

Respondus with WebCT 6.0

Objectives

- ❖ Take a survey, self-test, and graded quiz from the student perspective.
- ❖ View and retrieve the results of a survey and graded quiz from the instructor perspective.
- ❖ Go over Respondus Basics – create a simple quiz, change the settings, publish it to WebCT.
- ❖ Insert images, sounds, and web page links into questions.
- ❖ Import questions from a text file into Respondus.
- ❖ Create a quiz from existing Respondus “test banks” or quizzes.
- ❖ Use Question Sets on a quiz to randomize questions.

Page 1 – Objectives & Outline

Page 2 – Take a Respondus Self-Test and a Quiz as a Student

Page 3 – Take a Respondus Survey as a Student

Page 3 - View and Grade a Quiz in WebCT, Reset Submission

Page 5 – View Survey Results in WebCT

Page 6 – Create a WebCT Assessment using Respondus

Page 8 – Publish Respondus Quiz in WebCT

Page 11 – Modify Assessment Settings in WebCT

Page 13 – Make a Quiz Invisible to Students

Page 14 – Advanced Formatting Options in Respondus

Page 15 – Import Questions from a text file into Respondus

Page 16 – Create a Quiz using Existing Respondus “test banks”

Page 17 – Create Random Question Sets with Respondus

Taking a Respondus Self-Test as a Student

1. Log into the MCC homepage (<https://webct.mc.maricopa.edu>)
2. Input the username and password your instructor provides to log on as a student.
3. Click on the link to **mc_ respondus quizzes**
4. Self tests are assessments for which the student receives a grade and feedback. However, the grade is not recorded and it does not count towards the final grade for the course. Self tests are purely for the student's benefit- providing an opportunity to test knowledge and understanding of course content.

Click on the **Example Self Test** icon.



[Example Self-Test](#)

4. Complete the Self Test.
5. View the graded test to see what the student sees after the Self-Test is graded. Because self-test results are not saved, once you have viewed the results of your self-test and close the results window, no record of your attempt will remain.

Taking a Respondus Quiz as a Student

6. Click on the **Course Content** button (listed under **Course Tools**, left side of screen) to take you back to the course homepage.



7. Click on the **Sample Graded Quiz** icon.



[Sample Graded Quiz](#)

This is an example graded quiz.
Note the different question

8. Follow the directions on screen to take and submit the quiz.
9. Click on the **View Attempt** button to see the graded quiz. Note that the paragraph question has not been graded by the instructor yet.



Taking a Respondus Survey as a Student

10. Click on the **Course Content** button to take you back to the course homepage.
11. Click on the **Anonymous Computer Survey** icon.



[Anonymous Computer Survey](#)

12. Complete the survey and submit it.

Viewing Results, Adding Bonus Points, Overriding a Grade, and Grading Essay Questions as an Instructor

Your instructor will demonstrate how you access the quizzes as an instructor. These are the directions you will follow when you are the instructor for the course:

1. Move to the **Teach** tab.
2. Select **Assessments Manager** within the **Instructor Tools** menu.

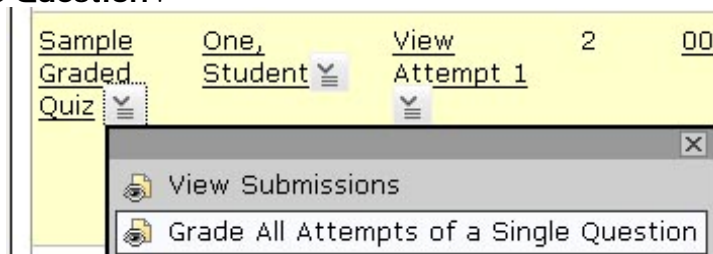


3. Use the Tab navigation to view Graded Assessments, Not Graded (contain Essay questions that need manual grading), Not Submitted (list of students that have not completed the quiz or never finished the quiz).

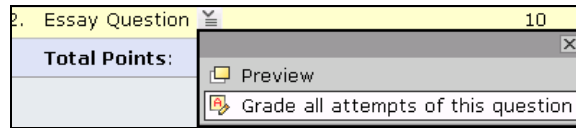


Manually Grade a question that is an Essay Question

- Select the **Not Graded** tab.
- Select the **ActionLink** next to an Assessment, select '**Grade All Attempts of a Single Question**'.



- Select the **ActionLink** next to the Question, select '**Grade all attempts of this question**'.



- Select the '**Hide Names**' tab to grade each question without knowing the student's identity.
- Select the **Attempt** link next to each student that has completed the question.

Display Names <input type="button" value="Hide Names"/>		
Name	Attempt	Score
		Out of 10
Student 0001	Not attempted	--
Student 0002	Not attempted	--
Student 0003	Not attempted	--
Student 0004	Attempt 1	5.0

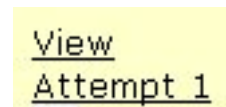
- Read the student's response; score the question, select '**Save and View Next Attempt**'.

This is the Essay Question
 Student Response: Type your answer
 Score: / 10
 Comments for student:



View a Specific Student Submission, Override a Score, add Bonus Points

- Select **Assessments Manager** within the **Instructor Tools** menu.
- Select the **Not Graded** tab.



- Click on **View Attempt 1** next to the student's name.
- Override a score for a specific question by adjusting the Score, then select **Update Grade**.
- Add bonus points by typing a score into the '**Adjust total score by:**' box at the bottom of the page, then select Update Grade.

Total score: 15/20 = 75% Adjust total score by:

Reset Student Quiz Submission

- Select **Assessments Manager** within the **Instructor Tools** menu.
- Select the **Graded** tab.
- Use the Action Link next to the quiz name and select **View Submissions**.
- Use the Action Link next to the student's name.
- Delete the student's attempt and allow them to retake the quiz by selecting **Reset Entire Submission**.

View Survey Results in WebCT

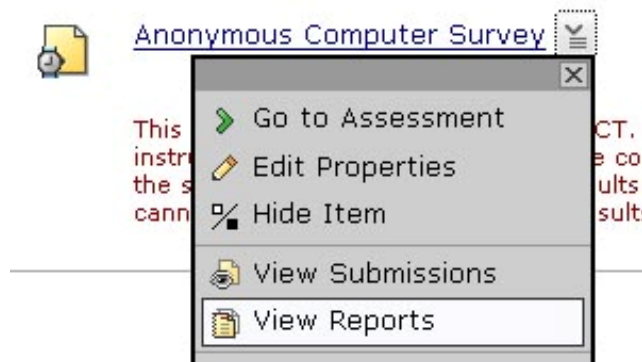
View the Completed / Not Completed status for each student

1. Move to the **Teach** tab.
2. Select **Gradebook** within the Instructor Tools menu.
3. The Survey column in the gradebook will show as Completed or Not Completed next to each student name.

Grades				
	Members	View All	Custom View	
<input type="checkbox"/>	≡ <u>Last Name</u> Alphanumeric ↑	≡ <u>First Name</u> Alphanumeric	≡ <u>Anonymous</u> Survey	≡ <u>Ex</u> Quiz (out of
<input type="checkbox"/>	≡ Kroening	Melanie		
<input type="checkbox"/>	≡ Melanie	Student	Not completed	--
<input type="checkbox"/>	≡ Student 407€	Demo	Completed	--

View the Results of a Survey

1. Move to the **Teach** tab.
2. Click on the **Assessments** Tool under the Course Tools menu.
3. Select the **ActionLink** next to the Survey, select **View Reports**.



4. Select the Survey name from the drop-down menu.
5. Select the radio button next to Performance, select Run Report.

Assessment Reports
Select an Assessment
Assessment Title: <input type="text" value="Anonymous Computer Survey"/>
Select a Report Type
<input checked="" type="radio"/> Performance Displays Students' scores for assessment submis
<input type="button" value="Run Report"/>

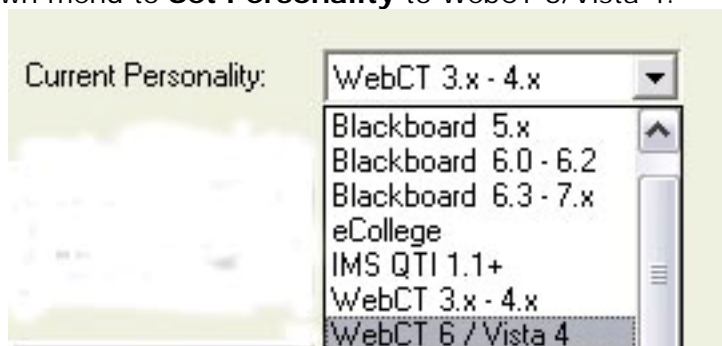
6. Download the results or view the results on the screen.

Title: Anonymous Computer Survey			
Manage Columns		Download Records	
No.	WebCT Info	Number of online courses	Connection Information
	Multiple Choice	Multiple Choice	Multiple Choice
1	Yes	2	High speed cable

Create an Assessment using Respondus

Respondus can create graded or ungraded WebCT Assessments

- A Quiz/Exam is a graded exercise. The instructor can see who has completed the exam, what the results of the exam are, and the results are added to the WebCT gradebook automatically.
- Open **Respondus** (download instructions on separate hand-out).
- Use the pull-down menu to **Set Personality** to WebCT 6/Vista 4.



- Create a quiz/test/exam in Respondus by selecting the **Start** tab, then select **Create**.

- Add questions to the quiz by selecting the **Edit** tab, then select the question type at the left, there are 9 question types: Multiple Choice, True / False, Paragraph, Matching, Short Answer, Multiple Response, Fill in the Blank, Jumbled Sentence, and Calculated. All questions are automatically graded except for Paragraph questions.
- For each question, fill in the question information as appropriate.
 1. Type in a question title (this is for the instructor's organization; the student will not see the title).
 2. Type in the question text/wording.
 3. Type in the answer(s).
 4. Select the correct answer(s).
 5. Type in the point value for the question.

True and False ?

1. Title of Question

2. Question Wording

3. Select Correct Answer
 TRUE
 FALSE

4. Point Value

5.

6. Click on **Add to End of List** to save the question

7. Some question formats permit feedback. If you wish to enable feedback, check in the

Enable Feedback

box next to that option.

8. Checkmark **Randomize** if the answers should be randomized for Multiple Choice or

Multiple Response questions.

Randomize

How to Enter Matching Questions

Matching questions require students to match items from two columns.

There are two ways to create matching questions in Respondus.

- First, the designer may specify matching pairs for both the left and right columns—specifically, the correct match for the left column must be placed in the field immediately to the right. If this procedure is followed, it is not necessary to indicate the correct answer in the small column located at the far left. (Note it is possible to place extra answers in the right column. In this situation, the extra answers act as decoys and do not match any of the answers in the left column.)
- The second approach for creating matching questions allows items in the right column to be placed in any order, but requires the correct answer for the match to be indicated in the small column located at the far left. This approach is especially suited for questions in which a long list of items (e.g., country names) is being matched to a relatively short list of items (e.g., type of government).
- For example, the left list might contain 25 countries (Afghanistan, Albania, Algeria, Angola, Argentina, etc.) while the list on the right might display four types of government (Multi-Party Democracy, One-Party Regime, Military/Monarchical/Theocratic Regime, Disordered State). Instead of entering the type of government for each country, you can simply enter the letter of the correct answer in front of the country name.
- In a matching question, the left column will be displayed to the student in the order information was entered. The right column appears as a list of drop-down menus that students can use to select the appropriate match. Answers in the drop-down menus are randomized.

- Tip: The easiest way to navigate through the answer choices is to use the PageUp and PageDown keys. Press the PageDown key twice to move through the "correct match" field.
- All answer choices are equally weighted with matching questions. So if a question has 10 matches, each match is worth 10%.
- There are three choices for grading matching questions:
 1. Proportional to the Number Correct - All answers are equally weighted, without any penalty for incorrect answers. So if a student matches 8 of 10 items correctly, the score would be 80% on that question.
 2. All Points or None – The student must answer all items correctly in order to receive 100% credit. If any items are missed, no credit is given for the question.
 3. Right Less Wrong – This option sums the number of correct answers and then subtracts the number of wrong answers. Hence, if the student answers 8 items correctly and two items incorrectly, the score is 6 (8 correct - 2 incorrect).

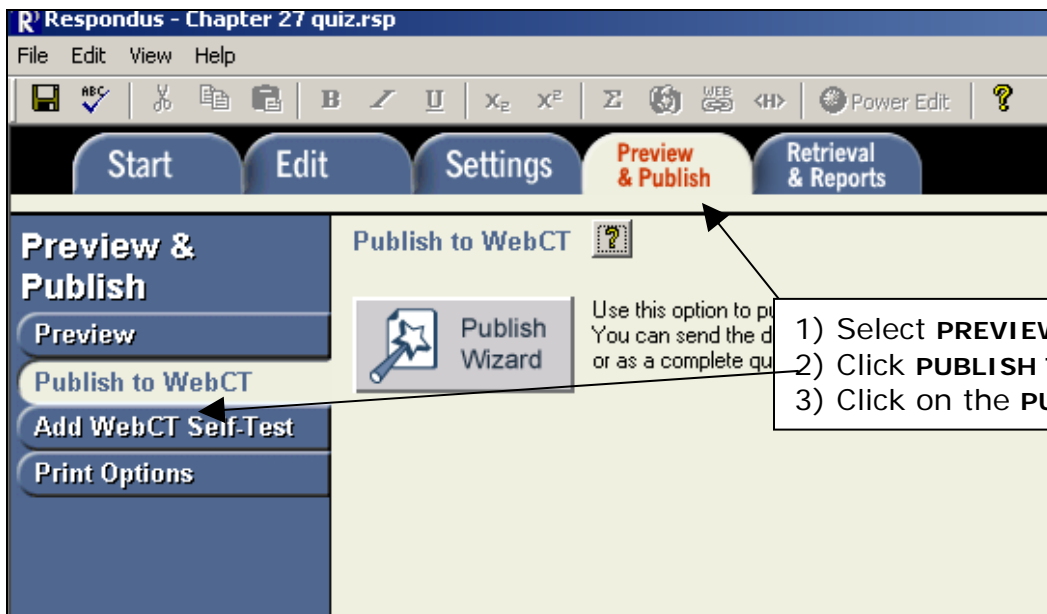
- ***A Note About Calculated Questions***

Respondus does not allow the creating or editing of calculated questions. However, if a calculated question is created in WebCT, Respondus will download these questions along with the other question types. Once downloaded, calculated questions can be moved, copied, deleted, or resubmitted to the WebCT server.

9. **Save** your file. By default, Respondus files are saved in a folder called **Respondus Projects** on the **C** drive.

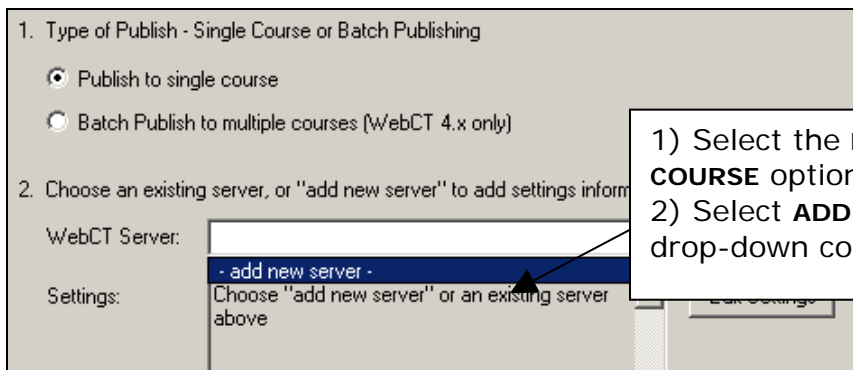
How to publish Assessments from Respondus to WebCT 6.0 @ MCC

- Open a Respondus File.
- Select the **PREVIEW AND PUBLISH** tab.
- Select the **PUBLISH TO WEBCT** option at the left.
- Select the **PUBLISH WIZARD** button.



- 1) Select **PREVIEW AND PUBLISH** tab.
- 2) Click **PUBLISH TO WEBCT**.
- 3) Click on the **PUBLISH WIZARD**

- Select MCC from the drop down menu or select –add new server- if this is the first time that you’ve used Respondus.



- 1) Select the **PUBLISH TO SINGLE COURSE** option.
- 2) Select **ADD NEW SERVER** from the drop-down course menu.

- Complete the information for the MCC Server.

WebCT 6 Server Information

1. Start your browser, log into your WebCT 6 institution, and go to any group, course or section. OK

2. Copy the "Address" of the page from the browser to the box below. It should look something like "http://w6.mycollege.com/webct/ ..."

3. Press Extract

4. Press the Institutions button to retrieve the list of institutions on this server. Select one from the pull-down list.

Choice:

5. The information below must be entered manually, then press the OK button.

Description (text to display in the browser)

User name Password

Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!

Step 1: Do nothing
 Step 2: Type in **http://webct.mc.maricopa.edu/webct/entryPageIns.dowebct**
 Step 3: Click on Extract >>
 Step 4: Click on Institutions >>, select **MESA COMMUNITY COLLEGE**
 Step 5:
 -Type in a **DESCRIPTION** for the server (WebCT Server or MCC WebCT Server – can be anything)
 -Type in your MCC username/password, checkmark 'Remember' only if you are on your own personal computer
 -Click **OK**

- Click on **Next**, give Respondus a couple of minutes to connect to the server.
- Select the course from the drop down list.
- Select **Create New Category** if it is a NEW quiz, select **'Use an Existing Category'** and select the existing category if you are EDITING a quiz.

NOTE: Respondus does not currently support EDITING a quiz in WebCT 6.0. You will need to delete the existing quiz after adding the new quiz if you are trying to EDIT a quiz.

1. Group or Section

Template

2. Category to assign to Questions

Create a new category

Use an existing category

- Select **'Create Quiz'** and type in the name to create a NEW quiz. Select **'Create Self-Test'** and type in the name to create a NEW Self-Test.
- Checkmark **'Apply Question Sets'** if you are using Question Sets.
- Checkmark **'Apply Settings to the Quiz'** to transfer most of the settings.
- Click on Next.

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

Create/replace Quiz Create Quiz Sample Graded Quiz

Create Self-Test _____

Replace _____

Apply Question Sets to quiz

Apply Settings to Quiz (duration and availability not supported)

Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server

- Wait for Respondus to Publish the Assessment. Do not click on **Finished** until you see a success message. Click okay if you see an error message.

Publish Wizard

-- Start WebCT Publish --
 Quiz: Sample Quiz
 Category: Sample Quiz

Creating category
 Uploading questions
 Authentication for Settings
 Error in Authentication

Completed successfully.

Modify Assessment Settings in WebCT

After publishing an Assessment to WebCT from Respondus, access the Assessment settings as an instructor to decide on duration, availability, security, etc.

1. Move to the **Teach** tab.
2. Click on the **Assessments** Tool within the Course Tools menu.
3. Select the **ActionLink** next to an assessment, select **Edit Properties**.
4. Adjust options as desired.
 - Change the Assessment title if needed.
 - Add a Description for the Assessment (this is optional).
 - Select Show Item for the Item Visibility.
 - Change the Grade Book column name if needed (it's recommended that the column name matches the Assessment name).

*Title: Sample Graded Quiz

Description: This is an example graded quiz. Note the different question types as you complete it. The score from a graded assessment (after all questions have been graded) does go into the Gradebook.

Item Visibility: Show Item
 Hide Item

*Grade Book column name
 Sample Graded Quiz

- Question delivery: Decide on the question delivery (the second option is recommended, if you display the questions one at a time, it's more difficult for the students to copy and print the quiz). Uncheck the option for 'Display question titles' as usually the question titles are not important (are usually just used for organizing questions).
- Display Assessment: Select '**In the same browser window**' to have the Assessment appear in the same browser window (this prevents popup blocker problems).
- Duration: Choose a duration (how long the student can spend on an Assessment once they open it). It is recommended that you do not checkmark 'Disallow submission...' in case the student has technical issues.

<p>Question delivery</p> <p><input checked="" type="radio"/> Deliver questions all at once.</p> <p><input type="radio"/> Deliver questions one at a time and allow questions to be</p> <p><input type="radio"/> Deliver questions one at a time and do not allow question</p> <p><input checked="" type="checkbox"/> Display question titles.</p>
<p>Display Assessment</p> <p><input checked="" type="radio"/> In the same browser window</p> <p><input type="radio"/> In a new browser window</p>
<p>Duration</p> <p><input type="radio"/> Unlimited</p> <p><input checked="" type="radio"/> Time: <input type="text" value="30"/> Units: <input type="text" value="Minute(s)"/></p> <p><input type="checkbox"/> Disallow answer submission if time has expired.</p>

- Attempts: Select the number of Attempts allowed (how many times the student can take the assessment). If you allow multiple attempts, you may want to set a minimum attempt time (to force the student to wait before taking the assessment a 2nd time).
- Student score: Select the score release option, it's recommended that you choose the first option 'Release the score once the assessment has been submitted'.
- Statistics release: Checkmark the release box if you want students to see how they performed in comparison to the rest of the class.

<p>*Attempts</p> <p>Allowed attempts: <input type="text" value="Unlimited"/></p> <p><input checked="" type="checkbox"/> Randomize questions in a question set for each attempt</p> <p>Minimum attempt time: <input type="text" value="0"/> Units: <input type="text" value="Minute(s)"/></p>
<p>Student score</p> <p><input checked="" type="radio"/> Release the score once the assessment has been submitted.</p> <p><input type="radio"/> Release the score once the assessment has been submitted and all of the questions have</p> <p><input type="radio"/> Do not release the score.</p> <p>If multiple attempts are allowed, display the score of the following attempt as the student's g</p>
<p>Statistics release</p> <p><input checked="" type="checkbox"/> Release statistics to students after releasing the score.</p>

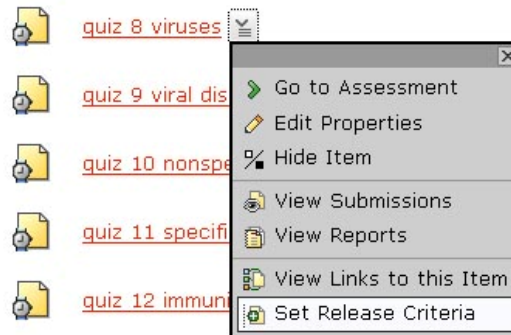
- Dates Available: Expand the Dates Available menu to select the start and end date for the Assessment, if you checkmark the box to add the Assessment to the calendar, the start date (not the due date) appears on the calendar. *Note: The quiz will be listed under Assessments but the link to the quiz will not be active until the date and time you selected arrives.*

- Results Settings: Expand the Results Settings menu to select what results the student sees after submitting an assessment.

- Expand the Submission Settings and Security Settings if needed. The Submission Settings and Security Settings are not used very often, but the Security Settings can be used to add a password for a proctored lab exam.
- Select **Save** to save the Settings.

Making a Quiz Invisible to Students

- If you wish the quiz to not be visible at all to students until a certain date, complete these steps:
- Move to the **Teach** tab.
- Click on the **Assessments** Tool within the Course Tools menu.
- Use the **Action Link** attached to the name of the quiz and select **Set Release Criteria**.



- Click on the **Date Criteria** button.

Add Date Criteria


- Input the appropriate dates for when you want the link to be visible to students. Make sure the Dates Available you set previously are within the Set Release Criteria dates you chose. Otherwise, the quiz will not be released to

students on the desired dates. *If the Dates Available and the Set Release Criteria setting are in conflict, the Set Release Criteria will prevail.*


- Click **Save**.

Advanced Formatting options in Respondus


Add a **picture** to a question or answer in Respondus

- Click inside the question wording box or inside one of the answer boxes (where the picture will be located)
- Click on the Camera icon 
- Browse to the picture on your computer or disk and select it, click OPEN
- Type in the text description of the image, click OK
- Something like <PIC_1> or <PIC_2> should appear in your question /answer box
- Preview the picture by clicking on the Preview button

Add **sound/video** to a question or answer in Respondus

- Click inside the question wording box or inside one of the answer boxes
- Click on the Camera icon 
- Browse to the sound on your computer or disk and select it, click OPEN
- Select to add the sound as a linked object, type in the text link description that will appear in the question/answer
- Something like <AV_1> or <AV_2> should appear in your question /answer box
- Preview the sound by clicking on the Preview button, then click on the text link


Add a **webpage link** to a question or answer in Respondus

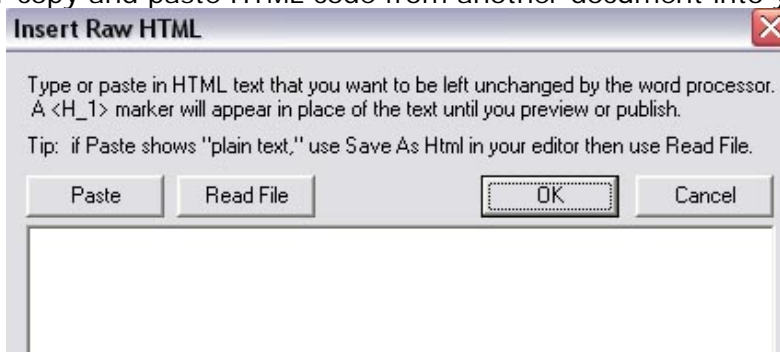
- Click inside the question wording box or inside one of the answer boxes
- Click on the web link icon 
- In the bottom section of the box type in the Address URL, then type in the text link description (Text to be Displayed)
- Something like <H_1> or <H_2> should appear in your question /answer box
- Preview the link by clicking on the Preview button, then click on the link

Change the **Default Font** for your quiz


- Select the File menu, Select Preferences, click on the Edit & Publish tab
- Select the option "Use font below in place of CMS font when publishing", choose a font and size, click OK

Use the **HTML editor** to type or copy and paste HTML code into your quiz

- Click inside the question wording box or inside one of the answer boxes
- Click on the HTML editor icon 
- Type in or copy and paste HTML code from another document into your question



Use the **PowerEdit** option in Respondus

- Click inside the question wording box or inside one of the answer boxes
- Click on the Power Edit button 
- Change the font for the specific question / answer, add a list, or add a table
- Select the File menu, then Save & Exit to save the changes

Import questions from a text file into Respondus

If you use Multiple Choice and True/False questions in your quizzes and do not use images, it may be more efficient to type up your questions in Microsoft Word and import them into Respondus. Also, most test bank software has an export option so that you could export all the questions from a test bank and use Respondus instead.

- Open Microsoft Word and create a new Document. Save it as an **RTF** file by selecting the *File* menu, Select *Save As*, Choose the location, Change the *Save-As type* to RTF and click on SAVE. Respondus also imports text files so you can also choose to save it as TXT.



- Type in your Multiple Choice & True/False Questions in the EXACT format specified by Respondus. Do not format your questions/answers with colors or fonts as formatting will not transfer over.

Example:

1. What is your name?
 - *a. Melanie
 - b. George
 - c. Anne
- Type in the Question number with a period (or right parentheses), then a space, then the question, include the question mark at the end of the question.
 - Type in the answers (or True/False) by typing in a letter followed by a period (or right parentheses), then a space, then the answer
 - Put an asterisk directly before the letter of the correct answer

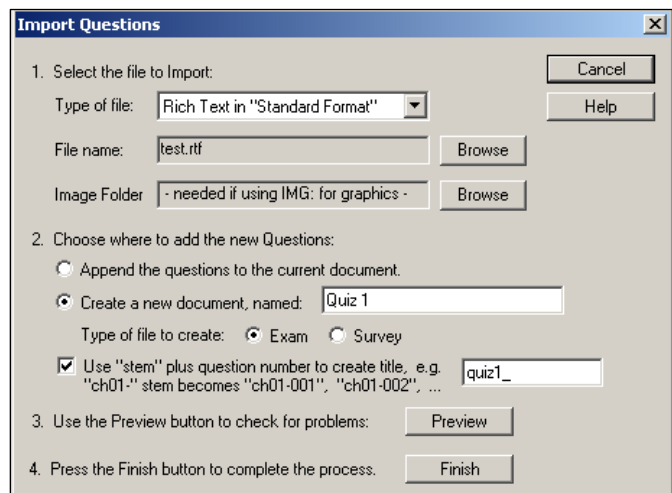
Do NOT type a title at the top of the page or any have other information in your document other than the questions and answers.

- Open Respondus and select Import



Questions

1. Select **Rich Text in "Standard Format"** for the Type of file



2. Click on the Browse button to select the RTF file that contains your quiz
3. Select the button next to *Create a new document, named:* and give the quiz a name, Select *Exam* if it will be a graded exam, Select *Survey* if it is an anonymous survey
4. Checkmark *Use "stem" plus question number...* and type in a "stem" for the question name. This question name is only used within Respondus but can make editing your quizzes simpler if needed, it is the Question Title. (ex. quiz1_, chapter1_, colonial_, etc).
5. Click on the PREVIEW button to see whether the import will be successful or not
6. Fix any problems and repeat this process until there are no errors
7. Click on FINISH to import the questions

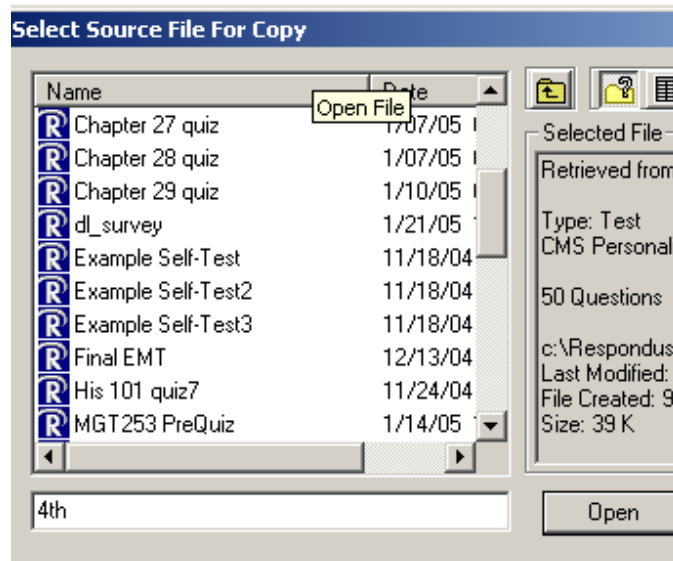
➤ Edit and/or publish the quiz, or use it as a test bank file by creating quizzes from it

You can import images and import other question types to Respondus but it requires a little more work. View the Respondus help documentation for the correct format.

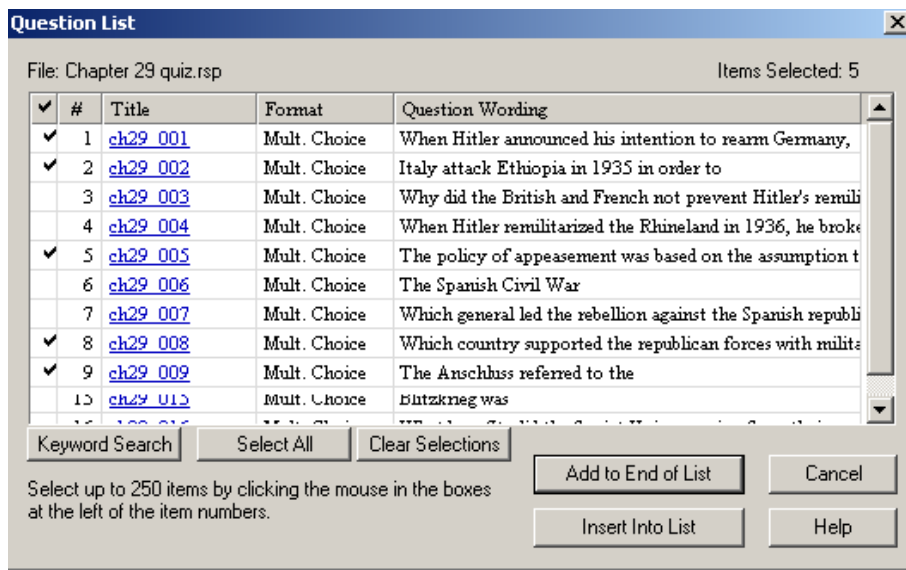
Create a quiz using existing Respondus "test banks" / quizzes

Respondus can store Test Banks of questions from a publisher and can be used as a Test Bank to store questions, store each chapter's questions or each subject's question in a different Respondus file. Then create your quizzes using these "Test Bank" files.

- **Create** a new Respondus Quiz / Exam
- Select the top **Edit** tab
- Select the button at the left labeled "**Copy from Another File**"
- Choose the Chapter / Test Bank / etc. that you want to copy questions from, click Open



- View a question by clicking on the title of it, select a question by checkmarking the box to the left
- When you have selected one or more questions, click on **Add to End of List** to insert them into the exam



Create Random Question Sets with Respondus

A Question Set is a group of questions (a question pool) that quizzes can be randomly generated from. You can create Question Set(s) within the Respondus software and transfer them to WebCT.

Example: If you created a Question Set /Pool of 100 questions for Chapter 1 of your textbook, you could specify that a 15 question quiz is generated for each student. WebCT will randomly select 15 questions out of your 100 question pool.

- Create a Respondus Quiz containing all of the questions that will be possibly selected on the quiz, to create multiple question sets, you must group your questions together; they cannot be out of order. (ex. You can create a set out of 1-5, 6-10 but cannot create a question set out of non-sequential questions 1, 5, 9, 10)
 - To randomly display the multiple choice answers, select the checkbox when you create the question that is labeled Randomize
- Under the Settings Tab, select "Question Sets", click on "Question Sets"
- Select the "Add New Set" radio button You can add multiple question sets to a quiz
- Type in the FIRST number of the question in the set, and the LAST number in the set
- Select the number of questions that you would like to randomly be chosen from the set, if you select all questions, they will be randomly sorted and numbered for each student
- Type in the Point Value for the set. When using questions sets, all the questions in a set must have the same point value
- Click on the "Add New Set" button, Click OK.

Question Sets ✖

Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines. OK

Total Items: 5 Points: 5.0 Cancel

Add New Set
 Modify or Delete Existing Set: A

Enter the number of the FIRST question to be used in the set

Enter the number of the LAST question to be used in the set

How many questions in this set should be randomly selected during the exam?

All
 Select Number:

Enter the point value that should be used for questions in this set

Save Changes
Cancel Changes
Delete Set
Help

#	Set	Title	Format	Question Wording
1	A	State animal	Mult. Choice	(Example Multiple Choice Question) Arizona's official s
2	A	State Flower	True - False	(Example True False Question) The saguaro cactus bloss
3	A	Location of MCC	Short Answer	(Example Short Answer Question) Where is Mesa Comm
4	A	cities	Mult. Response	(Example Multiple Response Question) Which of the be
5	A	Paragraph question	Paragraph	(Example Essay / Paragraph Question) What do you thi
6	A	Fill in the Blank	Fill in the Blank	(Example Multiple Fill in the Blank) The Arizona State

- Repeat this process for each question set.
- When you publish the quiz to WebCT, remember to checkmark the box that is labeled "Apply Question Sets".