

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.

