

# ITRC Guide

## Using Respondus 3.0

Respondus 3.0 functions as a companion to WebCT. Respondus can be used to build quizzes, create surveys, or expand question databases. Respondus will upload the questions and the quiz or survey to WebCT. Respondus also has the ability to retrieve questions from WebCT and use questions from a text file (such as a quiz created in Microsoft Word). Respondus follows a five-step procedure. The five sections are:



- Start
- Edit
- Settings
- Preview & Publish
- Retrieval & Reports

### Start

The Start menu contains five options: Open Create, Exam Wizard, Import Questions, and Archive Wizard.

#### A. Open

Allows the user to open an existing Respondus file. To Open a Respondus file:

1. Click on the **Open** button.
2. Select the file to be viewed
3. Click **Open**.

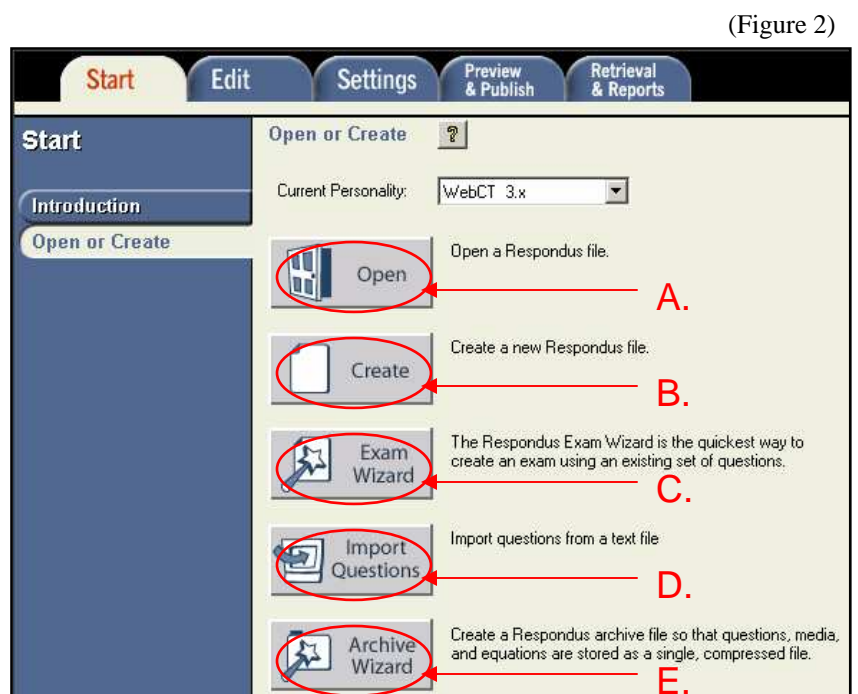
#### B. Create

Create is the best option for starting from scratch. To create a new quiz or survey:

1. Click on the **Create** button
2. Name the file.
3. Give a brief description of what the file will contain.
4. Select the type of file to be created (a Quiz or a Survey)
5. Click the **Ok** button.

#### C. Exam Wizard

The Exam Wizard allows the user to go through their question database and create an exam based on any combination of questions chosen. Because this document is an overview of the software, intended for beginning users, this feature is not described in detail here. To learn more about the Exam Wizard use the Respondus Help Menu.



## D. Import Questions

It is possible to import questions from a text file (such as a quiz created in Microsoft Word) to a Respondus file.

*Note: if a quiz is created in Word or Word Perfect, it must be saved in text file format in order to work as an Import file.*

To import questions from a text file (once the file has been properly prepared):

1. Click on the **Import Questions** button.
2. Choose the type and name of the file to be imported.
3. Choose whether the question will be imported to an existing document or if a new document is needed. If a new file is to be created specify whether it is a Quiz or a Survey.
4. Choose whether or not to create a title for the imported questions using a “stem” and a number. Check the box to do this and enter the stem to be used. For example, if you enter the text “Chapter1-,” the title for the first question imported will be “Chapter1-001,” the title for the second will be “Chapter1-002,” and so on. If this option is not selected, Respondus will automatically create a title for each question using the first 20 characters of the question itself.
5. Click **Preview**. The questions will appear in the *Preview Results* field at the bottom of the dialog box.
6. Then click **Finish**.

## E. Archive Wizard

Archive Wizard creates a compressed file of all questions, media, and equations. This file can then be downloaded and saved. Because this document is an overview of the software, intended for beginning users, this feature is not described in detail here. To learn more about the Exam Wizard use the Respondus Help Menu.

## Edit

After Start, the next section is Edit. This function allows the user to add new questions, manipulate existing questions, and search for questions in a database. The Edit screen is split into sections according to the type of question that is being added. There are seven sections: Multiple Choice, True and False, Paragraph, Matching, Short Answer, Multiple Response, and Calculated.

### Adding a Multiple Choice question

Since Multiple-choice questions are the most common type of question, Respondus defaults to the Multiple Choice screen.

The screenshot shows the 'Edit Questions' interface in Respondus. The 'Multiple Choice' tab is selected. The interface includes a sidebar with question types: Multiple Choice, True and False, Paragraph, Matching, Short Answer, and Multiple Response. The main area contains the following fields and controls:

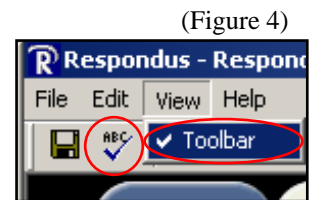
- 1.** Title of Question: WebCT - 001
- 2.** Question Wording: How would you find your username and password for WebCT?
- 3.** Answers: (PageDown moves to next answer) [ ] Randomize (3/8)
  - A The "Trial and Error" approach
  - B Call the Computer Help Desk
  - C Call the Dean
  - D Search for it in the ISU database
- 4.** Select Correct Answer: B
- 5.** Point Value: 1.00
- 6.** Add to End of List, Insert into List, Clear Form, Preview

1. Enter the Short Name for the Question.
2. Then enter the Question Wording.
3. Type in the answer options.
4. Select the correct answer.
5. Give the Question a point value.
6. Click **Add to End of List** or **Insert Into List**.

Each section of the question screen has numbered steps that guide the user through the process of creating a question. Also, the user has several other options including *Spell Check*, *Preview*, and *Search*.

## Spell Check

To Spell Check the file, click the **Spell Check File** button that is located on the toolbar near the top of the screen. If the toolbar is not visible, open it by selecting **Toolbar** from the **View** menu at the top.



## Preview

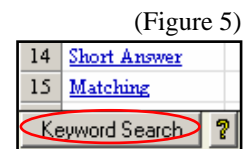
To Preview a question:

1. First select the question to be previewed by clicking on the blue-linked title in the question list.
2. Then click the **Preview** button that will appear in the lower right side of the box that comes up.
3. When finished, click the **OK** button to close the preview window.

## Keyword Search

Click the **Keyword Search** button, on the bottom left of the screen, in order to search for a question. A dialog box will appear.

1. Enter the word to be searched for.
2. Then select the type of search to be made.
3. Finally, click the **OK** button.
4. An abridged question list will open in a new window showing only those questions that were matched with your search options.



## Settings

Following the Start and Edit sections is a section called **Settings**. This section is broken in to four parts: **Question Sets**, **Basic & Availability**, **Security & Submissions**, and **Results**.

### Question Sets

Question Sets can be used to groups from a pool of questions. For example, if a quiz is to contain 10 questions, a set of 10 or more questions can be created and then set to display only 10 questions from the set. The questions can then be randomized when the quiz or survey is uploaded into WebCT. To create a Question Set:

1. Click on the **Question Sets** tab.
2. Then Click on the **Question Sets** button.
3. A dialog box will pop up. Fill out each of the fields.
4. Click **OK**.

## Basic and Availability

Basic and Availability Settings are like those used in WebCT. On this screen, the instructor has the ability to manipulate the presentation of questions and the quiz as a whole, such as when the quiz is released and how long it is released. The default settings may be changed by clicking **Use as New Defaults**. To turn this feature off click **Restore Default Settings**.

(Figure 6)

The screenshot shows the 'WebCT Settings' interface. On the left is a navigation menu with 'Basic & Availability' selected. The main content area is titled 'Basic & Availability' and contains the following sections:

- Basic Settings**
  - Question Titles:  Show question titles (short names) when students view the quiz.
  - Question delivery:  Deliver all the questions at once.  Deliver questions one at a time, where questions can be revisited.  One at a time, where students cannot revisit answered or skipped items.
  - Quiz Duration: [ ] unlimited [v]  Disallow submission if time has expired.
  - Attempts Allowed: [ 1 ] Separation, a minimum of [ ] [ ]
- Availability**
  - MM/DD/YYYY HH:MM WebCT servers use "UTC" date & time
  - Available After: [ ] [ ] (No limits if you leave all boxes blank)
  - Available Until: [ ] [ ]
  - Allow access as soon as the quiz is published.
- Selective Release**
  - Settings for Selective Release must be changed on the WebCT server using your browser.

*Note: Select only the settings that are necessary. Not all the boxes need to be filled for the settings to work.*

## Security and Submissions

The Security and Submissions screen allows the instructor to increase a quiz's level of security. A Proctor password can be set so students must have the password in order to take the quiz. The IP mask setting gives the instructor the option to have a quiz accessed only from a specific location. The Submissions message will appear after the student has submitted the quiz. In addition, the instructor has the option to receive an e-mail containing each student's submission.

(Figure 7)

The screenshot shows the 'WebCT Settings' interface with the 'Security & Submissions' tab selected. At the top, there are navigation buttons: Start, Edit, Settings (highlighted), Preview & Publish, and Retrieval & Reports. The main content area is titled 'Security & Submissions' and contains the following sections:

- Security**
  - Leave the Password and IP address boxes blank to disable those features.
  - Proctor password: Students must enter the password [ ] to gain access.
  - IP address mask: Only allow machines that match [ ] . [ ] . [ ] . [ ]
- Submissions**
  - Message: Display this message to the student after completing the quiz or survey: [ ]
  - Email: Send a copy of each student's submission via e-mail to: [ ]

## Results

The Results screen controls how quiz results are released to the students in WebCT. This screen allows the instructor to choose which score will be used in the gradebook (if multiple attempts are allowed), control the release of the students' scores, make the scores available in the students' MyGrades area, and decide how those scores will display for the students.

(Figure 8)

**Results** ?

**Student score:** If multiple attempts are allowed, use this score:

**Score release:**

- Release the score once the quiz has been submitted.
- Release once submitted AND all the questions have been graded.
- Release the score once the availability period has ended \*
- Release once availability ended AND all questions graded \*
- Do not release the score.

**Release column:**

- Release Quiz column so students can see their grade in MyGrades \*

**Results displayed to Student:**

- a) Show the question text for each question.
- b) Show the student's response for each question. (requires: a)
  - c) Show evaluation of student's response only. (a,b; not d)
  - d) Show the full evaluation of each question. (a,b; not c)
  - e) Show the correct answer for each question. (a,b)
- f) Show the feedback for each question.
- g) Show the student's score for each question.
- h) Show all the grader comments for the quiz.
- i) Show the student's total score for the quiz.

\* this setting can only be used for WebCT 3.8 and higher.

*Note: Also, on this screen the user is able to revert back to or set the Default Settings. This means that preferred settings will be retained and will appear each time the screen is opened.*

## Preview and Publish

The Preview and Publish section contains four areas: Preview, Publish to WebCT, Add WebCT Self-Test, and Print Options. The most commonly used of these four are Preview and Publish.

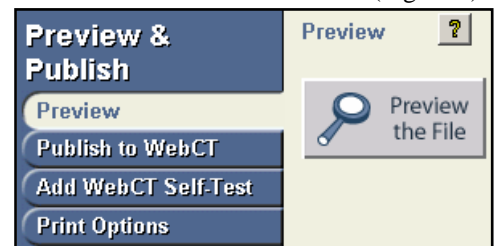
### Preview

To Preview an existing Quiz, **Click** on the **Preview** tab. Then click the **Preview the File** button.

### Publish to WebCT

After the file has been previewed the next common action is to publish the entire file and its settings to WebCT. To begin this process, click on the **Publish to WebCT** tab and click the **Publish Wizard** button. Then:

(Figure 9)



1. Select the **Publish to single course** radio button.
2. Choose a WebCT server from the drop-down menu (Figure 11). If a server has not yet been set up, choose **add new server**.

A dialog box will appear that should be filled out as follows:

- a. Type **webct.isu.edu** in the Server Name text box.
- b. Enter **0** as the Login Port.
- c. Enter **80** as the Server Port.
- d. Type the name that Respondus should use to save this information.
- e. Enter your WebCT User Name and **Password**.
- f. Click **Next**.

3. Press Extract

Extract >>

Server name, e.g. "webct1.univ.edu"  
webct.isu.edu

Login Port: 0 Server Port: 80

Secure Server?  Yes, HTTPS:// used on all pages

Leave "Login Port" set to 0 unless the server shows "https:" for only the login page, while course pages show "http:"

4. Enter a name to describe this WebCT server (e.g. "My WebCT Server")  
Description: Mr. Joe Meets WebCT

5. User name: snowjoe Password: xxxxxxxx

Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!

3. After the WebCT server has been chosen, Respondus will connect to WebCT. In the **Select Course to Publish to** field a list of all your courses will appear. Choose the desired course from the drop-down menu.

4. The next option allows Category selection. When the quiz is uploaded to WebCT, the questions can be added to an existing category or a new one can be created to hold the assessment.

5. Checking various boxes in Section 3 (Figure 12) directs Respondus to perform certain functions when it transfers the data into WebCT. Select the first check box to **Create a new exam** or **Edit an existing exam** within WebCT (which may be selected from the drop-down menu). The next set of check boxes allows the user to **Apply Question Sets** to the **quiz** that have already been created in WebCT, **Add point values to the quiz** and **Apply Settings to the quiz**. This last option saves the settings for the quiz or survey made in the earlier screens and uploads them to WebCT, saving the user from having to set them again from within the course.

Publish Wizard

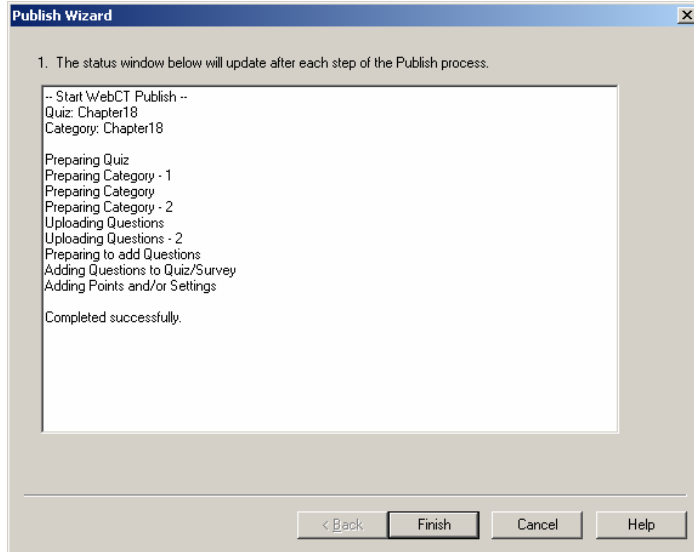
1. Select Course to publish to:  
[DREW102] DREW102, Learning about mel (Tennille Houston)

2. Category to assign to Questions  
 Create a new category: Chapter18  
 Use an existing category: [ ]

3. Create or update a Quiz / Survey (optional)  
 Create or update Quiz  
 Create new quiz: Chapter18  
 Use existing quiz: [ ]  
 Apply Question Sets to quiz  
 Add point values to quiz  
 Apply Settings to quiz

4. Press [Next] to publish to server

< Back Next > Cancel Help



6. To publish the questions and or quiz/survey, click the **Next** button (Figure 12) and *wait for the process to run completely* before trying to do anything else. The Status bar display will indicate when the process is complete.

## Retrieval and Reports

The final section is called Retrieval and Reports. This section allows the user to extract questions from WebCT and to access reports on student performance through the Respondus interface.

Because this is an introductory document, this area is not discussed here. For further training contact the ITRC or use the Respondus Help Menu.



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