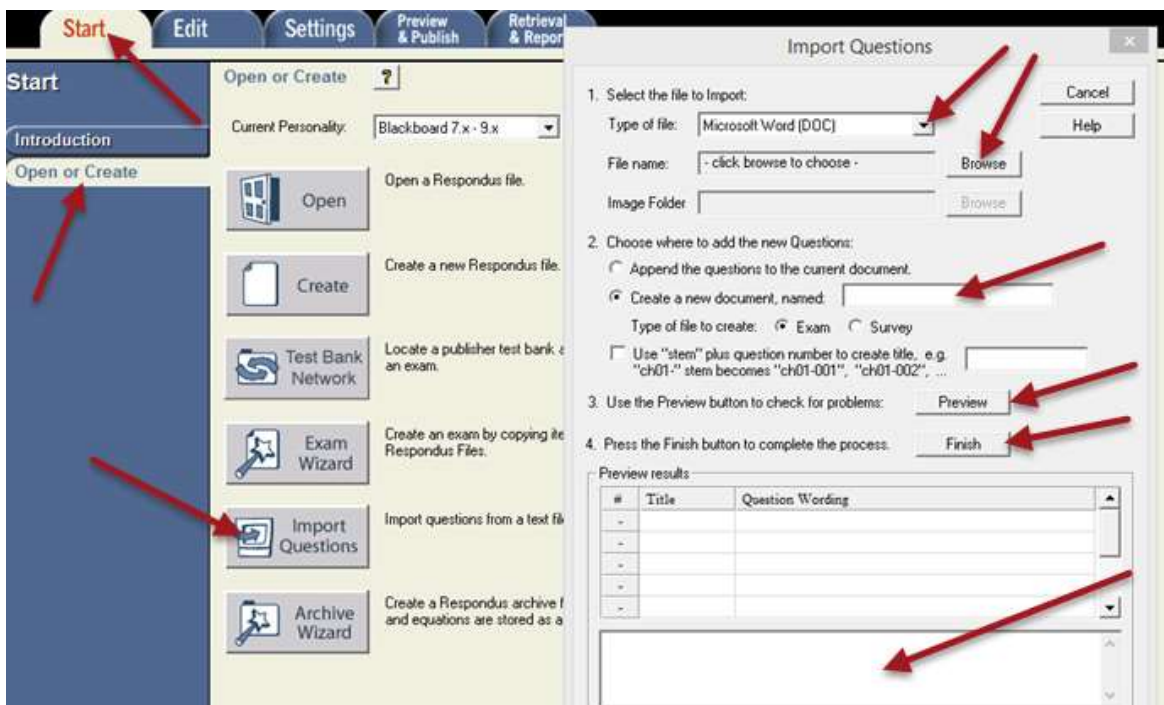


Import Test To Respondus

This will be used after Importing a Test that was previously downloaded from Respondus, Studymate, Blackboard, or a third party testing software (Exam View TestGen, etc.)

Import Test Questions To Respondus:

1. Once you have open Respondus, click on the **Import Questions** button located in the **Start Tab** under **Open or Create** button.
2. Click on **Type of File** down arrow and choose **Microsoft Word (DOC)** or (extension that your file that you want to import is using.)
3. Click **Browse** button located in the section for **File name:**.
4. Find the test (**Test Two**) that you want to import.
5. In the **Choose where to add the new Questions:** section, make sure **Create a new document, named:** dialog button is selected, and **Type the Test name** in the text box.
6. To view and check the test questions, click the **Preview** button. If there is any issues, you will see the explanation in the **-press preview-** text box. If there is any issues, you can either cancel or check the questions before importing, or you can **continue to step 7 to edit the questions.**
7. Click **Finish**. If you have any questions that need to be edited, you can edit them once the **Edit Questions** dialog box appears.



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Import Test To Respondus

Editing Test Questions in Respondus:

1. In the **Edit Tab**, click the down arrow next to the **Test Question** that you want to edit, and click **Edit**. (You also have choices to delete any duplicated questions.)
2. Once you have made the needed changes, click **Preview** to view the changes.
3. After Previewing the Test Questions, click **Save Changes** button.

The screenshot shows the Respondus 'Edit Questions' interface. At the top, there are tabs for 'Start', 'Edit', 'Settings', 'Preview & Publish', and 'Retrieval & Reports'. The 'Edit' tab is active. On the left, there is a sidebar with question formats: Multiple Choice, True and False, Essay / Short Answer, Matching, Ordering, Fill in the Blank, Multiple Answers, and Calculated. Below these are options for 'Copy from Another File' and 'Test Bank Network'. The main area is for editing a 'Multiple Choice' question. It includes fields for '1. Title of Question', '2. Question Wording', and '3. Answers'. There are checkboxes for 'Randomize answers' and 'Feedback'. At the bottom, there are buttons for 'Save Changes', 'Cancel Changes', 'Clear Form', and 'Preview'. A 'Question List' table is visible at the bottom of the interface, and a dropdown menu is shown below it with 'Edit' selected.

#	Title	Format	Points	Question Wording
1	What is Respondus?	Mult. Choice	1.0	What is Respondus? (7.0 points) What is Respondus?
2	How do you edit ques	Mult. Choice	1.0	How do you edit questions in Respondus? (1.0 point) How do you edit questions in Respondus?
3	How to add question	Mult. Choice	1.0	How to add questions to a Respondus Test? (1.0 point) How to add questions to a Respondus Test?

4. Once you have saved changes, click **File** on the menu bar.
5. Click **Close**. Once you have imported the test, you will need to go to Publish/Post the Test to Blackboard and Edit the Test. Go to: [Load Self grading Respondus test](#)



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Import Test To Respondus

For more information about Respondus try the following links:

- [Respondus connection to Blackboard](#) (First Time Connecting)
- [Load Self grading Respondus test](#) (Publish to Blackboard/Edit Test Options)
- [Respondus Generated Test created from Test Bank](#)
- [Download Test Bank to Respondus](#)
- [Download Test From Respondus To Blackboard](#)
- [Saving an Exported File to Desktop/SavingDevice](#)
- [Blackboard Instructor Help](#)



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