

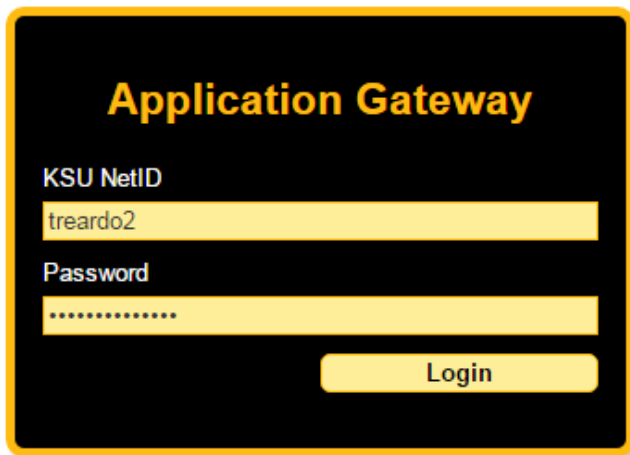
Using Respondus to Get Your Quiz Questions in Faster

*IMPORTANT: Please note that Respondus only works on PC computers. For Mac users, you can either contact me for help at treardo2@kennesaw.edu or you can create your quizzes from within D2L.

[Accessing Respondus](#) | [Formatting for Respondus](#) | [Using Respondus](#)

Accessing Respondus

1. Go to <http://apps.kennesaw.edu> and log in with your netID and password.



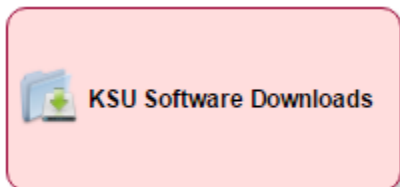
Application Gateway

KSU NetID
treardo2

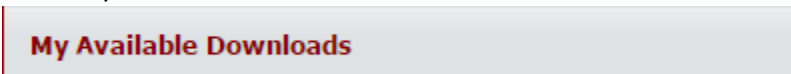
Password
.....

Login

2. Click "KSU Software Downloads."



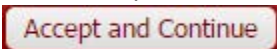
3. Click "My Available Downloads."



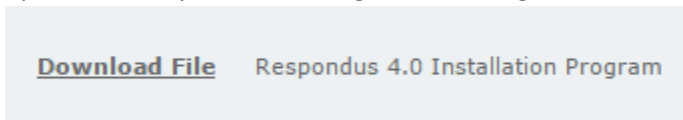
4. Scroll down and click "View Files" next to Respondus 4.0.



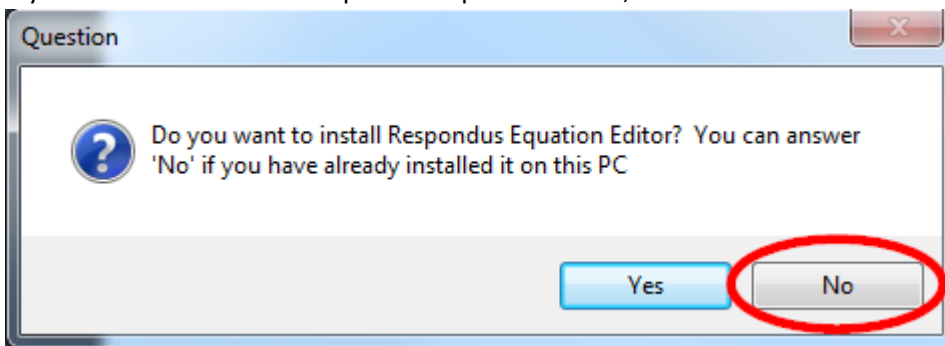
5. Click "Accept and Continue."



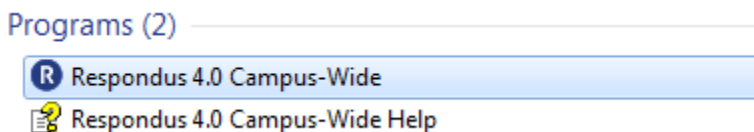
6. Next to the Respondus 4.0 Installation Program, click “Download File,” but keep the browser open because you’ll need it again once we get it installed.



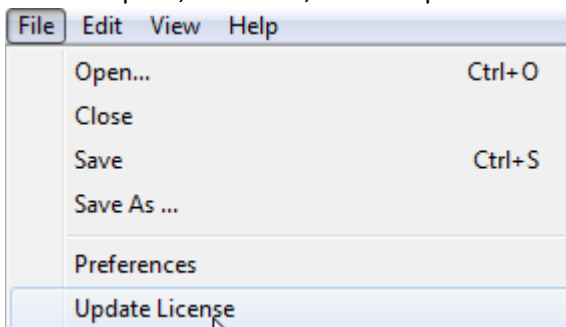
7. Install the downloaded file like you would any other program. When you get to a window asking if you want to install the Respondus Equation Editor, click No.



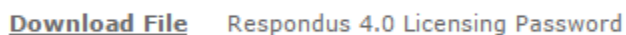
8. Once the program is installed on your computer, click the Start menu and search “Respondus.” When “Respondus 4.0 Campus-Wide” comes up, click on it.



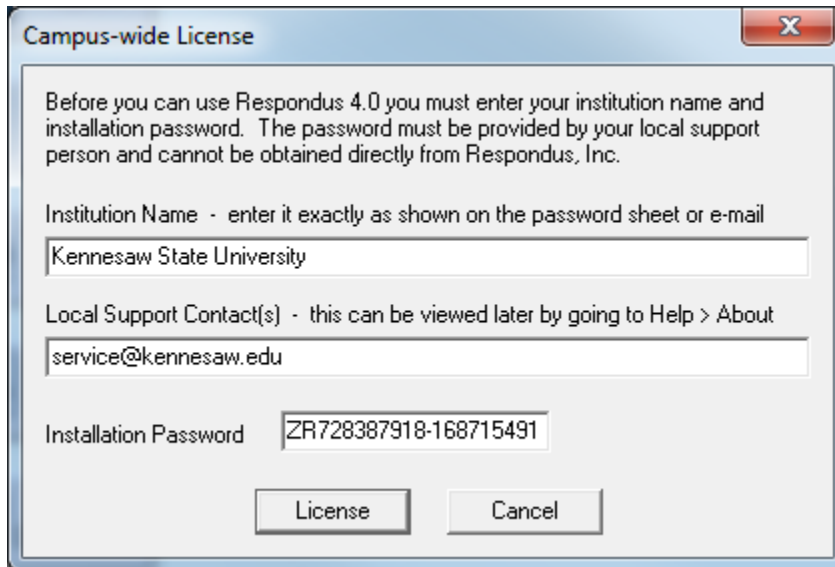
9. When it opens, click “File,” then “Update License.”



10. In the Institution Name box, you’ll put “Kennesaw State University,” then in the Local Support Contact box, you’ll put “service@kennesaw.edu.” For the installation password, go back to your browser and this time click “Download File” next to Licensing Password.



11. Put the licensing password shown there in the appropriate box in the form, then click License.



Campus-wide License

Before you can use Respondus 4.0 you must enter your institution name and installation password. The password must be provided by your local support person and cannot be obtained directly from Respondus, Inc.

Institution Name - enter it exactly as shown on the password sheet or e-mail

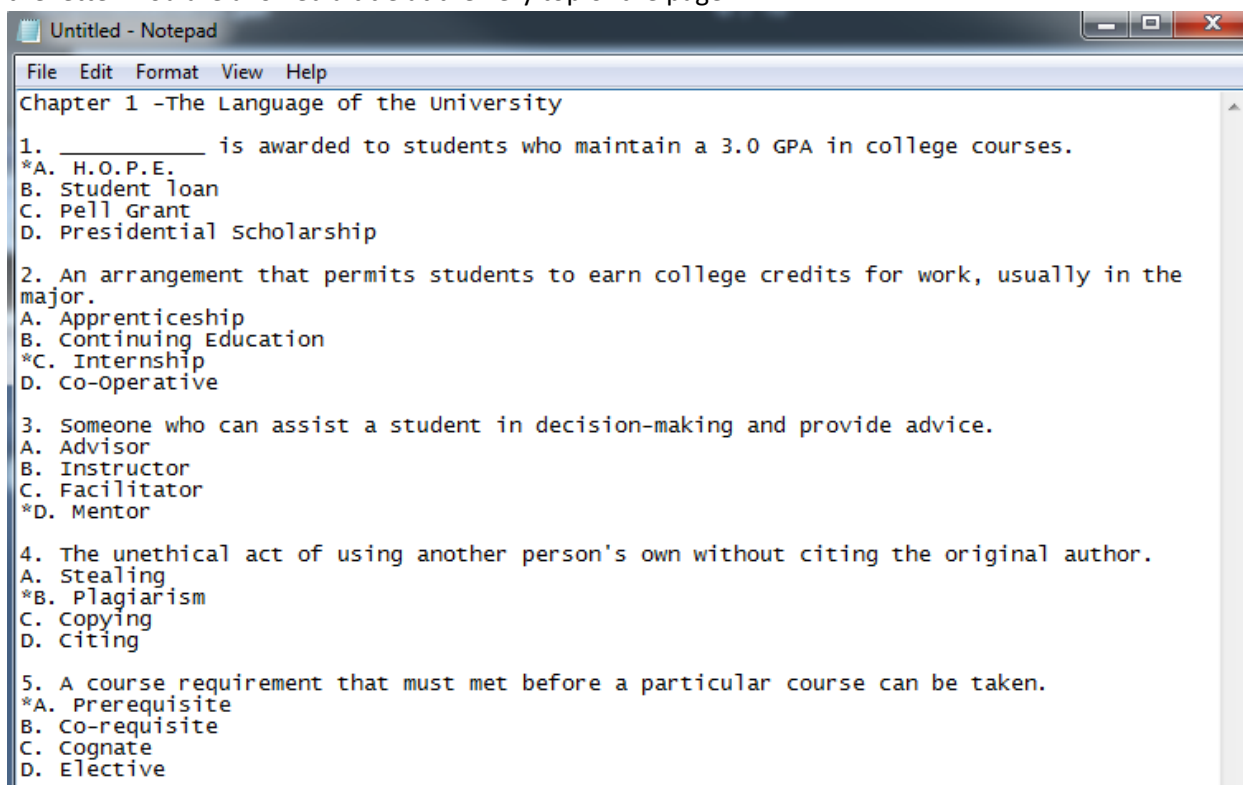
Local Support Contact(s) - this can be viewed later by going to Help > About

Installation Password

Formatting Your File for Respondus

We generally create our face-to-face exams in Microsoft Word, right? Well good news! If you have your exams ready in Word, you can easily make some minor adjustments to the format and upload the questions all at once. Here's what you do.

1. Start by copying all of the questions in your document into Notepad (automatically installed on PC computers). This will take out all formatting the Word does automatically, because Respondus doesn't like those auto-format options.
2. When your questions are in Notepad, you're going to go through each of them and make it match the image below. It's very important to remove any category titles you might have in there and added spacing, and it's important to mark correct answers with an asterisk in front of the letter. You are allowed a title at the very top of the page.



3. Save that file to your desktop or another place that is easy for you to find. It will have a .txt extension.

Using Respondus for D2L Quizzes

1. Once you have your .txt file, click "Import Questions" in Respondus.



2. Click "Browse" next to File Name.

File name:

3. Find your .txt file and click "Open."

example
Text Document
821 bytes

File name:

4. Where it says "Create a new document, named:" add a name for this document.

Create a new document, named:

5. Click "Preview." All of your questions should appear in the box. You might also get some warnings in the last box. If there is a warning saying that there were duplicate titles, you can ignore that one. But any other warnings you get will likely need to be addressed. A common one says that a question doesn't have an answer, and in that case you want to go back and check your document to make sure that you marked an answer. You can re-upload and re-preview as many times as you need to as you get rid of the warnings. When you are ready, click "Finish."

3. Use the Preview button to check for problems:

4. Press the Finish button to complete the process.

Preview results

#	Title	Question Wording
1	is awarded to st	is awarded to students who mai
2	An arrangemen	An arrangement that permits students to ear
3	Someone who c	Someone who can assist a student in decisio
4	The unethical a	The unethical act of using another person's
5	A course requir	A course requirement that must met before a

No warnings.

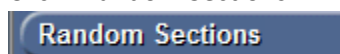
6. All your questions should appear in the list at the bottom. Click the “Settings” tab.



7. In this tab, you’ll see a lot of the settings that will be found in D2L. However, I advise against using the Respondus form for those settings because it hasn’t been updated since the last D2L update and things don’t always transfer. I suggest leaving everything up to Random Sections alone, and then edit your settings from inside D2L when we are done.

8. If you want your quiz to be randomized, do the following steps. If not, skip to step 9.

- a. Click “Random Sections.”



- b. Click “Random Sections” again.



- c. Where it asks for the “FIRST question to be used in the set,” put 1. Where it asks for the “LAST question to be used in the set,” put the number of the last question in your quiz.

Add New Set
 Modify or Delete Existing Set:

Enter the number of the FIRST question to be used in the set

Enter the number of the LAST question to be used in the set

- d. Where it asks how many questions should be randomly selected, you can either have it pull all of the questions (if you want students to have all of the questions, but in a random order), or you can select a specific number to be pulled. In that case, students will get that number of questions, randomly selected from the pool of questions, in a random order.

How many questions in this set should be randomly selected during the exam?

All
 Select Number:

- e. Finally, put a point value for each question in the random section. Then click “Add New Set.”

Enter the point value that should be used for questions in this set

- f. You should see a letter (most likely “A”) appear next to each of your questions in the box below. That means that the questions were added to a random section.

#	Set	Title	Format	Question Wording
1	A	is awarded to stude	Multiple Choice	_____ is awarded to students wh
2	A	An arrangement th	Multiple Choice	An arrangement that permits students
3	A	Someone who can	Multiple Choice	Someone who can assist a student in c
4	A	The unethical act	Multiple Choice	The unethical act of using another per
5	A	A course requirem	Multiple Choice	A course requirement that must met be

- g. You should also see the points calculate based on the number of questions you plan to pull from the section and the points each question is worth. For example, if you have 5 items pulled, and each is worth 2 points, your total points will be 10. Click “OK” when you are ready.

Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.

Total Items: 5 Points: 10.0

OK

Cancel

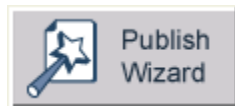
9. Click “Preview and Publish.”



10. You can preview the quiz questions by clicking the preview button. When you are ready, click “Publish.”



11. Click “Publish Wizard.”

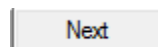


12. If this is your first time using Respondus, first complete the following steps. If this is not your first time, skip to step 13.

- a. Select “- add new server -” in the drop-down menu.

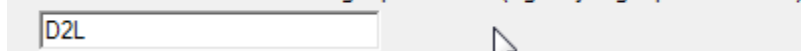
Brightspace Server:

- b. Click “Next.”



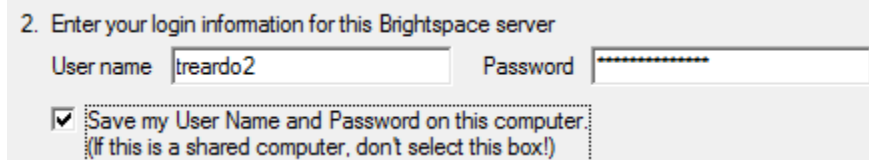
- c. Give your server a name. This can be something as simple as “D2L,” and students will never see it.

1. Enter a name to describe this Brightspace server (e.g. “My Brightspace Courses”)



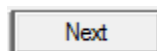
A screenshot of a text input field with the text "D2L" entered. A mouse cursor is positioned over the field.

- d. Type your netID and password in the appropriate boxes. If you are using your computer, check the “Save my User Name and Password on this computer” box. If not, leave it unchecked.



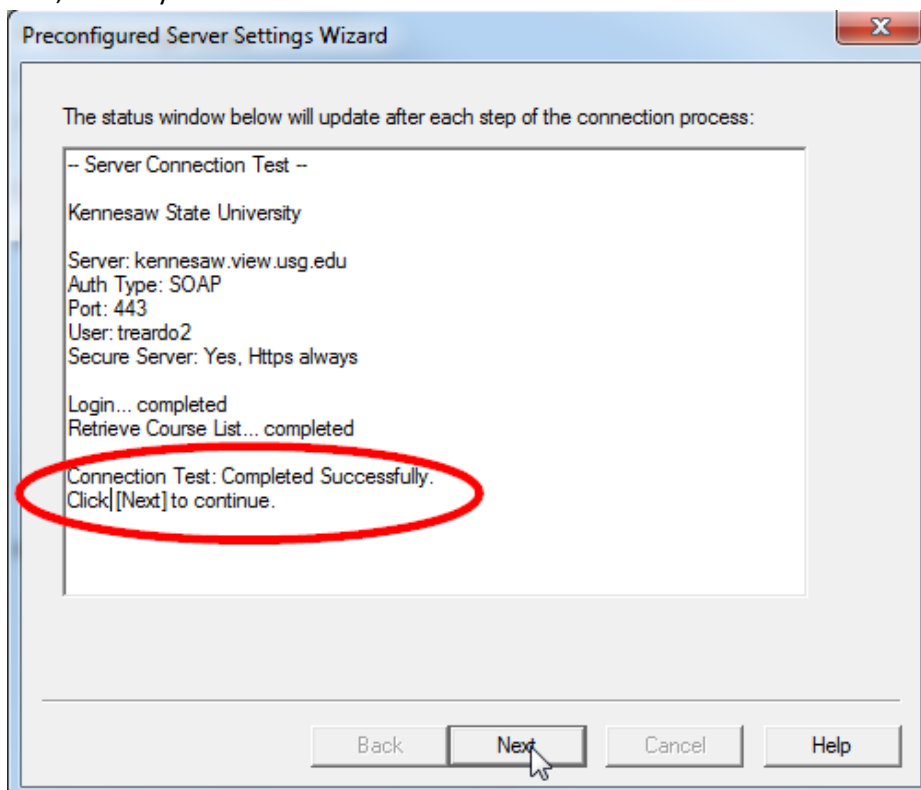
A screenshot of a login form. It has two input fields: "User name" containing "treardo2" and "Password" with masked characters. Below the fields is a checkbox labeled "Save my User Name and Password on this computer" which is checked. A note below the checkbox reads "(If this is a shared computer, don't select this box!)".

- e. Click “Next.”



A screenshot of a button labeled "Next".

- f. Let the wizard run. Wait until the text says “Click [Next] to continue.” ONLY when it says that, should you click “Next.”



A screenshot of a dialog box titled "Preconfigured Server Settings Wizard". The main area contains the following text:

```

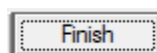
The status window below will update after each step of the connection process:

-- Server Connection Test --
Kennesaw State University
Server: kennesaw.view.usg.edu
Auth Type: SOAP
Port: 443
User: treardo2
Secure Server: Yes, Https always

Login... completed
Retrieve Course List... completed
Connection Test: Completed Successfully.
Click [Next] to continue.
  
```

The text "Connection Test: Completed Successfully. Click [Next] to continue." is circled in red. At the bottom of the dialog, there are four buttons: "Back", "Next", "Cancel", and "Help". A mouse cursor is pointing at the "Next" button.

- g. Click “Finish.”



A screenshot of a button labeled "Finish".

13. Select your server in the drop-down menu.

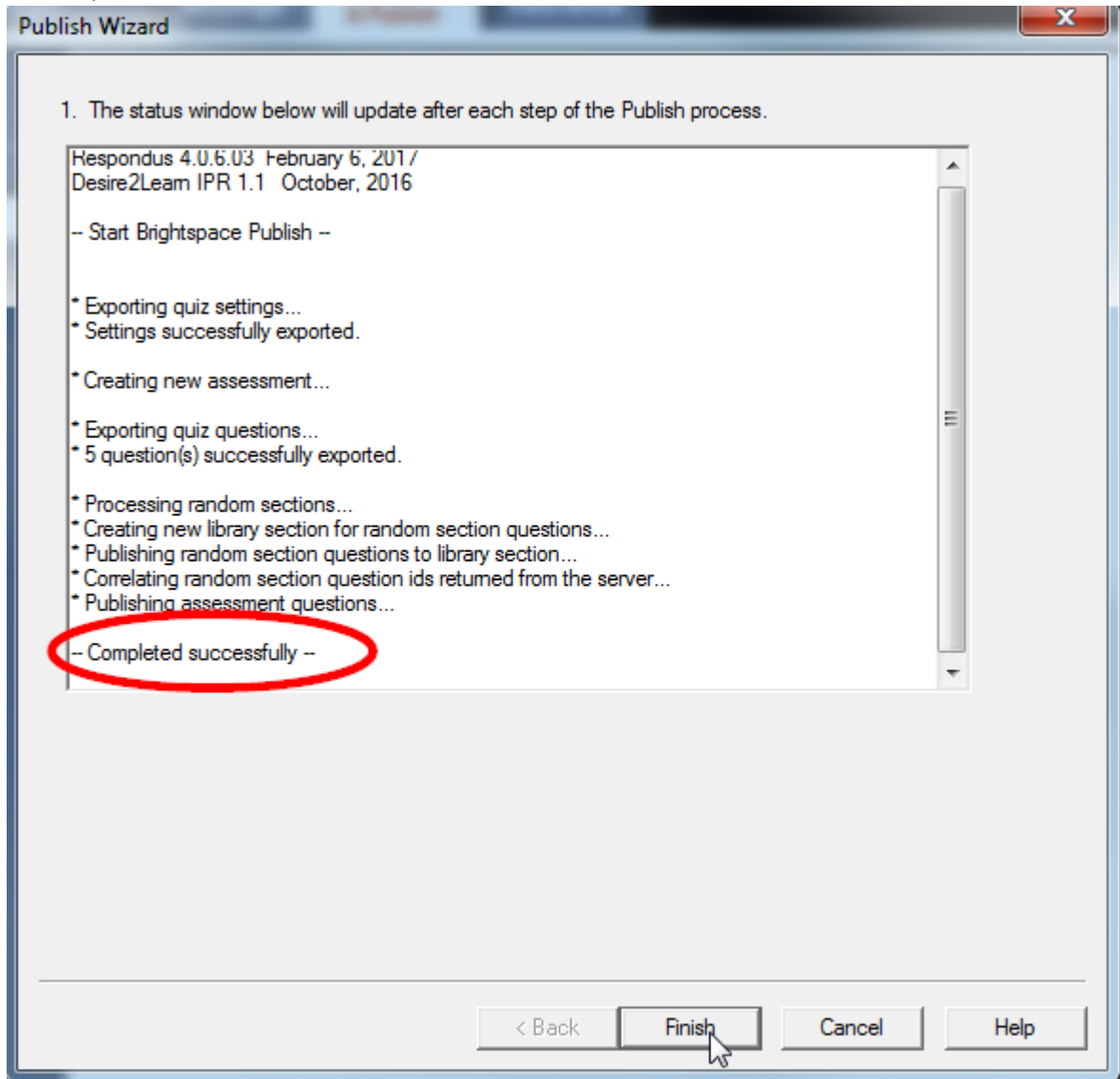
14. Click “Next.”

15. Click the first drop-down menu to choose the course to publish in. Every course that you are enrolled in as an instructor will appear here. Scroll through and find the course that this quiz belongs in.

16. Name your quiz in the box next to “Create new quiz.” This name will be what students see in D2L.

17. Click “Next.”

18. Let the wizard run. Wait until the text says "-- Completed successfully --." ONLY after it says that, should you click "Finish."



19. Go into your D2L course. Remember how we didn't set any settings in Respondus? Now you can go into your quiz in D2L and edit the settings from there. If you have never used the D2L quizzing feature before, please refer to the D2L quizzing tutorial at <http://distanceed.hss.kennesaw.edu/elearning/tutorials/QuizzesD2L.pdf>.