

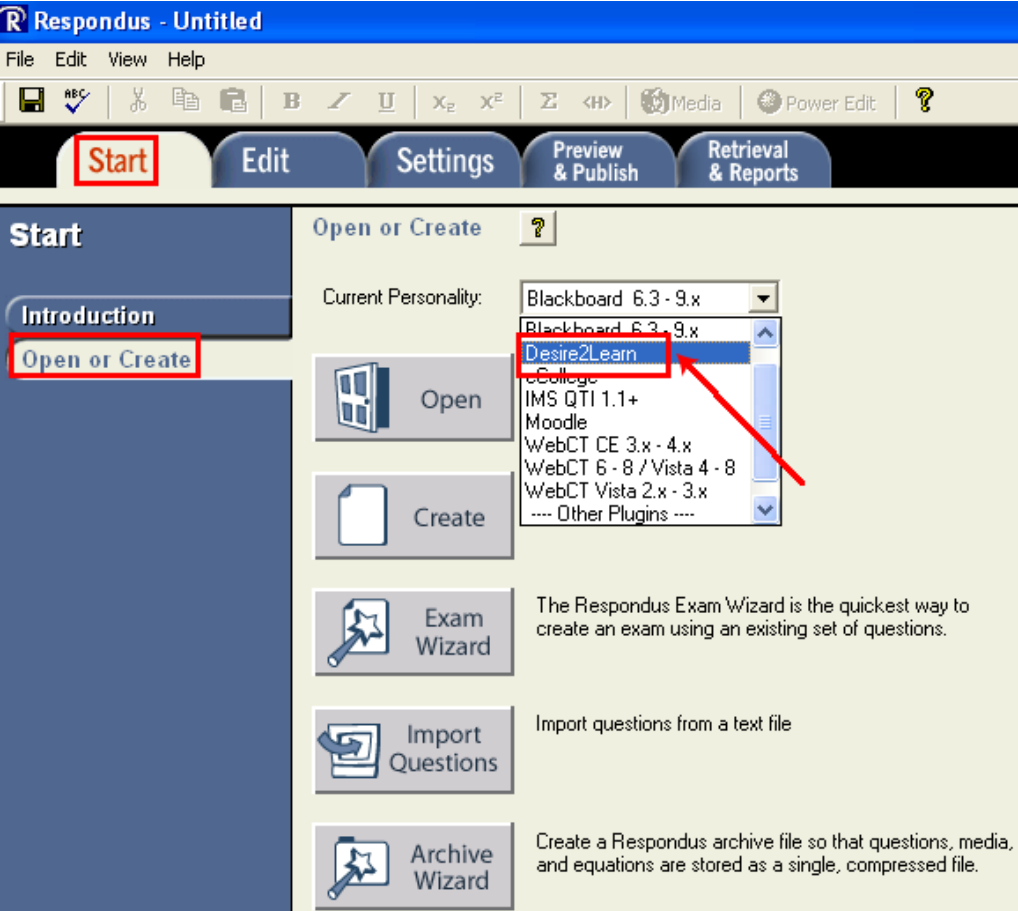
Respondus Step-by-Step

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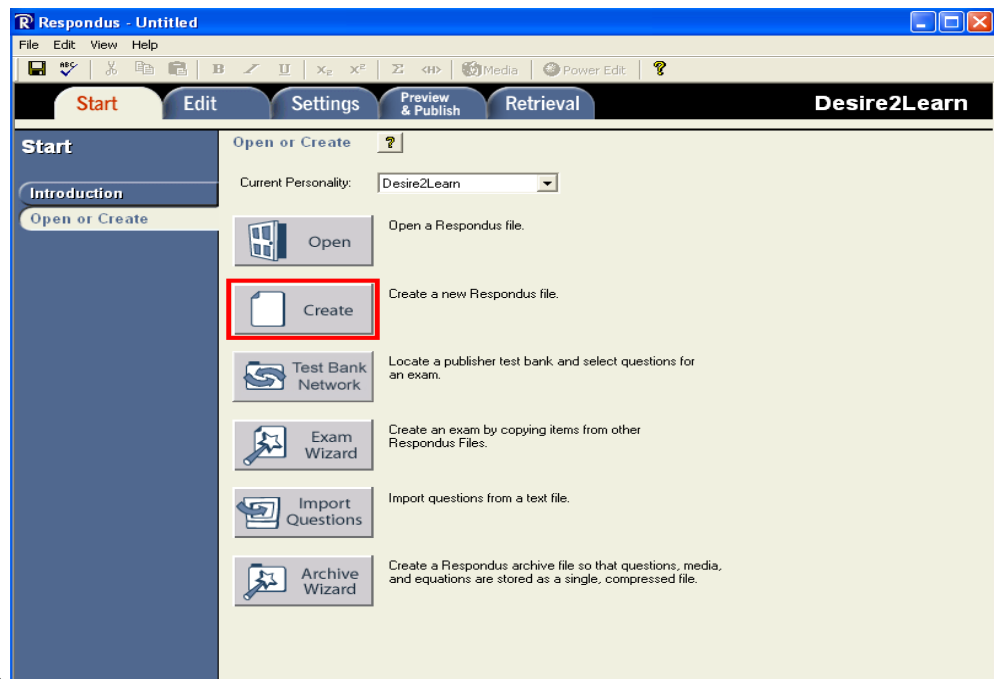
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Choose Current Personality

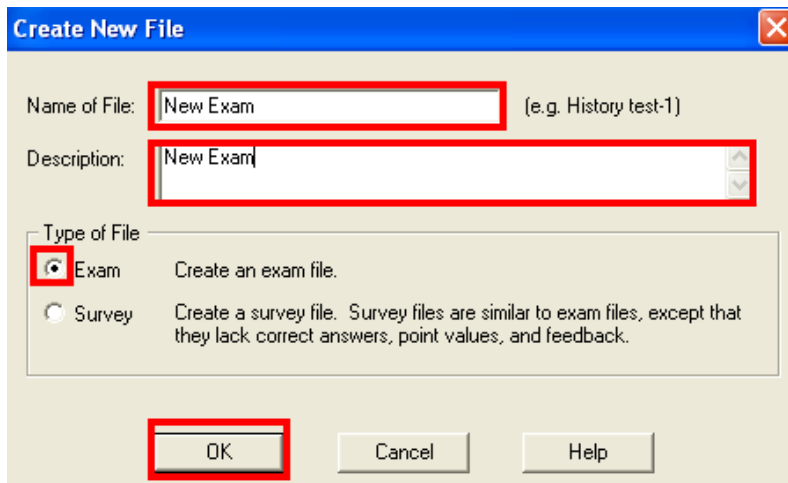
1. From your computer, open Respondus.
2. Under the Start tab in the section labeled Open or Create, select **Desire2Learn** as the current personality.



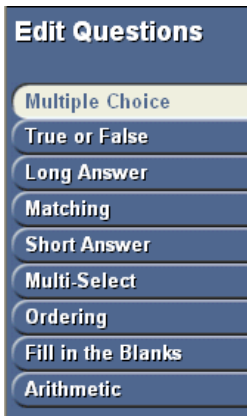
Creating and adding questions to an quiz



1. In Respondus, click the **Create** button.
2. Enter a **name** for you assessment and a **description**.
 - Example: Midterm Exam; Covers chapters 1-10.
3. Select **Exam**.
4. Click **OK**.



5. On the left side of the screen, **select the type of question** you wish to insert into your assessment.



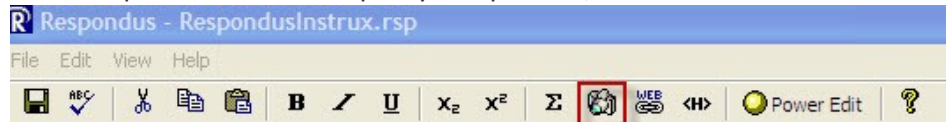
6. Regardless of which question type you choose, fields for Title and Question Wording will appear.
 - Title: Titles help to more easily search question banks if you want to recycle old questions in future assessments.
 - Question Wording: The question itself goes here.

Multiple Choice ?

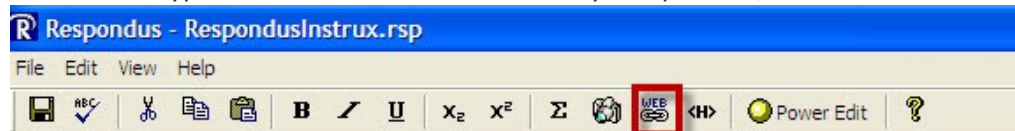
1. Title of Question

2. Question Wording Randomize

7. To add a picture or movie clip to your question, select the Insert Picture or File button.



8. To create a hyperlink to an external website in your question, select the Web Link button.



9. Enter all potential answers (if applicable) in the boxes provided.

3. Answers (PageDown moves to next answer) Feedback

A	<input type="text" value="Tony the Tiger"/>
B	<input type="text" value="Bluebeard the Pirate"/>
C	<input type="text" value="Prospector Pete"/>
D	<input type="text" value="Banana Slug"/>

10. Check the box next to **Randomize** if you want the order of the potential answers to be different for every student.

- Example: Student 1 sees A, B, C, D; Student 2 sees D, B, C, A; etc.

Multiple Choice ?

1. Title of Question

2. Question Wording Randomize

3. Answers (PageDown moves to next answer) Feedback

A	<input type="text" value="Tony the Tiger"/>
B	<input type="text" value="Bluebeard the Pirate"/>
C	<input type="text" value="Prospector Pete"/>
D	<input type="text" value="Banana Slug"/>

11. Select the correct answer from the drop-down list.

4. Select Correct Answer 5. Point Value

6.

12. **Point Value:** Enter how many points the question is worth.

4. Select Correct Answer 5. Point Value

6.

13. Click **Preview** to see how your question will look in Beachboard.

4. Select Correct Answer 5. Point Value

6.

14. Make sure the question, answers, and feedback are correct. Click **OK** when finished.

Preview Current Item [Close] [Maximize] [Minimize]

Appearance in Internet Explorer (other browsers may vary slightly)

What is CSULB's Mascot?

1) Tony the Tiger

2) Bluebear the Pirate

3) Prospector Pete

4) Banana Slug

Answer Values

0.0% 1)

0.0% 2)

100.0% 3)

0.0% 4)

15. Click Add to End of List to place the question in your assessment.

4. Select Correct Answer 5. Point Value

6.

16. The Title, Format, and Question Wording will appear in a table at the bottom of the screen.


Question List				Total Items: 1	Points: 1.0
#	Title	Format	Question Wording		
1	CSULB Mascot	Mult. Choice	What is CSULB's mascot?		
-					
-					

Keyword Search ? Click here for tips on editing, rearranging, inserting & deleting items

17. Repeats steps 5 – 17 until all questions have been inserted into your assessment.

18. Select File, and then Save to your assessment.

Modifying questions once they've been added to a quiz

- To edit a question after it's been inserted into the list, click on the  **Question Menu** icon to the left of the question Title. All questions are located in the Question List at the bottom of the screen.
- In the Question Menu, select **Edit**.

Question List			
#	Title	Format	F
1	CSULB Mascot	Multiple Choice	
-			
-			
-			
-			

Preview

Edit

Delete

Move to #

Use As Basis For New Item

Copy Items From Another File

Properties

- Make any necessary changes, and then click Save Changes.

Settings

After all questions have been entered into Respondus, select the **Settings** tab at the top of the screen.

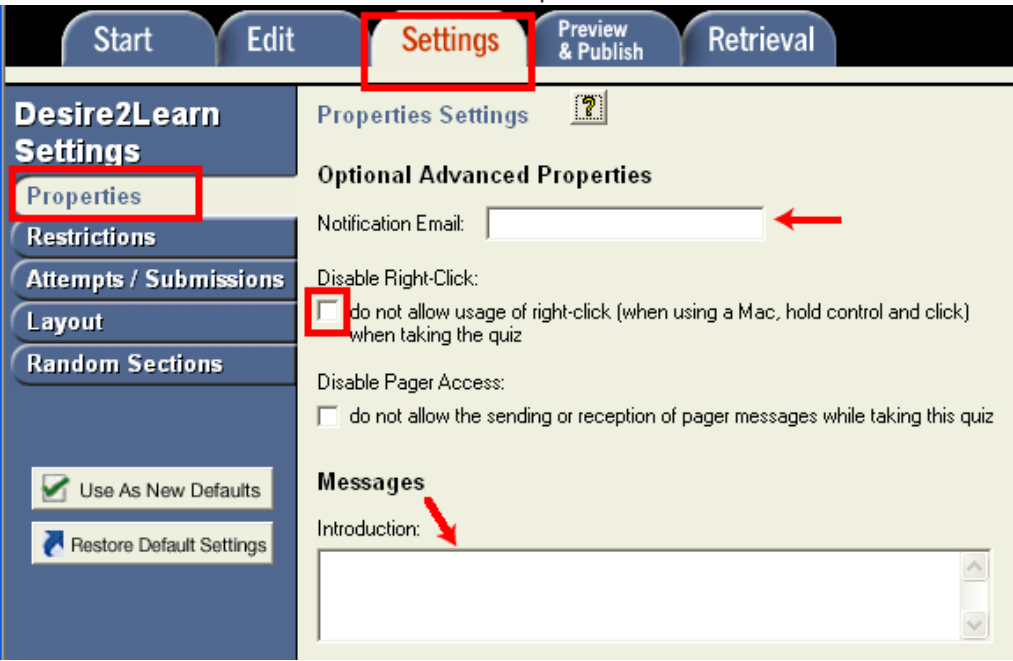


Respondus allows the selection of settings for a quiz prior to it being uploading to BeachBoard. Although this step is entirely optional, it provides the ability to set various properties such as the notification email, availability, and the number of attempts (among many others).

Each section on the Settings page directly corresponds to a settings tab in the BeachBoard Quizzes tool.

Properties

1. Select the section labeled **Properties** on the left. Properties include **advanced optional settings** for your quiz.
2. **Notification Email:** The email address specified in this field will receive an email message anytime that a student completes a quiz attempt.
3. **Disable Right Click:** Disabling right-click (when using a Mac, hold control and click) applies when a user is taking a quiz and exists to deter users from printing the quiz's questions.
4. **Disable Pager Access:** Disabling pager access restricts sending or reception of pager messages while taking a quiz.
5. **Introduction :** The introduction is shown at quiz commencement.



Restrictions

1. Select the section labeled **Restrictions**. Restrictions include availability, quiz password, IP address and various timing restrictions.
2. **Status:** The quiz status can either be Active or Inactive. When a quiz is Active students may start the quiz and when Inactive the quiz is not available to students.
3. **Dates:** Start and end dates and times may be specified for when the quiz is available for students.
4. **Password:** Only users who enter this password will be granted access to the quiz.
5. **IP Restriction:** Only users coming from the specified IP address will be granted access to the quiz.
6. **Respondus LockDown Browser:** Requiring the Respondus LockDown Browser may be selected for a quiz and/or quiz feedback and results.
7. **Time Limit:** When enforced, students will only have the available time (in minutes) to complete the quiz. Optionally, a count-down clock may be shown.
8. **Late Submissions:**
 - When **"Allow normal submission"** is selected, users can submit their quiz regardless of the time limits. If the quiz is submitted after the time limit no points are deducted.

- When **"Use Late Limit of"** is selected users can submit their quiz, regardless of the set time limit. If the quiz is submitted after the Time Limit + Late Limit time expires, the student will receive a score of 0 on the quiz. The score can still be manually graded if it is felt that the student deserves more than 0. Please note that the Late Limit restriction only applies if the "enforced" box is selected.
- When **"Auto-Submit Attempt"** is selected the system can only automatically submit an attempt when the user performs an action after the time period has expired. If the user takes no action, the quiz will show the attempt as 'attempt in progress' in the quiz grading area. Please note that the Auto-Submit Attempt restriction only applies if the "enforced" box is selected.

The screenshot displays the 'Restrictions Settings' page in Desire2Learn. The left sidebar contains navigation options: Start, Edit, Settings (highlighted), Preview & Publish, and Retrieval. Below these are menu items: Properties, Restrictions (highlighted), Attempts / Submissions, Layout, and Random Sections. The main content area is divided into sections: Availability (Status: Active), Dates (Has Start Date and Has End Date checkboxes), Optional Advanced Restrictions (Password, IP Restriction, and checkboxes for Respondus LockDown Browser), and Timing (Time Limit: 120 minutes, enforced checkbox, show clock checkbox, Grace Period: 5 minutes, and Late Submissions options: Allow normal submission, Use Late Limit of 1 minutes, and Auto-Submit Attempt).

Attempts / Submissions

1. Select the section labeled **Attempts / Submissions**. Attempts / Submissions includes the number of attempts allowed and the message users receive after they submit their submission and settings for other feedback types.
2. **Attempts Allowed**: This setting determines the number of times a student may complete a quiz—this may be set from one to ten, or to unlimited. Select your choice from the drop-down menu.
3. **Overall Grade Calculation**: For quizzes with multiple attempts, an overall grade is determined based on the Overall Grade Calculation method; Highest Attempt, Lowest Attempt, Average of all Attempts, First Attempt, or Last Attempt.
4. **Message**: This message will be presented to users after they successfully submit their quiz.
5. **Show Questions?:**
 - Show Question views are a way of giving feedback to users after they finish their quiz. Feedback can be restricted to questions that are answered incorrectly, correctly, questions without user responses, and questions with user responses.
 - Selecting 'Show question answers' will display the answers next to each question that appears. Answers will not appear for questions that are not displayed.

6. **Statistics:** The class average and the score distribution may be displayed to the user upon completion of the quiz. At any given time, only the most recent statistics will be displayed to users.

Desire2Learn Settings

Start Edit **Settings** Preview & Publish Retrieval

Attempts / Submissions Settings

Attempts

Attempts Allowed: Unlimited

Overall Grade Calculation: Highest Attempt

Default Submission View

Message: Your quiz has been submitted successfully.

Show Questions?

Yes

- Show questions answered incorrectly
- Show questions answered correctly
- Show all questions without user responses
- Show all questions with user responses
- Show question answers

No

Statistics:

- Show class average
- Show score distribution

Layout

1. Select the section labeled **Layout**. Layout includes settings that control how the quiz is displayed and how users can navigate through the quiz.
2. **Questions per page:** When used, this parameter will control how many questions are placed on a page for presentation purposes; otherwise the entire quiz will appear on the same page.
3. **Paging:** When this option is enabled, users taking the quiz will only be able to move forward through pages. They will not be allowed to move to a previous page once they have left it.
4. **Answer Numbering:** The Answer Numbering option allows quiz answers to be numbered numerically, with lowercase roman numerals, upper case roman numerals, lowercase alphabetic, uppercase alphabetic or simply set to no enumeration.

Desire2Learn Settings

Start Edit **Settings** Preview & Publish Retrieval

Layout Settings

Questions per page: 1 (leave blank for all questions on same page)

Paging: Prevent moving backwards through pages

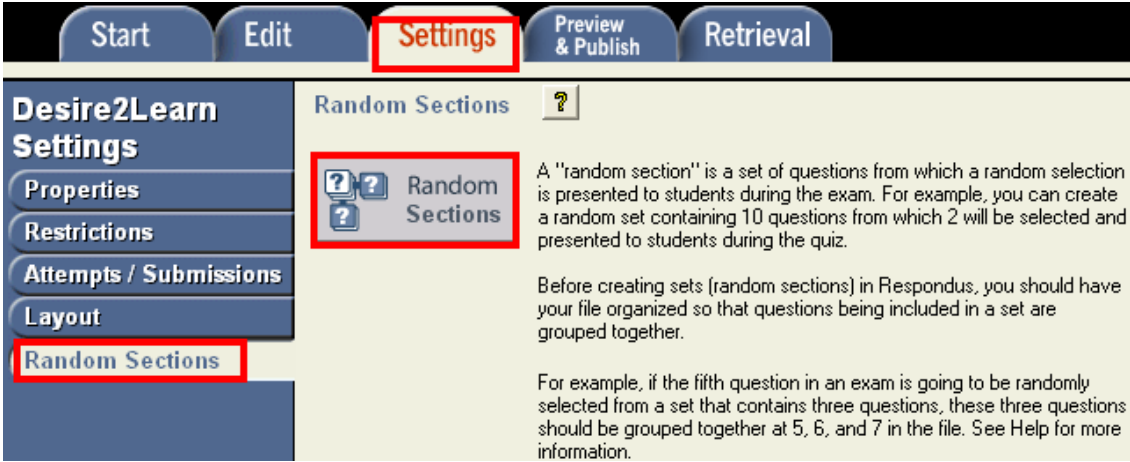
Answer Numbering: (1, 2, 3, 4, 5, ...)

Random Sections

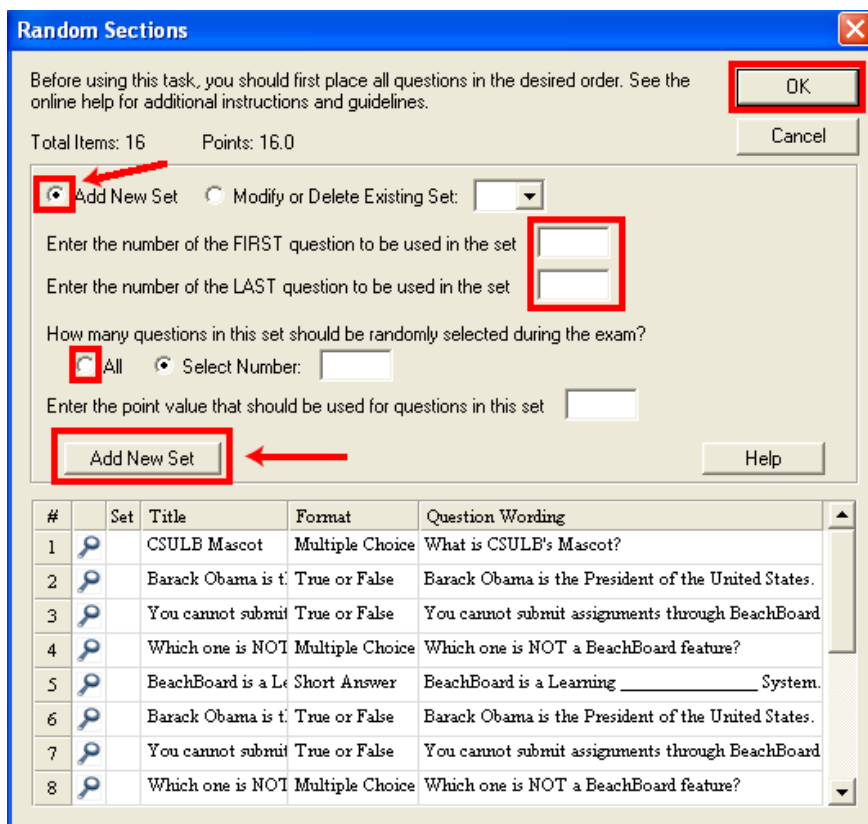
BeachBoard supports the creation of "Random Sections," which are sets of questions that are randomly selected during a quiz. Before creating a random section in Respondus, it is important that questions intended for these sets be organized and grouped

properly. For example, if the fifth question in the quiz is going to be randomly selected from a set of three questions, then those three questions should be grouped together at 5, 6, and 7 in the file. Make sure your questions are organized in this manner before continuing.

1. To create a random section, go to the **Settings** menu and select the **"Random Sections"** tab. Click the **Random Sections** button to continue.



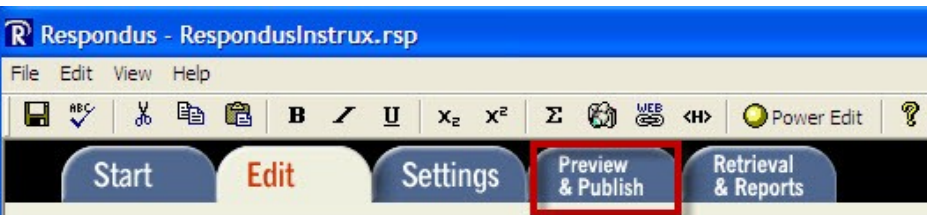
2. Then select the option **"Add New Set"** and enter the **first and last numbers** -- that is, the range -- of the questions that will comprise the set. For instance, if you want questions 5, 6, and 7 to be the basis of a question set, you would enter 5 as the first question and 7 as the last question in the set.
3. If you want all of the questions in the set to be shown randomly during the quiz, select the **"All"** option. If, however, you want a smaller number of questions from the set presented during the quiz, choose the **"Select Number"** option and provide the desired number. For example, if you want only one question from questions 5-7 asked during the quiz, you would enter the number 1. You are then asked to provide a point value for the set. (All questions in a set must have the same point value.)
4. Finally, click the **"Add New Set" button** to finish the creation of the set. In the list below, a letter representing the question set will appear next to each question that is contained in the set. This allows you to easily see which questions are grouped together.
5. The letters representing each set also provide the basis for editing a question set. For instance, if the letter "C" appears next to a set of questions, and you want to edit this particular question set, select the option "Modify or Delete Existing Set" and select "C" from the pull-down list. The current settings for that question set will be displayed and several new options will appear in the lower section of the screen: Save Changes, Cancel Changes, and Delete Set.
6. Click **OK** when you are finished adding all sections.



In order for random section settings to be included with the quiz when it is published to BeachBoard, you must select the checkbox "Apply Random Sections" on the Publish to Desire2Learn (BeachBoard) wizard. Conversely, if you do not want random section settings uploaded with the quiz when it is published to Desire2Learn (BeachBoard), leave this box unchecked.

Previewing, Publishing to BeachBoard, and Printing a Quiz

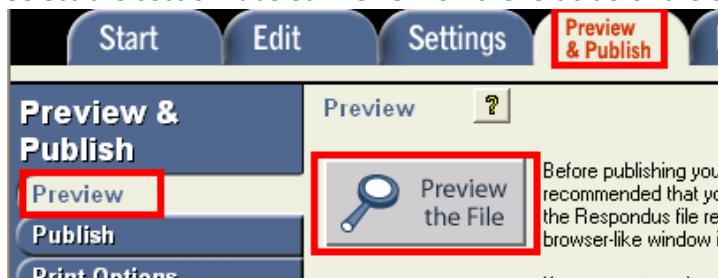
Once a quiz is created in Respondus, the **Preview & Publish** menu lets you determine what to do with the file.



Most users will first want to examine the contents of the file using the Preview task. When the questions are ready to be uploaded, the Publish task connects Respondus to a Desire2Learn (BeachBoard) server and transfers the quiz to it. Optionally the quiz may be saved in the QTI XML format and manually imported into Desire2Learn. Finally, the Printing Options task lets you format and print the quiz directly from Respondus, or you can bring a file into a word processor for further enhancement and printing.

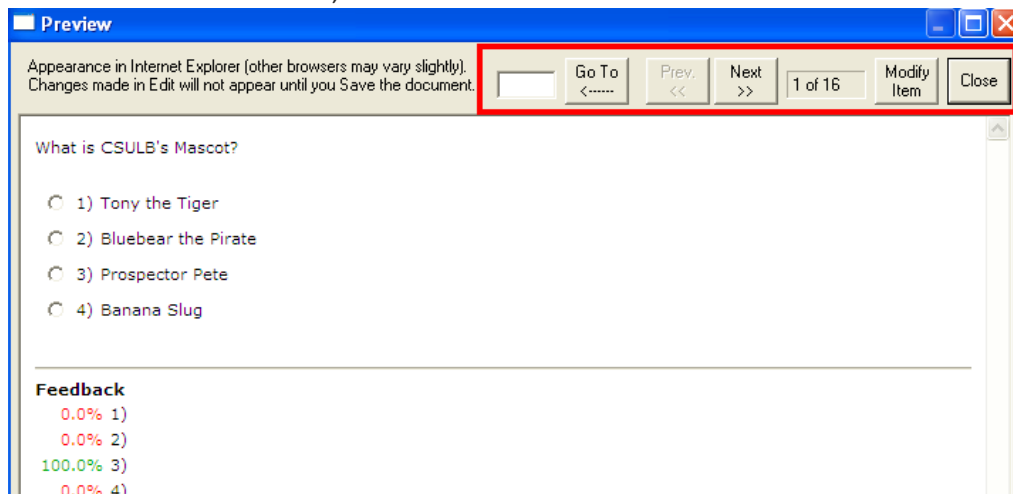
Preview

1. Select the section labeled **Preview** on the left side of the screen, and then click the **Preview the File** button.



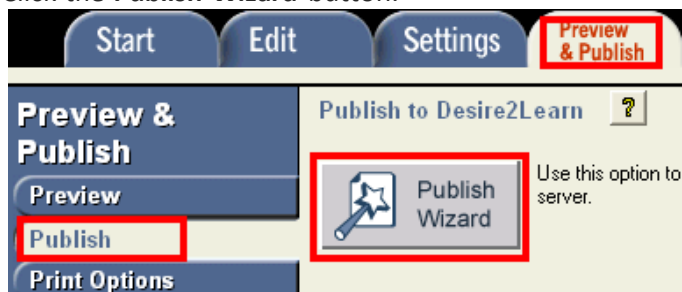
2. The Preview will open in a new window, and will display:
 - The question

- Answer choices
 - Correct and incorrect replies (if included) The correct answer
3. To navigate to other questions, you may both type its number in the box provided and click **Go To**, or click the **Prev** and **Next** buttons.
- To edit a question, click the **Modify Item** button.
 - To exit the Preview, click **Close**.

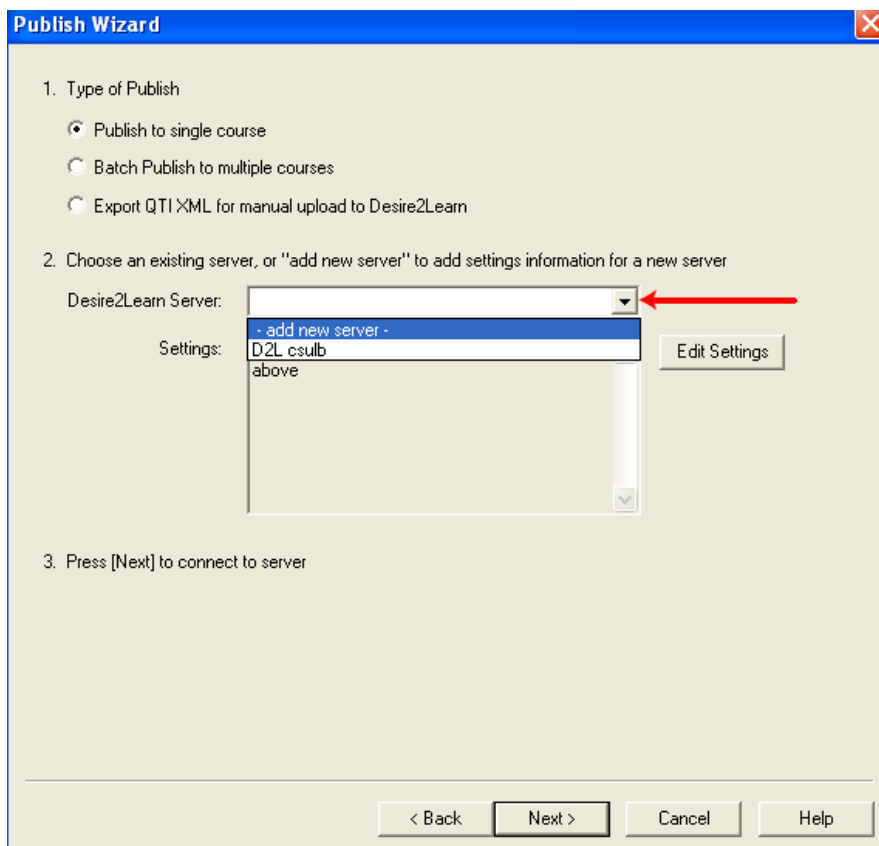


Publish

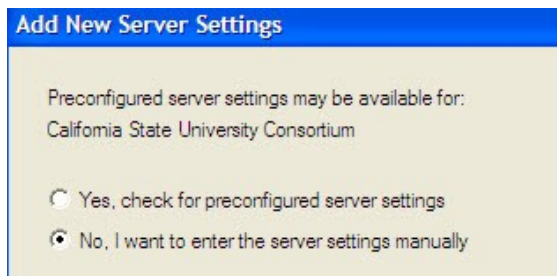
1. Select the section labeled **Publish** on the left side of the screen.
2. Click the **Publish Wizard** button.



3. The Publish Wizard will open. Select where to publish your assessment.
 - Publish to single course: Publishes to one course in Beachboard
 - Batch Publish to multiple courses: Publish to several courses in Beachboard
 - Save pool to local file for manual uploading: Saves as a ZIP file that you can upload to BeachBoard yourself.
4. Choose server information for Beachboard.
 - Desire2Learn server: If nothing appears in this box, select **add a new server**. If you've already entered server information, skip to Step 6.

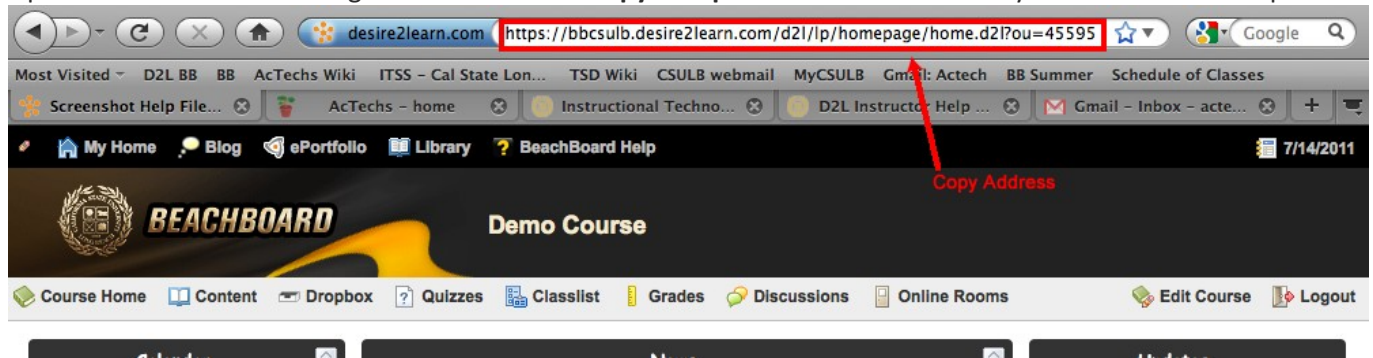


Select No, I want to enter the server settings manually and click Next.

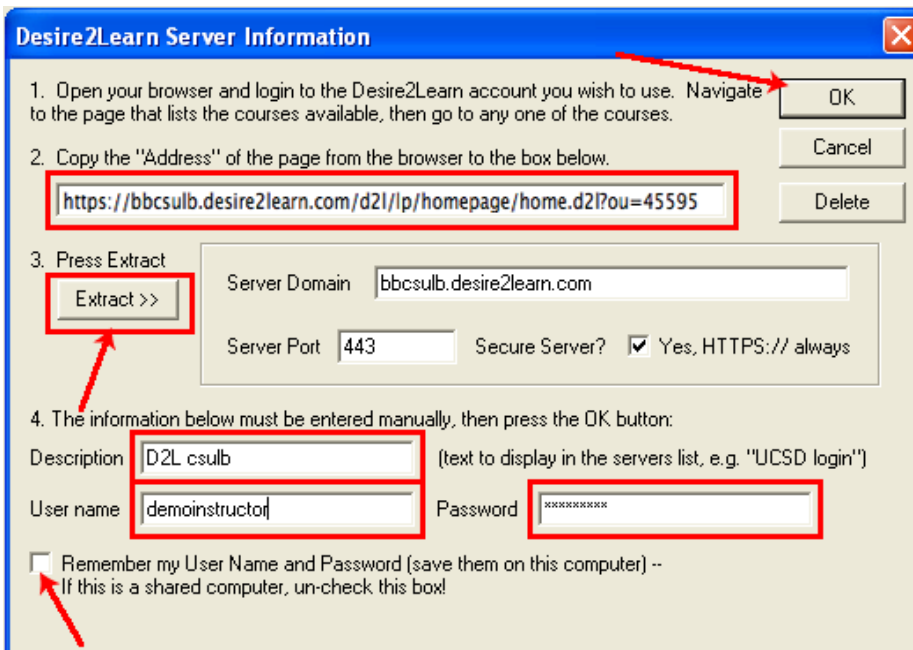


The Desire2Learn Server Information window will open.

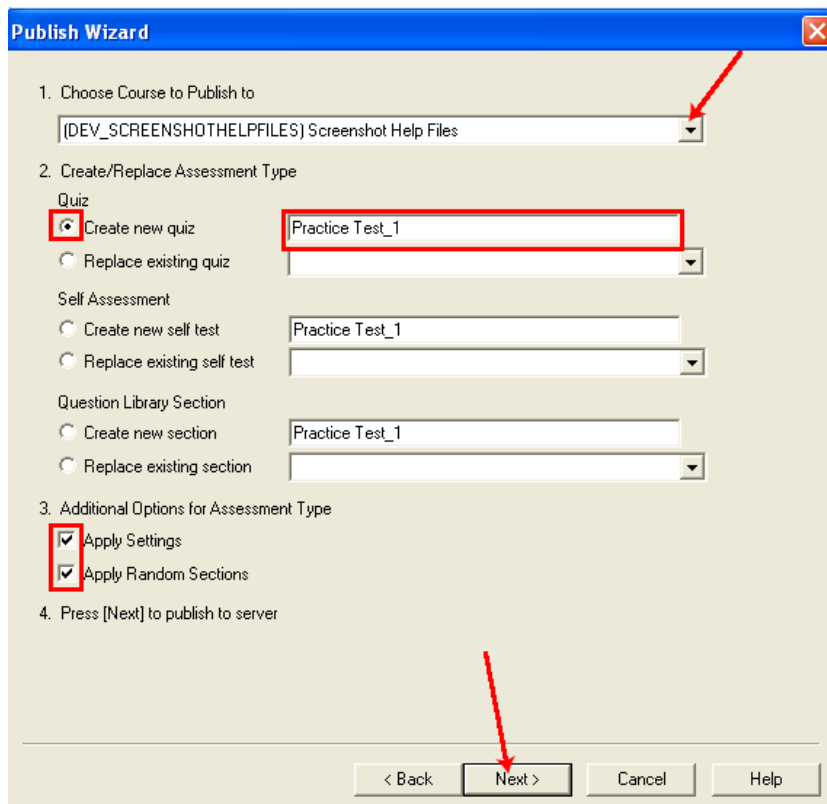
- Open a web browser and login to BeachBoard. **Copy and paste the URL** of one of your courses into step 2.



- Click the **Extract** button in step 3.
- In step 4, Enter a **Description** for your settings, so you may easily refer to it later (example: D2L csulb).
- Enter your **campus ID** and **BeachBoard password** under login information. You may save this information on your computer so you don't have to enter it every time you use Respondus.
- Click **OK**.

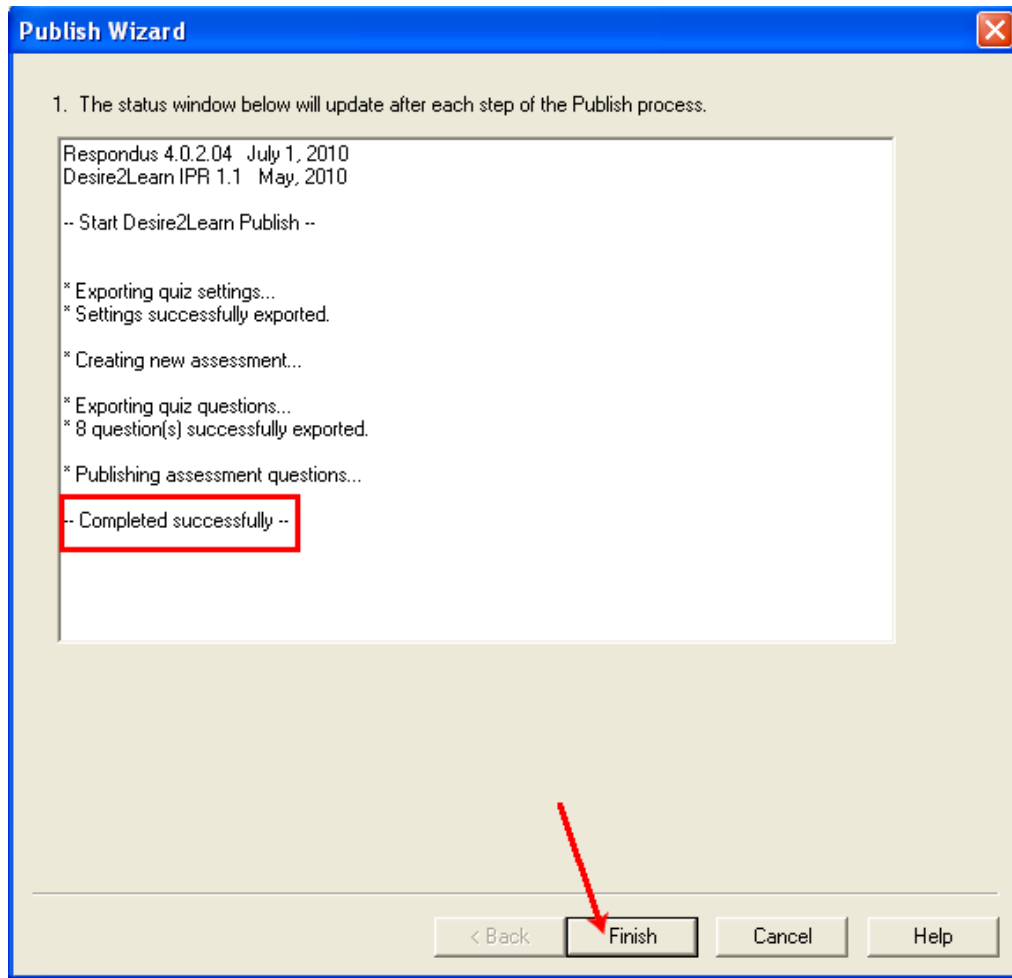


5. You will be returned to the Publish Wizard window.
6. Select your Desire2Learn (Beachboard) Server from the list, then click Next.
7. If you elected not to store your login information, type your Campus ID and BeachBoard password into the prompt and click OK.
8. **Select the course** you wish to publish to from the drop-down menu.
9. Select whether to to:
 - Create a new quiz or Replace existing quiz
 - Create a Self Assessment or Replace an existing Self Assessment
 - Create a new section in the Question Library or Replace an existing section in the Question Library
10. Select any Additional Options for your Assessment:
 - **Apply Settings:** If you applied any settings like availability dates and timers, check this box. (create link back to Availability Settings).
 - **Apply Random Sections:** If you created any random sections, check this box.
11. Click **Next**.



12. The status window will update after each step in the publishing process. When it says, **“Completed successfully,”** click

Finish.



13. Log into BeachBoard and make sure your quiz is there. Click the quiz title to modify or check its options.



Print Options

1. Select the section labeled **Print Options** on the left side of the screen.
2. **Select the format** for the printed quiz (Select the Settings button next to the desired format for more options):
 - Exam
 - Exam with Answer Key
 - Answer Key only
3. Select the **Edit Headers** button if you desire to add a header to your printed quiz.
4. Select whether you want to **randomize** the quiz questions and then select the random options.
5. **Choose which questions to be included** in your quiz or leave boxes blank to include all questions.
6. Click the **Print Preview** button to see how the quiz will print.
7. Click the **Save to File** button to save the file to your computer.
8. Click **Send to Printer** to print the quiz.

Preview & Publish

Print Options

Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.

- Select format:
 - Exam → Settings
 - Exam with Answer Key → Settings
 - Answer Key only → Settings
- Top of Page Contents (Headers)

- no headers -

Preview
- Randomize Questions
 - Apply Random Sections from Settings
 - Randomize question order
 - Randomize answer choices within each question
 - Group questions by type (Multiple Choice, etc.)
- Questions to be included: from to (leave blank to include all)

Retrieving Quiz Questions from BeachBoard for use in Respondus

Quizzes may be downloaded for use in Respondus, even if they weren't originally created with Respondus! This may be helpful if you want to edit an assignment given in BeachBoard in a previous semester, or if you need to deliver a paper and pencil quiz in class to one or more students.

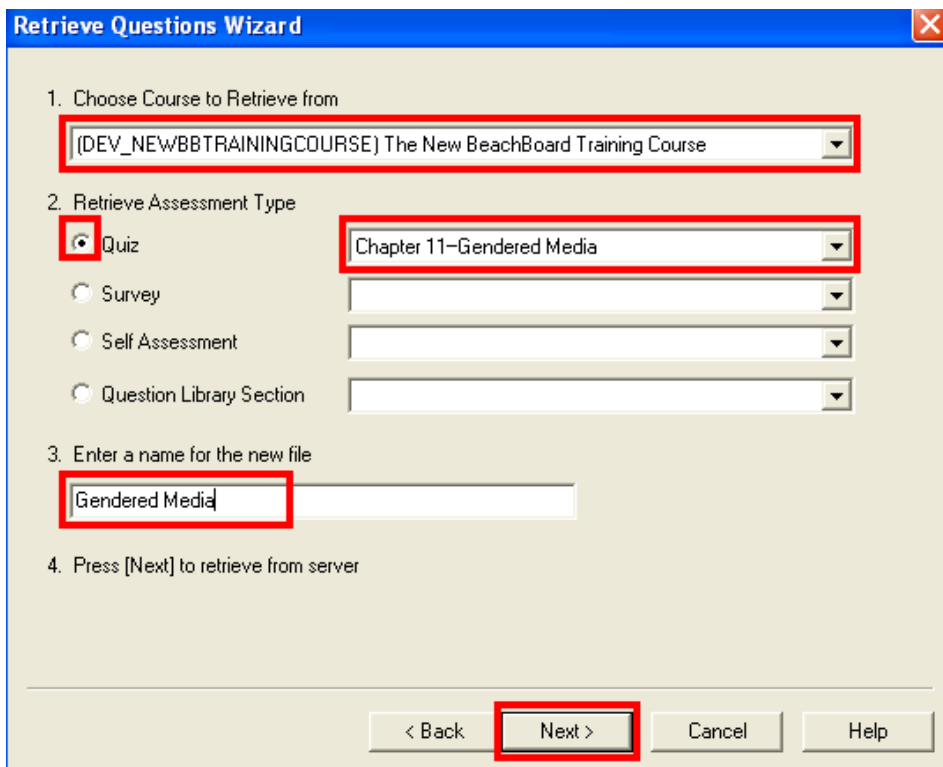
1. Click the **Retrieval** tab.
2. Click the **Retrieve Questions** button.

Retrieval

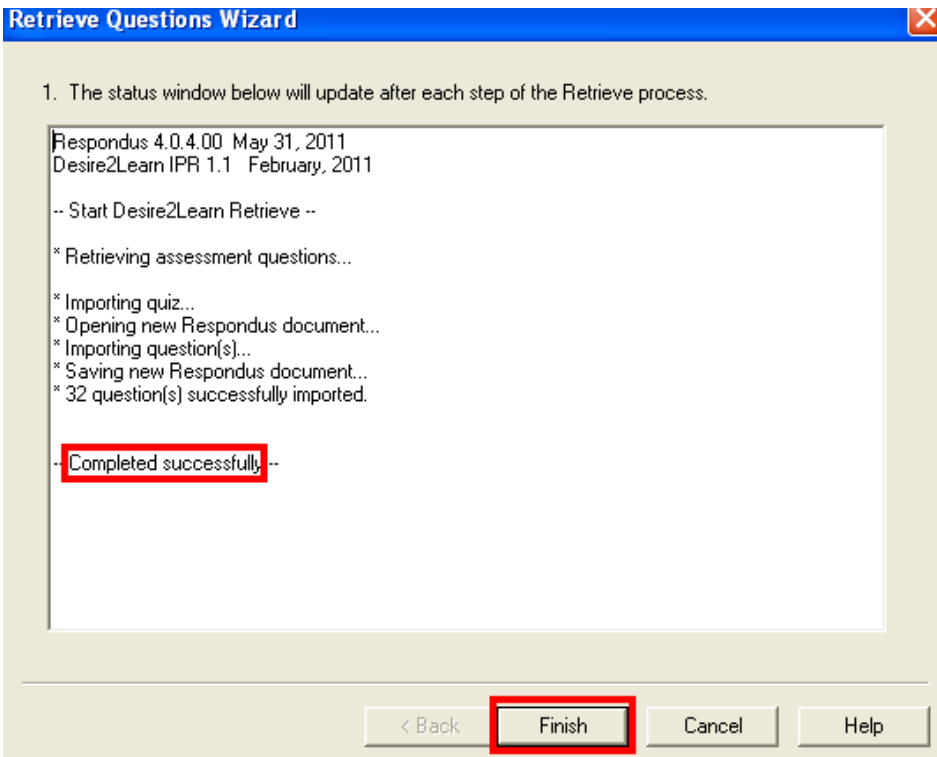
Retrieve Questions ?

Use this option to retrieve questions from a new Respondus file.

3. **Choose the Desire2Learn (BeachBoard) server** from the drop-down menu and then click **Next**.
4. If you elected not to store your login information, type your Campus ID and BeachBoard password into the prompt and click OK.
5. The Retrieve Questions Wizard window will appear
6. **Choose a course** to retrieve from the drop-down menu.
7. **Choose the specific quiz**, survey, Self Assessment, or question library section.
8. **Enter a new name** for the Respondus file you are creating.
9. Click **Next**.



10. The status window will update after each step in the retrieving process. When it says, **“Completed successfully,”** click **Finish**.



11. Click the Edit tab to edit the questions of the retrieved quiz.