## Respondus

## By Joseph Zisk CalU Teaching and Learning Center

1. Open program, if needed put in required information:

Institution Name: Pennsylvania State System of Higher Education

System Support Contacts:

Installation Password: --- Contact TLC

- 2. Open "Create" to make new file
- 3. Give the file a name and description.
- 4. Begin creating a question.
- 5. Preview questions
- 6. Using MS Word to create your exams.
  - Under Help  $\rightarrow$  Start Menu  $\rightarrow$  Importing Questions
  - Select "The Standard Format for Importing" link

7. Type your question in MS Word. Use "\*" to indicate correct answer.

- save files as Word or Plain text

8. Under File menu  $\rightarrow$  Preferences  $\rightarrow$  Edit and Publish

9. To import the test question file, select "Import Questions" from the Start Menu





	Sta	art <mark>Edi</mark>	it Settings Preview & Petrieval	Desire2Learn
Edit Questions		estions	Multiple Choice     ?       1. Title of Question	
Mu	ltiple	Choice	2. Question Wording	
Tru	e or F	alse		
Lor	ng Ans	swer		
Mat	tching	J		
Short Answer		swer	3. Answers (PageDown moves to next answer) Feedback	
Mu	lti-Sel	ect	A	
Ord	lering			
Fill	l in the	e Blanks	В	
Arit	thmeti	ic	С	
Copy from Another File		rom Another File	D	
		Bank Network	4. Select Correct Answer 5. Point Value 1.50	
Oursel	tion I int		6. Add to End of List Insert into List Clear Form Preview	Utamar 0 Painter 0.0
#	oon List	Titla	Expanded View Total	Friends: 0 Points: 0.0
	_		Young Young Querion recomp	

3) Who determined the exact speed of light?

- a. Albert Einstein
- \*b) Albert Michelson
- c) Thomas Edison
- d. Guglielmo Marconi

Retrieval Conversions Auto-Save
rsonalities
changes (but keep bold-italic-underline).
for questions 0.00 - 99.99 (unless you type a different number)
ditor when adding graphics (used for entering descriptions)
of equations for web pages (150% recommended)
r each Course Management System (recommended)
place of CMS font when publishing
▼ Size ▼

10. To publish test questions to D2L, select "Preview & Publish" from the Respondus menu and select the Publish Wizard to connect with D2L.

- Desire2Learn Server: select "Add new server"
- Select "No, I want to enter the server settings manually"

Publish Wizard	Name of Street o	<b>X</b>						
1. Type of Publish								
Publish to single cou	Publish to single course							
O Batch Publish to mu	C Batch Publish to multiple courses							
C Export QTI XML for	C Export QTI XML for manual upload to Desire2Leam							
<ol> <li>Choose an existing service</li> <li>Desire2Leam Server:</li> </ol>	<ol> <li>Choose an existing server, or "add new server" to add settings information for a new server</li> <li>Desire2Leam Server:</li> </ol>							
Settings:	- add new server - D2L above	Edit Settings						
3. Press [Next] to connect	to server							

11. Add the settings below. Use your calu user name and password.

Desire2Learn Server Information							
<ol> <li>Open your browser and login to the Desire2Learn account you wish to use. Navigate to the page that lists the courses available, then go to any one of the courses.</li> <li>Copy the "Address" of the page from the browser to the box below.</li> </ol>	OK Cancel						
https://calu.desire2learn.com/	Delete						
3. Press Extract       Server Domain       calu.desire2learn.com         Extract >>       Server Port       443       Secure Server?       ✓	' always						
4. The information below must be entered manually, then press the OK button:							
Description D2L (text to display in the servers list, e.g. "UCS	SD login'')						
User name zisk Password ******							
Remember my User Name and Password (save them on this computer) If this is a shared computer, un-check this box!							