

WEBCT — RESPONDUS INTRODUCTION

If you are new to Respondus, we suggest you watch the Introduction to Respondus video clip!

WHAT IS RESPONDUS?

If you visit the Respondus web site, you will see this description:

Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard, WebCT, eCollege, ANGEL and other eLearning systems. Exams can be created offline using a familiar Windows environment, or moved from one eLearning system to another. Whether you are a veteran of online testing or relatively new to it, Respondus will save you hours on each project.

The Maricopa Community Colleges has a site license for Respondus. Contact Julie Magadan for information on how to obtain a copy.

Authoring

- Includes distinct user environments (called "personalities") for ANGEL, Blackboard, eCollege, WebCT, WebCT Vista**, and IMS QTI
- Create exams and assessments offline using a Windows interface
- Supports up to nine question types, including calculated and algorithmic formats.
- Import questions from rich-text files (ideal for converting existing exams from MS Word)
- Import and export exams in the IMS Question & Test Interoperability (QTI) format
- Use the Exam Wizard to create an assessment in minutes
- "Spell check" an entire exam file (includes dictionaries for American English, Canadian English, British English, French, German, Spanish, Dutch, Finnish, and a comprehensive medical dictionary)

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- Add tables, bulleted lists, font changes, and enhanced formatting (e.g. bold, italics) just like in a word processor
- Insert mathematical and scientific symbols using the Respondus Equation Editor or MathType
- Embed graphics, audio, and video without writing or viewing the underlying HTML links
- Resize graphics and convert them to JPEG format with one click
- Add links to multimedia content on other servers with the Web Links tool
- Create random sets of questions in seconds with a one-step wizard*

Respondus lets you create exams you can upload to WebCT or exams you can print hardcopy to distribute to students in a traditional classroom setting.

Manual and Help

Manual

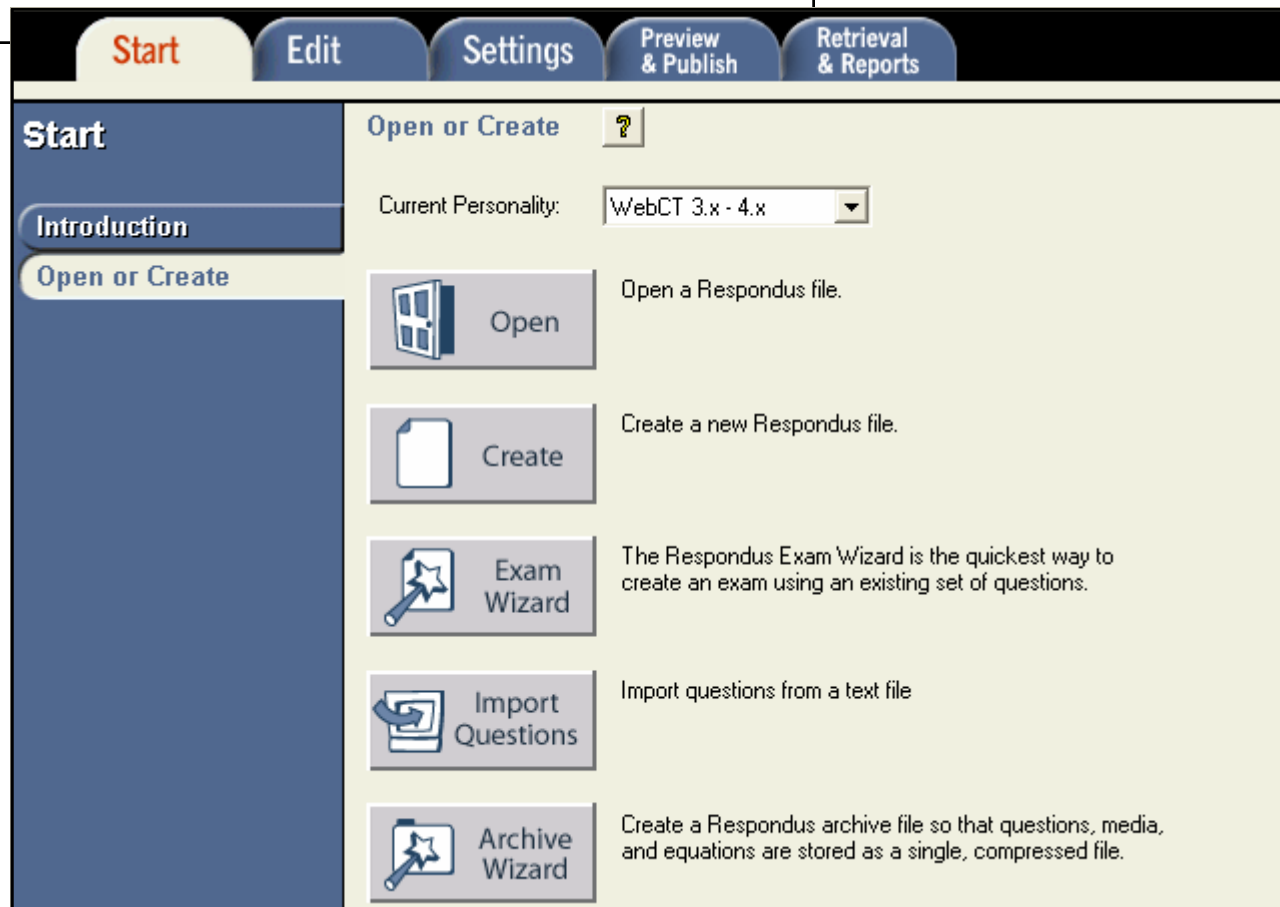
You can download the official Respondus guide from <http://www.respondus.com>. You will learn how to do many of the common Respondus tasks by doing only the practice exercises. However, we recommend you do at least skim the information sections. The information sections include important concepts and directions for using Respondus to its fullest.

On-line Help

Respondus includes a full-featured help system that includes an index and context-sensitive help. To view the on-line help, choose "Help Topics" from the pull-down Help menu and select a topic. You can also press the F1 key from within Respondus to obtain context-sensitive help. Throughout the program you will additionally see small buttons having a "?" symbol. When the button is clicked, information on that particular option or task is provided.

If you encounter a question that is not answered in the on-line help or in this manual, you are encouraged to visit the "Support" section of the Respondus web site (www.respondus.com). There you will find Frequently Asked Questions (FAQ) and other resources.

Respondus is organized into tabbed sections. Each tab includes a menu of options on the left side of the window. Clicking on different menu options displays tasks you can perform in Respondus.



The screenshot shows the Respondus interface with five tabs: Start, Edit, Settings, Preview & Publish, and Retrieval & Reports. The Start tab is active, showing a left-hand menu with 'Introduction' and 'Open or Create'. The main area displays the 'Open or Create' section with a dropdown menu set to 'WebCT 3.x - 4.x'. Below this are five buttons: 'Open', 'Create', 'Exam Wizard', 'Import Questions', and 'Archive Wizard', each with a descriptive text box.

| Task | Description |
|------------------|--|
| Open | Open a Respondus file. |
| Create | Create a new Respondus file. |
| Exam Wizard | The Respondus Exam Wizard is the quickest way to create an exam using an existing set of questions. |
| Import Questions | Import questions from a text file |
| Archive Wizard | Create a Respondus archive file so that questions, media, and equations are stored as a single, compressed file. |

You must choose one of the tasks on the **Start** tab before you can access any of the other tabs!