
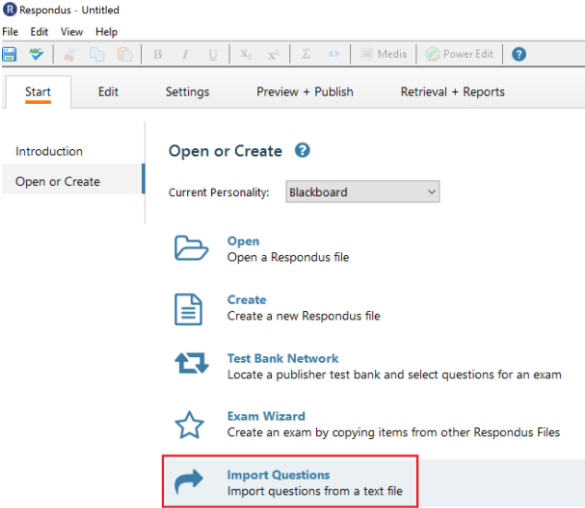
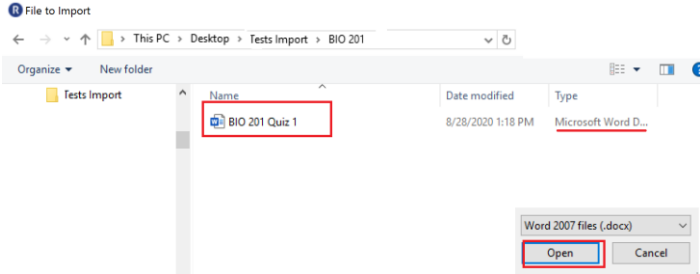


Using Respondus to Import Formatted Document and Publish an Exported Package (Zip File) to Blackboard Tests Area

<p>Create and/or modify document (i.e. MS Word, NotePad Plain Text, or Rich Text) and follow Respondus Formatting.</p> <p>Note: You can also include Images.</p> <p>Note: Make to sure to save the file with no symbols in the name. (i.e. Test#1)</p>	<p>Example:</p> <p>Title: MC1</p> <p>1. Which of the following is most important for menu items?</p> <p>a. Presentation</p> <p>b. Taste</p> <p>c. Value</p> <p>*d. All of the above</p> <p>Title: TrueFalse2</p> <p>2. Excessive body fat best characterizes the clinical term of "obesity."</p> <p>*a. True</p> <p>b. False</p>
<p>Make sure to install Respondus 4.0 Campus</p> <p>https://www.jeffersonstate.edu/respondus/</p>	
<p>Open Respondus and Select "Import Questions."</p> <p>Note: Make sure you have closed out of the document before selecting Import.</p>	
<p>Locate the Formatted Test on your computer and select "Open."</p>	

Respondus Import Questions Screen:

1. Imported file will show the type of file and file name.
2. Add a title of the Test.
3. Select Preview.

Note: If the document is not formatted correctly (i.e. a missing answer to a question, etc) there will a notification listed. Cancel the Import and correct the File Format Document and re-import.

If Preview Results show no warning select "Finish."

The Respondus File is now saved to your computer.

Import Questions

1. Select the file to Import:

Type of file: Microsoft Word 2007 (DOCX)

File name: BIO 201 Unit Test 2.docx

Image Folder

2. Choose where to add the new Questions:

☐ Append the questions to the current document.

☒ Create a new document, named: Test Import Document

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	MC1	An osteon would be found
2	MC2	Bone is an example of
3	MC3	The olecranon fossa would be found
4	MC4	The lunare articulates with the
5	MC5	Which of the following is most inferior?
6	MC6	Which of the following is most lateral?

Warnings and Notes:

* 1 question(s) had no correct answer (so first answer set as correct): 18

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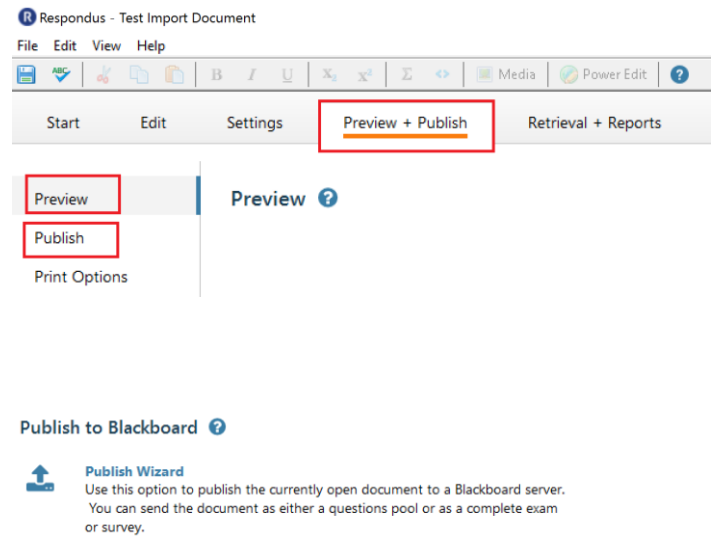
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Next, select the Tab “Preview + Publish.”

You can Preview the test questions and answers.

Next, select “Publish.”



Select "Save pool to local file for manual uploading."

Select Next.

Select "Tests with points."

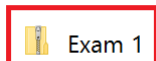
Select "Save As."

Note: Save to location on computer/laptop that can easily be located
(i.e. Documents/CourseName/Tests)

Note: The file name needs to stay the same as the Respondus File Name saved previously.

Select "Finish."

Note: The file will appear as a "zipped" folder. You can not open the file. You can only import the file into Blackboard.



Publish Wizard

1. Type of Publish - Local File, Single Course, or Batch Publishing

☐ Publish to single course

☐ Batch Publish to multiple courses

☒ Save pool to local file for manual uploading

2. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server:

Settings: Choose "add new server" or an existing server above

3. Press [Next] to continue

Publish Wizard

Note: Settings and Random Blocks cannot be applied when publishing to a local file.

1. Choose a location and name for the pool file

press Save As-

2. Choose whether to include the point values assigned to each question

☐ Pool - no points *

☒ Test with points **

* Pool zip should be imported with Pool Manager.

** Test zip should be imported with Test Manager, not Pool Manager.

Open Blackboard and go to Course to import Test.

Under Course Mgt/Course Tools/Tests, Surveys, Pool select “Tests.”

Next, select “Import Test.”

Next, select “Browse My Computer” and locate exported Test file. Select Submit.

The screenshot shows the Blackboard user interface with several elements highlighted by red boxes to indicate the navigation path:

- Campus Links** (top navigation bar)
- Important Links** (dropdown menu)
- Blackboard Courses** (link in the Important Links dropdown)
- Course Management** (left sidebar menu)
- Control Panel** (sub-menu under Course Management)
- Course Tools** (sub-menu under Control Panel)
- Tests, Surveys, and Pools** (link in the Course Tools dropdown)
- Tests** (link in the Tests, Surveys, and Pools dropdown)
- Import Test** (button in the Tests dropdown)

Below the navigation path, the **TEST IMPORT** section is visible, containing the following elements:

- A message: *Click **Browse** to locate a file to import.*
- An **Attach File** label.
- A **Browse My Computer** button (highlighted with a red box).
- A **Browse Course** button.
- Cancel** and **Submit** buttons at the bottom right.

At the bottom of the page, a box labeled **Exam 1** is visible, containing a small icon of a document with a pencil.

The imported test will be listed under the Tests area.

Next, locate the content area of the course to “deploy” the test and set test options to make available to students.

Tests

Tests are a means of assessing student performance. You have the option to build a test or import a test. [More Help](#)

Build Test

Import Test

NAME 

DEPLOYED

Participation Quiz

Participation Quiz

Exam 1

No

To deploy/add test to Content Area:

1. Navigate to a Content area of the Course.
2. Point to the Create Assessment drop-down list and select Test or Survey.
3. Select a Test or Survey from the Add Test or Add Survey list.
4. Click Submit.

Review “Edit the Test” to check correct points and/or update points.

Review and Edit Test Options.

How to Set Test Options:

<https://www.jeffersonstate.edu/wp-content/uploads/2020/07/How-to-Set-Test-Options-in-Bb.pdf>

