Respondus 4.0 Exam Management Software

also, how to cast and record live-lectures

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2023-Jan-11

Overview

Create/import questions

- New
- Microsoft word
- Canvas
- Test Bank
- Other Respondus Files

Create Exam

- Randomize Questions
- Randomize Order
- Randomize Answers
- Edit Questions
- Use as Basis for New

Print/Export Exam

- Paper Exam
- Canvas and other LMS
  - Quiz/Exam
  - Question Bank

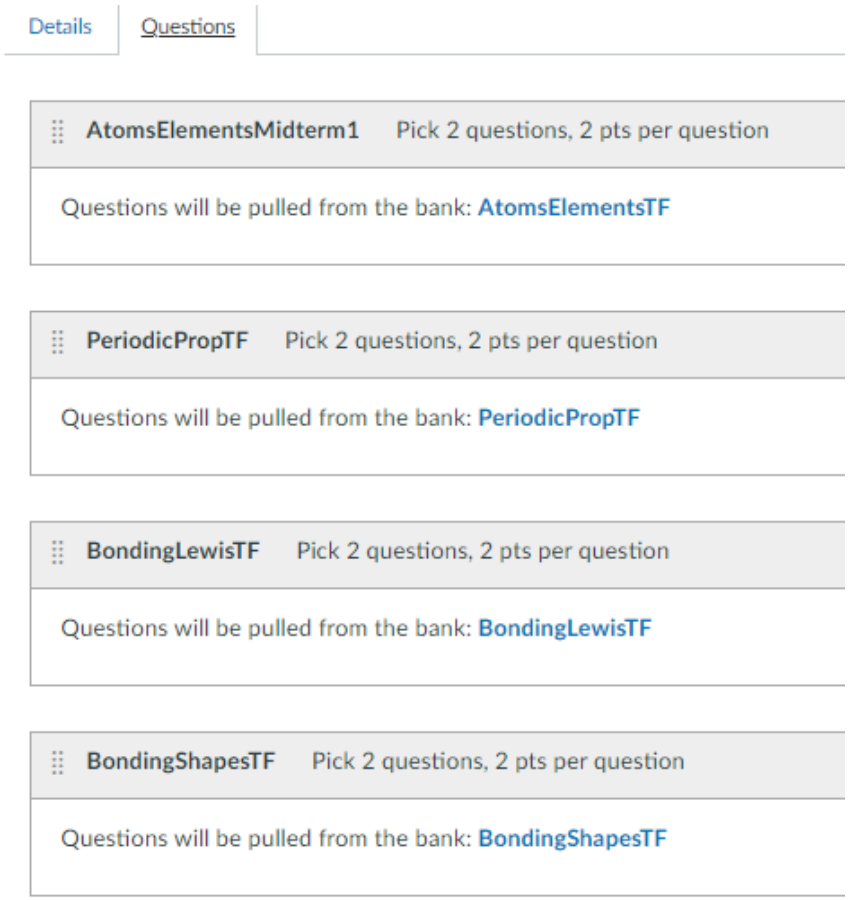
comstgermain.com/respondus4 : installation procedure, guides, this presentation, recording of this presentation

Canvas -> Respondus 4.0

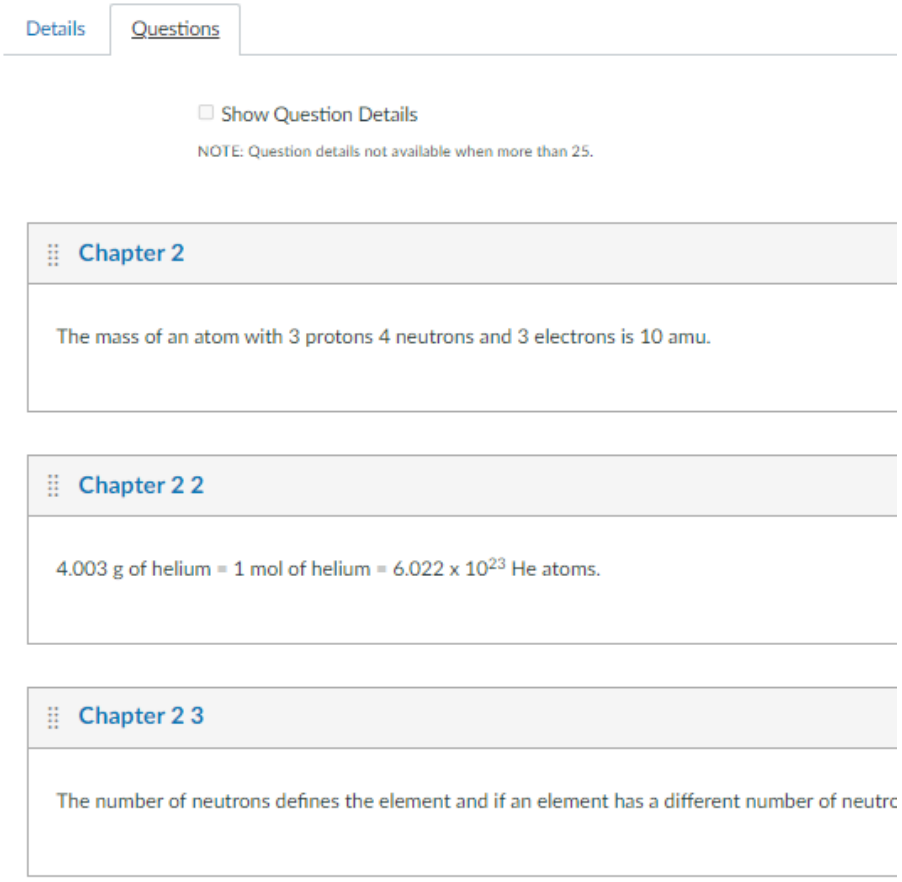
- create canvas quiz (but not from question bank)
- export canvas quiz
  - Canvas settings -> export course content -> quiz -> select one quiz at a time -> Create Export -> Click on new export -> Save (rename if you want)
- import into Respondus 4.0
  - Start Respondus 4.0 -> Change “Current Personality” to IMS QTI -> Import Questions -> Browse -> Change File Type to zipped IMS QTI -> Find your Canvas quiz that you just created and downloaded -> Select -> Open -> name new document -> Preview -> View any issues -> Finish
- Change “Current Personality” back to Canvas
  - Click on Start (upper left corner), change current personality to Canvas, Click “OK” to continue with the conversion of this file -> Click “Replace Current File”

Canvas -> Respondus 4.0

- This won't work



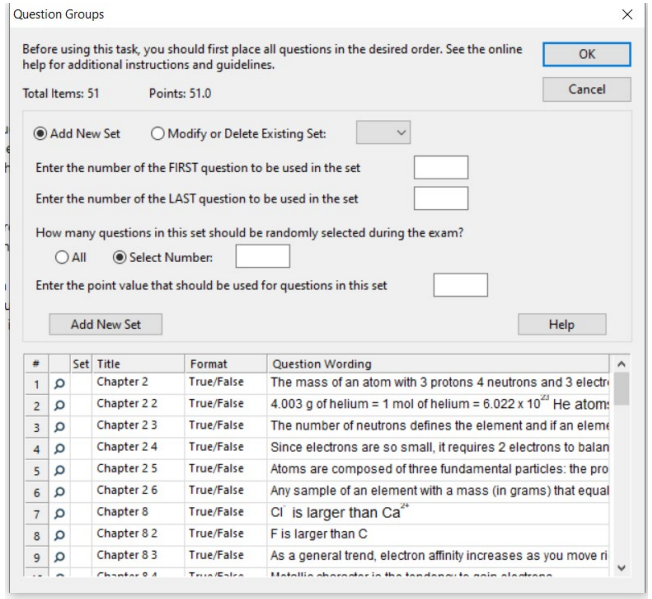
- Needs to be this



Respondus 4.0 Edit

- Create new questions
- Edit existing questions
  - wording, title, change/assign answers, feedback, point values
  - simple edit, Power Edit, HTML
- Use existing questions “As Basis For New Item”
- Import from Test Bank
- Copy from another file

Respondus 4.0 Question Groups



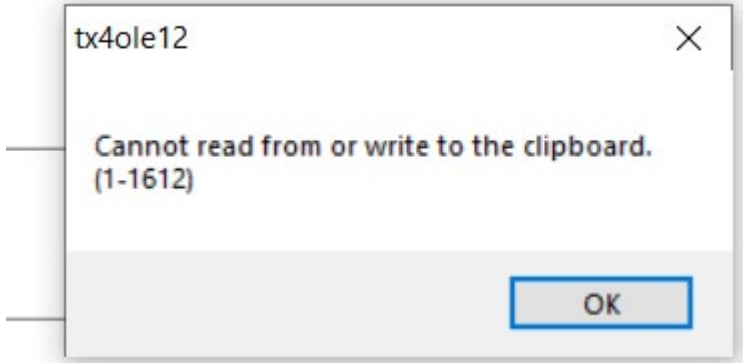
- Settings -> Question Groups

- Choose groups of questions
  - enter the number of the first and last questions you want in that set
  - enter how many questions you want picked
  - assign point value
  - repeat as many times as you want
- NOTE: questions not assigned a group will be on the exam with the original point values. Specific point values can be changed in the edit menu.

Respondus 4.0 -> Paper Exam

- Preview + Publish -> Print Options -> Select format (change any settings you want) -> Change any headers (I leave this alone) -> Randomize (if using question groups), Select options -> Choose number of questions to be included (leave blank if using question groups) -> Save to File -> Choose Save Location -> Name File -> Save As (I use Microsoft Word) -> Save
- I open this file and paste it into a formatted word document. Then save as PDF if you want.
- I also repeat this procedure to create a key.

Respondus 4.0 -> Paper Exam



- Common Error:
  - Your existing clipboard/cache is too large

- Solution 1:
  1. Locate and delete the file you just saved
  2. Highlight a single letter or number from any file/location and press Ctrl+C. This replaces anything in your clipboard with what you just copied.
  3. Try again. If you still get this error, see solution 2.

- Solution 2:
  1. close down any programs you aren't using or background programs (i.e. Google Drive, Teams, Dropbox, Zoom, Outlook, etc.)
  2. Perform steps 1 and 2 from solution 1.
  3. If you get 1-2 errors, try solution 1 once more. If you continue to get errors, restart your computer and repeat Solution 2 before you start up Respondus 4.0.

NOTE: This has always worked for me in the 50+ times I have used this. Every computer is different and you may need to contact technical support through their website (respondus.com)

Respondus 4.0 -> Canvas

- Settings -> Settings -> Configure what you want (I usually leave this blank and change it in Canvas)
- Preview + Publish -> Publish -> Publish Wizard -> Publish to Single Course -> Add New Server -> “Yes Check For Preconfigured Server Settings” -> Enter a Descriptive Name -> Enter Your Canvas Credentials (mysolano)[save if you want], Run Connection Test, Next, Finish, Next, Graded Quiz -> Rename if you want -> Apply Question Groups (if you used question groups) -> Apply Settings (if you changed settings) -> Next -> Find your course -> Next
- Find Quiz in Canvas -> configure as you normally would

Questions

Casting and Recording In-Class Lectures

- Info can be found at comstgermain.com/respondus4

- Why?
  - less student emails
  - higher student success
  - students feel less stress
  - students can review things they might have missed in class
  - late/absent students can catch up

NOTE: Pubmed references are listed at comstgermain.com/respondus4

Casting and Recording In-Class Lectures

- Tech/Software
  - Zoom (or other video conferencing software)
  - PowerPoint (or other slide software)
  - Microphone (mine is USB) - ~$23
  - Drawing tablet (or touch screen/stylus and glove) - ~$50

Casting and Recording In-Class Lectures

- Considerations/Suggestions
  - create slides with space to draw or annotate
  - use blank slides like a whiteboard to draw on
  - repeat in class questions so it can be heard on the microphone
  - have the chat box open for Zoom questions
  - easiest to upload lectures to Canvas
  - recordings are going to be deleted in 30 days, have students download them
  - set Zoom default to automatically record so you don’t forget
  - Use Zoom “Users must register before they can watch the recording” so that you can see who is viewing recordings