

# Creating Tests with Respondus

**Respondus test files are compatible  
for importing into Blackboard Vista 4.2.3**

**Most Current Revision: 7/14/08**

If you have questions regarding this document,  
contact Rhonda DeWitt, [rdewitt@commnet.edu](mailto:rdewitt@commnet.edu).



## Table of Contents

### Creating a Test

Option 1--Importing Test Banks from Publisher .....	4
Option 2--Creating a Test File in Word .....	7
Importing a Word or Text file into Respondus .....	9
Modifying Test Questions.....	11
Test Settings Option .....	12
Exporting Test from Respondus to Vista-friendly Format.....	13
Importing Test into Vista .....	16
Printing Tests from Respondus .....	17
FAQ's .....	18
Resources.....	20

# Creating a Test

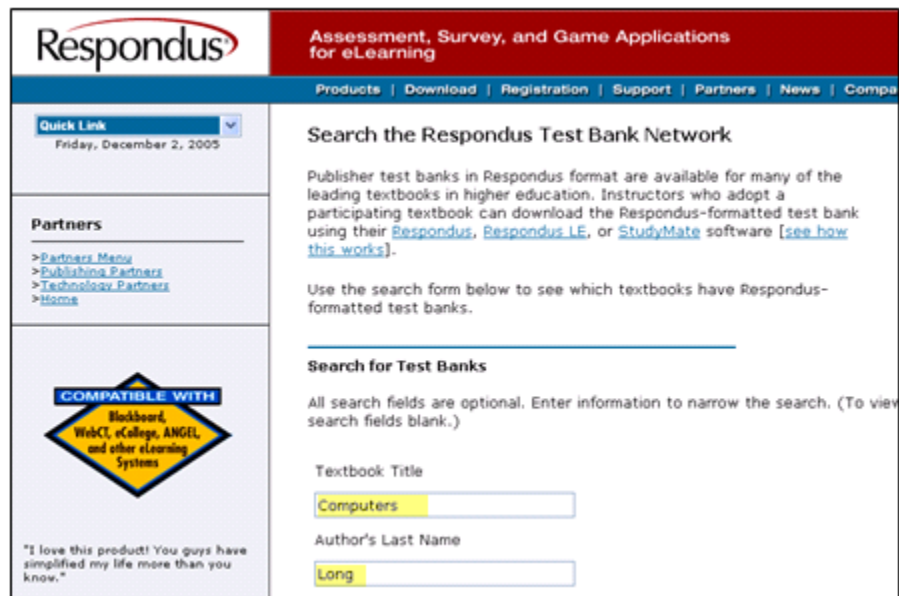
## Option 1—Importing Test Banks from Publisher

Test banks from leading educational publishers may be available to you for use in Respondus if you've adopted a book that has test banks available. This allows you to create tests from publisher content and save it in a format that can be uploaded into Blackboard Vista.

1. Go to [www.respondus.com](http://www.respondus.com)
2. Click the **Publisher Test Banks in Respondus Format** search link in the navigation bar on the left side of the page.

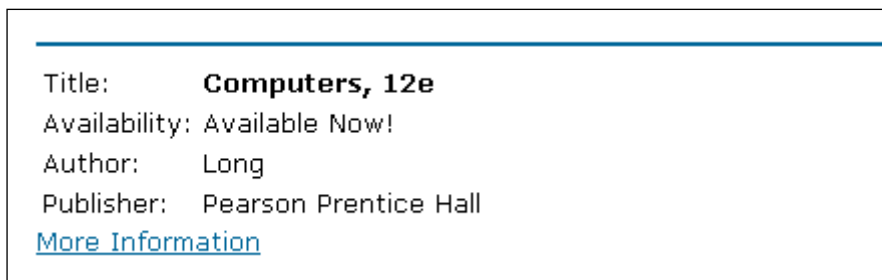


3. Enter the information (title, author's last name, etc.) and search for your textbook.



The screenshot shows the Respondus website. The header includes the Respondus logo and the tagline 'Assessment, Survey, and Game Applications for eLearning'. A navigation bar contains links for Products, Download, Registration, Support, Partners, News, and Contact. On the left, there is a 'Quick Link' dropdown menu showing 'Friday, December 2, 2005', a 'Partners' section with links to Partners Menu, Publishing Partners, Technology Partners, and Home, and a 'COMPATIBLE WITH' badge for Blackboard, WebCT, eCollege, ANGEL, and other eLearning Systems. The main content area is titled 'Search the Respondus Test Bank Network' and contains a paragraph about publisher test banks, a search form with fields for 'Textbook Title' (containing 'Computers') and 'Author's Last Name' (containing 'Long'), and a 'Search for Test Banks' section with instructions on how to use the search fields.

4. **If your textbook results from the search**, click the **More Information** link; a new form will display. Fill out and submit the information in the form. This information will be sent to the publisher, who will then email you the information you need to obtain the test questions.



The screenshot shows a form with the following information: Title: **Computers, 12e**; Availability: Available Now!; Author: Long; Publisher: Pearson Prentice Hall. Below this information is a link labeled 'More Information'.

5. The email you receive from the publisher will be similar to the example below, and will provide you with the information you need to download your textbook's test bank data for use in *Respondus*.

THIS IS EMAIL IS FOR EXAMPLE PURPOSES ONLY-IT IS NOT A REAL MESSAGE.

Dear Professor Doe,

The Respondus-formatted test bank that you requested for:  
 "Computers, 12e" ([Publishing Company Name])  
 can be downloaded using your Respondus, Respondus LE, or StudyMate  
 software (for more information on these products, go to:  
[www.respondus.com](http://www.respondus.com)).

To download the Respondus-formatted test bank:

- 1) Start your Respondus or StudyMate software
- 2) Select the "Open" task and click the "Download Test Bank" button
- 3) Enter the following information:

File Code: XXXXXX-XXXXXXX-XXXXX  
 File Password: xxxxxxxxxxxx  
 Server User: - leave blank -  
 Server Password: - leave blank -  
 Your Name: John Doe  
 Institution: Gateway Community College  
 Email Address: jdoe@gwcc.commnet.edu

- 4) Click the "Download" button (you need to have a live Internet connection at this point). If you are using StudyMate, an additional screen will appear with conversion options.

Once the download is complete, the test bank will be located in your "Projects" folder.

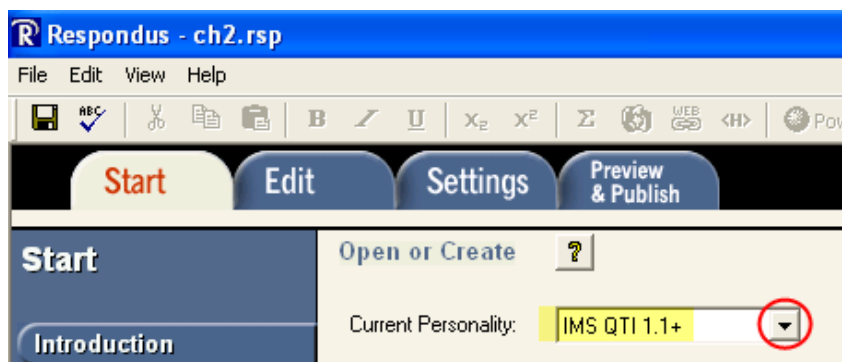
To view a step-by-step movie that shows how to download a Respondus-formatted test bank using Respondus, go to:  
<http://www.respondus.com/products/demos.shtml>

Thank you for your adoption of this textbook.

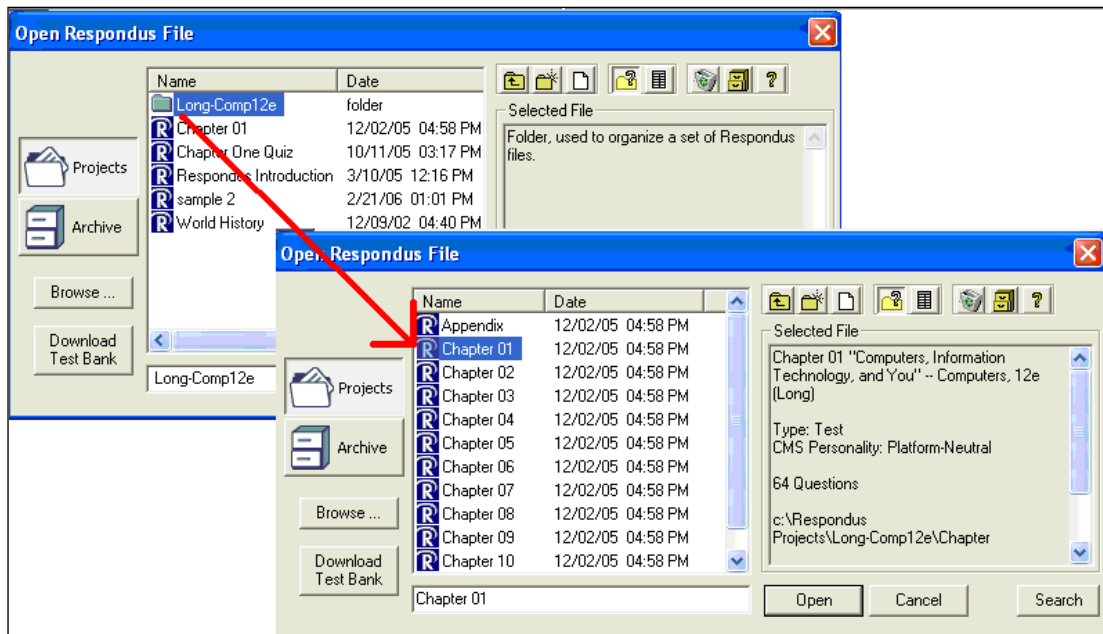
Sincerely,

Customer Service  
 Respondus Inc. and [Publishing Company Name]

6. Launch the **Respondus** application. (If you do not already have Respondus on your computer, go to the Resources page at the end of this manual for information on how to download it.)
7. Change the "Current Personality" to "IMS QTI 1.1+" (Note: Even though Blackboard Vista is our CMS, *you must select the IMS QTI 1.1+ personality* as shown below. If you choose a Blackboard or Vista personality, you will *not* be able to create an export file that will upload to Vista.)



8. Click the **Open** button, and then click the **Download Test Bank** button.
9. **Enter the information from the publisher's email into the file code, password, name and other fields as required.** *Respondus* will go to the publisher's website and get the data, then build a new folder inside the "C" drive on your PC. The path to your textbook's test data will be: *C:\Respondus Projects*, and inside that will be a new folder that contains your textbook's test data. This folder will now appear in the list of available *Respondus* data along with any others that might already be there.
10. **Double-click the new test bank folder to open it. Then, select a chapter, and click the *Open* button.**



To export this test file to XML format  
which can be Imported into Blackboard Vista,  
continue on to page 11.

# Creating a Test

## Option 2 - Creating a Test File in Word

This allows you to create tests in a word processing program in a format that can be uploaded into Blackboard Vista.

Test files can be created using any of the following programs:

- MS Word (.doc and .docx)
- Notepad
- MS Works
- WordPad
- WordPerfect

## Formatting Your Text Files

Respondus will import multiple choice, true-false, paragraph, short answer, matching, and multiple response, fill-in-the-blank, jumbled sentence, and calculated questions. The file you create must be organized in the "Standard Format" before it can be imported into Respondus.

## Standard Format

For each of the questions, you will follow standard formatting guidelines as described below. Specific examples of each question type will follow.

1. Enter a Question Title by typing "Title:" followed by 20 characters max.
2. Type the question on the following line.
3. Skip a line space between the question and answer choices.
4. Type answer choices in a list. (See examples for specific question types below.)
5. For Multiple Choice and True/False answers, indicate correct answer choice by placing an asterisk "\*" in front of it.
6. Skip a line space between each question.

## Question Formatting Examples

### Multiple Choice Examples

Title: When psych began

1. The distinct scientific discipline of psychology began

- a. about 50 years ago.
- \*b. about 125 years ago.
- c. about 250 years ago.
- d. Specifically, with the writings of Charles Darwin.

Title: Psych as science

2. Psychology became a science when psychologists began to

- a. use common sense to reach conclusion about human behavior.
- b. understand the relationship between humans and animals.
- c. use computers to record the behaviors of organisms.
- \*d. make observations, perform experiments, and seek information.

### **True/False Examples**

Title: Discover speed of light

3. Albert Michelson determined the exact speed of light.

\*a. T

b. F

Title: Quarter hrs origin

4. Quarter horses were originally bred in Europe.

a. T

\*b. F

### **Short Answer Example**

Type: S

Title: SO Vista Support

5. What is the last name of one Blackboard support person at the SO?

a. Skalicky

b. Krutt

c. Horvath

d. DeWitt

### **Paragraph/Essay Example**

Type: P

Title: Upload Syllabus

6. What is the process of uploading a syllabus into Vista?

a. To upload a syllabus into Vista, click on the Syllabus button in the Add to Home Page list, click the "Select" button, then....

***Full Respondus documentation of how to format each of these question types is available online:***

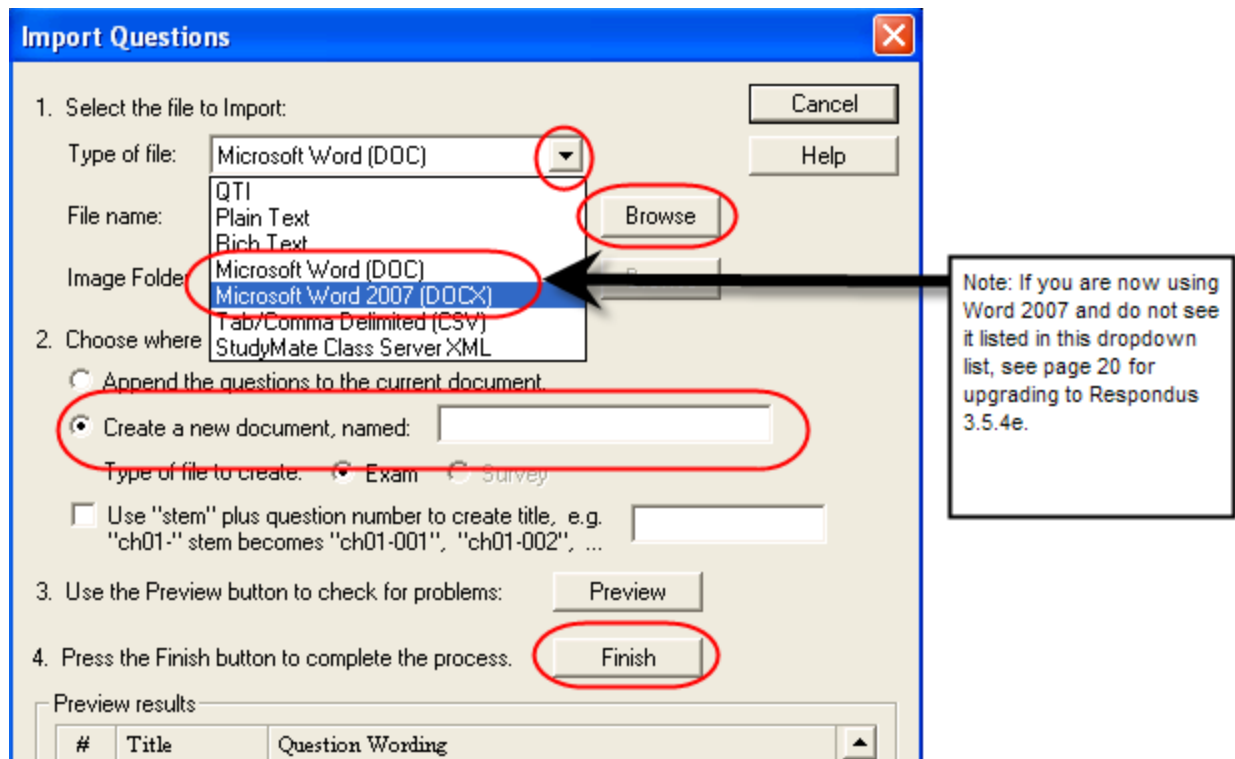
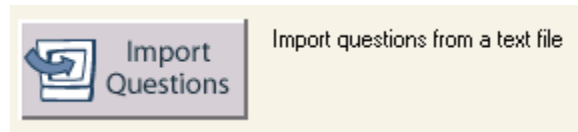
***<http://www.respondus.com/products/userguide.shtml>***

To export this test file to XML format  
which can be Imported into Blackboard Vista,  
continue on to page 11.



# Importing a Word or Text file into Respondus

1. Under the **Start Tab**, click on **Import Question button**.



2. An Import Questions pop-up window will appear. Choose:
  - Type of File: Depending on if you used Word or Notepad, you will need to select type of file accordingly.
  - Browse to where you saved your text Quiz file.
  - Choose where to add the new questions:
    - Select "Create a new document, named \_\_\_\_\_ .
    - Type in the name of the new document.
    - Type of file to create: Exam
3. Click the **Preview** button to check for problems.
4. Click the **Finish** button.

## How to Preview and Edit your Questions in Respondus

1. Under the **Edit Tab**, click on a question link on the bottom left of screen.
2. A **Properties** pop-up window will appear.
3. There are many different buttons to choose from:
  - Click on **OK** button if the question is fine.
  - Click on **Modify** button to edit the question.
  - Click on **Delete** button to delete the question.
  - Click on **Move** button to change the question in the sequence of questions.
  - Click on **Use as basis for new item** button to use this question again to build a new question.
  - Click on **Preview** button to see how your students will view the question.
4. Under **Edit Tab**, you may also build and add entirely new questions within Respondus.

# Modifying Test Questions

Whether you have uploaded tests from a publisher test bank, or created your own tests and imported them, you can modify the questions once they are in Respondus.

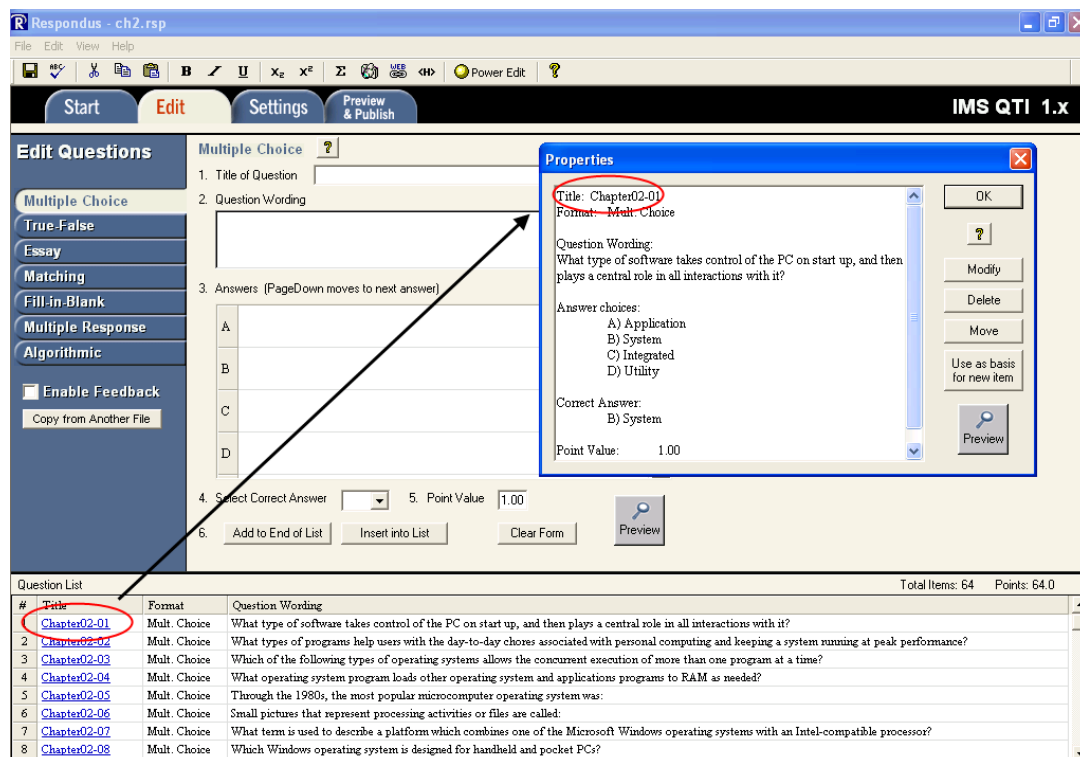
If you do not already have a test open, open the test you would like to modify questions from.

1. If you want to modify or delete any test questions, click the *Edit* tab (if not, skip to the next step).
  - a. At the bottom of the **Edit** tab window, you will see the "**Question List**" pane.
  - b. Clicking the blue **Question Title** Link will launch the Properties dialog box, which will then allow you to modify or delete that particular question.

There are many different buttons to choose from:

- Click on **OK** button if the question is fine.
- Click on **Modify** button to edit the question.
- Click on **Delete** button to delete the question.
- Click on **Move** button to change the question in the sequence of questions.
- Click on **Use as basis for new item** button to use this question again to build a new question.
- Click on **Preview** button to see how your students will view the question.

**Important note:** Any question you delete is deleted from the test bank folder that you just downloaded from the to your c:\Respondus Projects folder. So, if delete a question in error, you would have to go back and re-download or import the question.



# Test Setting Options

You will notice a “Settings” tab in Respondus. This feature is not available while working in the IMS QTI personality. However, these same settings can be modified once you have imported the test into Vista. You may access further details in your **Blackboard Vista Faculty Training Manual\*** on Vista test setting options.

## Some Test Settings you can change in Vista:

- Create Question Sets
- Quiz Duration
- Attempts Allowed
- Availability (days test is available)
- Results student sees after test is completed

**What is a "Question Set"?** A Question Set is a group of questions from which a random selection is presented to students during the test. For example, a question set containing 10 questions can be created, from which 2 will be selected and presented to students during the quiz.

## Blackboard Vista Faculty Training Manual

\*Follow the instructions in your **Blackboard Vista Faculty Training Manual**. (If you do not have a copy, contact your college's Distance Learning staff  
[http://www.commnet.edu/academics/blackboard/faculty/dl\\_staff.asp](http://www.commnet.edu/academics/blackboard/faculty/dl_staff.asp), or you can find information about how the manual can be accessed online at  
[http://www.commnet.edu/academics/blackboard/faculty/documentation\\_vista.asp](http://www.commnet.edu/academics/blackboard/faculty/documentation_vista.asp)

# Exporting a Respondus Test File to XML Format (for Vista Import)

## IMPORTANT NOTE:


This documentation assumes you already use Respondus, and have tests in Respondus that you have created yourself, or imported in from a publisher's test bank.

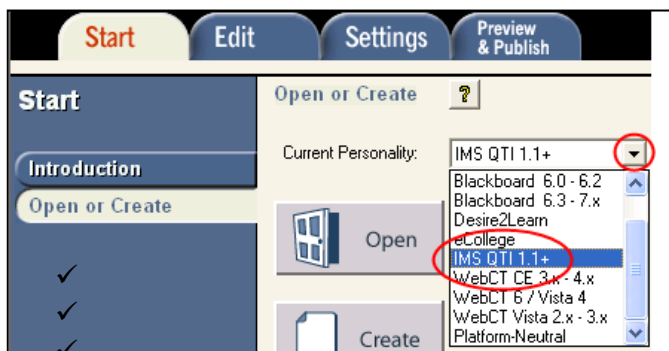
If you were using Respondus before myCommNet and the Single-Sign-On (SSO) was implemented, you know that previously you have been able to publish Respondus tests directly into your Vista course. However, with the advent of myCommNet, faculty must now use a different method to move assessments from Respondus into Vista.

The new method uses Vista's *Content Import* tool to bring in a special kind of zipped file (called an IMS QTI file). When this zipped file is imported into Vista, the test will appear in your list of Assessments. This following steps will walk you through the revised import process.

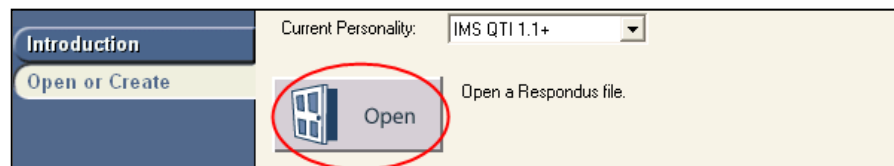
## Step-by-Step Instructions

Respondus has a “personality” setting that changes the interface of the program depending on which type of Content Management System (CMS) you are using. Even though Blackboard Vista is our CMS, ***you must select the IMS QTI 1.1+ personality*** as shown below. If you choose the Blackboard or Vista personality, you will *not* be able to create an export file that will upload to Vista. (The Vista personality was intended for direct publishing to Vista which myCommNet does not allow.)

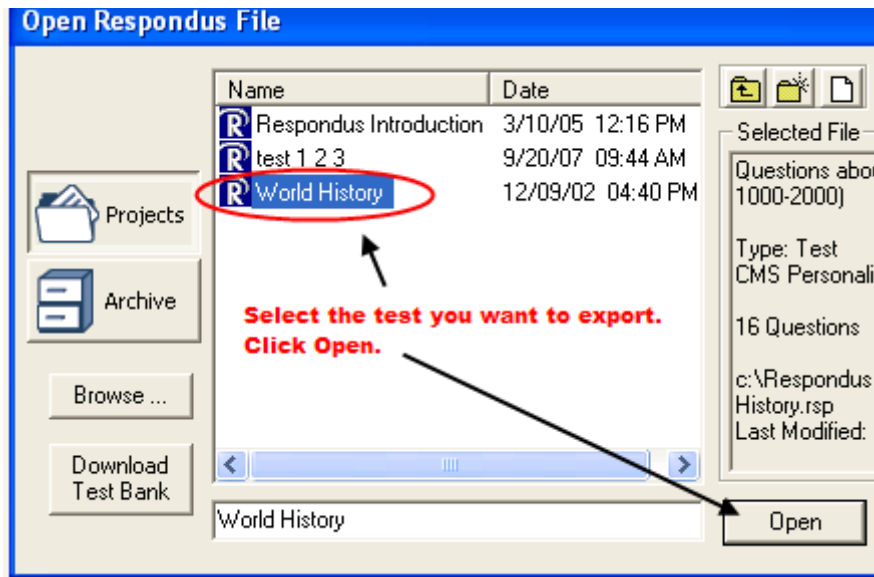
1. Open **Respondus**.
2. If necessary, click on the **Start** tab  and the **Open or Create** option.  
(This will probably be the screen you see upon opening Respondus.)
3. Click the drop-down arrow next to **Current Personality** and choose **IMS QTI 1.1+** (as shown below.)



4. Click the **Open** button.

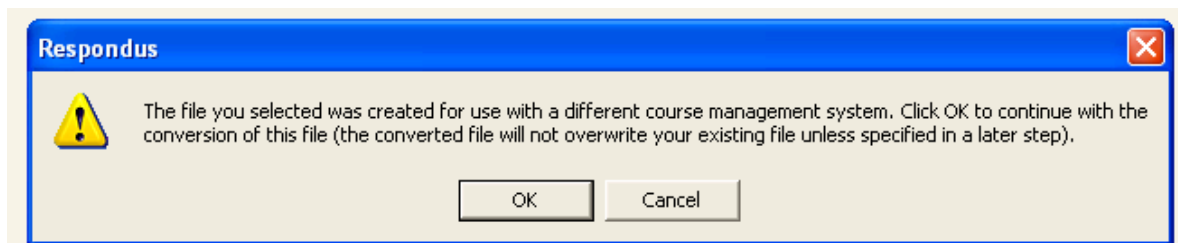


5. Select the test you want to **Export** from the list, and click the **Open** button.



**NOTE:** If this was a test you created under the Vista personality, you will get a caution screen as shown below letting you know that a new file will be created.

6. a. If you get this caution screen, Click **OK**.



- b. Type in a new name for the test (this ensures your original file will still be there), then click the **Save As New File** button.

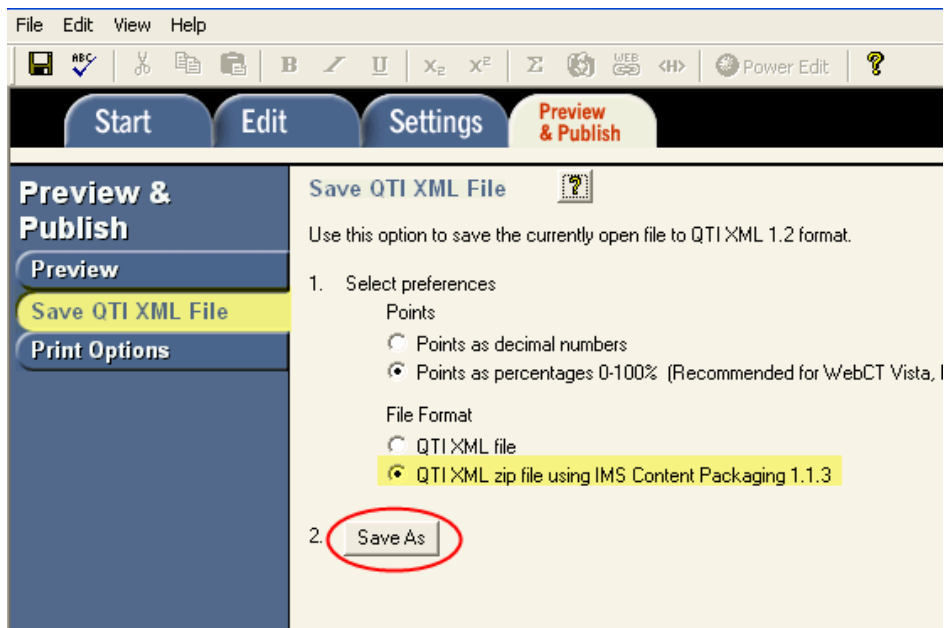


**At this point you should be able to see all of the questions you are going to export.**

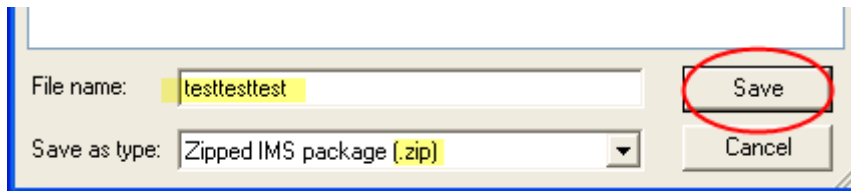
**Note:** The Settings tab in Respondus is not available when exporting a file in IMS QTI personality format (See page 9 for further details.)

**Next, you will create the .zip file that you can import into Vista.**

7. Click on the **Preview and Publish** tab.
8. Click on the **Save QTI XML File** tab
9. Select the File Format “**QTI XML zip file using IMS Content Packaging**”
10. Click the **Save As** button.

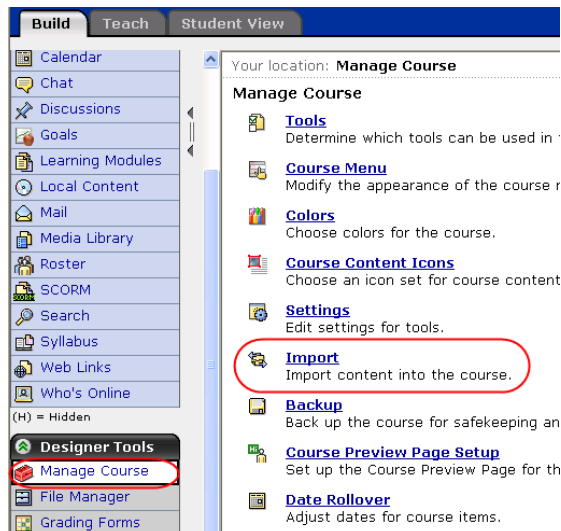


11. Type in a name for the file, and click **Save**. (Make note of where you saved the file.)



# Import Your Assessment into Vista

1. From the Build tab of your Blackboard Vista course, click on **Manage Course** under Designer Tools, and then click **Import**.



2. Click on **My Computer**.
3. In the *Open* window, find and select the .zip file you created, and click the **Open** button.
4. Vista will start extracting the .zip file. (As the screen says, this may take from a few minutes to over an hour depending on how big the test file you created is.)
5. When the extract process is finished, the screen will look similar to the screenshot shown below, and at the bottom there will be a message stating the will state that the extract process is “done.”

## Content Import in Progress

This task could take several minutes to more than an hour depend

### Import activities:

You are currently importing **ANT101.zip**

Unpacking content package (could take several minutes).  
Content package unpacked. Starting to import resources.  
Transforming Respondus 2.0 QTI package...  
Done Transforming.  
Found new assessment(s). Start processing...  
Found Question Database. Start processing...  
Adding 72 question(s) to the Question Database...  
50 question(s) added to the Question Database...  
72 question(s) added.  
Question Database processing done.  
Assessment "ANT101" saved.  
Assessment(s) processing done.  
The content package was imported with 0 error(s) and 0 warning(s) .

[Return](#)

[View Import Log](#)

6. Click the **Return** button.
7. Now when you go to view your **Assessments** from the **Build** tab, you will see the assessment you just imported in the Assessments list.



# Printing

Respondus allows you to print tests and answer keys directly from the software.

1. Go to the *Preview and Publish* tab
2. Click *Print Options*

The screenshot shows the Respondus software interface. At the top, there are four tabs: 'Start', 'Edit', 'Settings', and 'Preview & Publish'. The 'Preview & Publish' tab is selected and highlighted with a red circle. On the left side, under the 'Preview & Publish' section, there are three buttons: 'Preview', 'Save QTI XML File', and 'Print Options'. The 'Print Options' button is highlighted with a red circle. The main area of the window is titled 'Print Options' and contains the following sections:

- Select format:** Three radio button options are listed: 'Exam' (selected), 'Exam with Answer Key', and 'Answer Key only'. Each option has a 'Settings' button to its right.
- Top of Page Contents (Headers):** A text box contains '- no headers -'. To the left of the text box is an 'Edit Headers' button. Below the text box is a 'Preview' label.
- Other Options:** A section with a 'Randomize question order:' label. It includes a dropdown menu set to 'Use original order', a 'Randomize all' radio button (selected), and a 'Randomize by type' radio button. Below this is a 'Questions to be included:' section with 'from' and 'to' input fields, followed by the text '( leave blank to include all )'.

At the bottom of the window, there are three buttons: 'Print Preview', 'Save to File', and 'Send to Printer'.

3. Select Exam, Exam with Answer Key, or Answer Key Only.
4. You can click on the Settings button to the right of the format option you choose to further modify the print options.

## Respondus FAQs

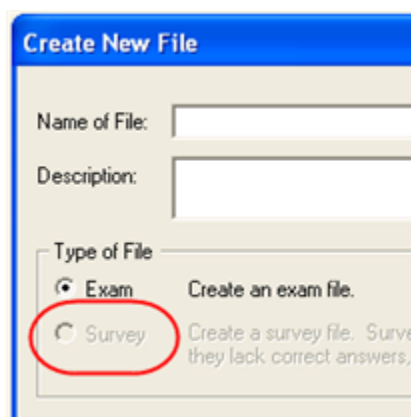
**Q: I used to be able to publish Respondus tests directly to Vista, but now I have to export them out of Respondus and import them into Vista. Why the change?**

Because of the SSO implementation of “myCommNet”, there’s an extra layer to get into Vista. The direct publishing from Respondus to Vista can’t skip over that extra login layer. That is why you now must export the test from Respondus, and import the test into Vista.

**Q: Why is creating a “Survey” not a choice in IMS QTI personality in Respondus? It appears to be “greyed out” as an option.**

Surveys are not supported in IMS QTI because surveys are implemented in different ways in the various course management systems. For example, in some systems surveys are considered a variation of quizzes. In others, surveys are treated as different assessments complete with a separate survey manager.

The workaround is to create it as a “test” in Respondus. Import the “test” into Vista, and then create a “survey” in Vista based on those test questions.



**Q: Why do my Multiple Choice answer “choices” come into Vista with number labels, (1., 2., 3.) rather than letter labels (a., b., c.)? In Respondus they were letter labels.**

The answer labeling is a Vista issue in how IMS QTI questions are imported. As explained by the Respondus Developers, in the IMS QTI file, the answers are actually “unlabeled” and the answer labeling is reassigned by the CMS importing the IMS QTI file. So, Vista is using the default labeling of “1. 2. 3.” This will be the situation in Vista, regardless of the original source of the IMS QTI file including non-Respondus applications.

The only option we can recommend is manually changing the labeling after importing from the IMS QTI file.

**Q: Why do my Multiple Choice answer “choices” come into Vista “randomized”?**

There is no setting in the IMS QTI file to randomize answers. Answer randomization are functions unique to specific course management systems such as Blackboard Vista.

The quickest workaround to the issue is to rewrite the questions to eliminate any “all of the above” answers, or to make sure you change the answer option to not randomize once you are in Vista for those particular questions.

**Q: I tried to create a Vista “Combination”(a multiple choice within a multiple choice) question type in Respondus, but it does not come over correctly?**

Respondus currently does not support this advanced Vista question type both as a standard question in Respondus Edit and with text import. Right now, the question would be interpreted as a multiple choice question with the embedded answer list.

These questions types would need to be deleted from the import file and manually entered inside the assessment once in Vista. The other option is to rewrite the question as a different supported question type such as a standard multiple response question type.

# Respondus Resources

## Downloading and Installing Respondus on your Office\* or Home PC

1. Log into your Blackboard Vista from myCommNet (<http://my.CommNet.edu>)
2. Click on the **Blackboard Vista Orientation and Faculty Resources** Course
3. Click on **Respondus & Other Supplemental Applications**
4. Click on **Assessment Creation Applications**
5. Click on **Respondus**
6. Click on the **Respondus Overview and Password Information** and follow the instructions on how to install the Respondus35Campus2.exe.

## Office 2007 Users

If you already have Respondus on your computer, but have recently been upgraded to Word 2007, you will need to install the latest version of Respondus so that it is .docx compatible. (See steps above.)

\*At most of our colleges, you may not have the administrative access needed to install an application to your office PC. If you try to download and install following these instructions, contact your college's IT Department and provide the instructions so they can install it for you.

## Full Respondus Documentation

<http://www.respondus.com/products/userguide.shtml>

Note: Respondus has a "personality" setting that changes the interface of the program depending on which type of Content Management System (CMS) you are using. Even though Blackboard Vista is our CMS, *you must select the IMS QTI 1.1+ personality*.

## Blackboard Vista Faculty Training Manual

\*Follow the instructions in your **Blackboard Vista Faculty Training Manual**. (If you do not have a copy, contact your college's Distance Learning staff  
[http://www.commnet.edu/academics/blackboard/faculty/dl\\_staff.asp](http://www.commnet.edu/academics/blackboard/faculty/dl_staff.asp), or you can find information about how the manual can be accessed online at  
[http://www.commnet.edu/academics/blackboard/faculty/documentation\\_vista.asp](http://www.commnet.edu/academics/blackboard/faculty/documentation_vista.asp)

## Support

If you need more customized help, request additional training from your local Distance Learning support staff or your college's Vista Faculty Mentors.

[http://www.commnet.edu/academics/blackboard/faculty/dl\\_staff.asp](http://www.commnet.edu/academics/blackboard/faculty/dl_staff.asp)