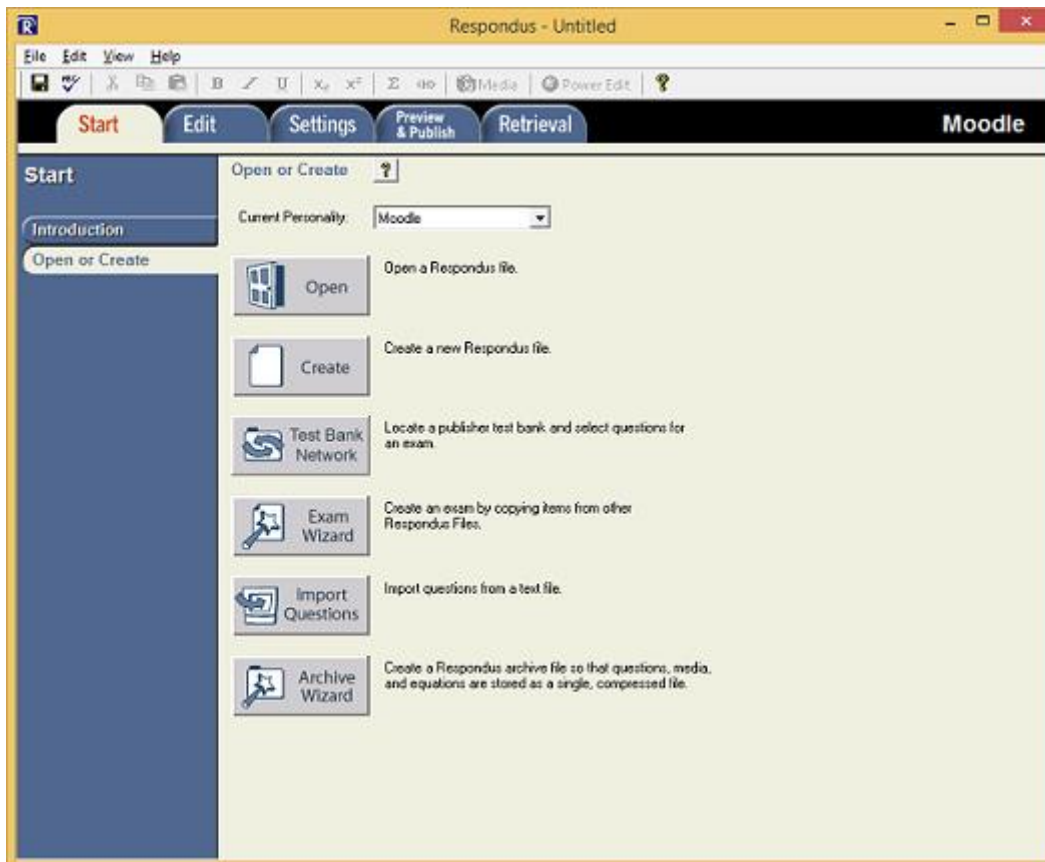


To begin using Respondus, click on the Respondus icon found on your desktop.

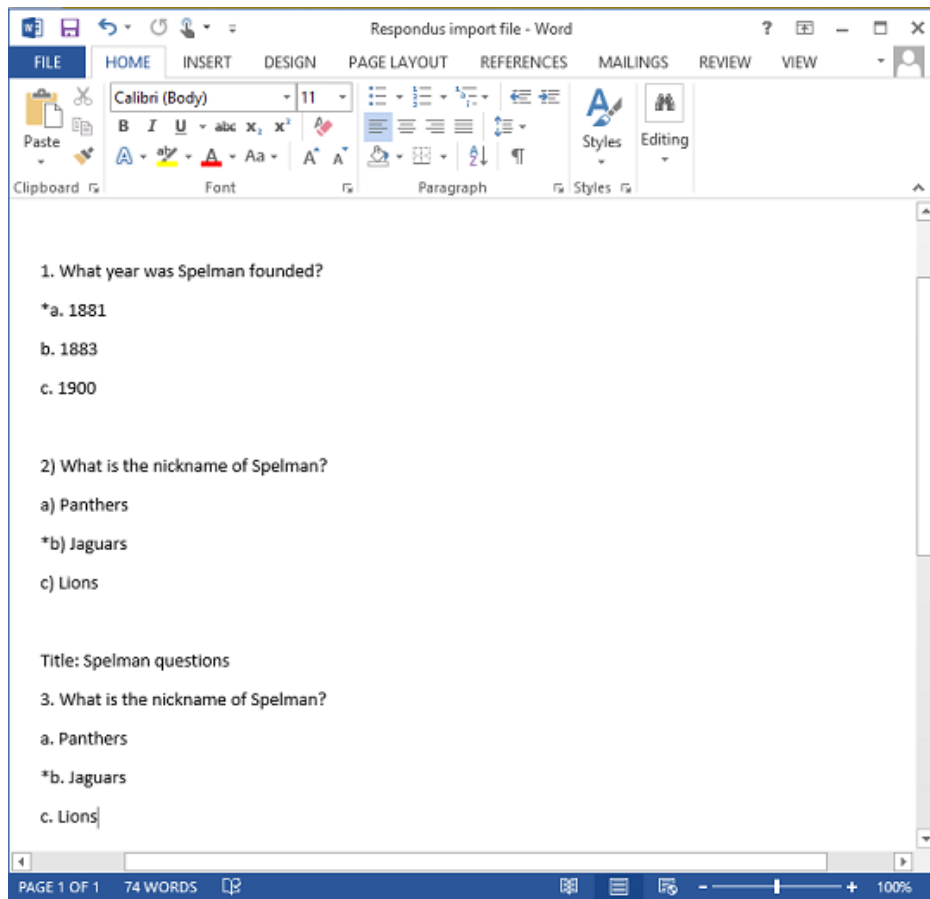


This is the main screen for Respondus.

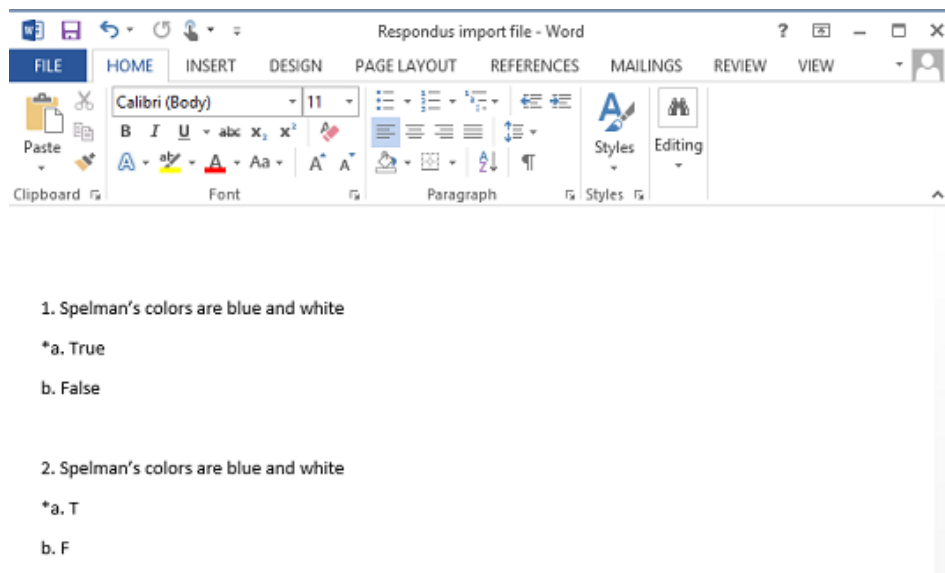


Before you import your questions from a Word document, you must correctly format the questions and answers. Please see below for formatting, note the "*" represents the correct answer.

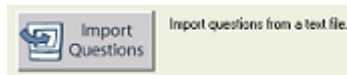
Example of multiple choice question



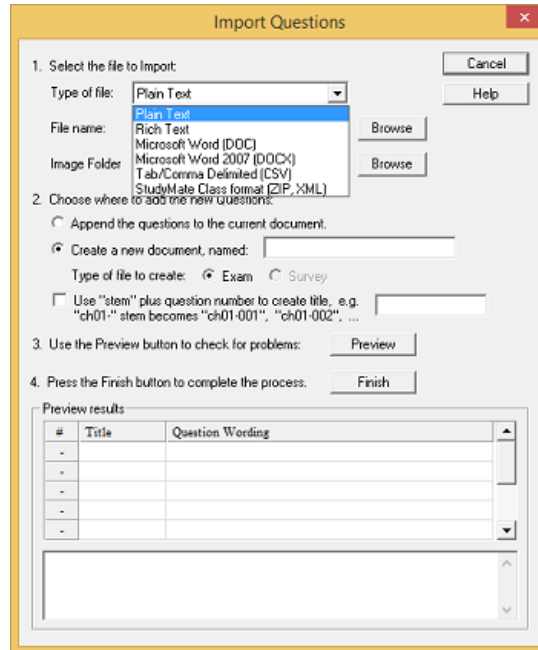
Example of True/False question



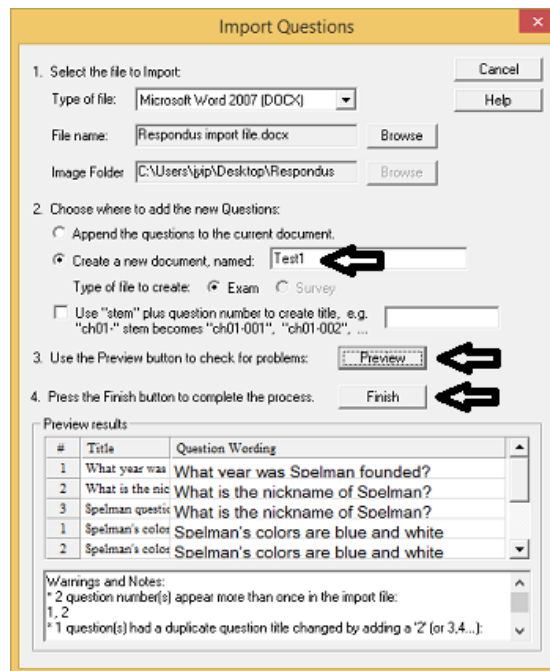
To import your questions from a Word document, click on Import Questions.



Next select the Type of file then Browse for the File name.



Select "create a new document, named:" and give it a name. Clicking on the Preview allows you to see your question along with any possible warnings. Click on Finish when you are ready for the next step.



The Edit tab allows you to see your Question List but also to add any additional questions without needing to re-upload a Word document.

Respondus - Test1.rsp

File Edit View Help

Start Edit Settings Preview & Publish Retrieval Moodle

Edit Questions

Multiple Choice ?

1. Title of Question

2. Question Wording Randomize

3. Answers (PageDown moves to next answer) Feedback

A

B

C

D

4. Select Correct Answer 5. Point Value 1

6. Add to End of List Insert into List Clear Form Preview

Question List Expanded View Total Items: 5 Points: 5.0

#	Title	Format	Points	Question Wording
1	What year was Spe	Multiple Choice	1	What year was Spelman founded?
2	What is the nickn	Multiple Choice	1	What is the nickname of Spelman?
3	Spelman questions	Multiple Choice	1	What is the nickname of Spelman?
4	Spelman's colors a	Multiple Choice	1	Spelman's colors are blue and white
5	Spelman's colors a	True/False	1	Spelman's colors are blue and white

Search Advanced Search

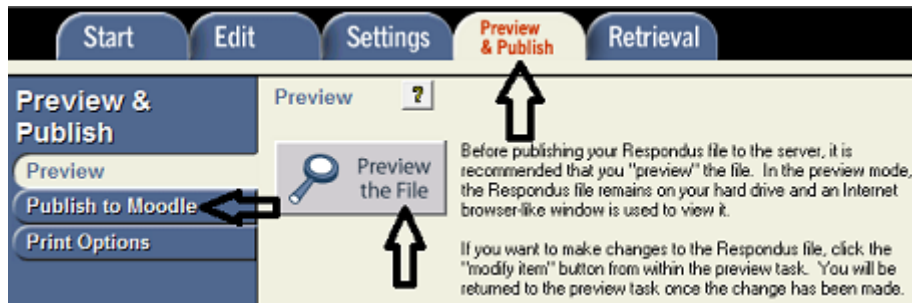
Clicking on the tab shown below reveals more available options.

Question List

#	Title	Format	Points	Question Wording
1	What year was Spe	Multiple Choice	1	What year was Spelman founded?
2	What is the nickn	Multiple Choice	1	What is the nickname of Spelman?
3	Spelman questions	Multiple Choice	1	What is the nickname of Spelman?
4	Spelman's colors a	Multiple Choice	1	Spelman's colors are blue and white
5	Spelman's colors a	True/False	1	Spelman's colors are blue and white

- Preview
- Edit
- Delete
- Move to #
- Use As Basis For New Item
- Copy Items From Another File
- Properties

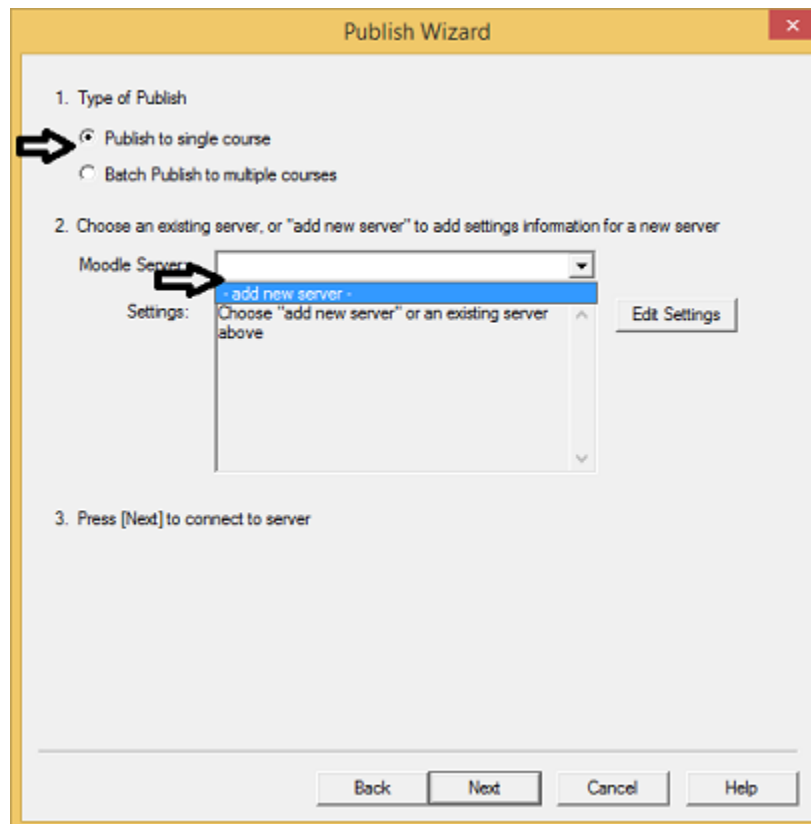
When you are ready to upload the questions into Moodle, click on the Preview and Publish tab. You may click the Preview the File button if you wish. Click Publish to Moodle when you are ready to start the process.



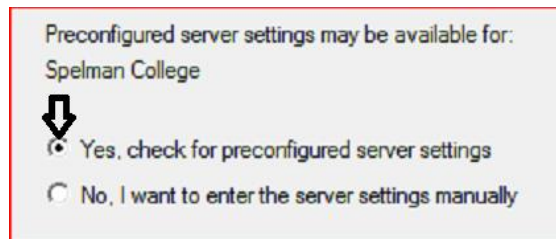
You will need to go through the Publish Wizard as part of the upload process.



Publish Wizard allows you to either publish to a single or multiple courses. Select the dropdown to add new server.



You will be prompted for configuring the settings, choose Yes as shown below then click Next.

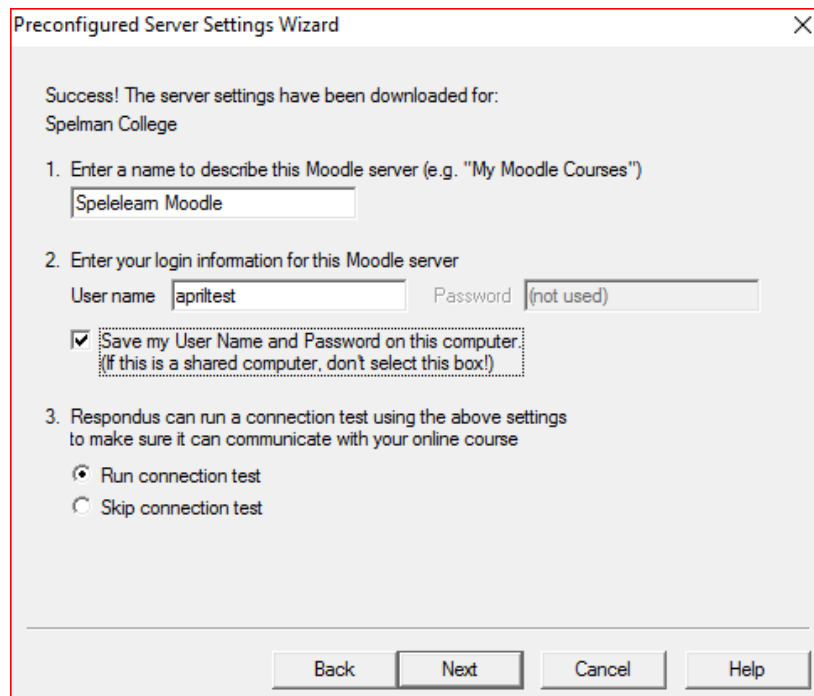


Preconfigured server settings may be available for:
Spelman College

Yes, check for preconfigured server settings

No, I want to enter the server settings manually

You will now get a success screen. You will need to enter the name of our Moodle Server (i.e. Spelelearn Moodle) and enter your login user name (i.e. apriltest). You will not need to enter a password on this screen. Select the option to save my username and password on this computer and click Next.



Preconfigured Server Settings Wizard

Success! The server settings have been downloaded for:
Spelman College

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

2. Enter your login information for this Moodle server
User name: apriltest Password: (not used)

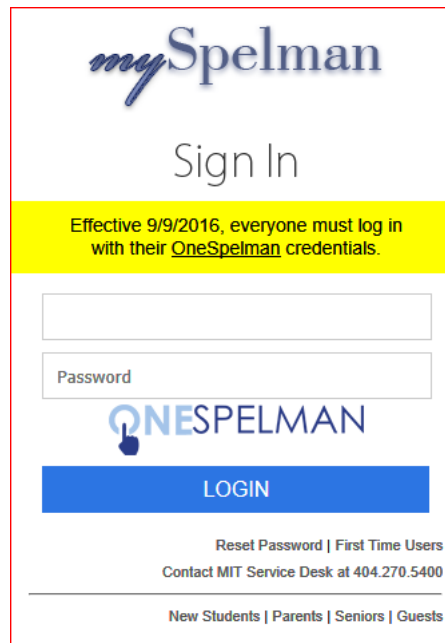
Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)

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

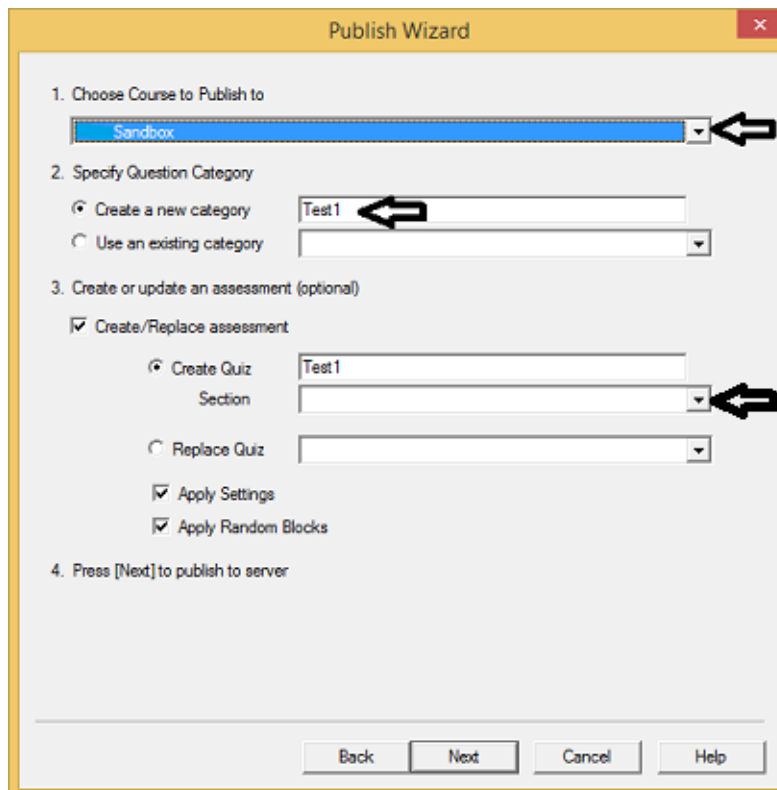
Back Next Cancel Help

Enter your OneSpelman credentials to login to mySpelman to retrieve your list of courses.



The image shows the mySpelman Sign In page. At the top is the mySpelman logo. Below it is the text "Sign In". A yellow banner contains the message: "Effective 9/9/2016, everyone must log in with their OneSpelman credentials." Below the banner are two input fields for username and password. The password field is labeled "Password". Below the fields is the ONESPELMAN logo and a blue "LOGIN" button. At the bottom, there are links for "Reset Password | First Time Users" and "Contact MIT Service Desk at 404.270.5400". At the very bottom, there are links for "New Students | Parents | Seniors | Guests".

Now, select which course you wish to upload your questions into, then select Create a new category and add a name for your questions. If you haven't already created a quiz in Moodle, you can use Respondus to create it now. The Section is the Moodle block in which it will appear in, click Next when you are finished.

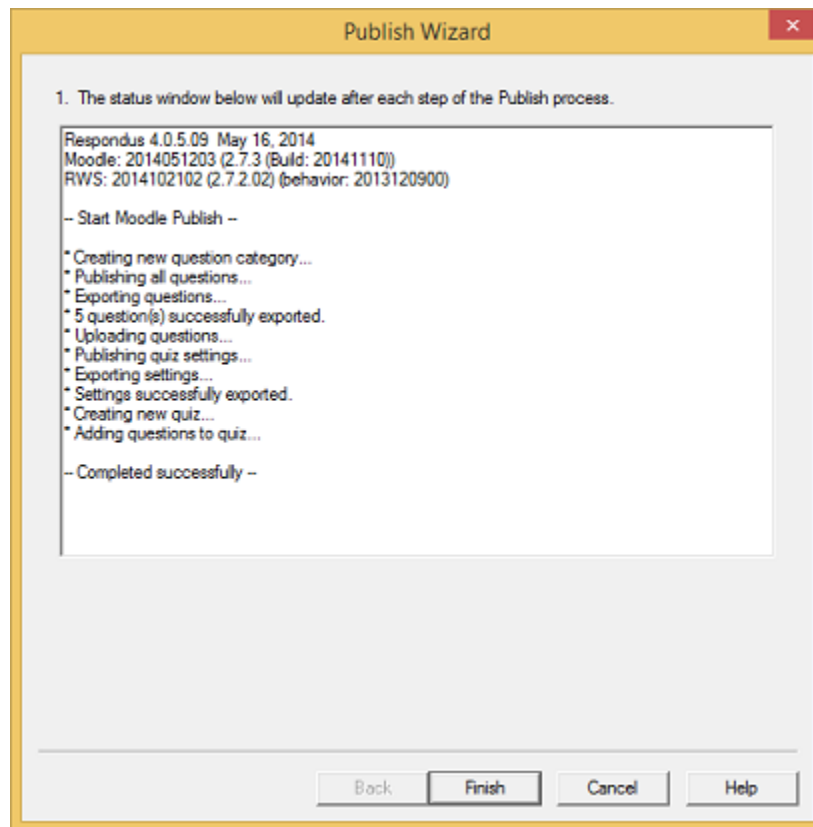


The image shows the Publish Wizard dialog box. It has a title bar "Publish Wizard" with a close button. The dialog is divided into four steps:

1. Choose Course to Publish to: A dropdown menu with "Sandbox" selected. An arrow points to the dropdown arrow.
2. Specify Question Category: Two radio buttons. "Create a new category" is selected, with a text input field containing "Test 1". An arrow points to the text input field. "Use an existing category" is unselected, with a dropdown menu.
3. Create or update an assessment (optional): A checked checkbox "Create/Replace assessment". Under it, "Create Quiz" is selected, with a text input field containing "Test 1" and a dropdown menu for "Section". An arrow points to the "Section" dropdown arrow. "Replace Quiz" is unselected, with a dropdown menu. Below are two checked checkboxes: "Apply Settings" and "Apply Random Blocks".
4. Press [Next] to publish to server

At the bottom are four buttons: "Back", "Next", "Cancel", and "Help".

Depending on the number of questions, the upload may take one minute or up to several minutes. Click Finish when you see the Completed successfully message.



Logging into Moodle, your newly uploaded Respondus quiz is made unavailable automatically. You will need to make it available before students can access it.

