

## WEBCT — RESPONDUS

### CREATING A NEW QUIZ USING QUESTIONS FROM EXISTING QUIZZES

#### USING QUESTIONS FROM EXISTING QUIZZES

Use the **Exam Wizard** to create new quizzes by selecting questions from existing quizzes. This would, for example, let you create a mid-term exam using questions from earlier chapter or lesson exams.

Watch the video clip on the **Exam Wizard** at <http://www.respondus.com/products/demos.shtml> to see how to do this!

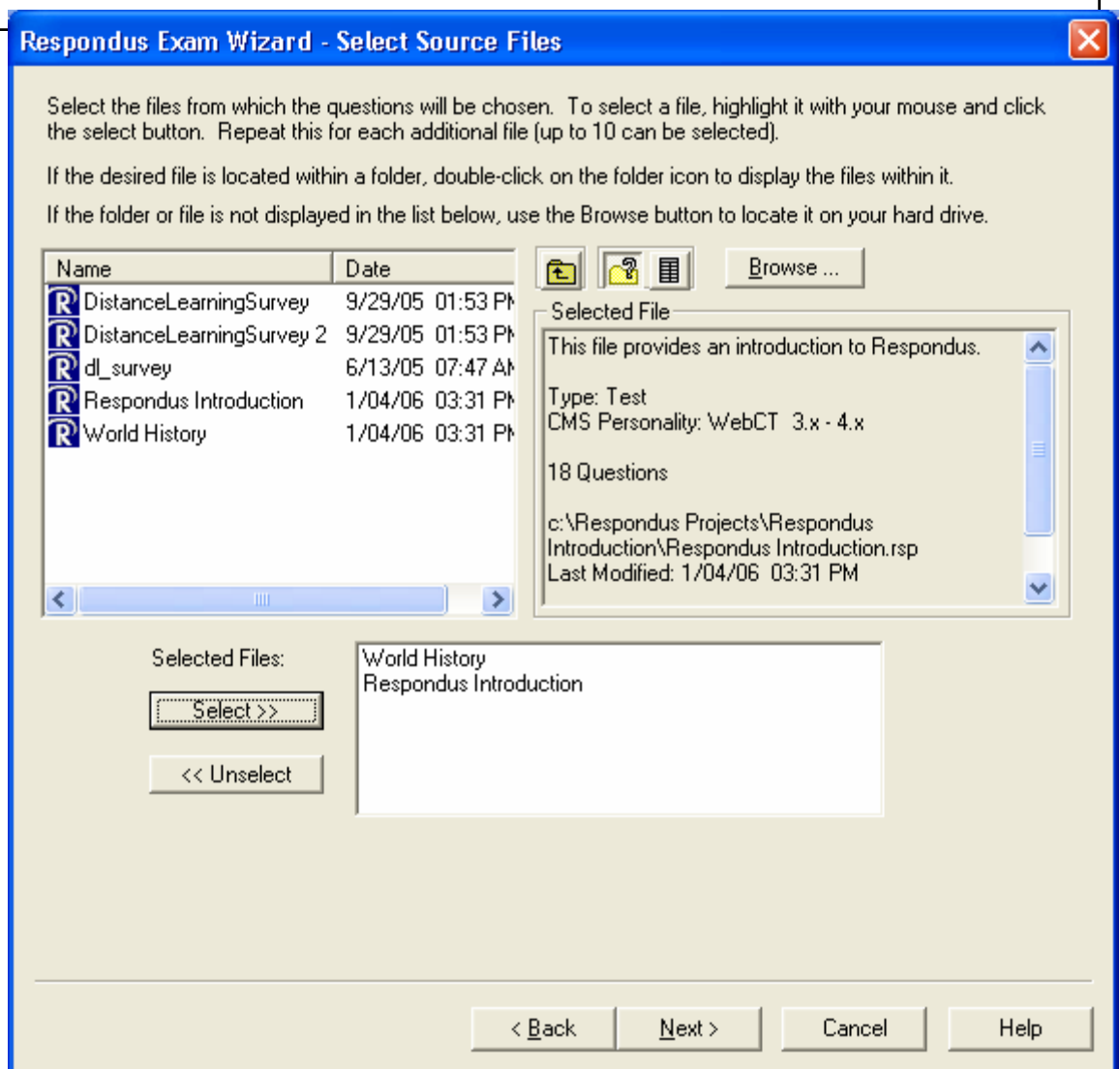
Use the steps below to help you do this step-by-step.

#### Access the Exam Wizard

1. Click on the **Exam Wizard** button from the **Start** tab.
2. **Select** the first option (create a new quiz by copying questions).
3. Click **Next**.
4. Complete the form in the dialog box:
  - Enter a name for the new file.
  - Enter a description of the file.
5. Click **Next**.

Start by selecting all of the files from which you want to copy questions.

1. Highlight a file.
2. Click the **Select** button.
  - Repeat this for each file from which you want to select questions.
3. When you are finished selecting files, click the **Next** button.



### Select the desired questions.

1. Use the drop-down menu to select a source file.

For each source file, select the questions to be added to the currently open file. Questions can be added manually or by using the Auto-selection option.

Source Files:    
 Automatic Selection  
 Manual Selection

| Format                 | Available to Select | Number to Select | Points Per Question |
|------------------------|---------------------|------------------|---------------------|
| World History          |                     |                  |                     |
| Respondus Introduction |                     |                  |                     |

2. Select questions either automatically or manually.

- For automatic, enter the number of questions from each format to select.
- For manual, select individual questions by clicking in the far-left column.

3. After selecting questions, enter point values if you wish to use a different value than from the original file.

4. Click the **Add to End of List** button. You can also edit the number of points each question is worth at this time.

Continue selecting files and adding questions, using either the manual or automatic option.

5. Click the **Next** button after selecting all questions from the source files.

6. Choose the option you want from the menu (Edit and Print, WebCT, or Wizard Options) and click **Finish**.

**Respondus Exam Wizard - Select Questions** ✖

For each source file, select the questions to be added to the currently open file. Questions can be added manually or by using the Auto-selection option.

Source Files:    
 Automatic Selection  
 Manual Selection

| Format         | Available to Select | Number to Select | Points Per Question |
|----------------|---------------------|------------------|---------------------|
| Mult. Choice   | 10                  | 6                |                     |
| True - False   | 1                   | 1                |                     |
| Paragraph      | 0                   | 0                |                     |
| Matching       | 1                   | 1                |                     |
| Short Answer   | 2                   | 1                |                     |
| Mult. Response | 2                   | 1                |                     |
| Calculated     | 0                   | 0                |                     |
| <b>Total</b>   | <b>16</b>           | <b>10</b>        |                     |

Items: 0 Points: 0

| # | Title | Points | Format | File | Question Wording |
|---|-------|--------|--------|------|------------------|
| - |       |        |        |      |                  |
| - |       |        |        |      |                  |
| - |       |        |        |      |                  |
| - |       |        |        |      |                  |
| - |       |        |        |      |                  |
| - |       |        |        |      |                  |