**Creating an assessment Using Respondus**

This tutorial will introduce you to building and managing e-Portfolios in Blackboard. For further instruction and/or assistance, however, you are encouraged to take advantage of our Faculty Technology Curriculum (FTC) series of workshops and/or to contact one of our Academic Technologists, who are here to work with you.

*For more about our FTC workshops, please go to: [http://www.wpunj.edu/irt/ftc](http://www.wpunj.edu/irt/ftc)*

*For more Academic Technologist availability info, please go to: [http://www.wpunj.edu/irt/atcalendar](http://www.wpunj.edu/irt/atcalendar)*

1. Click the **Respondus** icon on your Desktop

2. Click the Create Button.

3. Fill in the information in the dialogue box that opens. Select whether you are creating an exam or a survey and then click **OK**.

4. Pick the type of question item from the tabs along the left hand side.
5. For each question, you can provide General Feedback, Feedback for each answer choice as well as Preview the question.

6. To provide General Feedback click the General Feedback button. Fill in feedback for the correct and incorrect answer. Select OK. General Feedback provides the same reply for each correct or incorrect answer:

7. Proceed to type in the question along with the possible answers.

8. By clicking in the Feedback box, an area under each answer choice will open and you can provide feedback for that answer: (This is optional.)

9. Remember to select the correct answer and enter a point value. The point value is defaulted to one point. Refer to the picture on the previous page.
10. Select the **Preview** button in order to see what the student will view when taking the assessment.

11. Here is an example of a Preview of a question:

   ![Preview Current Item](image)

   **Correct Answer Reply**
   Way to go!

   **Incorrect Answer Reply**
   Incorrect!

   **Feedback**
   100.0% a.
   0.0% b.
   0.0% c.
   0.0% d.

12. Selecting **Add to End of List** simply puts the question at the end; whereas, **Insert into List** allows you to insert the question wherever you want.

   *If you want to “Insert into List” a box will open up and prompt you to enter the question number that you would like to insert before. Press OK.*

13. Continue making your test by creating one test question from each type provided. Some of the question creation pages are quirky, and it is best to practice with them now.

14. If you are working on a test and need to stop before you are ready to publish it to Blackboard, go to file and save.
Publish To Blackboard

Select the **Preview and Publish** tab.

**Preview and Publish Settings**

1. First you will want to preview your test.
   Before publishing your Respondus file to the server, it is recommended that you “preview” the file. In the preview mode, the Respondus file remains on your hard drive and an Internet browser-like window is used to view it.
   If you want to make changes to the Respondus file, click the "modify item" button from within the preview task. You will be returned to the preview task once the change has been made.

2. Use the buttons in the top right hand corner of the preview box to move to the next or previous question, modify the question or close the preview box.

3. Next, select the **Publish to Blackboard** option, a tab on the left hand side of your screen.

4. Select the **Publish Wizard** button.

5. A Publish Wizard window will appear. Choose “Publish to a single course” if you are uploading the exam or survey to one course or if you want to upload the exam or survey to one course at a time. Choose “Batch Publish to multiple courses” if you would like to upload the exam or survey to more than one course at the same time.

6. In the “Blackboard Server” field, click on the drop down menu and select **add new server**.

7. When you select the “**add new server**” option, a new window will open.

8. Fill in the fields by following the directions very carefully.

   **Hint:** To copy and paste the web address for number one and two you will need to open your browser and go to the web page that each number requests. In the address bar, click one time so that the address it
highlighted. Next right click and choose copy. Come back to the Respondus program click in the text box, right click and choose paste. Repeat these steps for the requested webpage on number two.

9. On number three press the Extract >> button.
10. Be sure to enter a description for the server (ex. Bb Server), your user name and password at the bottom of the box in order to proceed.

![Blackboard Server and Course window]

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
   (If you type your name & password into a small grey popup window, leave the box blank.)
   
   ![http://bb/webapps/login/]

2. In your browser go to the course you want to use, then go to the "Control panel" page and copy the Address into the box below.
   
   ![jsp?tab=courses&url=/bin/common/course.pl?course_id=41336_1]

3. Press Extract

   ![Extract >>]

   **Server name, e.g. "bbboard1.univ.edu"**
   - bb

   **Course ID, e.g. "_2_141"**
   - _41336_1

   **Login type**
   - JSP-1

   **Login page**
   - /webapps/login?

   **Institution code**
   - 0

   **Server Port**
   - 80

   **Secure Server?**
   - No

   **Login Port**
   - 0

   **LDAP & Kerberos logins may need to manually set**
   - Type=PL-1, Login port= 443

   **The information below must be entered manually:**

   **Description**
   - Bb Server

   **Version**
   - Version 6.3+

   **User name**
   - kimj

   **Password**
   - ********

   **Remember my User Name and Password (save them on this computer)?**
   - Yes

   **If this is a shared computer, un-check this box**

11. Once you’ve filled in all of the blanks, select OK.

12. The Blackboard Server and Course window will close and you will return to the Publish Wizard Window.

13. Select Next.

14. If you are publishing to a single course use the drop down menu to choose the course that you would like to publish to.
15. Make appropriate settings for Create and Replacing Duplicate Exams/Surveys.

16. Remove all default checks on number three Additional Options for Exam/Survey.

17. Click **Next** to begin publishing the exam/survey.

18. Select the area where the test will be deployed and then click **Next**.

19. The test will begin uploading to Blackboard. When the status window reads “Start Blackboard 6.3+ Publish,” you are done.

20. Click **Finish**, exit out of Respondus and return to your Blackboard course.