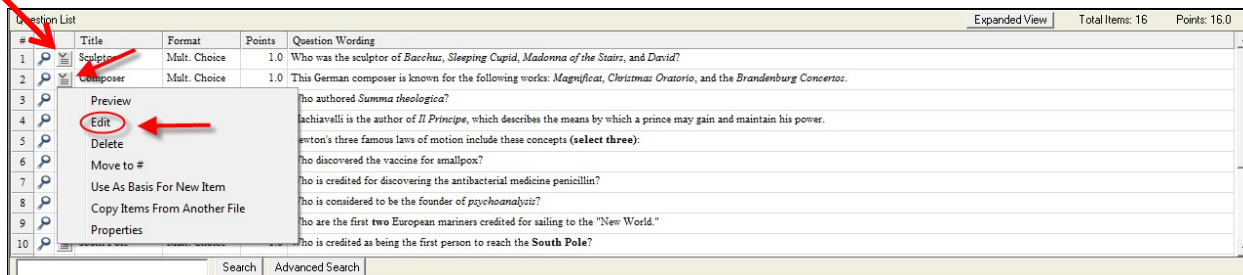
Continue making your assessment by creating other questions and adding them to the questions list. If you are working on an assessment and need to stop before you are ready to publish it to Blackboard, you can save the file and return to it at a later time. To do so click the **File** menu and choose **Save**.

Modifying or Removing Assessment Questions

You can modify or remove questions at any time during the creation of an assessment.

Follow the steps below to modify assessment questions:

1. From the **Edit** tab, click the drop down next to the title of the question you wish to modify in the **Question List** and click **Edit**.

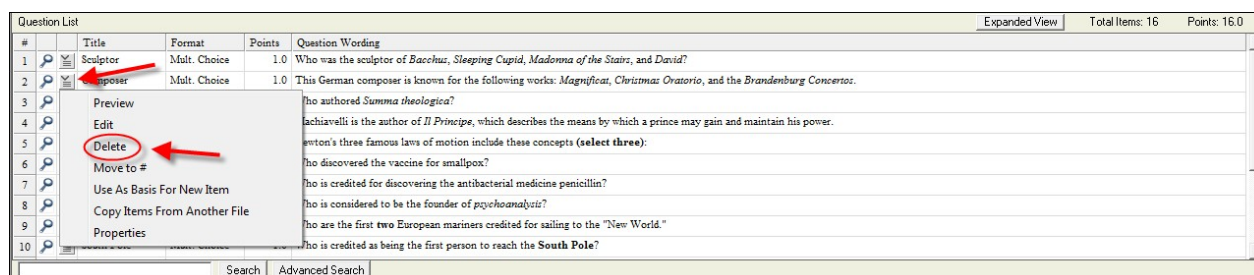


2. The question you have chosen will load into the **Edit** tab.
3. Make any adjustments to the question.
4. Once satisfied with the changes, click the **Save Changes** button.

The screenshot shows the 'Edit Questions' interface for a 'Multiple Choice' question. The question text is 'Which of the people below was the first prime minister of Canada?'. The answers listed are: A Sir Charles Tupper, B Maurice Richard, C Pierre Trudeau, and D John A. McDonald. The 'Select Correct Answer' dropdown is set to 'D'. The 'Point Value' is '1.00'. The 'Save Changes' button is highlighted with a red arrow.

Follow the steps below to remove assessment questions:

1. From the **Edit** tab, click the drop down next to the title of the question you wish to modify in the **Question List** and click **Delete**.



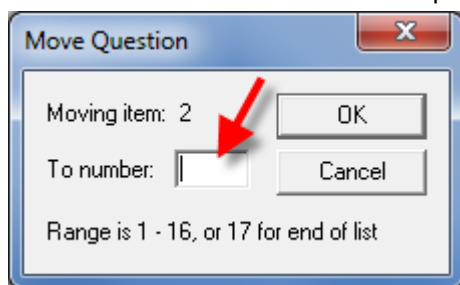
2. Click the **OK** button to confirm the removal of the question.

Changing the Order of Assessment Questions

You can modify the order of the questions at any time during the creation of the assessment, so there's no need to create the questions in the order you want them displayed on the assessment.

Follow the steps below to change the order of questions:

1. From the **Edit** tab, click the drop down next to the title of the question you wish to modify in the **Question List** and click **Move to #**.
2. A **Move Question** window will appear prompting for the position number to move the questions to. Enter this number in the field provided.



3. Click the **OK** button to make the change.

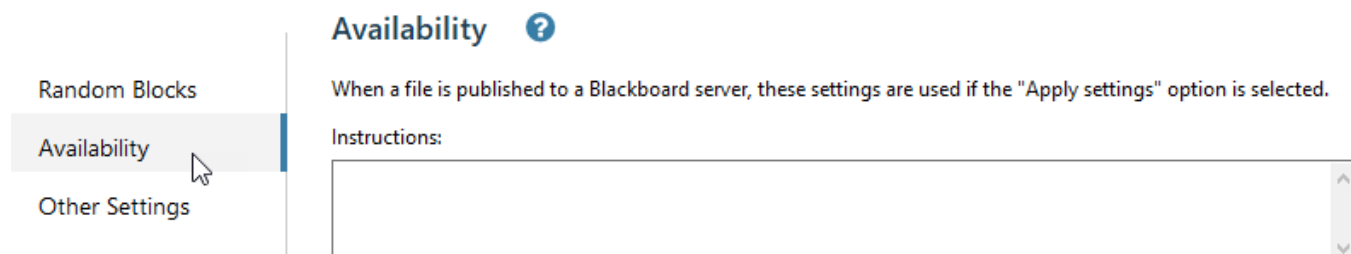
Applying Assessment Settings

Once you have created questions for your assessment, you may apply settings that Blackboard will use when deploying the test to one of your courses.

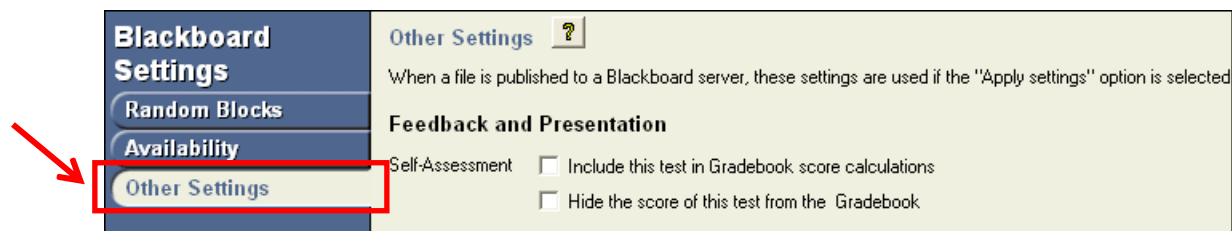
Note: You may skip this section if you would rather apply settings directly within Blackboard (as you would normally do if not using Respondus), or if you plan on uploading your assessment as a pool to Blackboard.



1. Click the **Settings** tab.
2. Click the **Availability** tab



3. Select the desired options for this assessment after reading the descriptions below:
- **Instructions:** Allows you to include special instructions you wish students to read before they begin taking the test.
 - **Open in a new window**
 - **Make exam visible to students:** Allows you, the instructor, to control whether a test is available to students. Tests are usually made “unavailable” when you do not want students to access them yet. You can make a test “available” or “unavailable” at any time. Instructors may make the link available, and then use the **Display After** and **Display Until** fields to limit the time duration that the assessment is available.
 - **Add a new announcement for the exam:** This will appear on the Announcements window in Blackboard
 - **Allow multiple attempts:** This option allows students to take the test multiple times. The status of multiple attempts is displayed to students at the top of the Assessment. The grade for the most recent attempt is recorded and appears in the Grade Center.
 - **Force Completion:** Students must complete the Assessment the first time it is launched if *Force Completion* is selected. Students may not exit the Assessment and continue working on it at a later date. The Save button is available for Students to save the Assessment as they work through it, but they may not exit and re-enter the Assessment. If the Force Completion option is enabled, it is noted and explained to Students at the top of the Assessment. If Force Completion is not enabled, Students may save their progress and complete the Assessment at another time.
 - **Set time limit for Exam:** Select this option to set a time limit for finishing the Assessment. If this option is selected, enter the amount of time to allow for the test in the “Hours” and “Minutes” dropdown boxes shown. The time elapsed is displayed to the student during the Assessment. A one-minute warning is also displayed as students approach the time limit.
 - **Display After/Display Until:** Select the date and time when the assessment will become available or become unavailable to Students. This field is optional; the Instructor can control availability manually through the **Make exam visible to students** option without setting specific dates.
 - **Password protect:** Select this check box to require a password for students to access this Assessment. If this check box is selected, enter a password in the field below. Passwords cannot be longer than 15 characters. Passwords are case-sensitive.
4. Click the **Other Settings** tab to apply Feedback and Presentation options to the assessment.



- **Self-Assessment Options**

- **Include this test in Grade Center score calculations:** Select this option to include this test in the Grade Center calculations. If the test is not included, the score will not be included as part of the students final grade.
- **Hide the score of this test from the Grade Center:** Select this option to hide this test score in the Grade Center. If selected, this item behaves as a survey. The display in the Grade Center will read Complete / Incomplete and N/A or zero appears on the grade details pages. If this item is checked, scores will **never** be recorded in the Grade Center, and the instructor cannot see any responses. Students will see scores when the test is submitted but the results are not stored and cannot be seen by the instructor.

WARNING: Do not check the **Hide the score of this test from the Grade Book** option if you ever want to see the students' scores on the assessment, or want to calculate the scores in the Grade Center. Once this option is selected you will not be able to see the students' scores or results. There is no way to undo this.

- **Feedback Options**

- **Score:** Present the final score to Students.
- **Submitted answers:** Present the Student's answers.
- **Correct Answers:** Present the correct answers to the questions.
- **Feedback:** Present question feedback to the student.

Note: The **Feedback** option requires that you have entered feedback in the appropriate area when creating assessment questions.

- **Question Presentation**

- **All at once:** Presents the entire assessment to the student on one screen.
- **One question at a time:** Displays one question at a time. The screen includes navigation tools to move between questions. The **Submit** button will only appear on the last page of the Assessment.
 - **Prohibit Backtracking:** Prevent students from returning to questions they have already answered. If backtracking is prohibited, the buttons <<, <, or >> do not appear to students during the test. These buttons will appear if backtracking is allowed when assessment is displayed one questions at a time.
- **Randomize Questions:** Displays questions in a random order each time the Assessment is taken.
- **Answer Numbering:** Allows you to choose (e.g. roman numerals, lowercase letters) for each of the choices answers for Multiple Choice, Multiple Answer, Ordering, Opinion Scale, and matching questions.

Preview and Publish an Assessment

Once you have created an assessment in Respondus, you may either then preview it, publish it to Blackboard, or print it. Let's start by seeing how to preview an assessment.

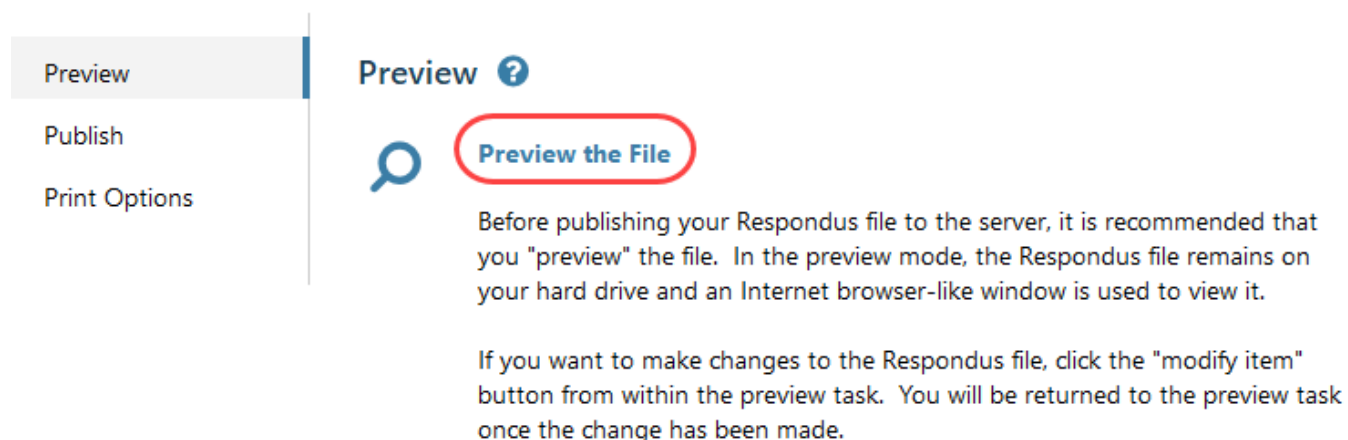
Previewing an Assessment

Before publishing or printing an assessment, it is highly recommended that you preview the assessment. The preview should give you a very good indication of how the questions will appear when added to an assessment.

To begin, click on the **Preview & Publish** tab as shown below:



Next, click on **Preview the File**.



A list of the questions will appear in a browser window. Use the **Previous** and **Next** buttons to navigate through the questions; optionally, the **Go To** button can be used to take you directly to a specific question.

If you wish to modify a question, select it, and click the **Modify Item** button. The question, answers, correct answer, and feedback are also visible during this preview. If you do decide to modify a question, remember to click **Save Changes** to make the changes take effect.

The screenshot shows a 'Preview' window for a Blackboard question. At the top, a message states: 'Appearance in Internet Explorer (other browsers may vary slightly). Changes made in Edit will not appear until you Save the document.' Navigation buttons include 'Go To <.....', 'Prev. <<', 'Next >>', '1 of 16', 'Modify Item', and 'Close'. The question is titled 'Question 1' and is a 'Mult. Choice' type, worth '1.00 points'. The question text is 'Who was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*?'. The answer options are: ☐ Donatello, ☐ Leonardo da Vinci, ☐ Giotto, and ☐ Michaelangelo. Below the question, the 'Correct Feedback' and 'Incorrect Feedback' both state: 'Michaelangelo was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*'. The 'Feedback' section shows '0.0% a.'.

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 16 Modify Item Close

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

Who was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*?

☐ Donatello
☐ Leonardo da Vinci
☐ Giotto
☐ Michaelangelo

Correct Feedback
Michaelangelo was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*

Incorrect Feedback
Michaelangelo was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*

Feedback
0.0% a.

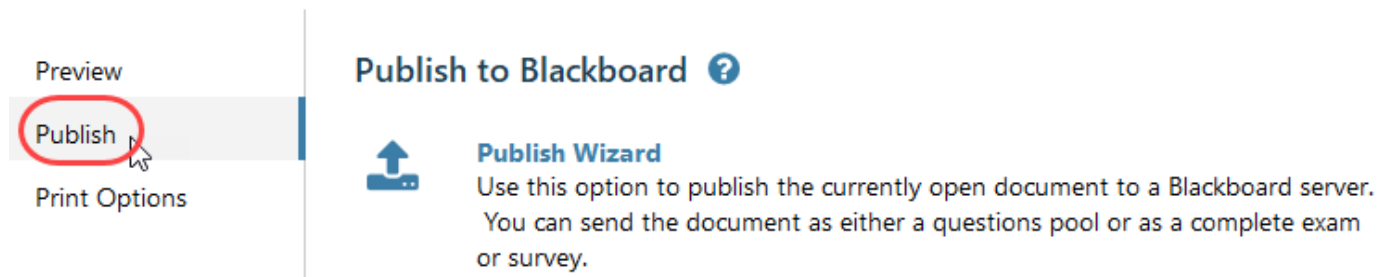
Publishing an Assessment to Blackboard

Once you have completed and previewed your assessment, you can then publish it to one or more of your Blackboard courses. Before continuing, ensure you are able to access the Blackboard course to which you wish to publish the assessment.

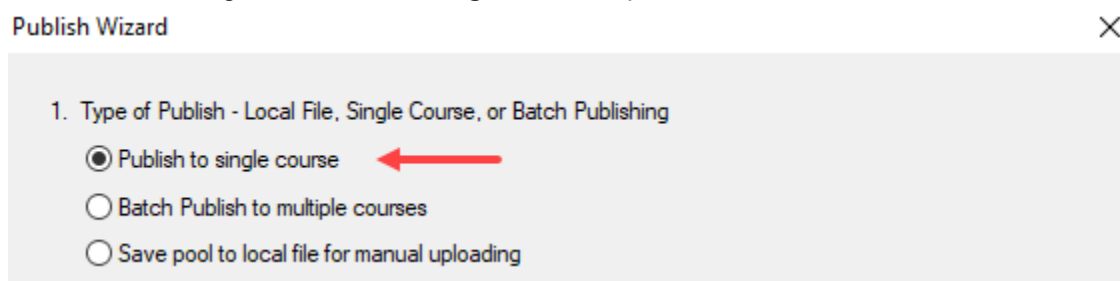
Note: You will only be able to publish assessments in Blackboard courses that you are officially teaching.

Follow the directions below to publish a test to Blackboard:

1. Under **Preview & Publish**, click on the **Publish** link on the left.

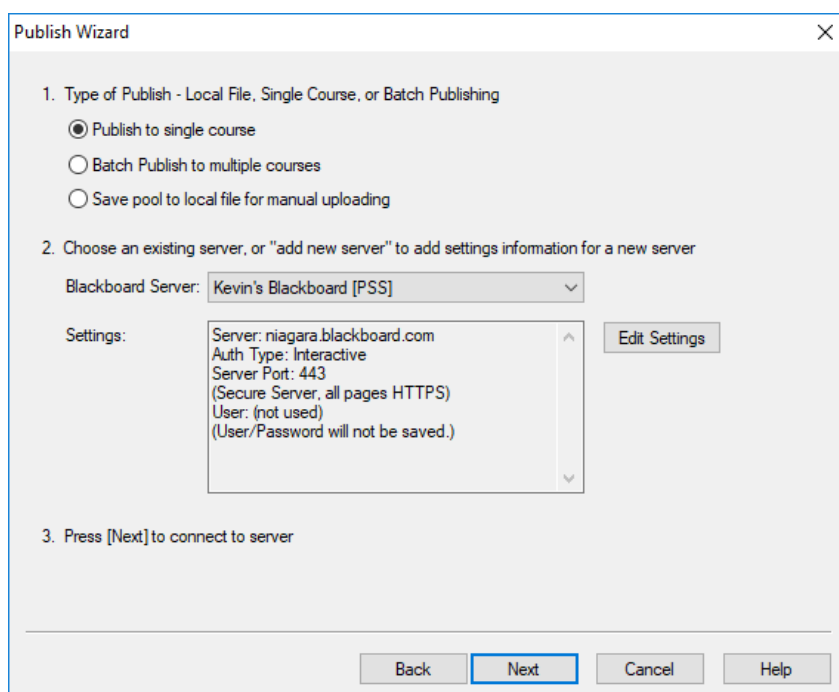


2. On the **Publish Wizard** link, you have the option of publishing the assessment to a single course, multiple courses, or you may save the assessment as a question pool to a local file on your computer for manual uploading to Blackboard at a later time. For the purposes of this tutorial, let's assume you wish to publish the assessment to a Blackboard course. Begin by selecting the **Publish to Single Course** option.



3. From the **Blackboard Server** drop-down list shown below, select the appropriate server.

Note: If this is your first time publishing an assessment, no server will appear in the list and you will need to add a new server (the Niagara College Blackboard server). To do so, follow the instructions in **Appendix A: Creating a Blackboard Server Connection in Respondus** at the end of this tutorial. Once completed, return to the step shown below.

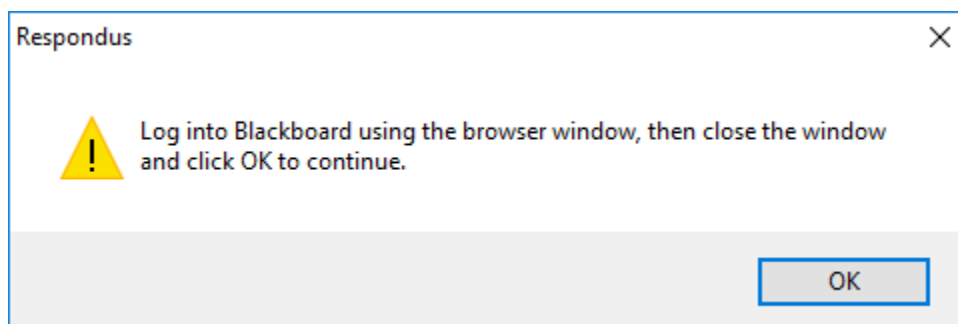


The Publish Wizard dialog box is shown with the following steps and options:

1. Type of Publish - Local File, Single Course, or Batch Publishing
 - ☒ Publish to single course
 - ☐ Batch Publish to multiple courses
 - ☐ Save pool to local file for manual uploading
2. Choose an existing server, or "add new server" to add settings information for a new server
 - Blackboard Server: Kevin's Blackboard [PSS]
 - Settings:
 - Server: niagara.blackboard.com
 - Auth Type: Interactive
 - Server Port: 443
 - (Secure Server, all pages HTTPS)
 - User: (not used)
 - (User/Password will not be saved.)
 - Edit Settings
3. Press [Next] to connect to server

Buttons at the bottom: Back, Next, Cancel, Help.

4. Click the **Next** button to connect to the server.



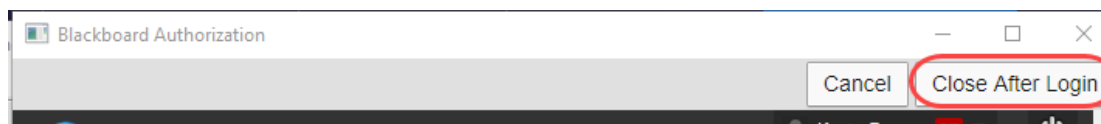
The Respondus dialog box displays a yellow warning icon and the following text:

Log into Blackboard using the browser window, then close the window and click OK to continue.

Buttons: OK

Click **OK** and Log in using your email address and password. Click Yes to Stay signed in on the last pop up.

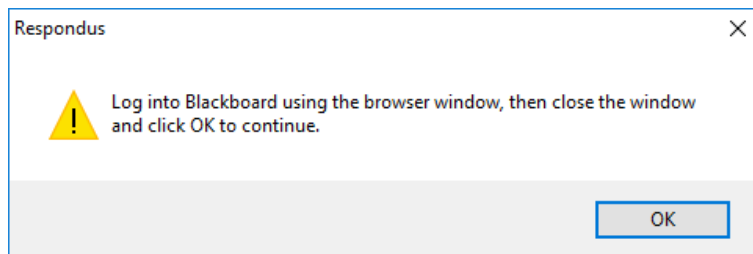
Click on the **Close After Login** button



The Blackboard Authorization dialog box shows the following buttons:

Buttons: Cancel, Close After Login

Click OK on the Respondus window you are returned to.

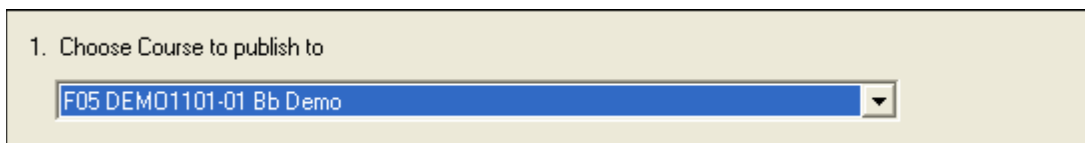


The Respondus dialog box displays a yellow warning icon and the following text:

Log into Blackboard using the browser window, then close the window and click OK to continue.

Buttons: OK

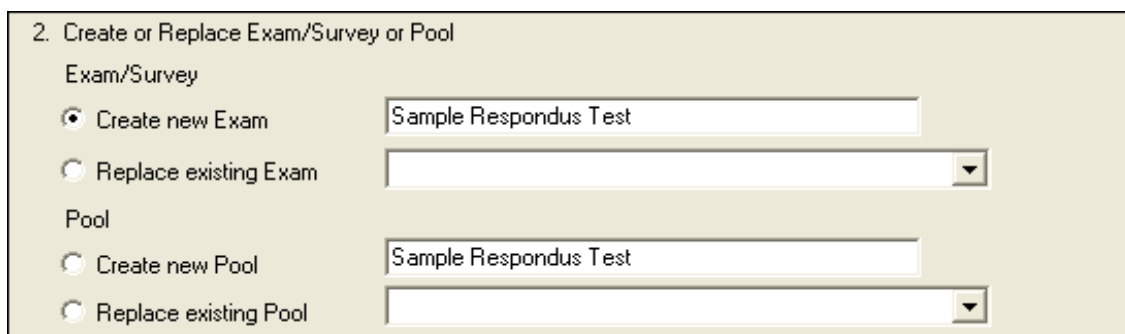
- From the **Choose Course to publish to** drop-down menu, select the Blackboard course to which you wish to publish the assessment.



1. Choose Course to publish to

F05 DEM01101-01 Bb Demo

- Select the **Create new Exam** option shown below since we will be adding a new test to a Blackboard course this time. If, at a later time you wish to replace an existing test, select **Replace existing Exam** instead. You also have the option of creating a new question pool or replace an existing one.



2. Create or Replace Exam/Survey or Pool

Exam/Survey

☒ Create new Exam Sample Respondus Test

☐ Replace existing Exam

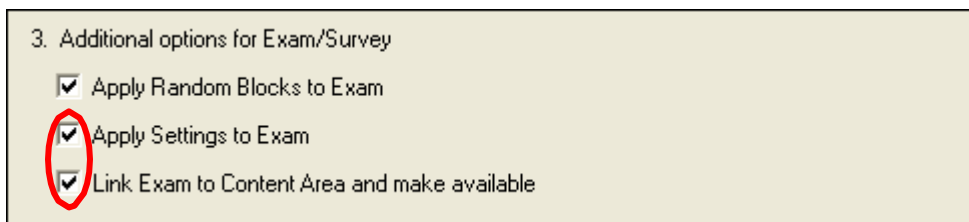
Pool

☐ Create new Pool Sample Respondus Test

☐ Replace existing Pool

- If you selected **Random Blocks** in the exam, select this option to upload to Blackboard.
- If you added settings to the exam (see the earlier section entitled **Applying Assessment Settings** and would like them assigned to the assessment you are uploading to Blackboard, select this option. You also have the option of linking the exam to a content area. By default these options are selected.

Important: If you have not specified any setting for the assessment and leave the **Link Exam to Content Area and make available** options selected, the assessment will be deployed in the content area of your choosing but will need to have its settings applied manually from within your Blackboard course before it is made available to your students.



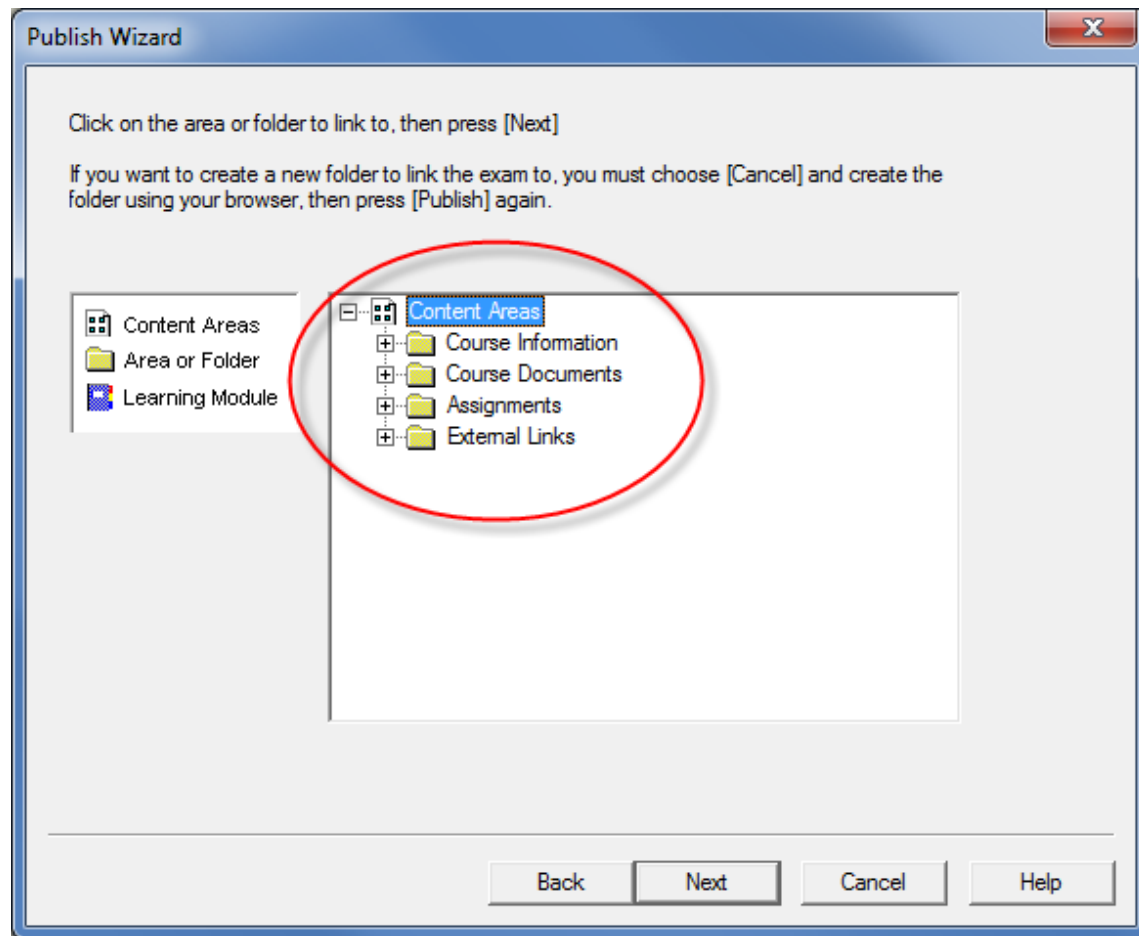
3. Additional options for Exam/Survey

☒ Apply Random Blocks to Exam

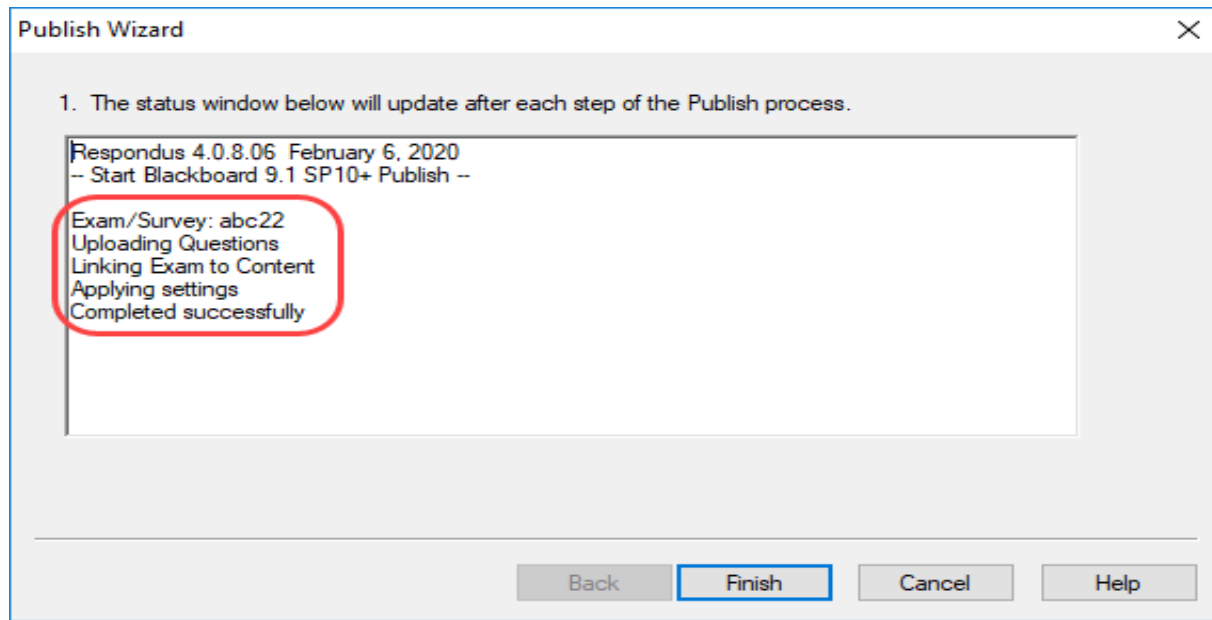
☒ Apply Settings to Exam

☒ Link Exam to Content Area and make available

- Click the **Next** button.
- If you selected the **Link Exam to Content Area and make available** option, you will now be prompted to select the area to deploy the assessment in your Blackboard course.



11. Click the **Next** button.
12. You will see items listed as the file is being published. There are a few factors that will affect the amount of time it takes to publish your file:
 - Internet connection speed
 - Blackboard server
 - Size of exam
 - Quantity and size of media files in exam
13. When the upload is complete, you will receive the notice, **Completed Successfully** at the bottom of the list.



1. Click the **Finish** button.

IMPORTANT: Do **NOT** click Finish until you receive the notice **Completed Successfully**.

Recommendation: Open Blackboard and make sure your assessment has been uploaded to your course. The assessment will be located in the **Test Manager** or in the content area you selected when you published it. Also, review the test **settings** to ensure that they are correct.

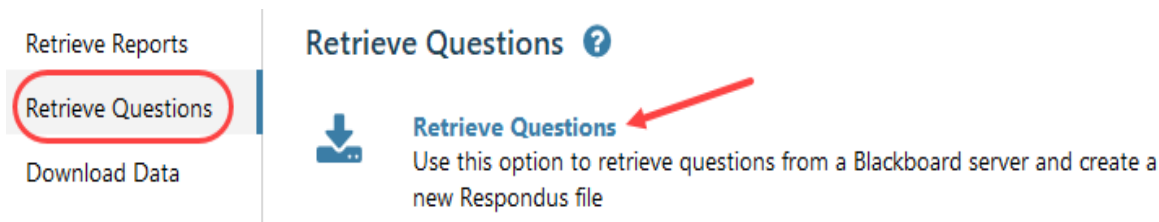
Retrieving an Assessment or Question Pool from Blackboard

Respondus allows the retrieval of tests, surveys, and question pools from a Blackboard course.

1. To begin, click on the **Retrieval and Reports** tab as shown below:



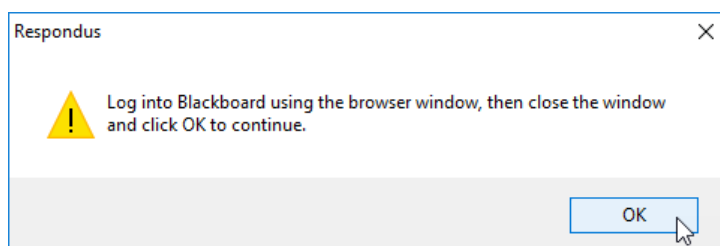
2. Click the **Retrieve Questions** tab and the **Retrieve Questions** link.



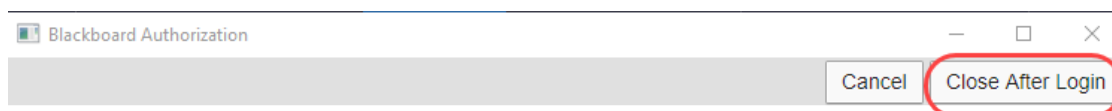
3. The first couple of steps to retrieving an exam or pool are identical to those used for publishing one to Blackboard. From the **Choose Server** drop-down list, select the appropriate server and click **Next**.

Note: If this is your first time using Respondus, no server will appear in the list and you will need to add a new server (the Niagara College Blackboard server). To do so, follow the instructions in **Appendix A: Creating a Blackboard Server Connection in Respondus** at the end of this tutorial. Once completed, return to the step shown below.

4. Select the Blackboard course from the **Choose Course** drop-down that you want to download a test, survey or pool from.



5. Click **OK**, sign into Blackboard using your email address and password. You will be sent an authorization to your phone (app or text or phone call).
6. Click the Close After Login button in the upper left corner of the Blackboard Authorization window.



- 7.
8. Click on **OK** in the Respondus pop up.
9. Select the appropriate radio button for retrieving an exam, survey or pool.
11. Next, select the specific test, survey or pool you want to retrieve from the pull-down list.

The screenshot shows the 'Retrieve Questions Wizard' dialog box with the following steps:

1. Choose Course to Retrieve from: A dropdown menu showing 'KDOVER Personal Development Course 0001'.
2. Select an Exam or Pool: Three radio buttons are present: 'Exam' (selected), 'Survey', and 'Pool'. A list box next to 'Exam' contains the following items: 'World History111', 'abc', 'abc22', 'Respondus Introduction', and 'World History111'. A mouse cursor is pointing at the 'World History111' item at the bottom of the list.
3. Enter a name for the new file: An empty text input field.
4. Press [Next] to retrieve from server

At the bottom of the dialog are four buttons: 'Back', 'Next' (highlighted with a blue border), 'Cancel', and 'Help'.

12. Finally, enter a name for the new Respondus file you are creating.

This screenshot shows step 3 of the wizard. The text input field now contains the text 'History Questions' with a text cursor at the end. Step 4, 'Press [Next] to retrieve from server', is visible below the input field.

13. Once all selections have been made, click the **Next** button. The retrieval process may take several minutes, depending on several factors: the speed of your connection, the load on the server, and so forth. You will know that the retrieval is successful by the statement. A Respondus pop-up window will open showing File Saved and info on the exam/quiz.

14. Click **OK** and the window will show **–Completed successfully –**

15. Click **Finish**

This screenshot shows the final state of the 'Retrieve Questions Wizard'. The main window displays the following information:

- Respondus 4.0.9.06 February 6, 2020
- Start Blackboard 9.x Retrieve --
- Exam: World History111
- Document: History Questions
- * Checking for Random Blocks
- * Downloading Exam
- * Converting questions
- Question 5
- Question 10
- Question 15
- * 2 Fill-in-the-Blank question(s) had answers that were not retrieved from something else.

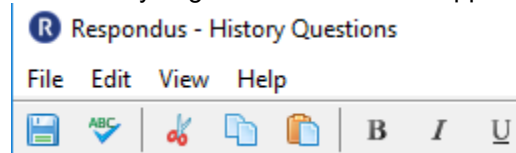
A small 'Respondus' pop-up window is overlaid on the main window, showing a yellow warning icon and the text 'File Saved.' with an 'OK' button.

At the bottom of the main window are four buttons: 'Back', 'Finish' (highlighted with a blue border), 'Cancel', and 'Help'.

16. To begin editing the file you just downloaded, click the **Edit** tab. left corner of the window.

Note: If you created and uploaded math symbols or equations to Blackboard using Respondus, when these symbols are retrieved from Blackboard they will be treated from that point forward as images, not equations. This means that if you want to use Respondus to modify an equation that was retrieved from Blackboard, you will first need to delete the equation graphic using the “Insert Picture or File” option (see above discussion) and then use the Equation Editor to create the new equation. Hence, it is usually better to start with your original Respondus file since it permits you to edit the equation directly. Also, if you are providing a colleague an exam that contains equations, it is best to send that file in the original Respondus format so the person can edit the equations more easily.

The name you gave the file is in the upper left corner of the Respondus window.



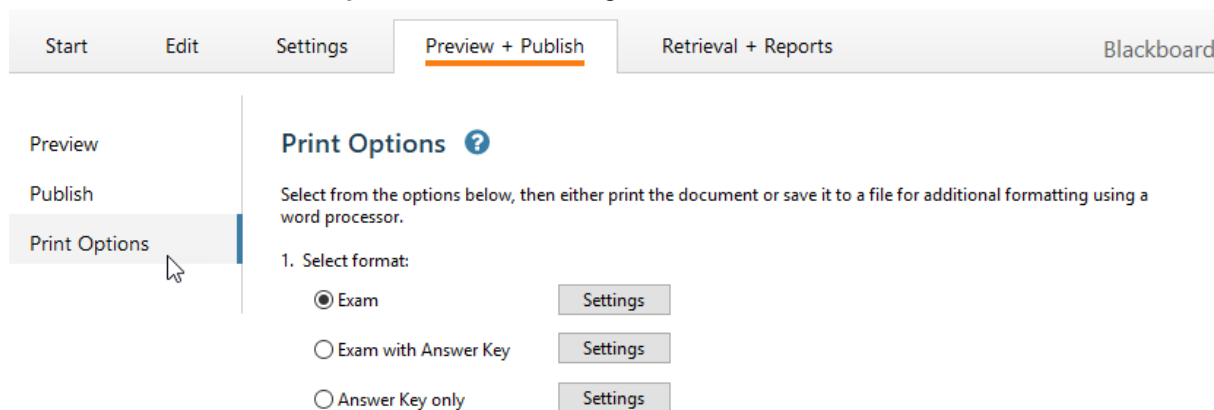
Remember to save your test again after you edit it.

Printing an Assessment

You can print your assessment directly from Respondus or save it as a Microsoft Word document for further formatting and printing options.

To create printable versions of your assessment, follow the directions below:

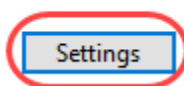
1. From the Respondus window, click the **Publish & Preview** tab.
2. Select the **Print Options** menu on the right side of the screen.



3. Select the format for the printed assessment. To change the settings for the selected format, click on the **Settings** button beside the format you would like to use. Select the **Question Contents** and **Formatting** you would like to use for the assessment and click the **OK** button.

1. Select format:

☒ Exam



4. You then have the option of adding a header to your assessment.
 - a. Click the **Edit Headers** button.
 - b. Complete the fields as you like. See figure below for an example.

Top of Page Contents (Headers) X

Type in the text that you wish to appear at the top of the first page and on subsequent pages. Blank lines will not be printed.

B *I* U ☐ Border around headers

OK Cancel

Left Margin - first page - Right Margin (right-justified)

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- subsequent pages -

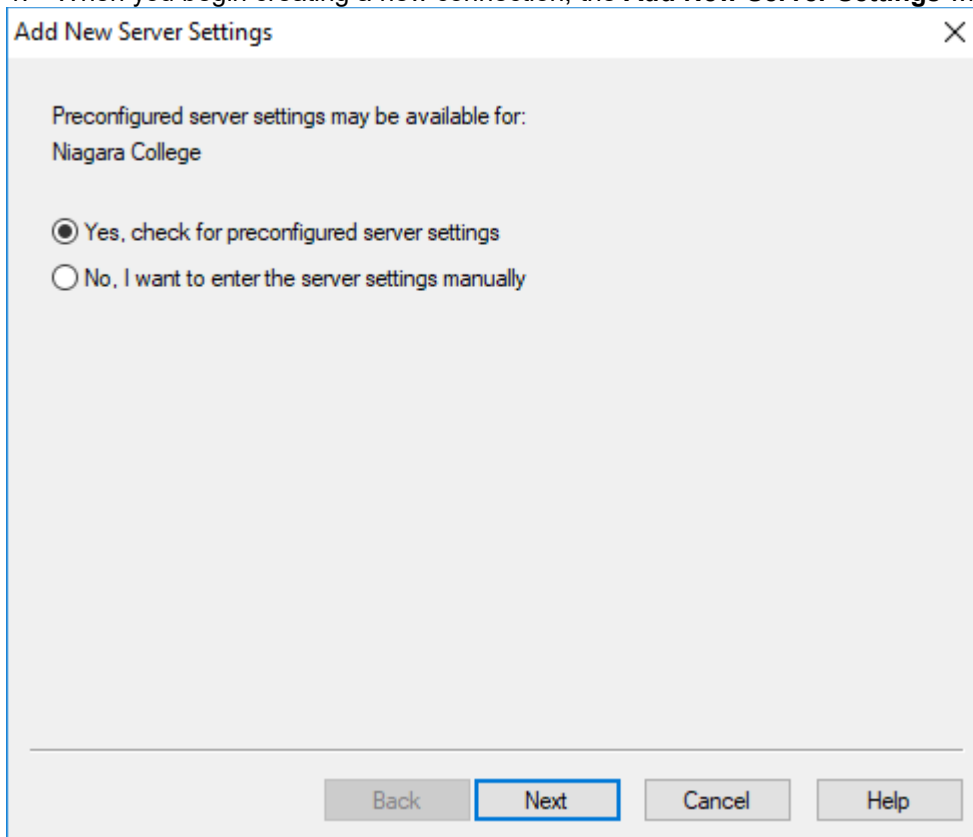
Niagara College Course Demo 1100 01

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- c. Click the **OK** button.
5. The next set of options allows you to select up to 5 variations of the assessment. You may also randomize all questions or randomize according to questions types. If you don't want any variations, keep **Do Not Randomize** in the field.
 6. You may also specify a range of questions to be included in the assessment. If both fields are left blank, all questions will be included.
 7. The three buttons at the bottom of the screen allow you to **Print Preview**, **Save to File** and **Send to Printer**. You should print preview to identify any mistakes before printing or saving.

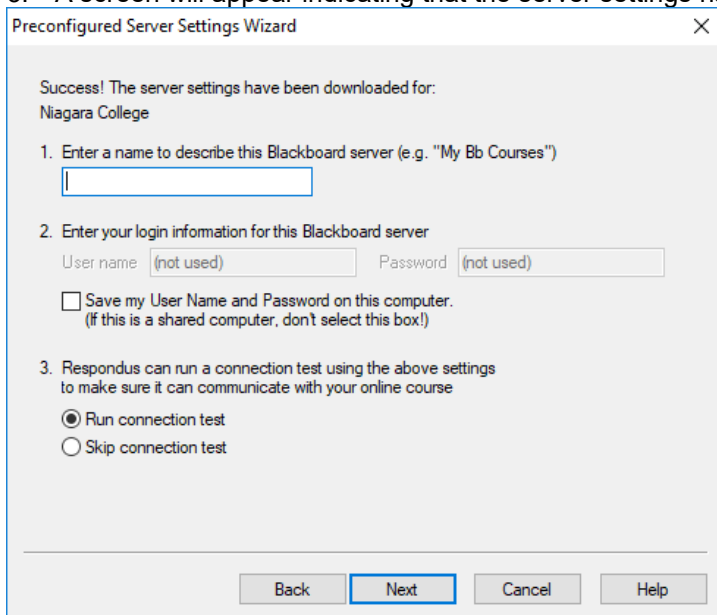
Appendix A: Creating a Blackboard Server Connection in Respondus

1. When you begin creating a new connection, the **Add New Server Settings** window will appear.



The dialog box is titled "Add New Server Settings" and has a close button (X) in the top right corner. It contains the text "Preconfigured server settings may be available for: Niagara College". Below this, there are two radio button options: "Yes, check for preconfigured server settings" (which is selected) and "No, I want to enter the server settings manually". At the bottom, there are four buttons: "Back", "Next" (highlighted with a blue border), "Cancel", and "Help".

2. Make sure that the option, **Yes, check for preconfigured server settings** is selected and click the **Next** button.
3. A screen will appear indicating that the server settings have been downloaded.

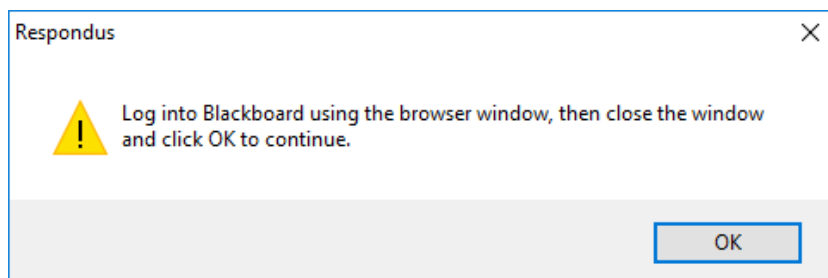


The dialog box is titled "Preconfigured Server Settings Wizard" and has a close button (X) in the top right corner. It displays a success message: "Success! The server settings have been downloaded for: Niagara College". Below this, there are three numbered steps:
1. "Enter a name to describe this Blackboard server (e.g. 'My Bb Courses')" with an empty text box.
2. "Enter your login information for this Blackboard server" with two text boxes: "User name (not used)" and "Password (not used)". Below these is a checkbox labeled "Save my User Name and Password on this computer. (If this is a shared computer, don't select this box!)" which is currently unchecked.
3. "Respondus can run a connection test using the above settings to make sure it can communicate with your online course" with two radio button options: "Run connection test" (selected) and "Skip connection test".
At the bottom, there are four buttons: "Back", "Next" (highlighted with a blue border), "Cancel", and "Help".

4. In the **Enter a name** box, enter any name you wish.

Note: We recommend that you do NOT choose the **Save my User Name and Password on this computer** option.

5. Leave the option **Run connection test** selected and click the **Next** button.
6. Click the **Next** button. A new pop up will appear.



7. Click the **OK** button.
8. A Blackboard Authorization window will open with a Sign in window. Put in your username with @niagaracollege.ca. (Niagara College Email) Click **Next**. Enter your **password**. Click **Yes** on the next pop up.



kdover@niagaracollege.ca

Stay signed in?

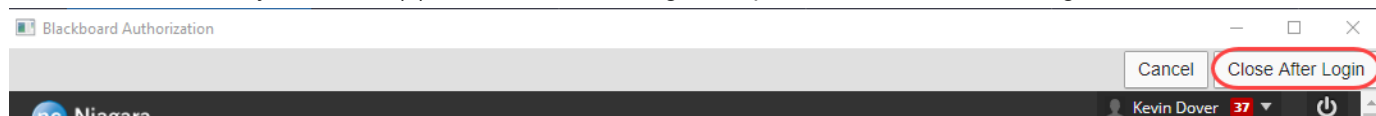
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No

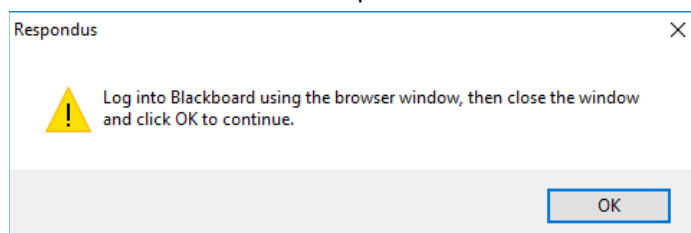
Yes

You should now see your course(s) in Blackboard. Along the top there is a Close After Login button.

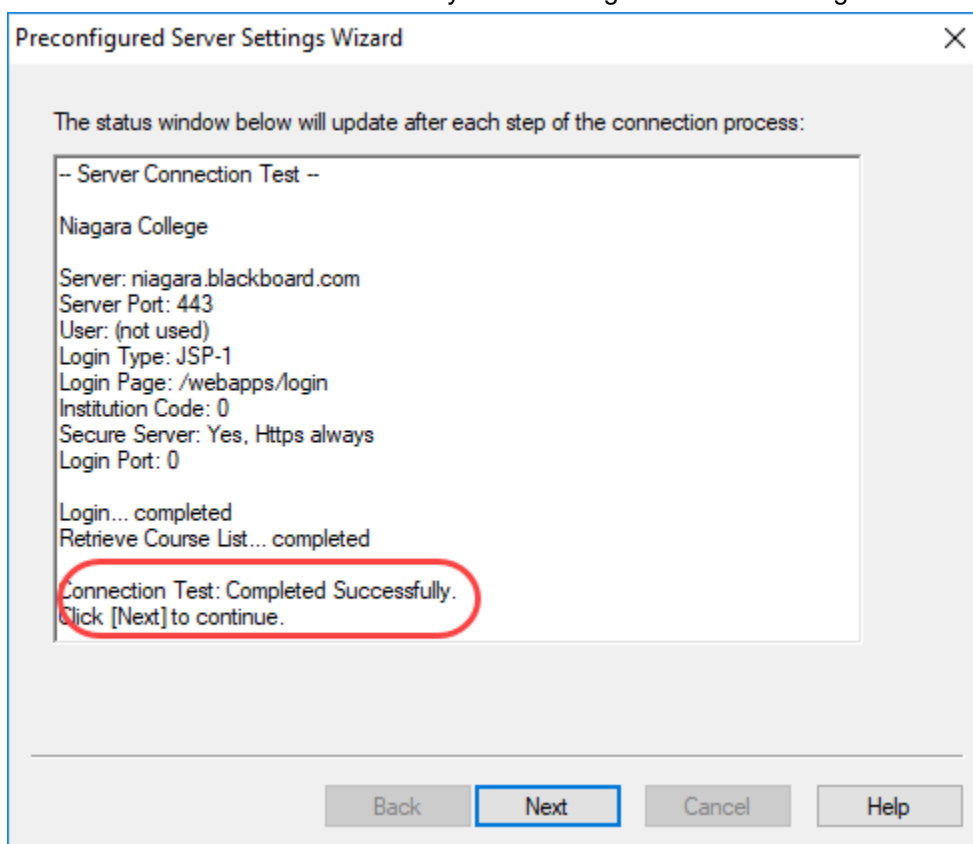


Click on Close After Login. The Blackboard window will close.

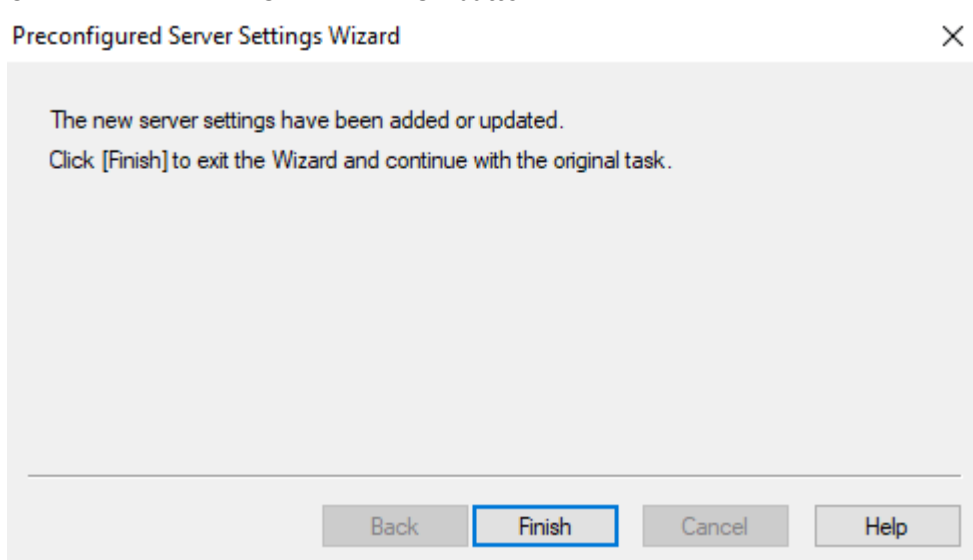
9. Click OK in the small Respondus window.



Click Next on the window that shows your Preconfigured Server Settings Wizard



On the New window: Click the **Finish** button.



10. You are returned to the Publish window where you can now publish your test to your course.

