



Information Technology Services

# Using Respondus with Desire2Learn

**Information Technology Services**

**Outreach & Distance Learning Technologies**

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**Kennesaw State University**

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## Introduction



[Respondus](#) is a Windows-based application for creating and managing exams that can be printed to paper or published directly to a course management system. KSU has a campus-wide site license for Respondus. *Note that the license password changes every July 31.*

Exams can be created offline or retrieved from several course management systems. Respondus has many features including spell check, an equation editor, importing questions from Word, and exporting answers to Excel.

## Learning Objectives

- How to get access to Respondus
- Importing questions to Respondus
- Publishing to Desire2Learn
- Exporting from Desire2Learn to Respondus

## How to Access Respondus

Go to <https://web.kennesaw.edu/acs/service/respondus> and follow the instructions given to download and activate your Respondus account. You will need to log in with your NetID and password to download. If you experience any problems, please contact the KSU Service Desk at 770-423-6999 or [service@kennesaw.edu](mailto:service@kennesaw.edu)

Once you have downloaded the software, you can access the application by looking through the list of programs on your computer.

Important Note: This is a locally installed application. Any quizzes you create in Respondus will reside on the desktop/laptop in which you created it. If you install Respondus on multiple machines, the quizzes are not shared.

# Importing Questions into Respondus

The following explains how to convert a text or Word document into a Respondus file.

1. Click the **Start** tab.
2. Select **Desire2Learn** from the *Current Personality* drop-down list.

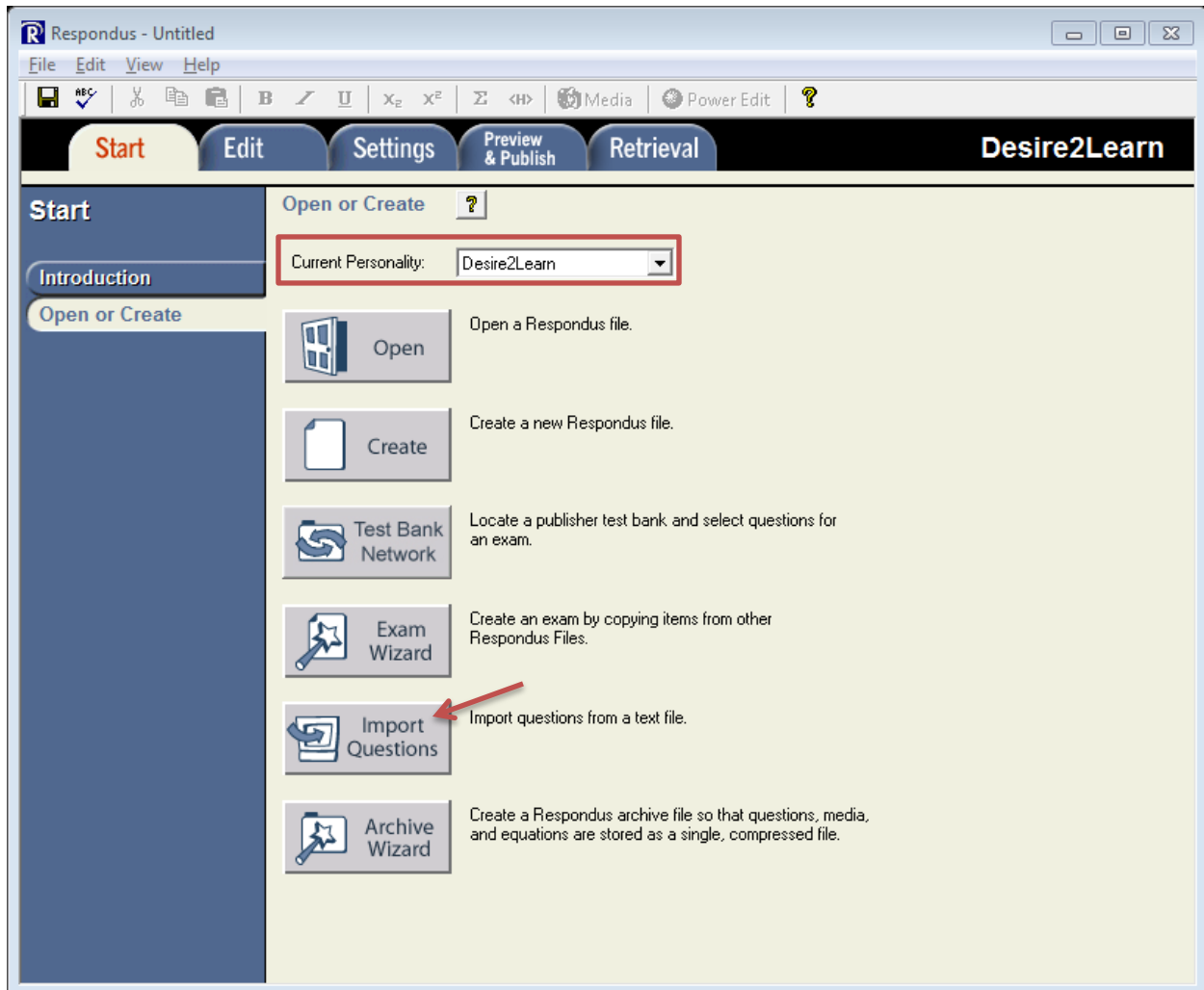


Figure 1 - Start Tab with Desire2Learn Personality

3. Click on **Import Questions**.
4. The *Import Questions* pop-up window will appear. From the Type of file, select the appropriate file type from the drop down list. Note: **plain text** is best.

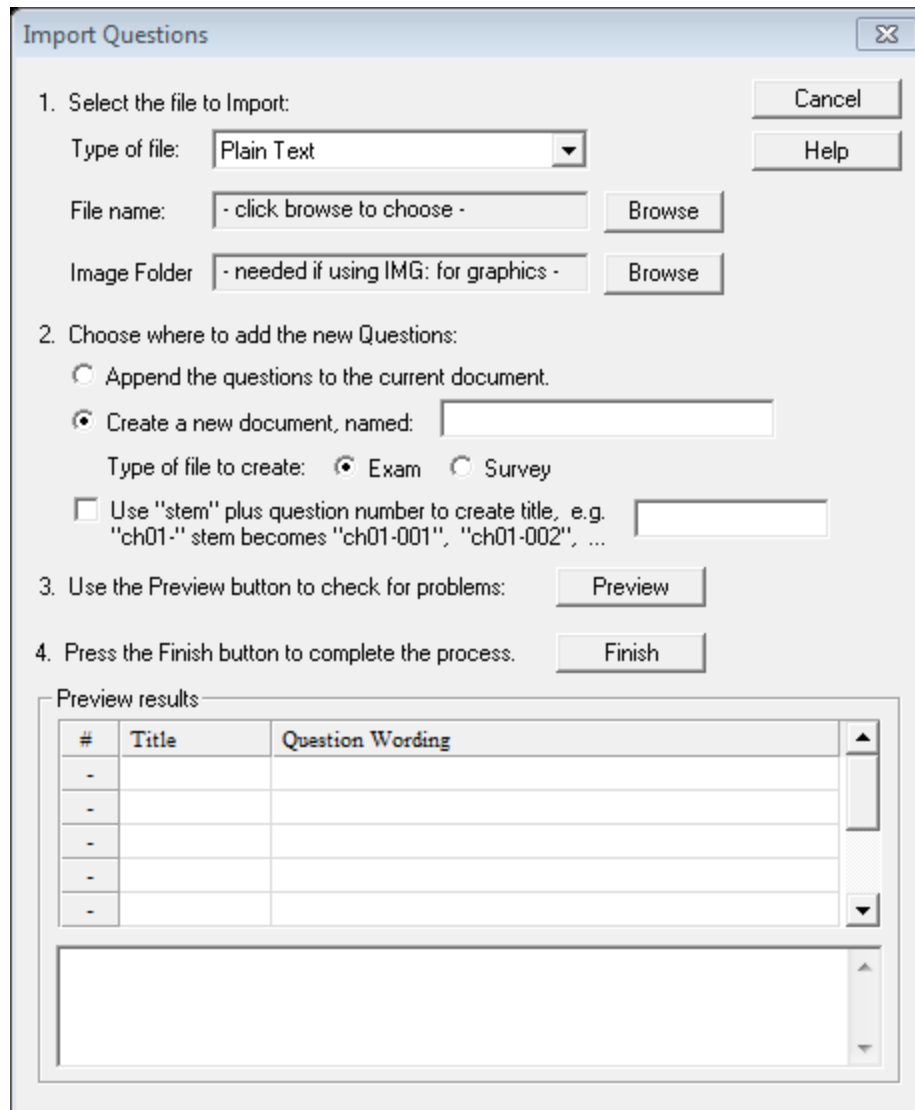


Figure 2 - Import Questions

5. Click **Browse** and locate the file you wish to import.  
**Important Note: Respondus file format structure is very specific. Please see *Respondus Appendix: Importing File Format* document for more details.**
6. Choose where to add the new Questions in step 2 of the import questions window.
7. Click **Preview** to view questions. This will allow you to view any warning messages. Note: Not all warning messages require an action.
8. If all questions imported properly and you wish to proceed, click on **Finish**.

Note: If you need to make additional changes to the file, select the **Edit** Tab.

# Publishing to Desire2Learn

The following explains how to use the *Publish Wizard* to upload questions into Desire2Learn.

1. Click the **Preview & Publish** tab.

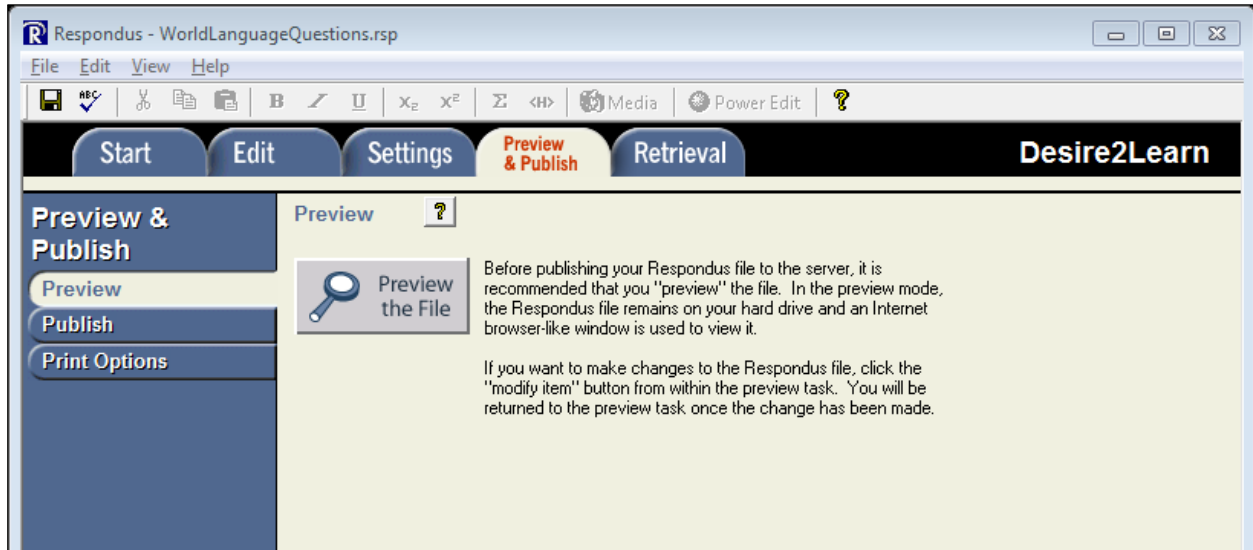


Figure 3 – Preview & Publish Tab

2. Select **Publish** from the left menu.
3. Click the **Publish Wizard** button.



Figure 4 - Publish Wizard



- The *Publish Wizard* screen appears. Click the drop down arrow in the **Desire2Learn Server** field and select "**add new server**".

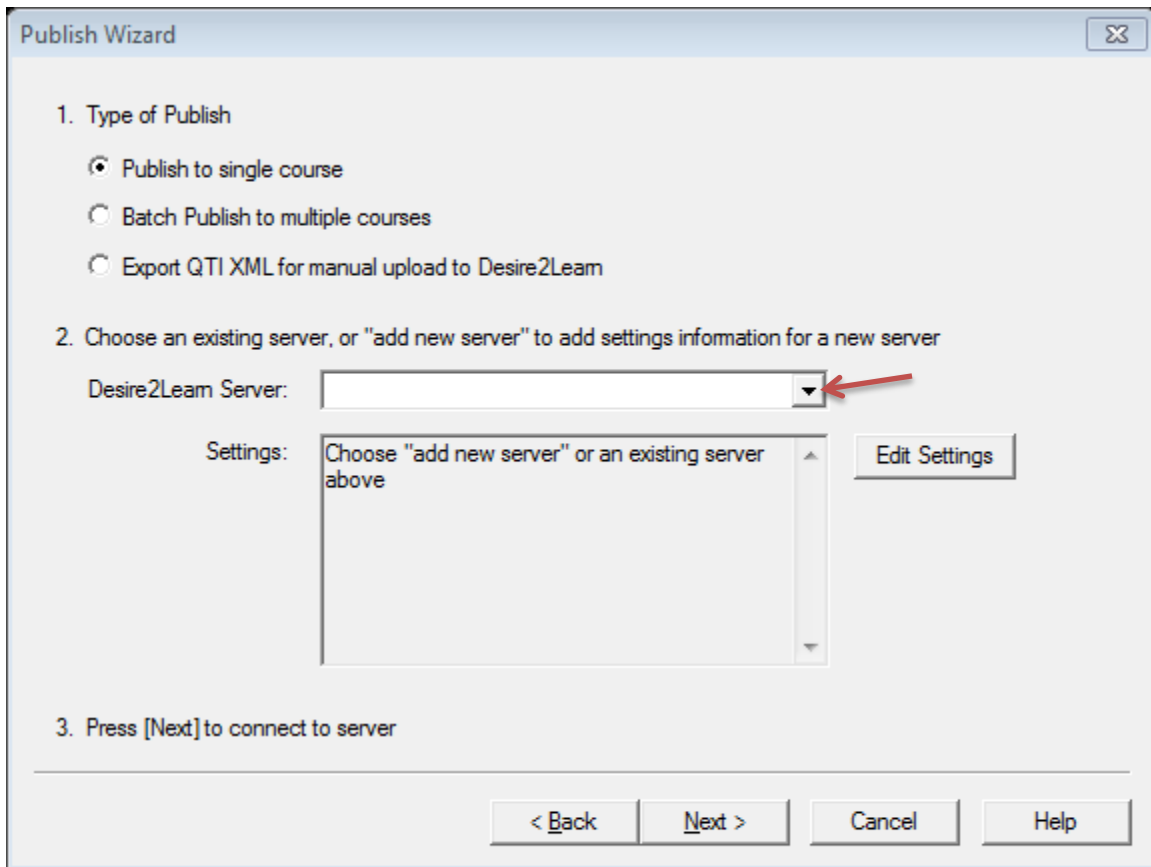


Figure 5 – Desire2Learn Server

- The *Add New Server Settings* screen appears. Click **Next**.

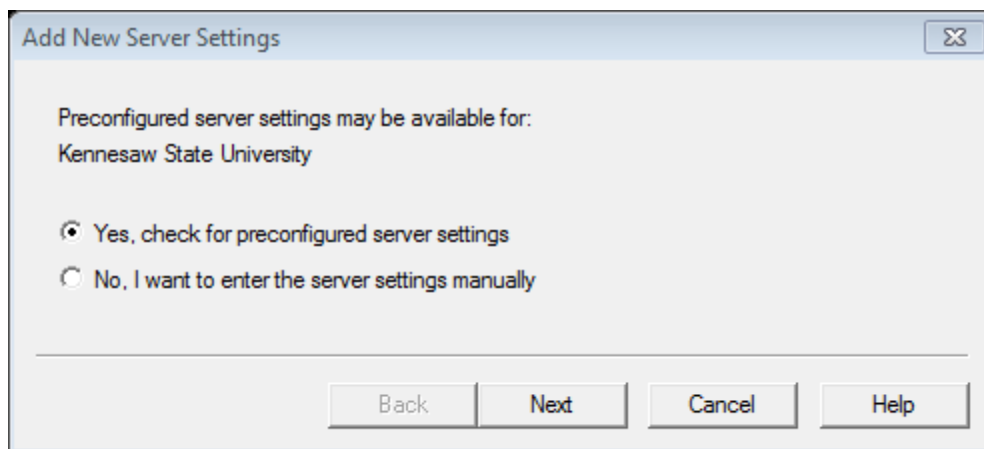


Figure 6 - Add New Server Settings

6. The *Preconfigured Server Settings Wizard* screen appears.
  - a. Enter a name of your choice to label the server in the first field. For example: *Desire2Learn Server*.
  - b. Enter your **NetID** in the *User name* field and your **NetID password** in the *Password* field.
  - c. You may optionally check the *Save my User Name and Password on this computer* option. You will not be prompted to enter your credentials every time you connect to the server to publish or retrieve questions and assessments.

Preconfigured Server Settings Wizard

Success! The server settings have been downloaded for:  
Kennesaw State University

1. Enter a name to describe this Desire2Learn server (e.g. "My Desire2Learn Courses")  
Desire2Learn Server

2. Enter your login information for this Desire2Learn server  
User name ifaculty Password \*\*\*\*\*

Save my User Name and Password on this computer.  
(If this is a shared computer, don't select this box!)

3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course

Run connection test  
 Skip connection test

Back Next Cancel Help

Figure 7 - Preconfigured Server Settings Wizard

7. Click **Next**.
8. The *Server Connection Test* runs to verify connectivity. Wait for the "*Connection Test: Completed Successfully. Click [Next] to continue*" lines to appear, and then click **Next**.

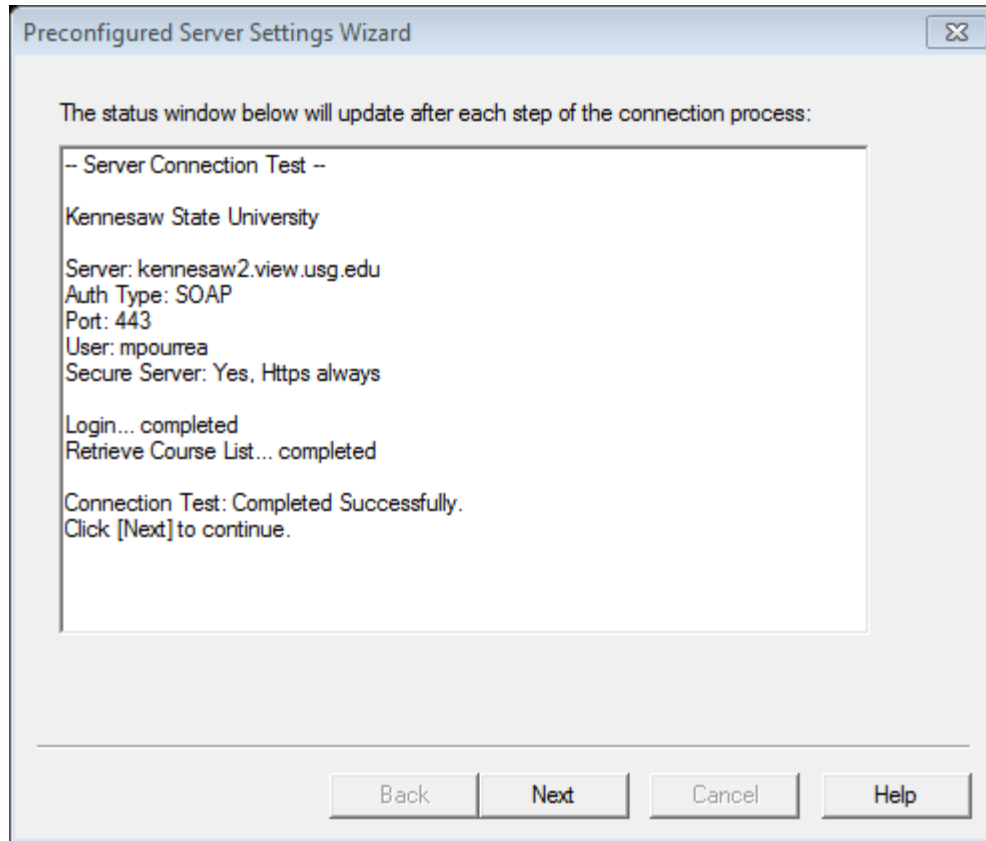


Figure 8 – Connection Test: Completed Successfully

9. The *Preconfigured Server Settings Wizard* confirms the addition of the server. Click **Finish**.
10. The *Publish Wizard* window appears. Select the **Desire2Learn Server** from the drop-down list, and click **Next** to connect to Desire2Learn server.
11. Select the Desire2Learn section/course where you want to publish your quiz/questions from the drop down list, in step 1.

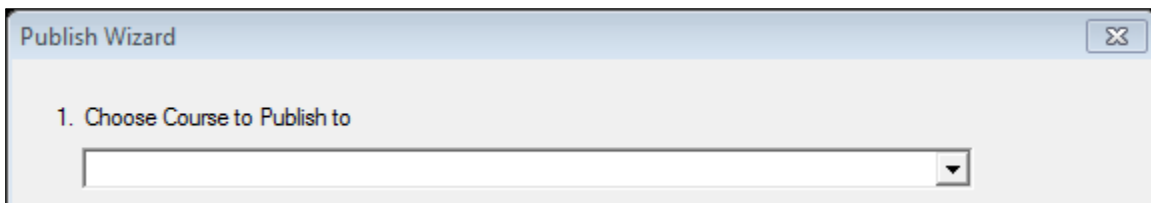


Figure 9 – Choose Course to Publish to

12. Go to *Create/Replace Assessment Type* and select either **Create new quiz** under *Quiz* or **Create new section** under **Question Library Section**. In our example, we are selecting **Create new section** in the *Question Library Section*.

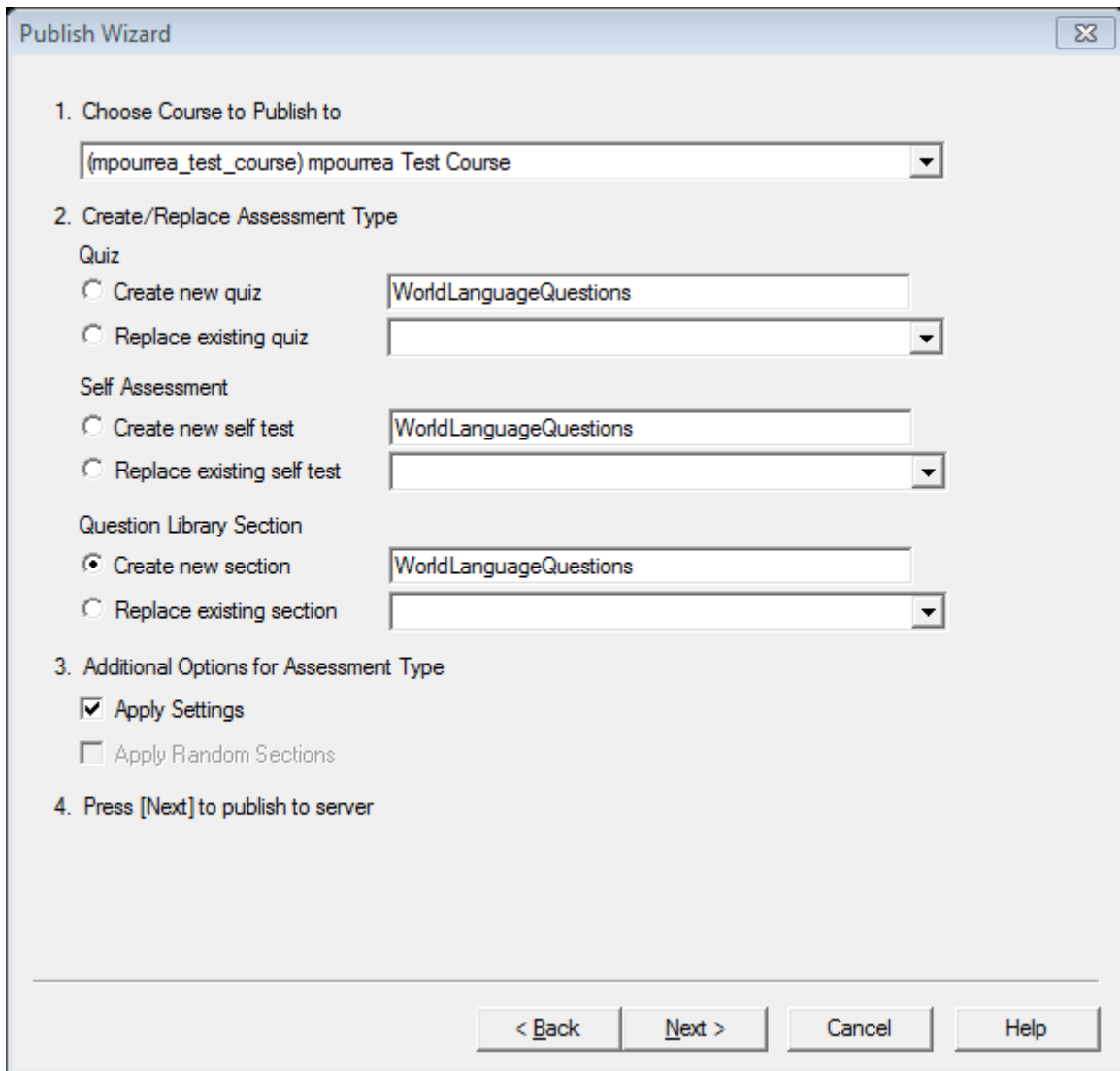


Figure 10 – Create/Replace Assessment Type

13. Click **Next**.

14. The *Publish process* starts. Wait for the “*Completed Successfully*” line to appear, and then click **Finish**.

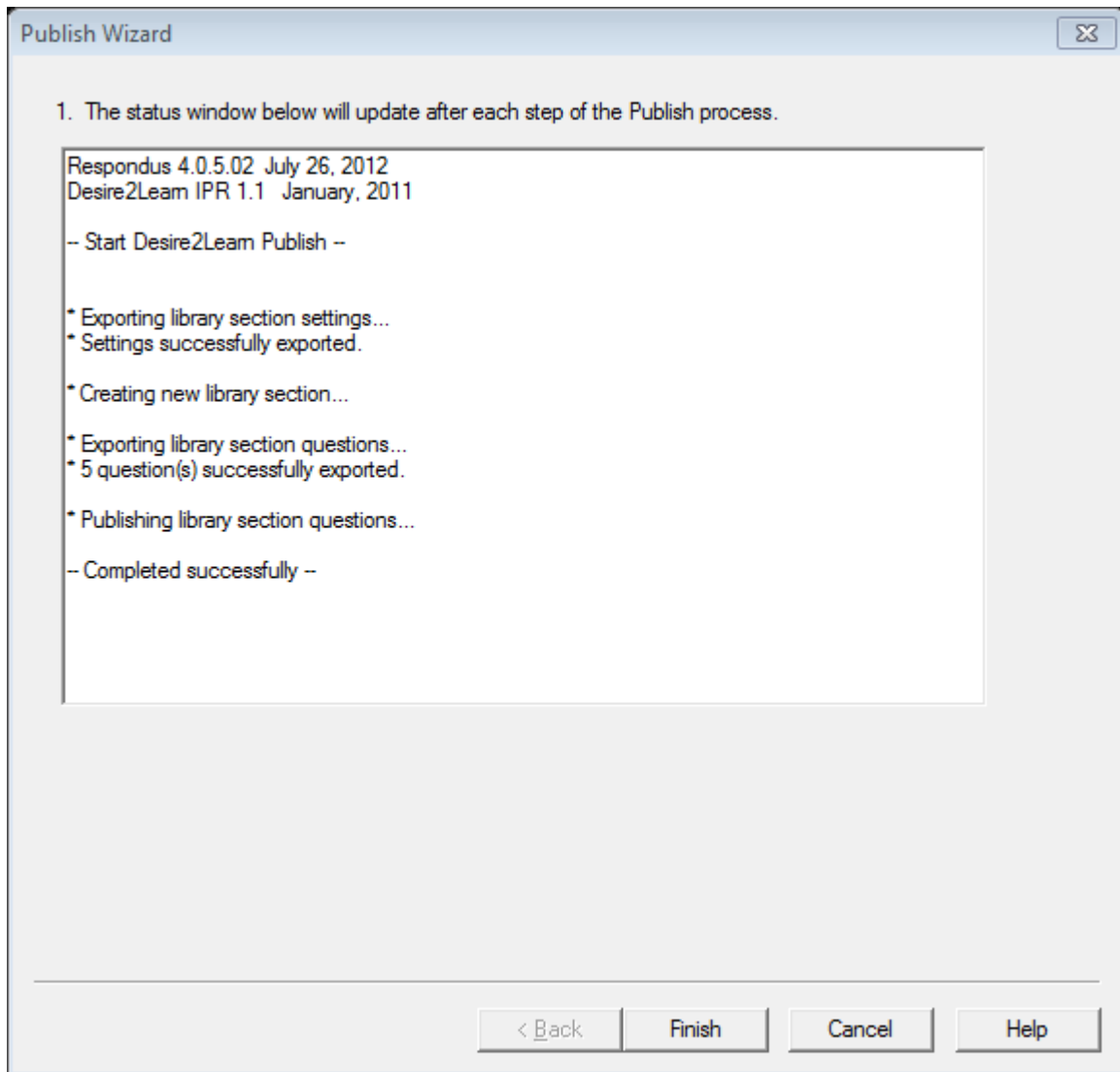


Figure 11 - Publish Process Completed Successfully

15. Close Respondus and log into Desire2Learn to view your quiz/questions.

**Note:** Be sure to adjust the properties and restrictions of the quiz in your course.

# Exporting from Desire2Learn into Respondus

The following explains how to download questions from Desire2Learn into Respondus.

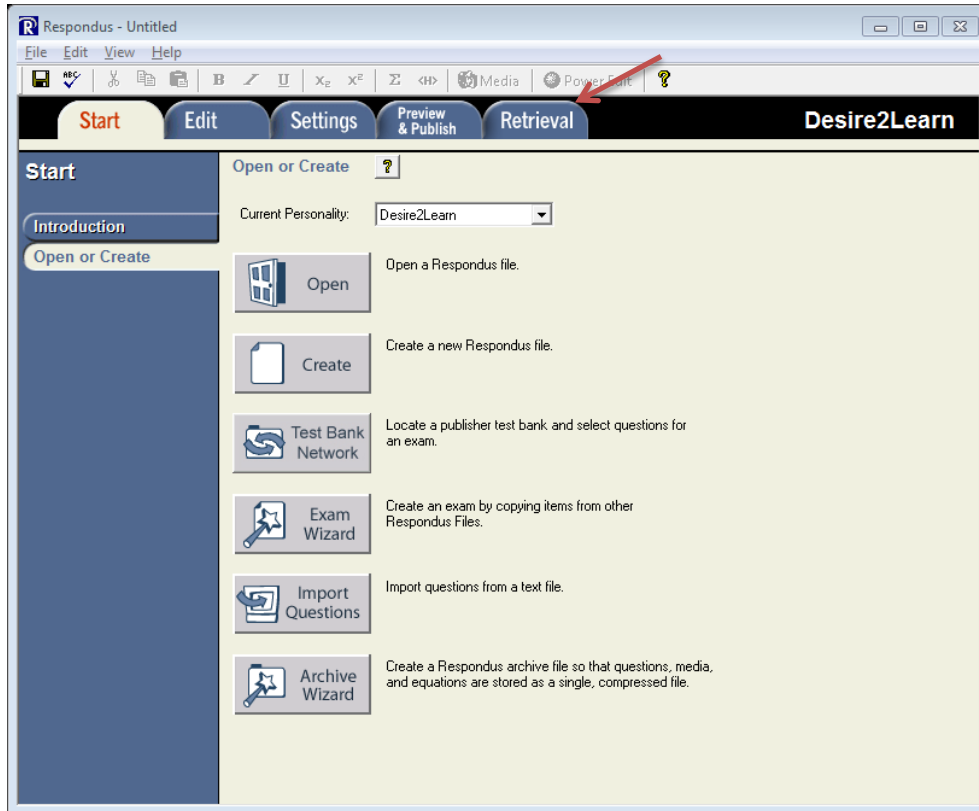


Figure 12 - Start Tab

1. From the Respondus **Start** screen, click the **Retrieval** Tab.
2. The *Retrieval* screen appears. Click the **Retrieve Questions** button.

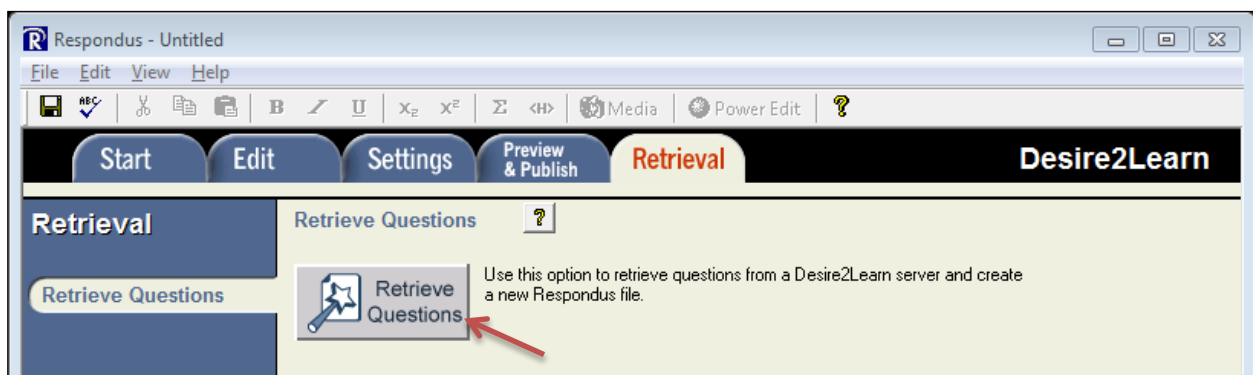


Figure 13 - Retrieve Questions

3. The *Retrieve Questions Wizard* window appears. Click **Next**.

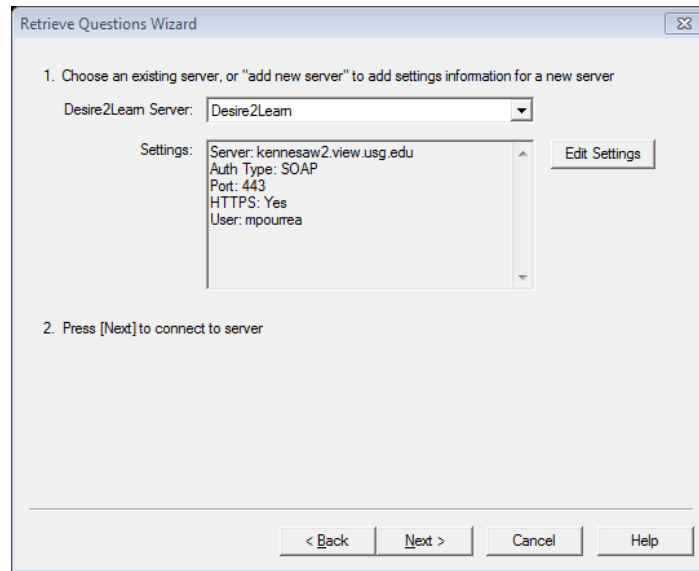


Figure 14 – Retrieve Questions Wizard

4. On the next screen, follow step 1 through 4.
  - a. Select the D2L course from the *Choose Course to Retrieve from* drop-down list.
  - b. Select the question library section (or quiz) to be downloaded into Respondus.
  - c. Enter a name for the Respondus file that will be created.
  - d. Click **Next**.

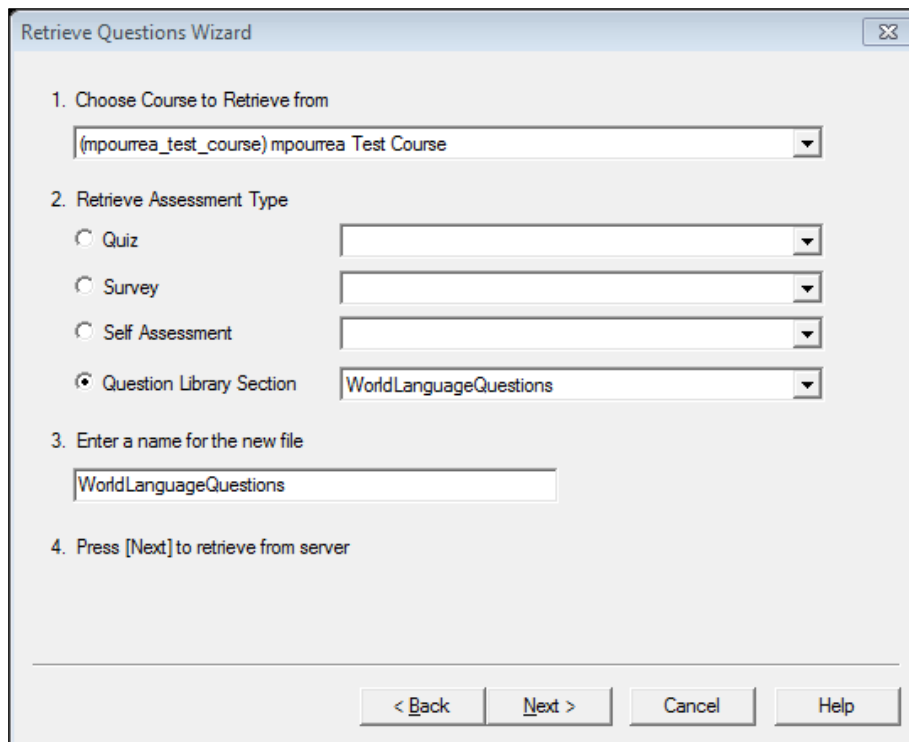


Figure 15 - Steps 1-4

- The *Retrieve* process starts. Wait for the “Completed successfully” message to appear, and then click **Finish**.

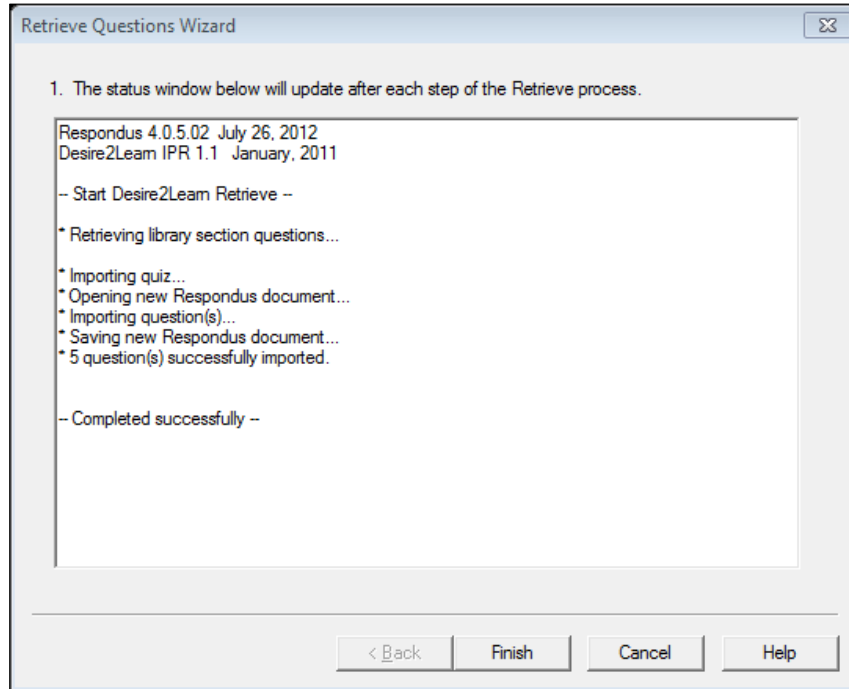


Figure 16 - Retrieve Process

- The questions of the quiz you selected are now available in Respondus. Click the **Edit** tab to view the questions.

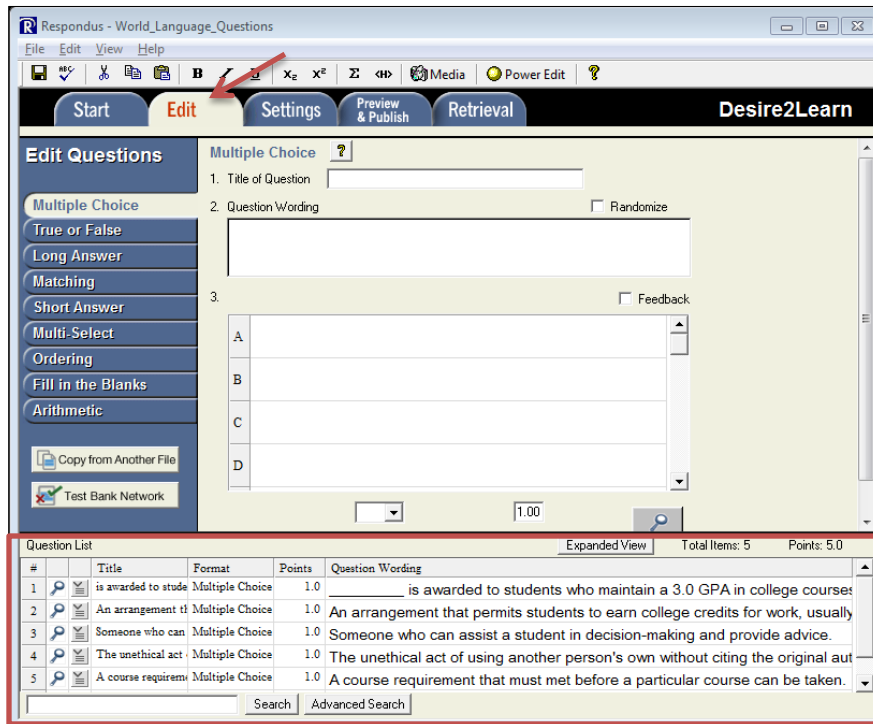


Figure 17 - Viewing Downloaded Questions