

## Using Respondus to Import Bb Test Questions

Respondus is a tool for creating and managing exams that can be printed to paper or published directly to Blackboard. Test questions can be created in Word or Notepad (recommended) or in Respondus prior to publishing. See [Adding Content > Using Tests, Surveys and Pools > Directions for Downloading Respondus](#).

### Step 1: Type Questions in Correct Format

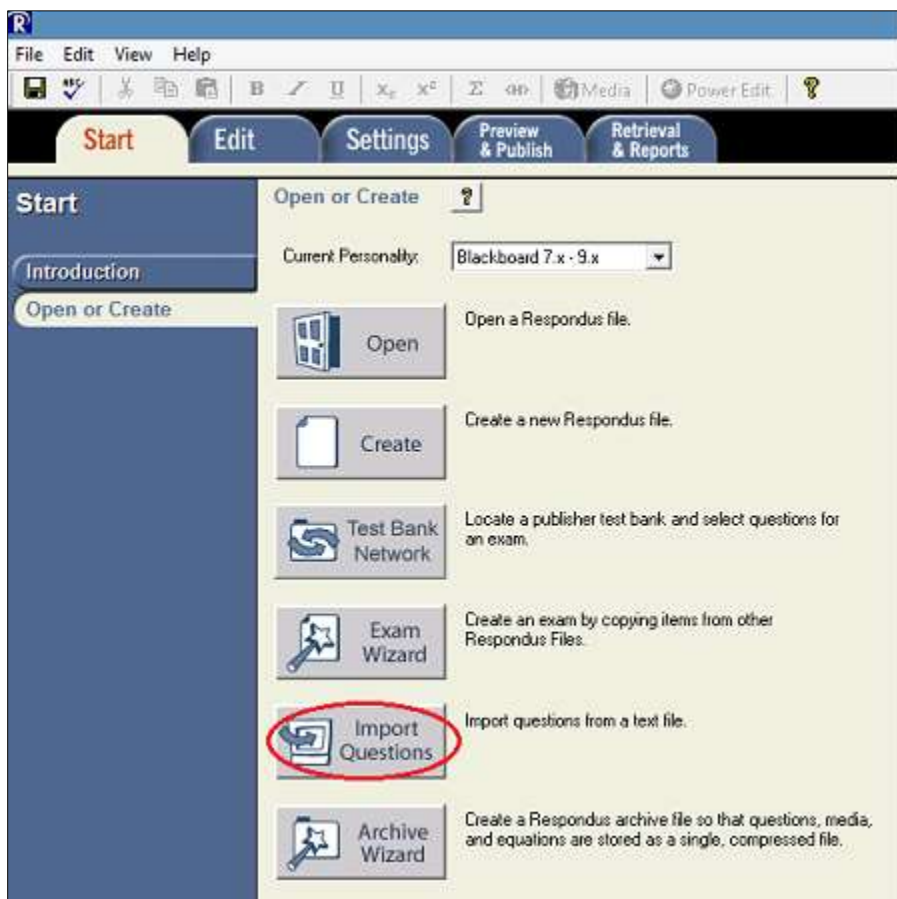
1. Type questions in proper format as shown below in Word or Notepad.
2. Click **Save As**, select a location to save it in, name the file and click **Save**

Question Type	Example
<b>Multiple Choice</b> - place an asterisk directly to the left of the correct answer (no spaces)	1. What is the name of the first President of the United States? a. Jefferson b. Clinton *c. Washington d. Reagan
<b>True/False</b> - place an asterisk directly to the left of the correct answer (no spaces)	1. This is the most fun class you have ever taken *a. true b. false
<b>Multiple Answer</b> – put Type: MA in the line before the question, then put an asterisk directly in front of the correct answers	Type: MA 1. Which of the following are typical house pets? *a. dog *b. cat c. elephant *d. tropical fish e. horse
<b>Fill in the Blank</b> – put Type: F in the line before the question, list all possible correct answers below it	Type: F 1. The number of people who would rather be outside today instead of taking this course is ___ a. Zero b. 0 c. None d. Not applicable e. N/A
<b>Essay</b> – put Type: E in the line before the question, put 1 blank line after the question	Type: E 1. Why did you take this class?

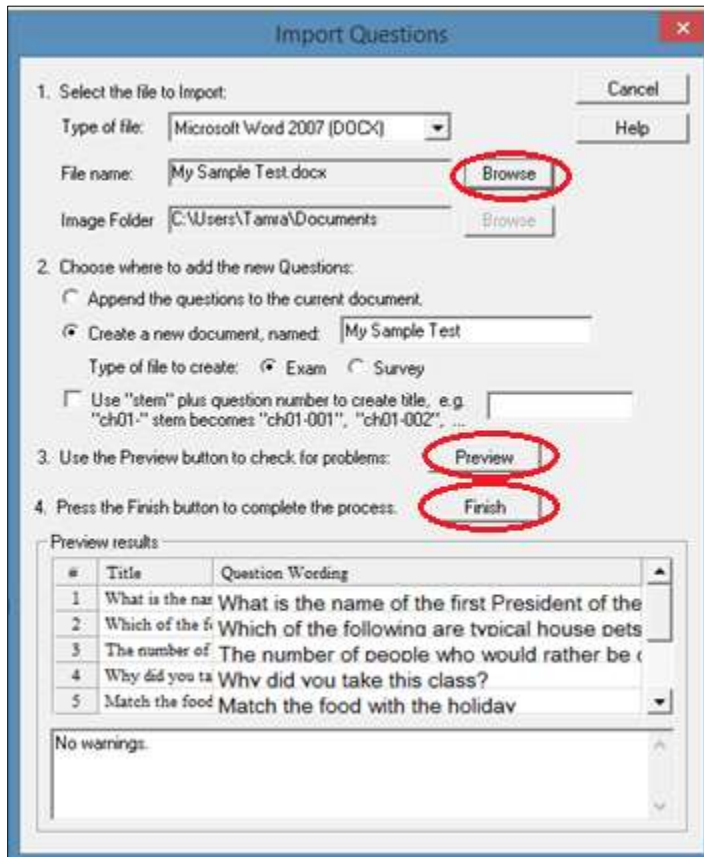
Question Type	Example
<p><b>Matching</b> – put Type: MT in the line before the question, below the question list all your selections and their matches separated by an = sign</p>	<p>Type: MT            1. Match the food with the holiday            a. Thanksgiving = turkey            b. Easter = eggs            c. Birthday = cake            d. New Year’s Eve = champagne</p>

## Step 2: Import Questions

1. Open Respondus on Start Tab
2. Click **Import Questions**

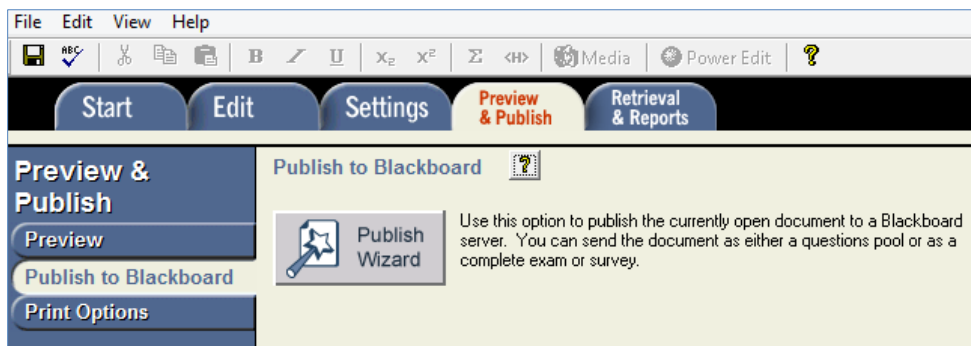


3. Select Type of file (.txt or .docx)
4. Click **Browse**, find file you created, click it and click **Open**
5. Name the pool
6. Click **Preview, Finish, OK**



### Step 3: Publish to Blackboard

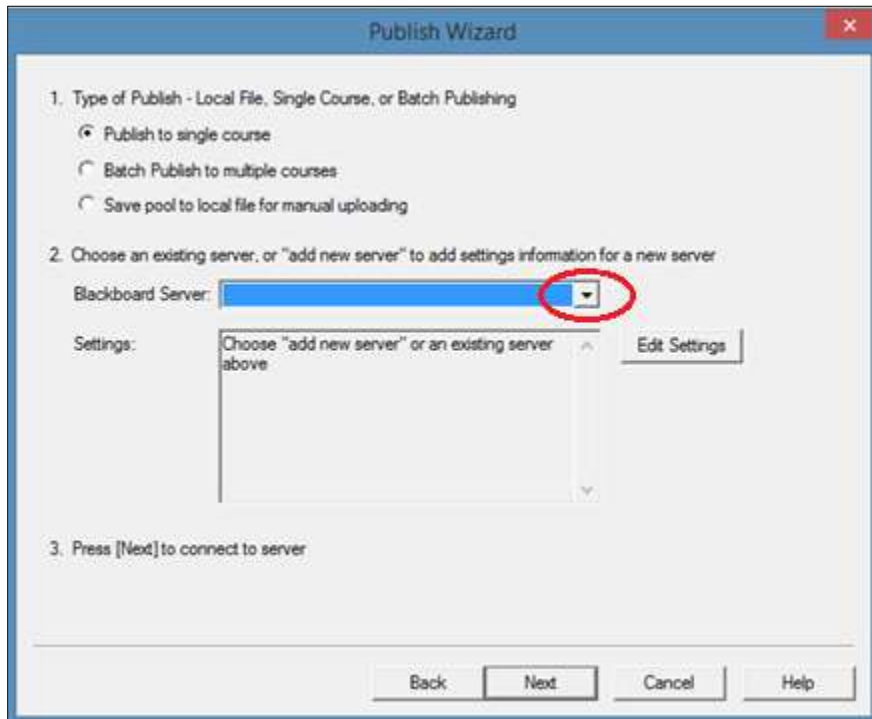
1. Under Preview & Publish Tab in Respondus select **Publish to Bb**
2. Click **Publish Wizard**



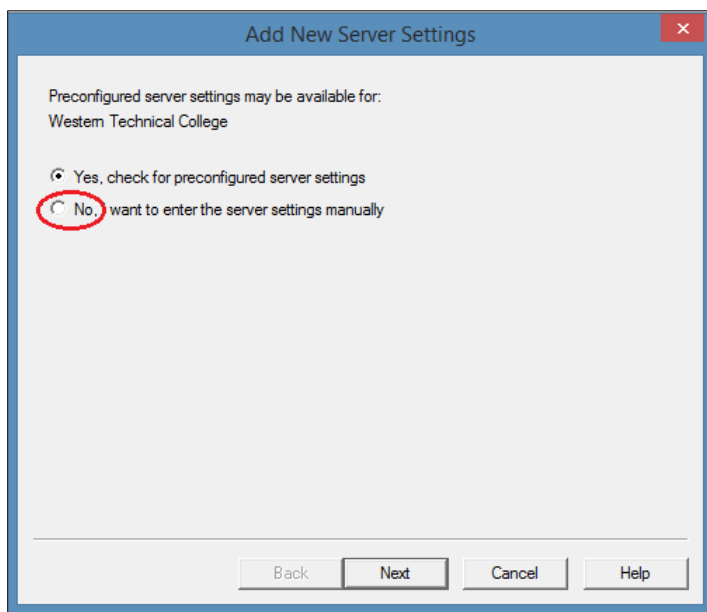
3. Publish the Pool to Bb

**If this is the first time you have published to Bb from this computer:**

- a. Select **Add New Server** from the drop down menu

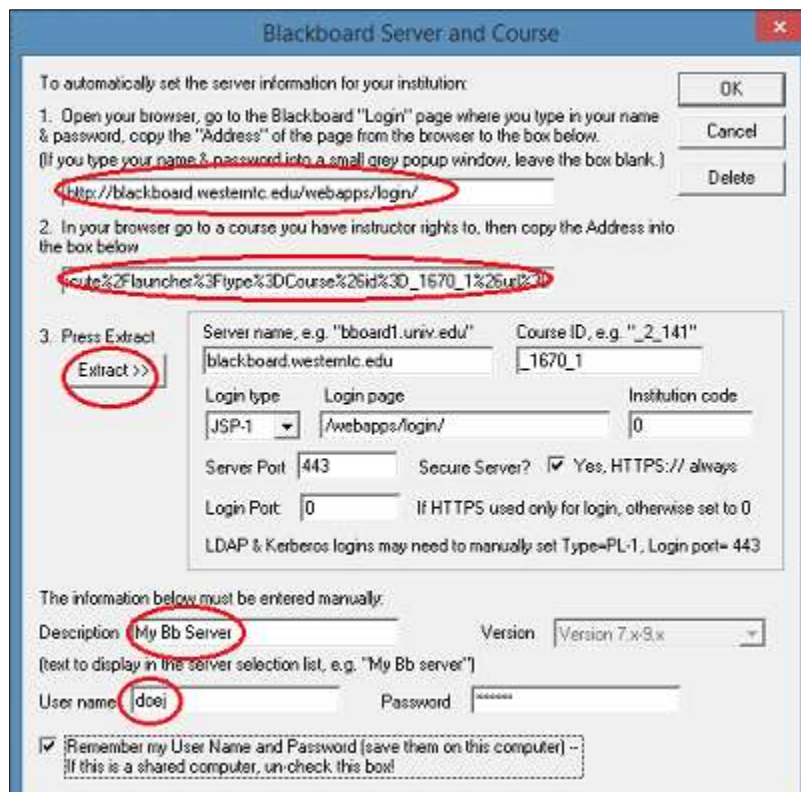
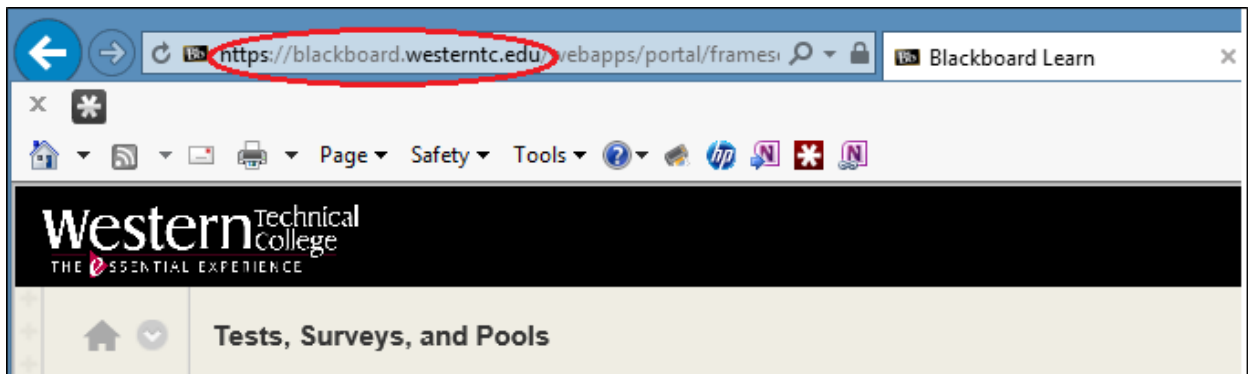


- b. Select **Enter Manually** then click **Next**



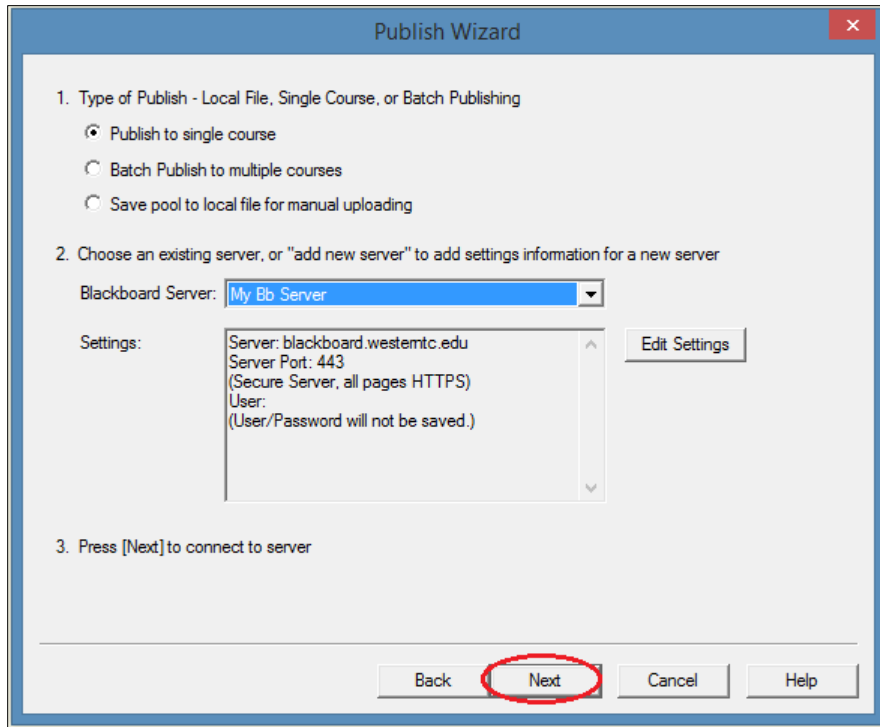
- c. In the 1st blank type <http://blackboard.westerntc.edu/webapps/login/>

- d. Next, log in and go to the control panel of ANY Blackboard course for which you are instructor.
- e. Click **Course Tools, Test, Surveys and Pools** then copy the URL from the address line of that page. Paste it in the 2<sup>nd</sup> blank
- f. Click the **Extract** button – the blanks should automatically fill in
- g. Fill in a name for your Bb Server
- h. Enter your BLACKBOARD username and password.
- i. Click **OK**

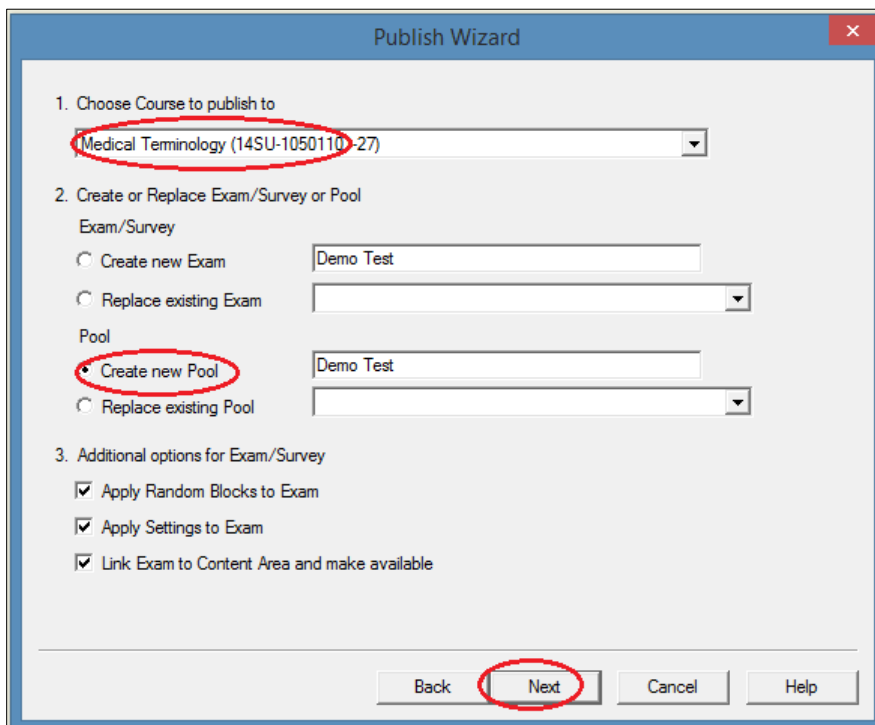


**If you have already set up a Blackboard Server on THIS computer:**

- j. Select the Type of Publish (single or multiple courses)
- k. Click **Next**



4. Select course from menu
5. Select **Create New Pool**
6. Click **Next**



## Step 4: Create Test in Blackboard

1. Create the test in Blackboard following steps in **Blackboard Assessments**

Name	Number of Questions	Date Last Edited
Bb Demo Test	8	June 8, 2014 5:45 PM
Bodies of Water	1	June 8, 2014 4:18 PM
Demo Test	6	June 9, 2014 9:04 PM

**Additional Resources:** Blackboard Help <https://help.blackboard.com>