

# **RESPONDUS**

## **CREATING ASSESSMENTS IN WORD AND UPLOADING WITH RESPONDUS**

Respondus is a software program that instructors can use to create “Quizzes,” “Surveys” and “Self-tests.” Currently, Respondus is available only for the Windows environment and must be locally installed on the user’s machine. If you would like to use Respondus, please send an email to the Helpdesk at [helpdesk@armstrong.edu](mailto:helpdesk@armstrong.edu).

If you have your quiz in an electronic format (i.e., WORD document), you will need to format your document so that it can be imported into Respondus and uploaded into your Pirates’ VIEW Vista course. Most quizzes used in Pirates’ VIEW Vista are multiple choice and the formatting guidelines below are for quizzes of this type.

### **Formatting Guidelines for Multiple Choice Quizzes:**

- Questions need to be numbered with the question number followed by a period or right parenthesis and a space before the question’s text (see example below).
  1. What is the first element in the periodic table?
- Possible answers must have a letter followed by a period or left parenthesis and then a space. Each answer choice must be separated from each other with a hard return (press “Enter” on your keyboard to go to the next line).
  - a. hydrogen
  - b. sodium
- The correct answer must have an asterisk next to it.
  - a. helium
  - b. sodium
  - \*c. hydrogen
  - d. lead
- Questions should be separated by a “blank” hard return (e.g. by pressing enter to go to the next line).
- Questions must be numbered in the correct sequence with no missing or out of sequence numbers.

Here is an example of a properly formatted set of questions for Respondus:

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

- a. Donatello
- b. Leonardo da Vinci
- c. Giotto
- \*d. Michaelangelo

2. This German composer is known for the Brandenburg Concertos.

- a. Handel
- b. Beethoven
- c. Mozart
- \*d. Bach
- e. Brahms

3. Who is credited for discovering the antibacterial medicine penicillin?

- a. Louis Pastuer
- b. Edward Jenner
- \*c. Alexander Fleming
- d. Jonas Salk

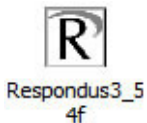
4. Who is considered to be the founder of psychoanalysis?

- \*a. Sigmund Frued
- b. Emile Durkheim
- c. C. G. Jung
- d. Eugen Bleuler
- e. Josef Breuer

### Importing a File into Respondus and Uploading to Pirates' VIEW Vista

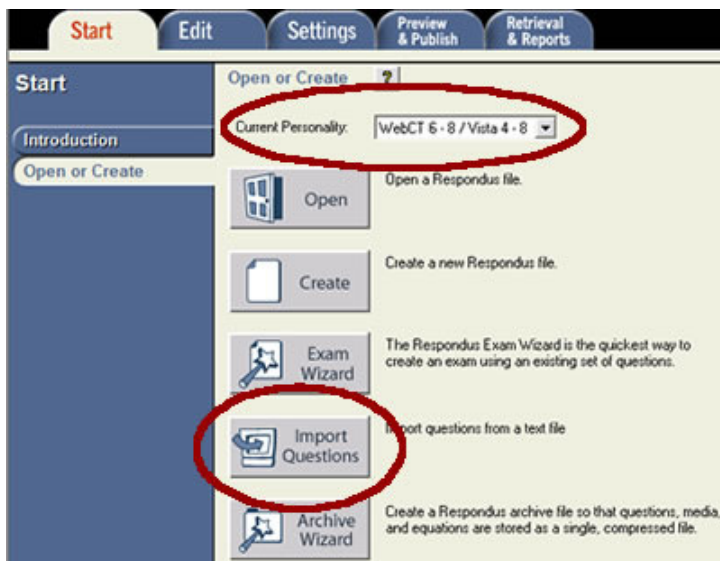
Once you have removed extra spaces from the top and the bottom of the document and checked that the format follows the above guidelines, save your document as a .doc document (WORD document).

1. Once you have saved your formatted document, locate the Respondus icon in the Novell Applications Launcher (NAL) window.



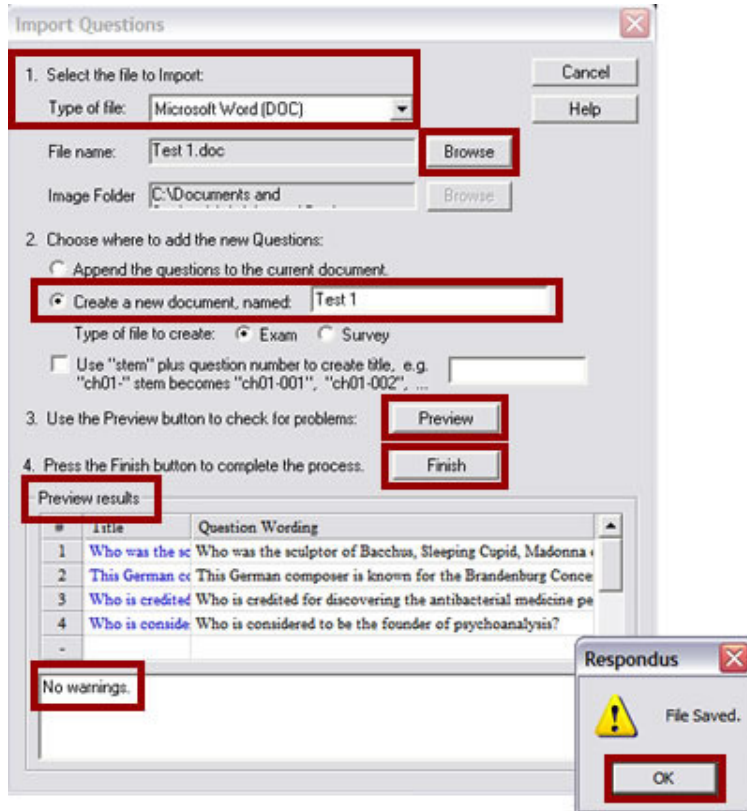
Please note that you must have a Novell account and be logged into the network to access Respondus.

2. Double click the Respondus icon to launch the application. You can also right click on the icon and choose "Verify." By default, Respondus will open on the "Start" tab/page.



- a. Select "WebCT 6-8/Vista 4-8" from the "Current Personality" drop down menu.
- b. Click "Import Questions."

3. The “Import Questions” dialog box will appear.
  - a. Click on the “Type of file” drop down menu and select “Microsoft Word [DOC].”
  - b. Next, click the “Browse” button to locate and open your formatted quiz file (WORD document).
  - c. Provide a name for the “Exam” in the “Create a new document, named:” field.



- d. Click the “Preview” button. If no errors occur, click the “Finish” button to create your Respondus quiz file. Otherwise, you will need to go back and correct errors before proceeding.

If you receive the message that “Duplicate questions will be...,” ignore this message – it will not affect your quiz.

4. You are now ready to publish your quiz to Pirates VIEW Vista!

- a. Click the “Preview & Publish” tab.
- b. Click the “Publish to Vista” sub-tab located on the left hand side of the screen.



- c. Click the “Publish Wizard” button.
- d. The “Publish Wizard” dialog box will appear. By default, the radio button next to “Publish to single course” will be selected.
- e. If you are using Respondus with Pirates’ VIEW Vista 8 for the first time, you will need to “Add New Server” (see steps f – j below).

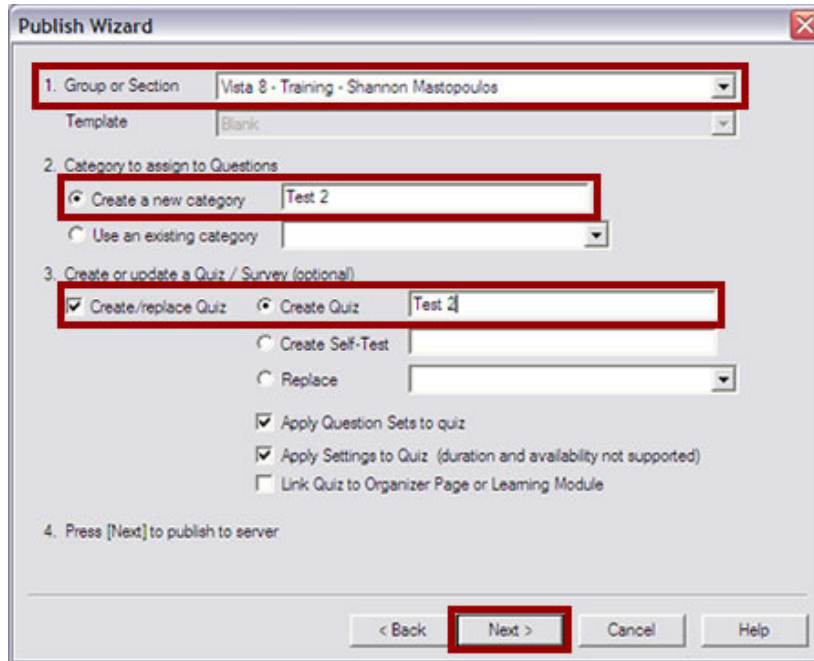
Otherwise, you can click “Next,” enter your Pirates’ VIEW Vista “User name” and “Password” and click “OK” (skip to step k below).

**Please note that even though the "Server" is listed as a "WebCT 6 Server," you are in fact uploading assessments to Pirates' VIEW Vista 8.**

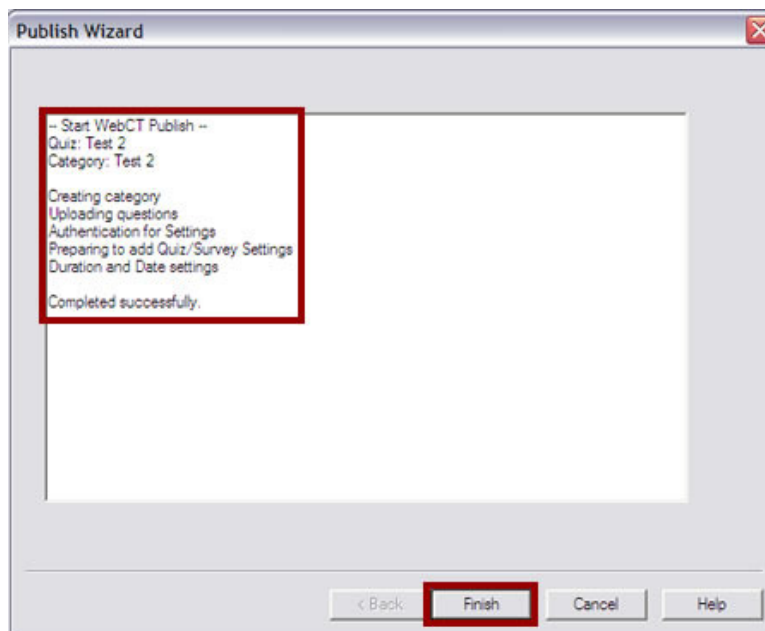
**Server information for Pirates' VIEW Vista 8 will need to be set up when you use Respondus for the first time. You should not have to configure server settings each time you use Respondus. Typically, you will be prompted to provide server information only when we have updated Respondus and/or upgraded our course management system.**

- f. The “WebCT 6 Server Information” dialog box will appear. Login to Pirates’ VIEW Vista located at <https://armstrong.view.usg.edu>. Click on a course and copy and paste the URL into the first field.
- g. Click “Extract.”
- h. Click the “Institutions” button and select “Armstrong Atlantic State University” from the drop down menu. Please note that the list of institutions is not in alphabetical order.
- i. Provide a description for the server information that you are setting up such as “Vista 8.”
- j. Enter your Pirates’ VIEW Vista “User name” and “Password” in the fields provided. Click “OK” located in the top right hand corner. Click the “Next” button located at the bottom of the “Publish Wizard” dialog box.

- k. Select the course that you would like to upload your quiz to from the “Group or Section” drop down menu.



- l. Edit the “Create a new category” and “Create Quiz” fields if necessary. Click “Next” to publish the quiz to your Pirates’ VIEW Vista course. The status window will show you the progress of your file as it is being uploaded into Vista.



When you see “Completed successfully,” click the “Finish” button. Now you will need to login to your Pirates’ VIEW course and configure the settings for your assessment.