

Getting Started with Respondus 4.0 (v 1.2)

What is it?

Respondus 4.0 is a tool that allows faculty to create quizzes and exams. Exams can be stored, modified, printed or published directly to Canvas.

Faculty can use Respondus to:

- Create exams with multiple question types (e.g., multiple choice, True or False, essay)
- Create a test question databank, which can be accessed anytime
- Create exams that can be scored automatically

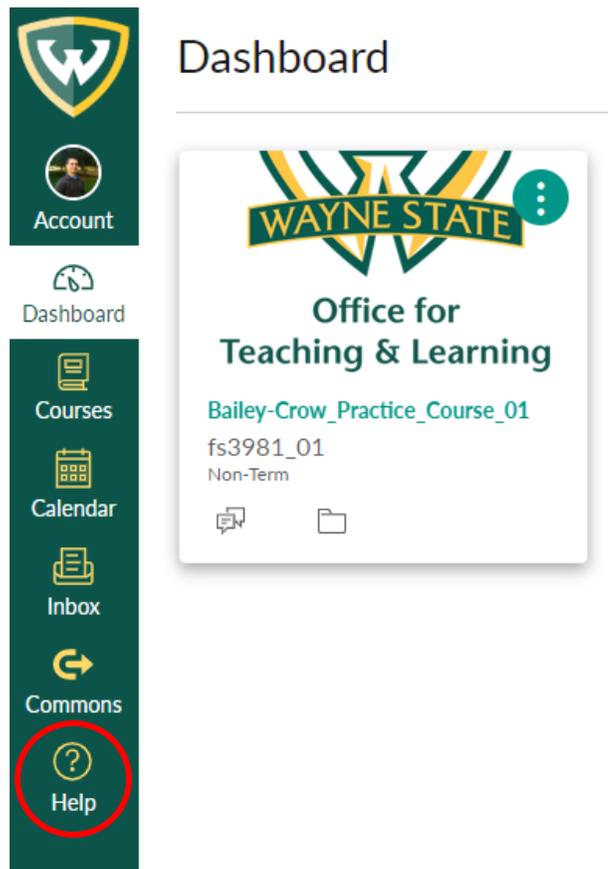
Note: Respondus 4.0 is a Windows-only program and will not work on a Mac computer.

Downloading & Installing Respondus

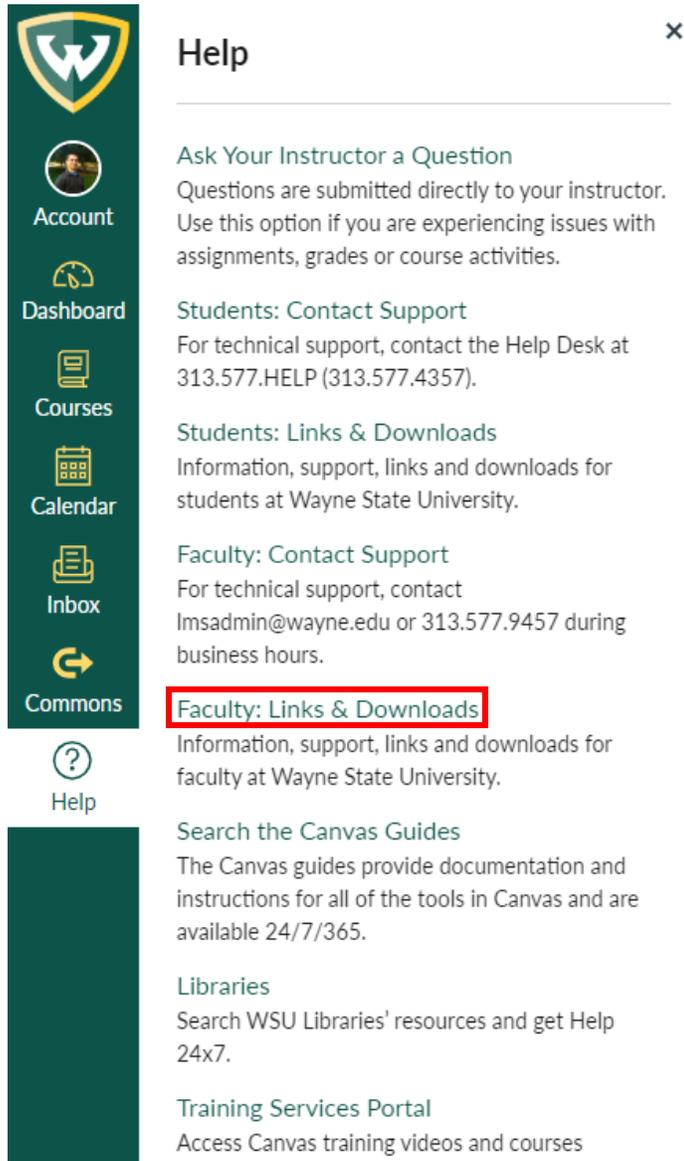
Downloading Respondus

If you do not already have Respondus installed to your computer, you will need to download the software and install it. To access the download file for Respondus 4.0, follow these steps:

1. Log in to [Canvas](#) and then click on **Help** in the left-hand sidebar.



- From the options that appear, choose **Faculty: Links & Downloads**. This should open a new *tab* in your browser.



The screenshot shows a dark green sidebar on the left with a white 'W' logo at the top. Below the logo are icons and labels for 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'Commons', and 'Help'. The 'Help' option is selected, opening a white panel on the right with a close button (X) in the top right corner. The panel title is 'Help'. The content lists several options: 'Ask Your Instructor a Question', 'Students: Contact Support', 'Students: Links & Downloads', 'Faculty: Contact Support', 'Faculty: Links & Downloads' (highlighted with a red box), 'Search the Canvas Guides', 'Libraries', and 'Training Services Portal'. Each option has a brief description of its function.

Help

[Ask Your Instructor a Question](#)
Questions are submitted directly to your instructor. Use this option if you are experiencing issues with assignments, grades or course activities.

[Students: Contact Support](#)
For technical support, contact the Help Desk at 313.577.HELP (313.577.4357).

[Students: Links & Downloads](#)
Information, support, links and downloads for students at Wayne State University.

[Faculty: Contact Support](#)
For technical support, contact imsadmin@wayne.edu or 313.577.9457 during business hours.

[Faculty: Links & Downloads](#)
Information, support, links and downloads for faculty at Wayne State University.

[Search the Canvas Guides](#)
The Canvas guides provide documentation and instructions for all of the tools in Canvas and are available 24/7/365.

[Libraries](#)
Search WSU Libraries' resources and get Help 24x7.

[Training Services Portal](#)
Access Canvas training videos and courses

3. At the bottom of the new tab under **Downloads** you will see the link for Respondus 4.0 (Test Creation & Upload Software). Click the link and the download will begin automatically.

Downloads

[Canvas Teacher \(Mobile App\) for iOS](#) or [Android](#)

[Canvas Warrior Course Guide \(PDF\)](#)

Wayne State Mobile for [iOS](#) or [Android](#)

[Pulse Secure - Virtual Private Network \(VPN\)](#)

[Respondus 4.0 \(Test Creation & Upload Software\)](#)

Institution Name: Wayne State University

Local Support Contact: imsadmin@wayne.edu

Installation Password: Y2007I451214388R164d060a93999120 (Password valid through the end of: July 2020)

[Respondus LockDown Browser](#)

[iClicker for Mac](#)

[iClicker for Windows](#)

[Microsoft Office](#)

Installing Respondus

1. Once you download the .exe file, double-click on it and follow the steps to install the program.
 - a. If you **receive an error or need Admin Access** when attempting to install the file, please [submit a ticket](#) to the C&IT HelpDesk.

DeskTech forms

DeskTech customers may use the forms below to submit a service or desktop support request. To verify if you are a DeskTech supported customer, please check the current listing at kb.wayne.edu/261637. All DeskTech requests are addressed on a first come, first served basis. For emergency assistance during normal business hours, please call the [C&IT Help Desk](#) at 313-577-4357.

- [Report a Problem](#)
- [Request Software or Computer Accessories](#)
- [Request Changes to W: Drive or Employee Files](#)
- [Request Active Directory Account \(Computer Login\)](#)
- [Add Computer to Department Refresh Program](#)
- [Request Non-Refresh Computer \(no charge\)](#)
- [Request Loaner Equipment](#)

All other Wayne State users may contact the [C&IT Help Desk](#) for support at 313-577-4357 or helpdesk@wayne.edu.

2. Once you have successfully installed Respondus, you will need to enter the License Info to access the program. The **License Info** you will need is listed on [Faculty Downloads](#) page in Canvas.

Downloads

[Canvas Teacher \(Mobile App\) for iOS](#) or [Android](#)

[Canvas Warrior Course Guide \(PDF\)](#)

[Wayne State Mobile for iOS](#) or [Android](#)

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[Microsoft Office](#)

Creating Exams and Quizzes within Respondus

Once you have downloaded Respondus 4.0, the [Instructor Quick-Start Guide](#) provides information about how to navigate the program, how to use the Exam Wizard tool, how to import questions from other formats (such as MS Word), and how to publish and exam.

Importing Questions into Respondus to Create Exams or Quizzes

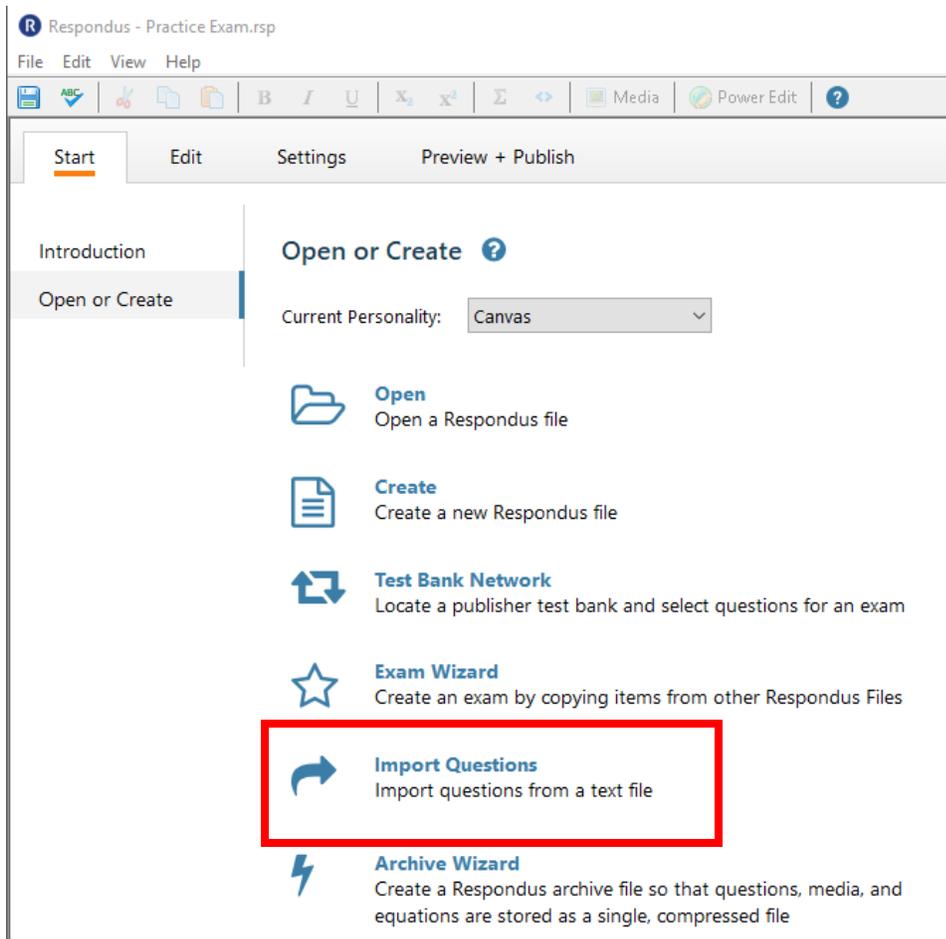
Respondus allows you to import multiple choice, true-false, essay, fill in the blank, matching and multiple answer questions from a file. The questions must be organized in a format that is acceptable to Respondus and the file must be stored in one of the following formats:

- Plain text (.txt),
- Rich-text (.rtf),
- MS Word (.doc and .docx),
- Tab/comma delimited (.csv) format,
- StudyMate Class format (.zip and .xml).

The [standard format for importing questions into respondus guide](#) can help you prepare word or text file for import.

Starting the Import

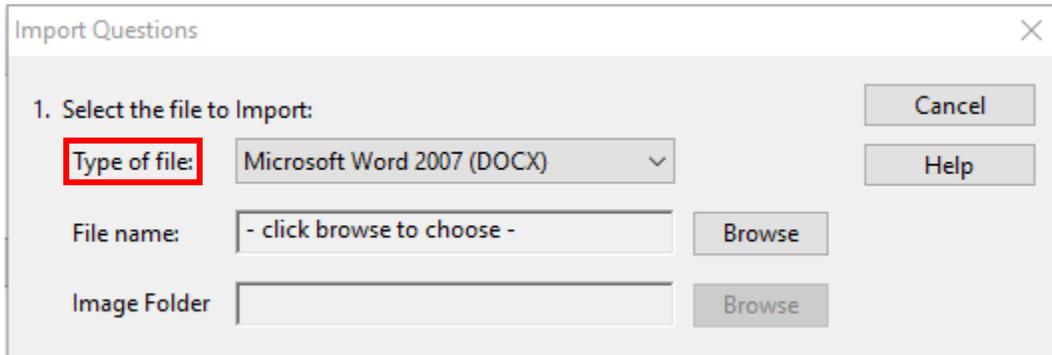
To start the import, select the **Import Questions** task from the *Start* menu.



The screenshot shows the Respondus software interface. At the top, there is a title bar that reads "Respondus - Practice Exam.rsp" and a menu bar with "File", "Edit", "View", and "Help". Below the menu bar is a toolbar with various icons for text formatting and editing. The main interface has a sidebar on the left with a "Start" menu highlighted. The "Start" menu is open, showing several options: "Open or Create", "Test Bank Network", "Exam Wizard", "Import Questions", and "Archive Wizard". The "Import Questions" option is highlighted with a red rectangular box. The "Import Questions" option includes a blue arrow icon and the text "Import questions from a text file".

Step 1 – Selecting the File Type

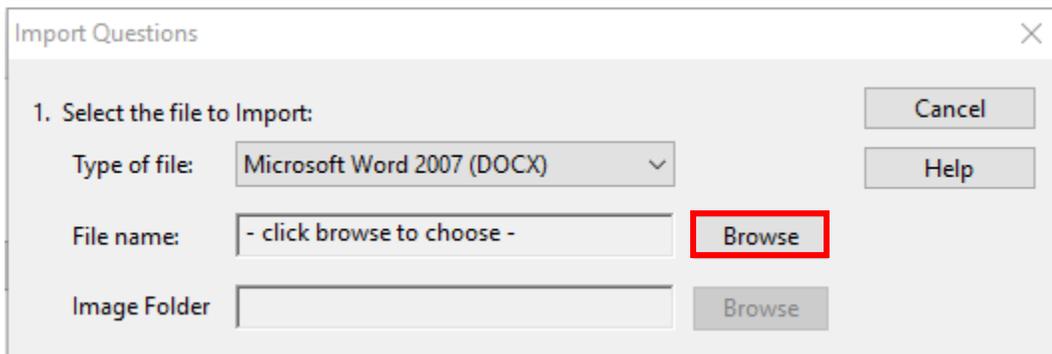
The first step is to select the **type of file** that will be imported.



The screenshot shows the 'Import Questions' dialog box. Under the heading '1. Select the file to Import:', there are three rows of controls. The first row has a 'Type of file:' label with a red box around it, followed by a dropdown menu showing 'Microsoft Word 2007 (DOCX)'. To the right of this row are 'Cancel' and 'Help' buttons. The second row has a 'File name:' label, a text box containing '- click browse to choose -', and a 'Browse' button. The third row has an 'Image Folder' label, an empty text box, and a 'Browse' button.

Note: The [Standard Format](#) for organizing questions is the same for Plain Text (.txt), Rich Text (.rtf) files, and Microsoft Word (.doc and .docx) files. Files that are in rich text (.rtf) and MS Word (.doc and .docx) format will retain some of the enhanced question formatting such as bold, italic, underline, superscript, and subscript. Embedded graphics can only be imported if the file is in Microsoft Word (.doc) format, although an alternative method is available for .rtf and .txt files (see [Importing Images](#)).

Next, use the **Browse** button to locate and select the file to be imported.



This screenshot is identical to the previous one, but the 'Browse' button next to the 'File name:' text box is highlighted with a red box.

Note: Images embedded in MS Word files will import automatically. However, if images are being imported with csv, rich-text, or txt files (see [Importing Images with Questions](#)), browse to the folder that contains those images.

Step 2 – Append Questions or Create New File?

Specify whether the questions should be appended to the currently open file or whether to create an entirely new file. If you select the second option you will need to enter the name of the file to be created.

2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named:

Type of file to create: Exam Survey

Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

Each question being imported will have a "title". If you don't specify a title for each question in the text file itself (discussed below), Respondus will automatically use the first 20 characters of the question wording as the question title.

Alternatively, titles can be based on a specific "stem" (or string of text) which will then be followed by consecutive numbering starting with 001. For example, if you select the "Use stem..." checkbox and enter the text "Chapter1-", the title for the first question being imported will be Chapter1-001, the title for the second question will be Chapter1-002, and so on. (You are **not** required to enter a stem phrase--this feature is entirely optional.)

Step 3 – Preview Your Questions

Click the **Preview** button to preview the file being imported and to see if there are any warning messages.

3. Use the Preview button to check for problems:

4. Press the Finish button to complete the process.

Preview results

#	Title	Question Wording
1	Lorem ipsum c	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do
2	Mauris in aliq	Mauris in aliquam sem fringilla ut morbi tincidunt.
3	Sit amet vena	Sit amet venenatis urna cursus eget nunc scelerisque viverra m
4	Lacus luctus a	Lacus luctus accumsan tortor posuere ac ut. Viverra orci sagittis
-		
-		

Warnings and Notes:
* 4 question(s) had no correct answer (so first answer set as correct):
1, 2, 3, 4

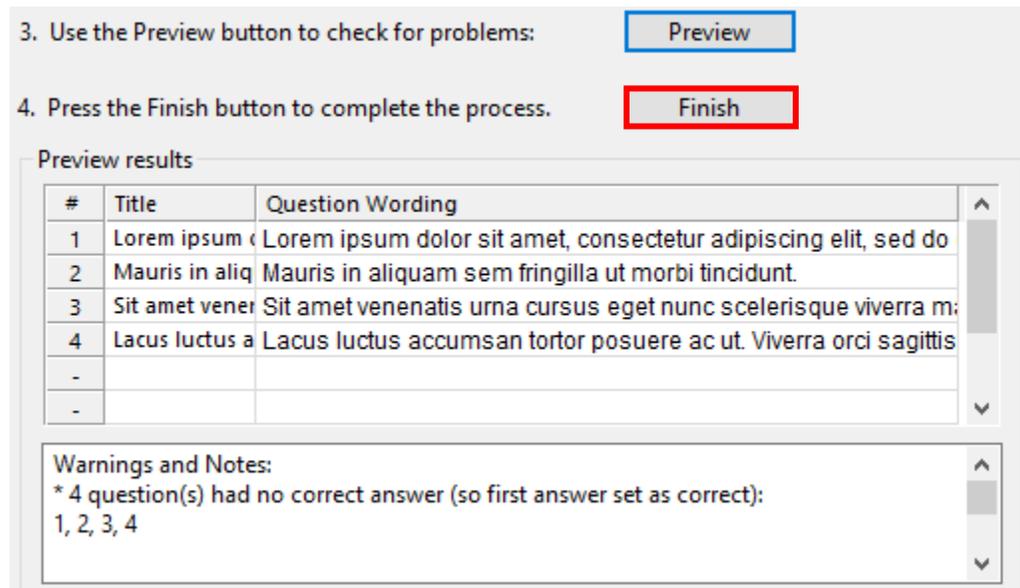
If warning messages are shown at the bottom of the screen, you need to determine whether to make changes to the text file or whether to continue with the import.

Note: Some warning messages don't actually require you to make a change to the file being imported. For instance, Respondus will generate a warning message if two questions being imported have the same title (Respondus will place the number "2" at

the end of the second title to make it distinct from the first). But if you don't care about this issue, you can ignore the warning message.

Step 4 – Finishing the Import Process

If you are satisfied with how the results look in Preview, click **Finish** to complete the import. The file has now been created or appended.



3. Use the Preview button to check for problems:

4. Press the Finish button to complete the process.

Preview results

#	Title	Question Wording
1	Lorem ipsum c	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do
2	Mauris in aliq	Mauris in aliquam sem fringilla ut morbi tincidunt.
3	Sit amet vener	Sit amet venenatis urna cursus eget nunc scelerisque viverra m
4	Lacus luctus a	Lacus luctus accumsan tortor posuere ac ut. Viverra orci sagittis
-		
-		

Warnings and Notes:
* 4 question(s) had no correct answer (so first answer set as correct):
1, 2, 3, 4

Once you've imported your questions, switch to the [Edit menu](#) to modify the file, or go to the [Preview tab](#) to view the file using a browser-like window.

Additional Support Tools

YouTube Guides for Using Respondus

1. [Importing Questions with Respondus 4.0](#)
2. [Creating and Formatting Questions in Respondus 4.0](#)
3. [Publishing to Canvas](#)

Tips for Creating Effective Online Exams and Quizzes

Here are some tips provided by Brown University for [administering effective exams online](#):

1. Create complex questions that require deep, analytical thinking skills to complete
 - a. Consider [Bloom's Taxonomy](#) when developing questions
2. Use time limits for the exam availability to maintain students' focus during the exam
3. Allow students multiple attempts (e.g., 2) to allow for troubles with internet connectivity
4. Randomize questions to maximize academic integrity