

## Respondus

30 day evaluation trial available from  
<http://www.respondus.com/>

### Initial set-up

#### *Formatting a word document for import through respondus.*

1. Select all, copy.
2. New blank document
3. Paste Special - unformatted text (this defeats automatic numbering)
4. Delete all unnecessary text.
5. Save. Quit word.

#### *Multiple Choice*

1. Why is the sky blue?
  - a. they ran out of red
  - b. it looks nice with green
  - \*c. it has something to do with refraction

#### *True/False*

1. The sky is blue.
  - \*a. True
  - b. False

#### *Short Answer*

- Type: S
1. What colour is the sky?
    - a. blue

#### *Matching*

- Type: MT
1. Match the article of clothing with the body part.
    - a. sleeve = arm
    - b. shoe = foot
    - c. hat = head

#### *Multiple Response*

- Type: MR
1. Which of the following were written by Ian Fleming?
    - \*a. Dr. No
    - \*b. Chitty Chitty Bang Bang
    - c. Around the World in 80 Days

#### *Optional way to handle answers by putting them at the end*

Answers:

1. a
2. b
3. c

#### *Processing a quiz through Respondus.*

1. Open Respondus (WebCT 4.x personality)
2. Import Questions
3. Select file type, browse
4. create new document name
5. create question stem (question-)
6. click preview - check for problems
- 6a. if you find problems, go back and edit the word document then re-import
7. if no problems, click Finish. File is saved in Respondus folder

#### *Preview and Publish the quiz*

1. Click the Preview tab - check for formatting
2. Click Publish to WebCT - run Wizard
3. Select WebCT course
4. Enter quiz name, click Next. Finish
5. Check quiz in WebCT.

