



Respondus fact sheet

Definition

Respondus is a powerful tool for creating and managing assessments that can be printed to paper or published directly to clickUP.

1. Prepare the MS Word file to be imported into Respondus

- Create the MS Word file with the questions to be imported into Respondus, and ultimately into clickUP.
- Format the MS Word file according to the explanation provided on the Standard Format for Importing Questions document.

In the Respondus package there are 5 Tabs. Each is discussed in turn below:



2. Start Tab: Import the MS Word file(s)

- On the **Start** tab, select the Learning Management System **WebCT 6 / Vista 4**.
 - Select the **Import Questions** option.
1. Select the file to import:
 - Select at the **Type of file** field the option: **Text file in “standard format”**.
 - Click on the **Browse** button to browse to and select the MS Word file that you created.
 - Click on the **Browse** button to browse to and select any images that you may want to include.
 2. Choose where to add the new questions
 - You can either append the questions to the current document OR you can create a new document in which to save these questions.
 - Select the type of file – and Exam (this is a Quiz) or a Survey.
 - If you want to create a specific title for each question, select the tick box in front of the option “Use stem plus question number ...”. If you don’t select this option, Respondus will use the first few characters of the question stem to create a title.
 - Click on the **Preview** button to import the questions.
 - If there are any formatting problems with the file that you imported, these will be displayed in the empty window below.
 - Click on the **Finish** button to save the file.
 - Click on **OK**.

3. Edit Tab: Add additional elements (images / formulas / bold) to questions

- On the **Start** tab, select the **Open** option to open the file which you imported. (If the file is already open, you could select the **Edit** tab.)
- Select the Question that you want to edit.
- Click on the **Modify** button.
- Use the toolbar at the top to include the additional elements



To delete an image, web link or audio file, put the cursor on that image and click again on the media element on the toolbar. It will ask you if you want to replace it with a new image or if you want to delete it.

4. Settings Tab:

The **Settings** tab allows you to add specific setting for each quiz / survey. Read the screen and change the settings to accomplish your needs.

WE RECOMMEND NOT TO CHANGE THE SETTINGS HERE – Rather do it in clickUP.

5. Preview & Publish Tab: Preview the Questions

On the **Preview & Publish** tab you can preview the questions which will be exported to clickUP.

To publish the Questions to clickUP:

PLEASE CONTACT e-support@up.ac.za to receive server access

- Select the option to publish to a **Single course**.

If this is the first time that you are publishing questions to clickUP from Respondus, you need to first set up the server (this is a once-off setup):

- Select on the drop-down list: **Add new server**.
- Provide this URL in the place for the address of your learning management system:
<https://elearn.up.ac.za/webct/logonDisplay.dowebct>
- Click on the **Extract** button.
- Click on the **Institution** button to retrieve a list of the Institutions. Select the one that says UNIVERSITY OF PRETORIA.
- Add a description (e.g. clickUP login)
- Enter your username and password.
- Select the tick box to remember your username and password.
- Click on the **OK** button.
- Click on the **Next** button.
- Choose the Module code to which you want to publish these questions, by clicking the drop-down list and select the module code.
- Create a new category: add the name for that category OR if a category already exists in clickUP select the **Use an existing category** option. This will then display the existing categories from which to select.
- If you now click on the Next button, the questions will be imported into the Question database and you can then within clickUP manually create the Quiz / Survey. **THIS IS THE SAFE OPTION!!**
- With GREAT care, you may select the following options if you want Respondus to also create the Survey/Quiz based on the settings you provided on the **Settings tab (Step 4 above)**.
Ensure that the following settings are correct BEFORE you publish the quiz:
 - Add a password in the settings
 - Dates are set for the future so that the quiz does not become available immediately.

3. Create or update a Quiz / Survey (optional)

Create/update Quiz Create Quiz

Create Self-Test

Update

Apply Question Sets to quiz

Apply Settings to Quiz (duration and availability not supported)

Link Quiz to Organizer Page or Learning Module



- Click on the **Finish** button when the Questions, Quiz or Survey have been published.

6. Retrieval & Reports tab:

Once a quiz or survey is administered in clickUP, Respondus allows you to retrieve reports that contain such things as student scores, the grading status, summary statistics, and answer distributions.

Although it is possible to use this function in Respondus, the Department for Education Innovation has not yet had a reason to explore it further, since these reports are available within clickUP.

(Resource: <http://www.respondus.com>)



Refer to the Assessment Manager fact sheet on how to use the reports function of Quizzes and Surveys and also for more information on interpreting the reports.