

# Online Course Delivery Assistance

## Using Respondus to Convert to Blackboard Exams

Please ensure you are using either the Google Chrome or Mozilla Firefox browser for all Blackboard activities! Don't have either of these installed? Download for free at [getfirefox.com](http://getfirefox.com) or [google.com/chrome/](http://google.com/chrome/)



Additionally, Blackboard is **NOT** mobile compatible. Both instructors and students should always use a desktop or laptop computer when working in Blackboard.

### Respondus

**Respondus** is a software program that serves as a “middle man” between text files and Blackboard. It can convert from .txt files to Blackboard exams and vice versa (if you need a printable version of an exam already in Blackboard). .txt files (using Notepad or Wordpad from your computer) can be formatted as shown to the right and emailed to the TLC ([tlc@icc.edu](mailto:tlc@icc.edu)) for inclusion as exams in your Blackboard course.

- Start the file with 1. or 1) (no title at the top)
- Question numbers and answer options can be followed with either a period or a parenthesis and then a space before the wording  
**(Respondus will NOT read the file if the space is missing)**
- Put an \* in front of the correct answer choice (do not place a space after the \*)
- For true/false questions, always make sure true is the first option, and put an \* next to the correct option
- **Make sure everything is aligned with the left margin of the text box**
- Save the file using the name you want used for the test within your Blackboard course, and email it to the TLC, along with the four-digit class number (or course ID) for the appropriate course
- **Note:** The displayed format works for **multiple choice and true/false** questions. See the reverse side for formatting marks for other question types.
- If a question needs to include an image, you can edit individual questions to insert images after the exam has been converted to Blackboard.

Untitled - Notepad

File Edit Format View Help

```
1.  
a.  
b.  
*c.  
d.  
  
2)  
a)  
*b)  
c)  
d)|
```

TLC staff will add it within the Tests, Surveys, & Pools area of your Blackboard course, ready for you to deploy to your students.

For additional information, visit the [Tests, Surveys, & Pools](#) option of the **TLC Blackboard & Workshop Resources** course site where you are enrolled as a student (you will need to log in to Blackboard after clicking on the link above) – or the official Blackboard Help page for **Tests, Surveys, & Pools**:  
[https://help.blackboard.com/Learn/Instructor/Tests\\_Pools\\_Surveys](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys)

## Respondus Formatting – Question Types

There are no extra formatting marks needed for multiple choice and true/false questions (simply follow directions on the reverse side). Use the labels below for other questions types.

Question Type	Place the following line above the question:
Essay	Type: E
Fill in the Blank	Type: F
Matching	Type: MT
Multiple Answer	Type: MA

Example: Type: MA  
3) Which of the following individuals are credited with determining the exact speed of light?  
a) Albert Einstein  
\*b) Albert Michelson  
c) Thomas Edison  
\*d) Edward Williams Morley

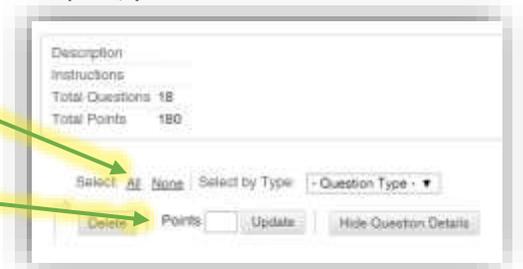
Example: Type: MT (note that matching questions follow a special formatting)  
4) Match the correct name to the discovery or theory.  
a) Michelson-Morely = Speed of light  
b) Einstein = Theory of Relativity  
c) Marconi = radio waves

## Deploying Test to Students

The Respondus file will be added to the Blackboard course you specify as a Test (if you prefer to have it added as a pool, please specify that in your initial email). If it is added as a pool, you can build a test from the pool and then deploy it.

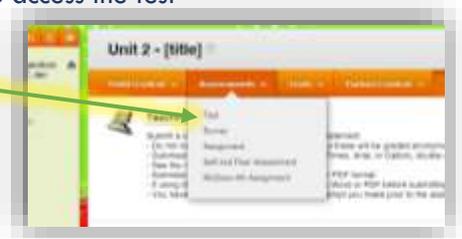
If you wish to change the point value of the test questions, click **All** under the Total Points value, enter the point value in the open box next to "Points," and click **Update**

**Note:** point values for individual questions can be adjusted at the end of the line listing each question



If it is added as a test (or once you convert the Pool to a test), you will need to deploy it to your students within the Blackboard course by applying the following steps:

1. Select the content folder where you want students to be able to access the test
2. Drop down from the **Assessments** button (second button on the action bar), and select **Test**
3. Select the test name from the list provided (any test not yet deployed to students will be provided in that list)
4. Click **Submit**
5. On the **Test Options** page, select the options you want to have applied to this test



For details regarding each of the available test options, visit the official Blackboard Help page for Test Options: [https://help.blackboard.com/Learn/Instructor/Tests\\_Pools\\_Surveys/Test\\_and\\_Survey\\_Options](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Test_and_Survey_Options)