

## ***Using Respondus with D2L***

### **What does Respondus do?**

Respondus's greatest strength is importing tests into D2L. These tests can come from textbook publishers or Word documents, or they can be created directly in Respondus. Questions can also be used to create a Question Library in D2L, which is necessary if you want to use randomized questions in a D2L assessment.

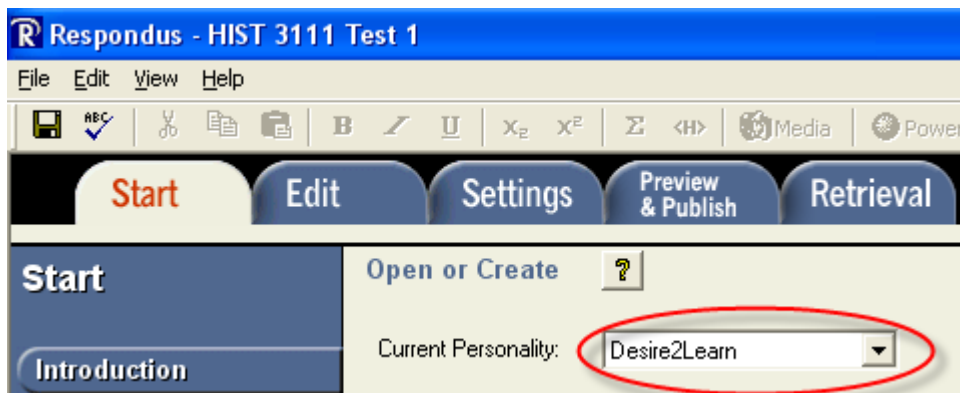
One advantage of using Respondus to create a new test is that you can work offline, create the test then upload to D2L whenever you're online.

### **How do I download and install Respondus?**

Clayton State University has a campus-wide license to use the Respondus 4.0 Campus-wide version. Contact the Center for Instructional Development ([cid@clayton.edu](mailto:cid@clayton.edu)) for download and installation instructions, and for help making the connection to the D2L server.

### **Creating a test in Respondus**

1. Start Respondus.
2. Make sure that the Current Personality is set to Desire2Learn.



2. Click on Create.
3. Name the file. Select "Create an exam file" even if you want to create a question test bank instead of a test. Since you may eventually have Respondus files from several courses, it might be helpful to include the course name. Example: HIST 3111 Test 1. If you create a quiz in D2L, the quiz will also use this same name by default.

Enter a short description.

**Create New File**

Name of File:  (e.g. History test-1)

Description:

Type of File

☒ Exam Create an exam file.

☐ Survey Create a survey file. Survey files are similar to exam files, except that they lack correct answers, point values, and feedback.

OK Cancel Help

4. Click OK.
5. Select the type of question on the left side. I am going to create a multiple choice question as an example.
6. Title: Entering a title is optional, but it can be helpful, especially if these questions end up in a randomized section of a D2L test. Students can see the titles and if they have a concern about a question, they can refer to it by the title when communicating with you. Be careful what name you select, though, since the name could give them a hint. On the other hand, using Question 1 as a title would also be confusing, since in a randomized section this question might not be question 1.

**Question Wording:** This is the text of the question. You can add text attributes such as bold, italics, and underline by using the same keyboard commands that you use in Word [Bold (Ctrl+B); Underline (Ctrl+U); Italics (Ctrl+I)] or you can use html formatting commands.

**Answers:** This example shows only four possible answers in the screen capture but there are 26 possibilities (A-Z).

**Select correct answer:** You must select an answer in order to save a question.

**Point value:** You can set the points here in Respondus but you can also do it in D2L.

**Add to end of list or insert into list:** If you select insert into list, you will be prompted about where to insert it.

**Clear form:** Click here to start all over on this question.

Preview: See what the question will look like on a test.

The screenshot shows the 'Multiple Choice' question editor in D2L. It includes fields for the question title ('State Capital'), the question wording ('Which city has never been the capital of Georgia?'), and a list of four possible answers: A. Milledgeville, B. Louisville, C. Macon, and D. Savannah. There are checkboxes for 'Randomize' and 'Feedback'. At the bottom, there are buttons for 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview', along with a 'Select Correct Answer' dropdown and a 'Point Value' field set to 1.00.

7. Once you click on Add to End of List or Insert into List, the question moves to the question list in the bottom of the window. If you need to edit, delete, or preview the question, click on the down arrow in the question in the question list.

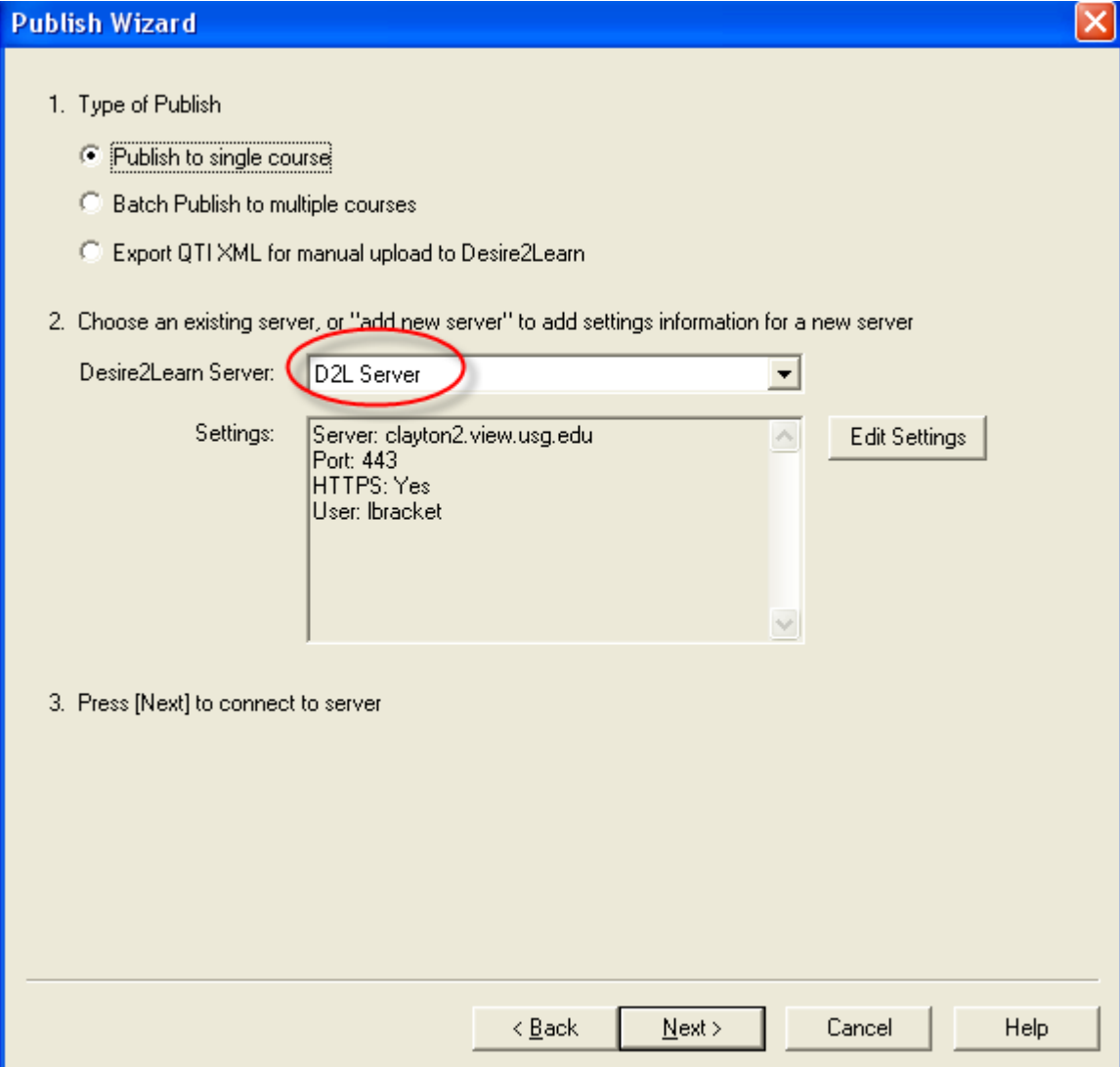
Question List					
#		Title	Format	Points	Question Wording
1		State Capitals	Multiple Choice	1.0	Which city has <u>never</u> been the capital of Georgia?

## Uploading the questions to D2L

Once you have entered all your questions it's time to upload the test to D2L. Although it is not required, I always preview the test before uploading and check formatting, etc., one last time.

1. Click on the Preview and Publish tab at the top of the screen.
2. Click on Preview the file.
3. Click on Next to move from question to question. If you see something you need to correct, click on Modify Item. Make your changes then click Save changes to pick up where you left off on the preview.

4. Click Close when you finish the preview.
5. Click on Publish on the left side of the screen.
6. Click on the Publish Wizard.
7. Make sure that the D2L server is selected.



**Publish Wizard**

1. Type of Publish

- ☒ Publish to single course
- ☐ Batch Publish to multiple courses
- ☐ Export QTI XML for manual upload to Desire2Learn

2. Choose an existing server, or "add new server" to add settings information for a new server

Desire2Learn Server: **D2L Server**

Settings:

Server: clayton2.view.usg.edu
Port: 443
HTTPS: Yes
User: lbracket

[Edit Settings](#)

3. Press [Next] to connect to server

< Back   Next >   Cancel   Help

8. Click on Next. Be patient while Respondus connects to the server. This can take a few minutes, depending on how busy the server is and how many courses you are involved in.
9. Use the dropdown arrow to select the course you want to put the file into. You must have access to the course as an instructor.

**Publish Wizard**

1. Choose Course to Publish to

2. Create/Replace Assessment Type

Quiz

☒ Create new quiz HIST 3111 Test 1

☐ Replace existing quiz

Self Assessment

☐ Create new self test HIST 3111 Test 1

☐ Replace existing self test

Question Library Section

☐ Create new section HIST 3111 Test 1

☐ Replace existing section

3. Additional Options for Assessment Type

☒ Apply Settings

☒ Apply Random Sections

4. Press [Next] to publish to server

< Back Next > Cancel Help

10. Settings in #2 control whether or not this file becomes a quiz or a question library section.

**If you leave the check box selected for #3 Apply Settings, the test will be ACTIVE right away in D2L, which means students can access it and take it. I suggest removing the checkbox so that the test will be INACTIVE.**

11. Click Next. Be patient as the file uploads. Status messages will keep you informed of how the process is going.
12. Click Finish.

Once the test has been uploaded, go to D2L to set availability and other properties. If you selected to upload this file as a Question Library Section, go to D2L to add questions into a random section in a quiz.

## **Importing a question database or test file from a textbook publisher**

Textbook publishers sometimes use Respondus to deliver question databases or test files from their secure website through the Test Bank Network icon on the Start tab in Respondus. Contact the publisher for permissions and specific instructions.

## **Importing a test from a Word document**

Tests can be imported from a Word document into Respondus IF they meet certain formatting criteria. This must be strictly adhered to for the import to work correctly.

### **Do . . .**

Turn automatic numbering off.

Use a period and a space after each question number.

Put a blank line between each question.

Indicate correct answers by putting an asterisk in front of the correct answer choice.

### **Don't . . .**

Apply any styles other than the normal style.

Use tabs.

An example of the correct format is shown below. The Show Paragraph icon (¶) is turned on to help you see the non-printing characters such as spaces and blank lines.

1. The American Marketing Association defines marketing as "an organizational function and a set of processes for creating, communicating, and delivering \_\_\_\_\_ to customers and for managing customer relationships in ways that benefit the organization and its stakeholders."¶

- \*a. value¶
- b. quality¶
- c. technology¶
- d. the best deals¶

¶

2. What might a producer do while considering lost production that results from a trip to the market?¶

- a. Have a sale for the product¶
- b. Increase advertising of the product¶
- c. Increase the price of the products¶
- \*d. Hire a retailer for the product¶

¶

3. Which among the following is not part of the "Four Ps" of marketing?¶

- a. Product¶
- b. Promotion¶
- \*c. Planning¶
- d. Placement¶

¶

1. Once you match this format, start Respondus and select Import Questions.
2. Under type of file, select the version of Word that matches your document.
3. Browse for the file.
4. Enter a new document name.
5. Click Preview. You can view the results in the bottom. It's always a good idea to know how many questions there should be and to check the preview to see if it matches. If not, there's something wrong with the formatting of your Word document. Click on Cancel, check the Word document, then try the import again.
6. If all is well in the preview, click on Finish.

**If you are struggling with the formatting in the Word document, contact CID. We know a few tricks and have some wonderful student workers who can solve these problems.**

### **Deleting a Respondus file from your computer.**

When using Respondus, you can't replace a file by the same name like you can in Word. If you need to start over with the HIST 3111 Test 1 file, for example, you will need to delete the existing Respondus file first. Respondus files are stored in a folder called Respondus Projects on the C: drive. Each file has a folder that can be deleted through Windows Explorer or My Computer.

### **Changing your password in Respondus**

When you configure Respondus to connect to the D2L server the first time you are prompted to enter your Clayton login and password credentials. These are stored in Respondus so that the connection to the D2L server will be easy to make. However, our passwords at Clayton change every 90 days. If your password changes, you will need to update Respondus as well.

1. Click on the Preview and Publish tab.
2. Click on Publish Wizard.
3. Click on Edit Settings.
4. Select View and edit the current server settings.
5. Click on Next.
6. Enter your new password in the password box. Make sure that the "remember my password" box is selected. Click on OK.
7. Click on the X in the top right corner to close the Publish Wizard window.