Respondus is a program that allows for the creation of quizzes, surveys and self-tests and then uploads them to WebCT for student access.

**START Tab**
- open Respondus application after downloading and installing. You can download your own copy of Respondus by going to [http://www.hawaii.edu/talent/respondus.html](http://www.hawaii.edu/talent/respondus.html)
- select the “Create” button

- you will be prompted to enter a name for this quiz/survey and description
Type in the name of the file, for example: Unit One, then provide a description of the quiz/survey. Select the radio button for “Quiz/Test” or “Survey”. Survey’s are created in the same manner as a Quiz, yet they are anonymous when submitted by students.

- select “OK” button when done and you will be brought to the “Edit” tab of Respondus.

**EDIT Tab**

*Respondus provides 6 different quiz templates to choose from: Multiple Choice, True and False, Paragraph, Matching, Short Answer, and Multiple Response.*

**Multiple Choice**

1. type in a short name for this question (just like when creating a question in WebCT)

2. write your Multiple Choice question

3. type in the answer and distractors

4. select which alpha represents your correct answer

5. type in a point value for this question

*click on the “Preview” button to view this question*

6. select the “Add to End of List” button
**Enabling Feedback**
You can select to “Enable Feedback” by selecting the checkbox for this option in the Edit Questions menu, located in blue, towards the left of the screen.

![Feedback is enabled](image)

**Adding an Image to your Question**
You can also add images to enhance, or be used as a reference for your quiz question.

- place cursor in the question you want the image to appear in
- click on the sail boat icon located in the main menu
- locate the image you want to add
- select the “Open” button
True and False

1. type in a short name for this question (just like when creating a question in WebCT)

2. write your True and False question

3. select the radio button for the answer to be either TRUE or FALSE

4. type in a point value for this question

click on the “Preview” button to view this question

5. select the “Add to End of List” button
Paragraph
1. type in a short name for this question (just like when creating a question in WebCT)
2. write your Paragraph question
3. use the pull down menu to select the answer window size (IMPORTANT: if this is NOT large enough it can cut off student answers)
4. if “Feedback is Enabled”, supply the correct answer you are looking for
5. type in a point value for this question
6. grading method is “Manual” for all Paragraph type questions. You will have to score this from within your WebCT course
7. click on the “Preview” button to view this question
8. select the “Add to End of List” button

Matching
1. type in a short name for this question (just like when creating a question in WebCT)
2. write your Matching question
3. type in the answers and their correct match
4. type in a point value for this question

5. provide how you want the credit to be given:
   - **Proportional to the Number Correct** – all answers are equally weighted, without any penalty for incorrect answers. So if a student matches 8 of 10 items correctly, the score would be 80% on that question.
   - **All Points or None** – the student must answer all items correctly in order to receive 100% credit. If any items are missed, no credit will be given for the question.
   - **Right Less Wrong** – this option sums the number of correct answers and then subtracts the number of wrong answers. Hence, if the student answers 8 items correctly and two items incorrectly, the score is 6 (8 correct – 2 incorrect)

*click on the “Preview” button to view this question*

6. select the “Add to End of List” button

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**Short Answer**

1. type in a short name for this question (just like when creating a question in WebCT)

2. write your Short Answer question

3. provide all possible AND acceptable answers and spellings

4. type in a point value for this question

5. provide how you want the credit to be given:
   - **Equals** – requires the student to type an exact word or phrase, but ignores capitalization.
Contains – requires the student to type an exact word or phrase, but it ignores extra words or characters that appears before or after the answer provided by the instructor. This option is also case sensitive.

Regular Expression – is available for users who want to implement Perl scripting language for determining credit for short answer questions.

click on the “Preview” button to view this question

6. select the “Add to End of List” button

Multiple Response

1. type in a short name for this question (just like when creating a question in WebCT)

2. write your Multiple Response question

3. type in the answers and distractors. In the small left column, type the letter “X” for all correct answers.

4. type in a point value for this question

5. select credit that will be given:
   - All Points or None – if any portion of the answer is wrong, no points will be awarded for the question
   - Right Less Wrong – incorrect choices are subtracted from correct choices. If a student accurately selects the two answers out of four that are correct, but additionally selects a third answer that is wrong, she will receive 100% for answering the two questions correctly, MINUS 50% for the incorrect answer for a total score of 50%.
Settings Tab

Respondus provides 3 sections to work through in Settings: Basic & Availability, Security & Submissions, and Results. These areas are the same as the “Settings” section in WebCT.

Basic & Availability

Question Titles: leave at default

Question delivery: leave at default

Quiz Duration: type in a number, then use pull down menu to signify minutes, hours, days, or leave blank and select “unlimited”

- use check box if you would like to “Disallow submission if time has expired. Students will receive a prompt message stating they can not submit their quiz/survey

Attempts Allowed: use pulldown menu to select how many attempts students can have in taking the quiz

- type in a number for quiz seperation, then use pull down menu to signify minutes, hours, or days separation before students can attempt quiz again
Availability:
- Available After: type in availability month, day, and year, including hours and minutes for the quiz to be available for student access
- Available Until: type in date for when the quiz will no longer be available.
- Select the check box for “Allow access as soon as the quiz is published” if you would like immediate student access

Security & Submissions

This section is optional. You can set your quiz so that students have to enter a pre-determined password before they access the test. Or if proctoring the test you can provide a specific IP address, so that students have to be sitting at a specific computer before accessing the test.

You can also supply a “Submission Message”, if desired, and an email address for notices of quiz submissions to go to.
Results

Student score: use pull down menu to select First, Latest, Highest, or Average score if you had set for multiple attempts for students to take a quiz

Score release: select the radio button to either:
  • Release the score once the quiz has been submitted by the student
  • Release the score once the quiz has been submitted AND all questions have been answered by the student
  • Do not release the score at all

Results displayed to Student: leave all at default, or select and deselect desired result choices

You can choose to keep these settings for all quizzes you plan on building in Respondus by selecting the “Use as new Defaults” button, located in the WebCT Settings menu, towards the left of the screen.
Preview & Publish Tab

Respondus provides 4 sections to work through in Preview & Publish: Preview, Submit to WebCT, Add WebCT Self-Test, and Print Options. For this workshop we are only looking at the first two – Preview and Submit

**Preview**

- click on the “Preview the File” button to preview your quiz/survey
- use the “Next >>” and “Prev. >>” buttons to work forwards or backwards through the questions
- select “Modify Item” to do any editing
- select “Close” to exit out of Preview window

**Submit to WebCT**

This section lets you upload, create a category (folder), add questions to that category, set quiz for student access, and link questions to the quiz title.
1. **WebCT Server**: click on the pull down and select “-add new server-” at the prompt fill in the following information:

- **WebCT Server URL, e.g.** = webct.hawaii.edu
- **What would you like to call the server?** = this can be anything you want, for example if you are uploading a quiz called “unitone”, name this window “unitone”.
- **WebCT Version** = leave at the default for “auto-detect”
- **User Name and Password** = type in your username and password for your myWebCT account.
- **Server Port** = 8900
IMPORTANT: In this prompt area leave all other settings at the default.

Click the “OK” button when done

2. **Course**: if successful, all courses contained in your “myWebCT” account will be listed in the pull down menu. Select the course you wish to upload this quiz in

3. **Category to assign to Questions**: select either to Create a new category or use an existing one:
   - *Create a new category*: select the radio button and type in a title for this category, for example for a quiz called “unitone”, the category could be called “unitonequestions”
   - *Use an existing category*: select the radio button and then use the pull down menu to choose from existing categories

4. **Choose Actions to perform**: this defaults to “Add questions to the question database”, which is true, no matter how we are doing it. Here you can either create or update an existing quiz:
   - *Create new quiz*: select the radio button, then type in a quiz title, for example “Unit One”
   - *Use existing quiz*: select the radio button, then use the pull down menu to select an existing quiz from your quiz/survey management area. Once done you will be prompted to either “Erase all questions” or “Append questions”
select desired action, then click the “OK” button to continue.

- select the check box for “Add point values to quiz”, only if you want the preset scoring to be applied
- select the check box for “Apply Settings to quiz”, only if you want all the settings to be applied once uploaded

5. click the “Publish” button to begin the process of uploading and setting the quiz for access. When completed, the Status section will say “Completed Successfully”
Retrieval & Reports Tab

Respondus provides 3 sections to work through in Retrieval & Reports: Retrieve Reports, Download Data, and Retrieve Questions.

Retrieve Reports

This option allows the instructor to retrieve student information and summary statistics only via the browser for viewing and printing.

1. WebCT Server: click on the pull down and select “-add new server-“ at the prompt fill in the following information:
   - WebCT Server URL, e.g. = webct.hawaii.edu
   - What would you like to call the server? = this can be anything you want, for example if you are uploading a quiz called “unitone”, name this window “unitone”.
   - WebCT Version = leave at the default for “auto-detect”
   - User Name and Password = type in your username and password for your myWebCT account.
   - Server Port = 8900

IMPORTANT: In this prompt area leave all other settings at the default.

Click the “OK” button when done
2. **Course**: if successful, all courses contained in your “myWebCT” account will be listed in the pull down menu. Select the course you wish to upload this quiz to.

3. **Obtain Report for Quiz/Survey**: Use the pull down menu to select desired quiz/survey.

4. **Items to be included in the Report**: Select check boxes for types of items you wish to have viewed in the report. NOTE: if selecting “Answer distribution for each question”, this does take a while to gather.

5. Select “Retrieve” button to begin the process.

When completed, Respondus automatically opens a browser window for you to view reports. You can use the browser “Print” feature to print out these statistics.

**Download Data**

This feature retrieves user responses to a quiz/survey. They are downloaded and saved in a “CSV” file, much like a .txt file, but separated by listings are separated by commas.

1. **WebCT Server**: click on the pull down and select “-add new server-“ at the prompt fill in the following information:
   - **WebCT Server URL, e.g.** = webct.hawaii.edu
   - **What would you like to call the server?** = this can be anything you want, for example if you are uploading a quiz called “unitone”, name this window “unitone”.
   - **WebCT Version** = leave at the default for “auto-detect”
   - **User Name and Password** = type in your username and password for your myWebCT account.
   - **Server Port** = 8900

**IMPORTANT**: In this prompt area leave all other settings at the default.
2. **Course**: if successful, all courses contained in your “myWebCT” account will be listed in the pull down menu. Select the course you wish to upload this quiz for.

3. **Quiz/Survey to retrieve from**: Use the pull down menu to select desired quiz/survey.

4. **Enter a name for the new file**: enter a file name for this report, for example: “unitonedata”.

5. Select the “Retrieve” button to begin the process of downloading data.

*If successful you will be given a prompt indicating where the .csv file was saved.*
Retrieval Questions

This section allows instructors to download questions contained in a quiz, survey, or category.

1. **WebCT Server**: click on the pull down and select “-add new server-“ at the prompt fill in the following information:
   - **WebCT Server URL**, e.g. = webct.hawaii.edu
   - **What would you like to call the server?** = this can be anything you want, for example if you are uploading a quiz called “unitone”, name this window “unitone”.
   - **WebCT Version** = leave at the default for “auto-detect”
   - **User Name and Password** = type in your username and password for your myWebCT account.
   - **Server Port** = 8900

**IMPORTANT**: In this prompt area leave all other settings at the default.

*Click the “OK” button when done*
2. **Course**: if successful, all courses contained in your “myWebCT” account will be listed in the pull down menu. Select the course you wish to upload this quiz for.

3. **Select a quiz/survey or “category”**: select desired radio button, then use the pull down menu to choose the quiz/survey or category title.

4. **Enter a name for the new file**: type in a name for this file, for example: “unitonequestions”.

5. click the “Retrieve” button to begin the downloading process.

*If completed successfully you will be given a “File Saved” prompt. Click “OK”.*

*To view the file, select “Start” Tab, then the “Open” button. Select quiz/survey, then click “Open” button.*

*To view the questions contained in either quiz or survey, go to “Edit” Tab. At the bottom of the screen you will see a list of all questions, click on the desired question title. Select the “Modify” button to begin editing.*