Converting Word Doc Exam into Online Exam

Software that can convert a Word doc into a file that can be integrated into an online format for ECampus is called Respondus and is available through TAMU's software store for \$0.

https://software.tamu.edu/

<u>Respondus 202</u>	20-2021
Respondus	○ Respondus 2020-2021
	Price: \$0.00
	<u>Details</u>

Respondus Instructions

You will receive an email with the link to download Respondus Software. Double Click the "Respondus4Campus" application in the folder that opens and select "Extract All"

Answer the prompts, and when it asks for your institution name, open the PDF file in the pop up folder "Respondus Activation Key for 2019-2020" as it has the information to fill in the Institution, Contact Name and Install Password.

When prompted, select Canvas from the dropdown list. You

should now have a screen like this:

🛚 Respondus - Untitled		
File Edit View Help		
🗄 🅗 🕹 👘	\mathbb{B} I \bigcup \mathbb{X}_2 \mathbb{X}^2 Σ \Leftrightarrow \square Media \bigotimes Po	wver Edit 🛛 🕜
Start Edit	Settings Preview + Publish	
Introduction	Open or Create 🔞	
Open or Create	Current Personality: Canvas ~	
	Open a Respondus file	
	Create Create a new Respondus file	
	Test Bank Network Locate a publisher test bank and select qu	estions for an exam
	Exam Wizard Create an exam by copying items from ot	her Respondus Files
	Import Questions Import questions from a text file	
	Archive Wizard Create a Respondus archive file so that quequations are stored as a single, compress	

Moving to your exam, please make sure it follows the guidelines in the "Guidelines for Exams to Respondus".

AKA it should be that each question has a number and then a period or parenthesis and that each letter choice has those as well, and that the answers are indicated:

Sample Test

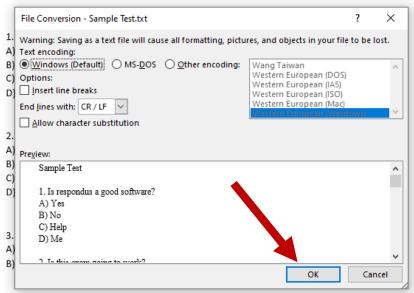


- 1. Is respondus a good software?
- A) Yes
- B) No
- C) Help
- D) Me
- 2. Is this exam going to work?
- A) I
- B) Really
- C) Hope
- D) So
- 3. Should I convert this to plain text?
- A) Yes
- B) No

Answers:

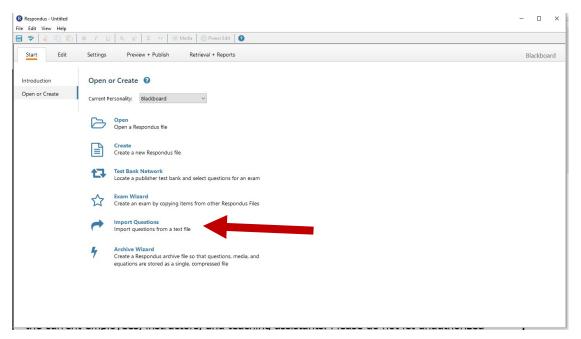


You will need to save your doc file into plain text format by going to "Save As" and switching the save file format to "Plain Text". The default settings should be fine to just click "OK", below. If you have images, save them as jpegs to your computer and delete them from your document for now. лиріе тезг



You will need to close your open exam in the doc form to complete the save to plain text.

You can now upload this text file into Respondus. Open the software and click "Import Questions".



Select Plain Text for type of file.

Click Browse and select your plain text exam file, e.g. "Sample test.txt"

It will ask you to Create a new document , named: X ← You have to type something here

Hit Preview

Import Question	ns	×
1. Select the fil	ile to Import: Cancel	
Type of file	e: Plain Text ~ Help	
File name:	click browse to choose - Browse	
Image Fold	der needed if using IMG: for graphics - Browse	
2. Choose whe	ere to add the new Questions:	
○ Append	d the questions to the current document.	
Create a	a new document, named:	-
Type of	f file to create: Exam Survey 	
	em" plus question number to create title, e.g. " stem becomes "ch01-001", "ch01-002",	
3. Use the Prev	view button to check for problems: Preview	• 1
4. Press the Fir	nish button to complete the process. Finish	
Preview resul	lts	
# Title	Question Wording	^
-		
-		
-		
-		
-		<u> </u>
		^
		~

It will fill in Preview results for each of your questions. If it pops up with errors, try playing around with your formatting to make it more simple. If that doesn't work, give McKensie an email or call <u>mlefevre@bio.tamu.edu</u>, 979-845-7752.

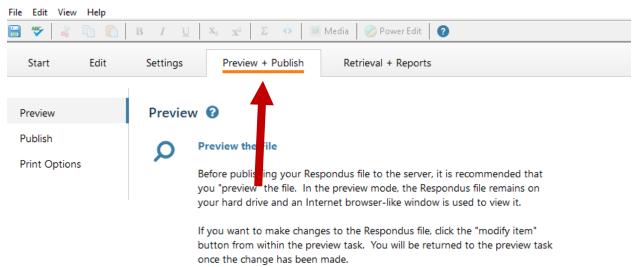
Import Questions X
1. Select the file to Import: Cancel
Type of file: Plain Text V Help
File name: Sample Test.txt Browse
Image Folder D:\Users\mdaugherty\Desktop Browse
2. Choose where to add the new Questions:
O Append the questions to the current document.
Create a new document, named: Sample Test
Type of file to create: Exam Survey
Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002",
3. Use the Preview button to check for problems: Preview
4. Press the Finish button to complete the process. Finish
Preview results
Title Question Wording ^
1 Is respondus a good software?
2 Is this exam going to work?
3 Should I conv Should I convert this to plain text?
· ·
· ·
- · · · · · · · · · · · · · · · · · · ·
No warnings.
✓

When everything looks good hit Finish.

This will pop up with your questions in edit mode on the software. You can add or edit questions here if you like, or you can move right along to Preview + Publish. Note: You can add other types of questions too, like short answer or essay in the edit page.

Respondus - Sample Test.rs File Edit View Help	p		-	□ ×
🖹 🥗 💰 🖻 🖺	B I U X ₂ X ² Σ • Media 🖉 Power Edit			
Start Edit	Settings Preview + Publish Retrieval + Reports		В	ilackboard
Multiple Choice True and False Essay / Short Answer Matching	Multiple Choice Image: Comparison of the second			
Ordering Fill in the Blank Multiple Answers Calculated More > Copy from Another File Test Bank Network	3. Answers (PageDown moves to next answer) General Feedback A I have Typed this B I have Typed this C I have Typed this D I have Typed this			
	4. Select Correct Answer A S. Point Value 1.00 6. Add to End of List Insert into List Clear Form Preview			
Question List # Title Fr 1 Ø Is respondus a g M 2 Ø Is this exam goin M M		Expanded View	Total Items: 3	Points: 3.0
3 D V Should I convert M	uit. Choice 1.0 Should I convert this to plain text? Search Advanced Search			v

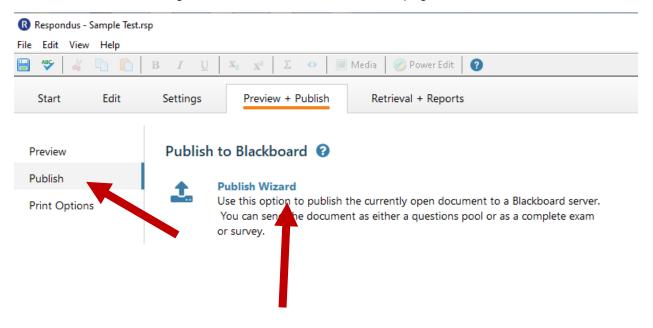
Respondus - Sample Test.rsp



By clicking Preview the file, you will get this screen where you can preview each question.

E Preview		— 🗆 X
Changes made in Edit will not appear until you Save th	he document.	
< Prev 1 of 4 Next >	ltem: Go	Modify Item Close
Question 1	Mult. Choice	1.00 points Save Answer
Is respondus a good software?		
⊖ Yes		
⊖ No		
○ Help		
⊖ Me		
Feedback		
100.0% a.		
0.0% b. 0.0% c.		
0.0% d.		

Once satisfied with editing, hit Publish on the left side of the page and click "Publish Wizard".

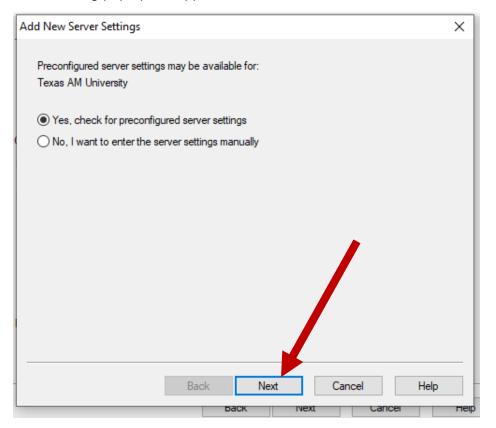


The following pop-up will appear and you can choose whether to publish to one or more courses (Hint: Publishing it this way does NOT publish it for your students. It should publish as hidden until you activate it in Canvas, as we will do later in this document.)

Choose the "Add New Server" from the "Canvas Server" drop down menu, then hit next.

Publish Wizard		\times
 Type of Publish 		
Publish to single	course	
O Batch Publish to	multiple courses	
2. Choose an existing s	erver, or "add new server" to add settings information for aw server	
Canvas Server:	Canvas [PSS]	
Settings:	Server: canvas.tamu.edu Type: SSO Secure Server: Yes, Https always (User/Password will not be saved.)	
	~	
3. Press [Next] to conn	ect to server	
	< Back Next > Cancel Help	,

The following pop up will appear, click the Yes button, then Next:



Choose "Canvas" from the dropdown Menu on the next

For the next pop-up, give the test a name (NOTE, your pop up will say Canvas instead of Blackboard), and click "Run Connection Test", then Next

	Publis	n Wizard	\times
t	1.	Preconfigured Server Settings Wizard X	
en		Success! The server settings have been downloaded for: Texas AM University	
		1. Enter a name to describe this Blackboard server (e.g. "My Bb Courses") Test	
	2.	. Enter your login information for this Blackboard server	
		User name (not used) Password (not used)	
		Save my User Name and Password on this computer. (If this is a shared computer, don't select this box!)	
		Respondus can run a connection test using the above settings to make sure it can communicate with your online course	
		Run connection test	
		Skip connection test	
	3.		
	-	Back Next Cancel Help	_
		Back Ivext Cancel Help	

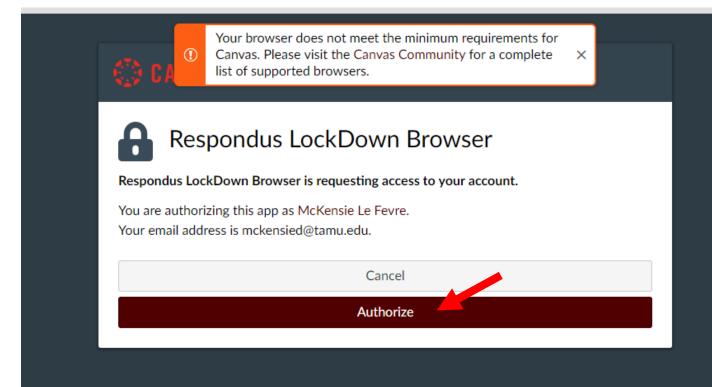
The pop-up will appear and ask that you log in to Canvas, click "OK"

Publish Wizard			×
1. Type of Publish			
 Publish to single 	e course		
Batch Publish to			
2 Choose an existing	server, or "add new server" to add settir	nas information for	a new server
Canvas Server:	Canvas [PSS]	~	
Settings:	Server: canvas.tamu.edu	^	Edit Settings
Respondus	Type: SSO		×
3. Press	window and click OK to continue.		ок
	< Back Next	t > Cano	el Help

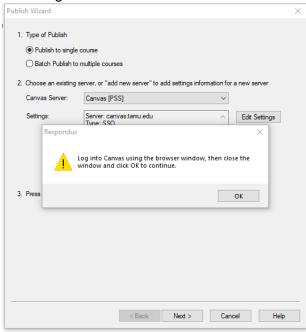
Click "OK" to start the Download

		~
1.	Preconfigured Server Settings Wizard X	
	The status window below will update after each step of the connection process:	
	Server Connection Test	
	Texas A&M University	
2.	(Server: tamu.blackboard.com Server: Part: 442	
	User: Helper Tool Download X	
	Login Login Respondus needs to download a helper tool for browser authentication. Institu	
	Secur Login Download Progress: 47040K of 59655K	
	Login. OK Cancel	
3.	1	
	Back Next Cancel Help	
	Back INext Cancel Help	

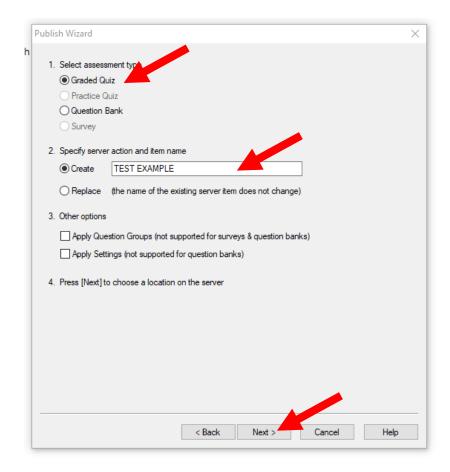
This will cause a pop up of Canvas, log in now using your howdy username and password.

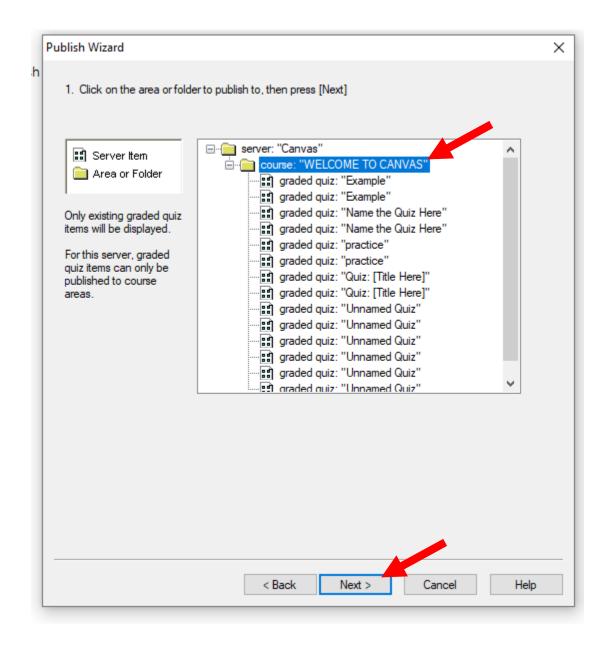


Click "Authorize". This will cause the pop up to disappear and you will now click the "OK" button again:



This will bring you to the following menu, double check everything on your end looks right. I never mess with the other options area, I leave those blank, hit Next:

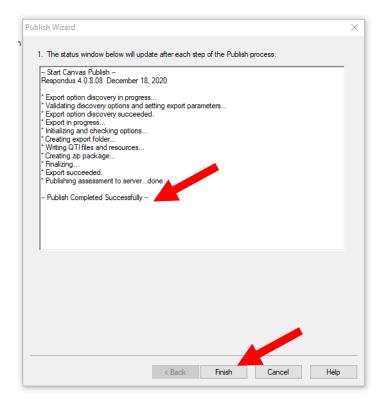




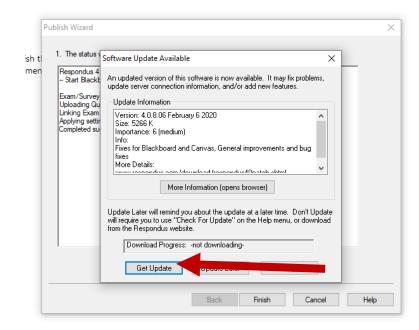
Here you will click on your Course and choose which folder you want the exam to go in on Canvas, shown below, then hit Next. If you do as I have demonstrated, and just clicked the course Folder and not inside it, this will send the unpublished exam to your Quizzes area in Canvas. It will not publish it. Instructions at the bottom of the document show how to find the quiz and change the settings to publish it in the right area.

Publish Wizard (Not Responding)
 The status window below will update after each step of the Publish process.
- Start Canvas Publish Respondus 4.0.8.08 December 18, 2020
 Export option discovery in progress Validating discovery options and setting export parameters Export option discovery succeeded. Export in progress Initializing and checking options Creating export folder Writing QTI files and resources Creating zip package Finalizing Export succeeded. Publishing assessment to server
< Back Finish Cancel Help

It will show the above window, DO NOT click Finish until it is completed and says "Publish completed successfully, then click "Finish":



If it's your first test it will ask you to update, this is okay and go ahead and do it by clicking "Get Update".



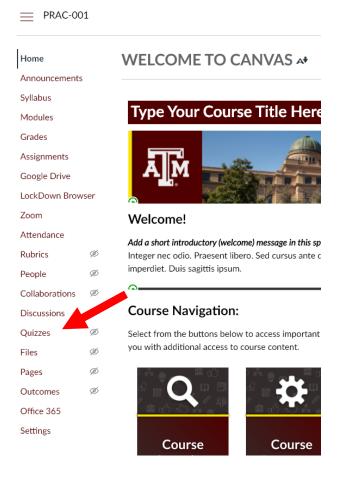
Pu tl n	I. The status window below will update after each step of the Publish process. Respondus 4.0.8.05 April 8, 2019 Start Blackboard 9.1 SP10+ Publish	×
	Exam/Survey: Sample Test Uploading Questions Linking Exam to Content Applying settings Completed success Completed success Closing program to complete update process	
	ОК	
-	Back Finish Cancel H	Help

Once it's done updating your exam should successfully have been added to Canvas. Go

to your course in Canvas and open the module or quiz area where you sent the exam.

Again, if you followed these instructions then you will open your canvas course and click

the "Quizzes" area:



Your exam should be there, and hidden from students for now.

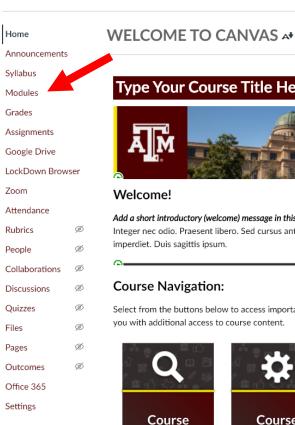
As	signment Quizzes	
57	Example 1 pt 1 Question	\otimes
S 7	Name the Quiz Here 2 pts 2 Questions	•
53	practice 2 pts 2 Questions	•
53	practice 2 pts 2 Questions	•
53	Quiz: [Title Here]	•
53	Quiz: [Title Here]	•
53	TEST EXAMPLE 1 pt 1 Question	\otimes



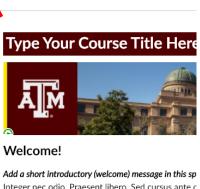
From here you can edit the Test options or the questions themselves. You can add the images you want in your exam and you can set the settings for the exam dates, times, etc.

For a breakdown of the options for exam settings, go to <u>https://www.bio.tamu.edu/wp-content/uploads/2020/11/Exam-Quiz-Assignments-in-Canvas.pdf</u>

To add the exam to an area where students will see it when it begins, add it to a Module from the Modules page:



PRAC-001



Integer nec odio. Praesent libero. Sed cursus ante c imperdiet. Duis sagittis ipsum.

Course Navigation:

Select from the buttons below to access important you with additional access to course content.



Select the + button in the Module where the exam will be, you can add a new Module and call it Exams:



Exams

Choose Quiz on the pop up menu:

Ado	l Item to Exams		×
		to Exams module, or add a new one by selecting "New Quiz".	
Inden	tation: Don't Indent	✓ Cancel Add Ite	m

Select the exam, then click "Add item"

Ado	d Item to Exams		×
Add چک ^{Se}	Quiz v to Exam lect the quiz you want to associate with this module, or		
Exa Nai pra Qui Qui	ew Quiz] ample me the Quiz Here ctice ctice iz: [Title Here] iz: [Title Here] ST EXAMPLE		
Inder	ntation: Don't Indent 🗸		J
		Cancel Add Ite	em

This will post the exam in the Module, but it will not publish it until the settings say to open:

ii ▼ Exams	\otimes +	:
Image: Test example 1 pts	\bigcirc	:

Please email McKensie Le Fevre mlefevre@bio.tamu.edu with any questions