

Respondus 4.0 Exam Management Software

also, how to cast and record live-lectures

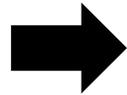
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2023-Jan-11

Overview

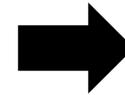
Create/import questions

- 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

Details | Questions

☰ **AtomsElementsMidterm1** Pick 2 questions, 2 pts per question

Questions will be pulled from the bank: [AtomsElementsTF](#)

☰ **PeriodicPropTF** Pick 2 questions, 2 pts per question

Questions will be pulled from the bank: [PeriodicPropTF](#)

☰ **BondingLewisTF** Pick 2 questions, 2 pts per question

Questions will be pulled from the bank: [BondingLewisTF](#)

☰ **BondingShapesTF** Pick 2 questions, 2 pts per question

Questions will be pulled from the bank: [BondingShapesTF](#)

- Needs to be this

Details | Questions

Show Question Details
NOTE: Question details not available when more than 25.

☰ **Chapter 2**

The mass of an atom with 3 protons 4 neutrons and 3 electrons is 10 amu.

☰ **Chapter 2 2**

4.003 g of helium = 1 mol of helium = 6.022×10^{23} He atoms.

☰ **Chapter 2 3**

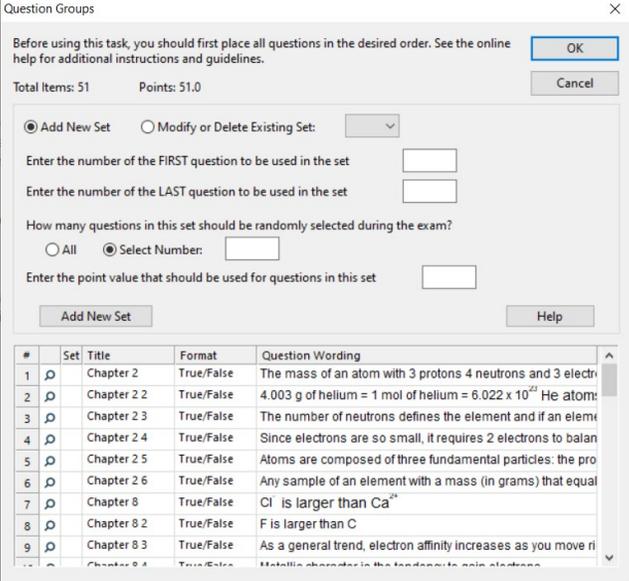
The number of neutrons defines the element and if an element has a different number of neutrons

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.



Question Groups

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

OK Cancel

Total Items: 51 Points: 51.0

Add New Set Modify or Delete Existing Set:

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

Add New Set Help

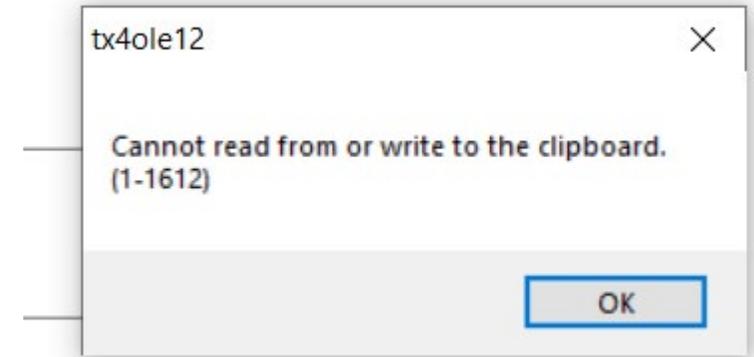
#	Set	Title	Format	Question Wording
1	⊖	Chapter 2	True/False	The mass of an atom with 3 protons 4 neutrons and 3 electrons is 7.003 g.
2	⊖	Chapter 2.2	True/False	4.003 g of helium = 1 mol of helium = 6.022×10^{23} He atoms.
3	⊖	Chapter 2.3	True/False	The number of neutrons defines the element and if an element has a mass number of 12 and 6 protons, it has 6 neutrons.
4	⊖	Chapter 2.4	True/False	Since electrons are so small, it requires 2 electrons to balance the charge of a calcium ion.
5	⊖	Chapter 2.5	True/False	Atoms are composed of three fundamental particles: the proton, the neutron, and the electron.
6	⊖	Chapter 2.6	True/False	Any sample of an element with a mass (in grams) that equal to its atomic weight contains one mole of atoms.
7	⊖	Chapter 8	True/False	Cl is larger than Ca^{2+} .
8	⊖	Chapter 8.2	True/False	F is larger than C.
9	⊖	Chapter 8.3	True/False	As a general trend, electron affinity increases as you move right across a period.
10	⊖	Chapter 8.4	True/False	Metallic character in the transition metal elements is generally higher than in the main group elements.

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](https://www.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

