

Using Respondus™ with eLearning Vista

Respondus is a software application that allows you to create quizzes and surveys for delivery in eLearning Vista. After you create your quiz or survey, you simply upload it to your eLearning Vista course from Respondus.

There are two major advantages to using Respondus:

1. You can work in Respondus offline and do not need to be connected to eLearning Vista.
2. You can upload a text or Word document (Doc) into Respondus and then upload it into eLearning Vista.

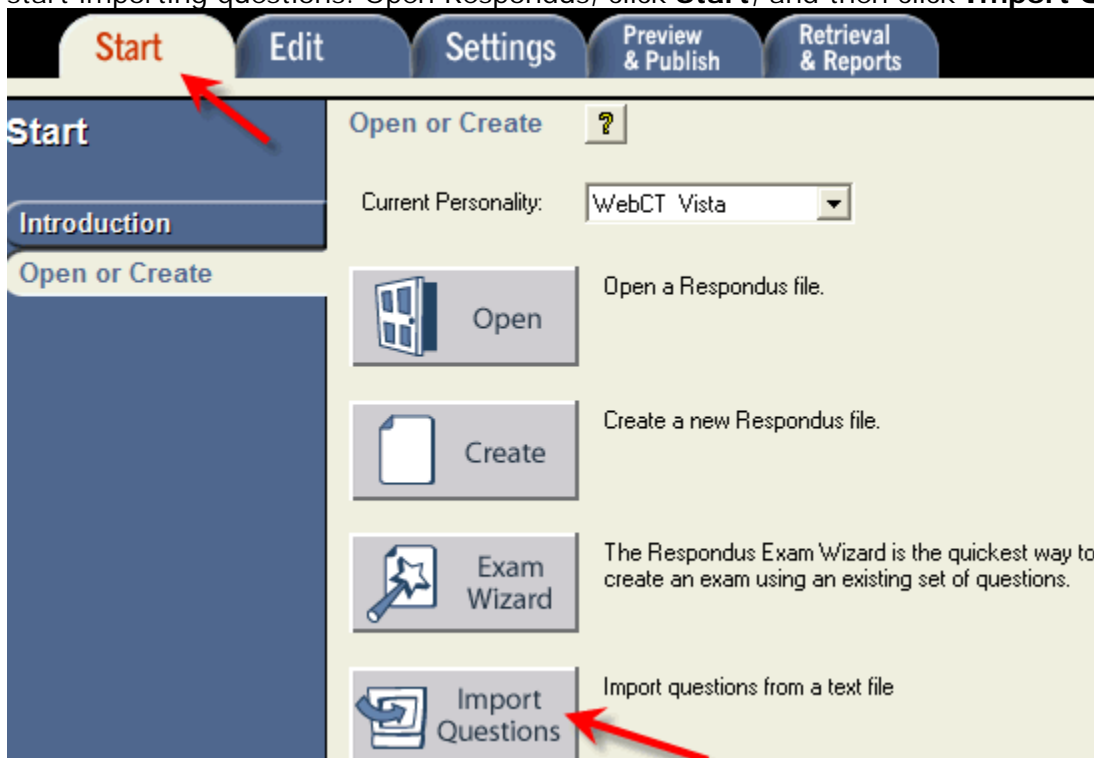
Types of Questions Created in Respondus

You can create the following types of questions in Respondus:

- Multiple Choice
- True/False
- Matching
- Short Answer
- Multiple Answer
- Paragraph

Importing Questions

Files can be imported that are saved in .txt, .rtf, .doc or .docx. Once you have your file ready, you can start importing questions. Open Respondus, click **Start**, and then click **Import Questions**.



On the Import Questions screen, click **Browse** to locate the file you want to import. Specify whether the questions should be added to the current file or whether to create a new file. If you choose to create a new file, you will need to enter a name for the file (for example, "Test 1 – History") and indicate whether the file is an exam or a survey.

Each imported question will have a title. If you do not specify a title for the imported questions, Respondus will automatically use the first 20 characters in the wording of the questions as question titles.

1. Select the file to Import:

Type of file: Text file in "Standard Format"

File name: questions_import.rtf

Image Folder: C:\Documents and

2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named: Test 1 -- History

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:

Click **Preview** to view the imported file and check if there are any warning messages. If warning messages are shown at the bottom of the screen, you need to determine whether to make changes to the text file or whether to continue with the import.

Note that some warning messages do not actually require you to make a change to the imported file. For example, Respondus will generate a warning message if two imported questions have the same title (Respondus will place the number "2" at the end of the second title to make it distinct from the first title). However, if you are not concerned about these types of issues, you can ignore such warning messages.

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

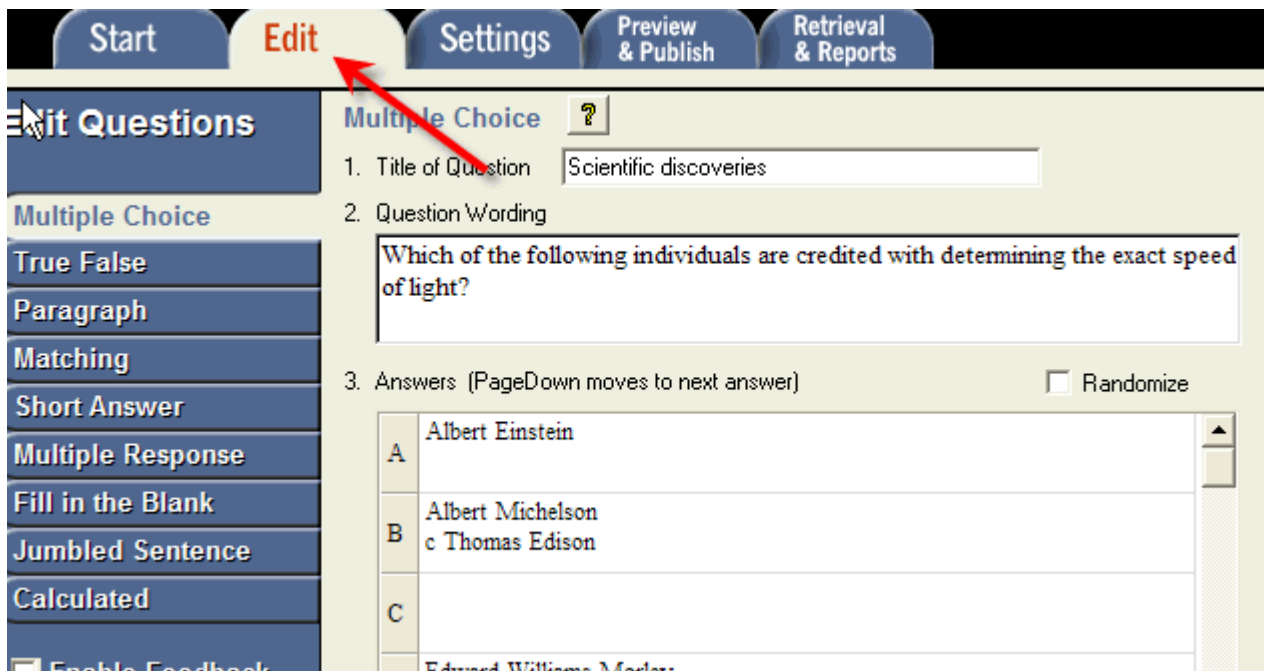
#	Title	Question Wording
1	Scientific disco	Which of the following individuals are credited with determin
2	Scientific disco	Match the correct name to the discovery or theory.
3	Who invented	Who is known as the "father of television"?
-		
-		

No warnings.

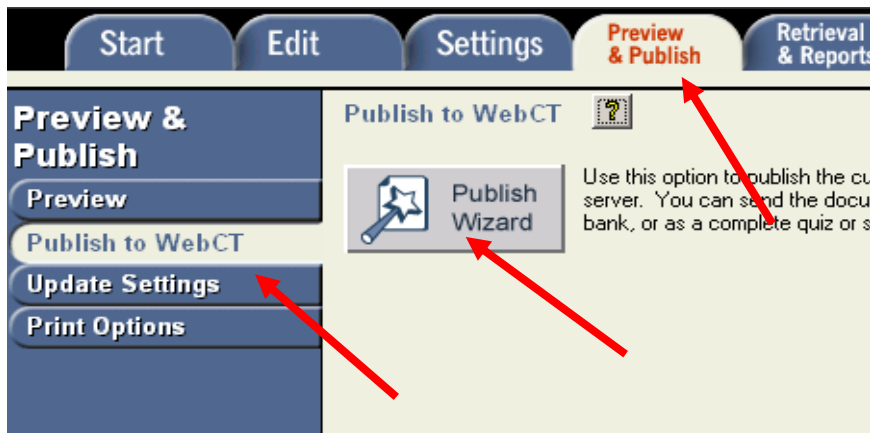
If you are satisfied with how the results appear in the preview screen, click **Finish** to complete the import. The file has now been created.

Importing Questions from Respondus to eLearning Vista

After clicking **Finish**, you will be directed to the Edit tab. You can modify your questions if necessary (for example, "Thomas Edison" should be on row C, but is on row B as shown in the following figure). You can also include the settings for each assessment under the Settings tab.



When you are finished editing questions, click on the **Preview & Publish** tab, select **Publish to WebCT**,



And Click **Publish Wizard**. You have the option to publish the assessment to one course or to multiple courses. If you do not have a server listed, select **add new server** from the eLearning Vista Server drop-down menu and follow the instructions below.

Publish Wizard

1. Type of Publish - Single Course or Batch Publishing
 - Publish to single course
 - Batch Publish to multiple courses
2. Choose an existing server, or "add new server" to add settings information for a new server

WebCT 6 Server:

Settings:
3. Press [Next] to connect to server

< Back Next > Cancel Help

In order to add the eLearning Vista server to Respondus, you must log in to eLearning Vista and then copy and paste the url (address) to paste in to the new server settings window.

When the **Add New Server Settings** window appears, select the "No, I want to enter the server settings manually" radio button and click next. Now paste the url that you copied from eLearning Vista to the field at #2

WebCT 6 Server Information

1. Start your browser, log into your WebCT 6 institution, and go to any group, course or section.
2. Copy the "Address" of the page from the browser to the box below. The address should look something like "http://w6.mycollege.com/webct/ ..."
3. Press Extract (server domain)
4. Press the Institutions button to retrieve the list of institutions on this server, then select one from the pull-down list.
5. The information below must be entered manually, then press the OK button:

Description (text to display in the servers list, e.g. "UCSD login")

User name Password

Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!

Click **Extract** and you should see <https://vista.csus.ct.edu> appear in the field at #3. Now click on the **Institutions** button and use the pull-down menu to select **Southern Connecticut State University**. Now type in your username and password that you use to log in to eLearning Vista. You can check the box to remember your username and password for when you use Respondus in the future.

Click **OK** when ready and you will be returned to the Publish Wizard screen. Click **Next** and Respondus will log you in to eLearning Vista.

Select your course from the Group or Section drop-down menu. You can create a new category or use an existing category in your course to hold the questions for your new assessment. Click the Create/update Quiz checkbox. You can use the existing title or you can re-name it. You can also create a self-test with the existing assessment information or update an assessment already in eLearning Vista.

Publish Wizard

1. Group or Section: its_999_yang - Sally Test Course
Template: Section Content

2. Category to assign to Questions
 Create a new category: Test 1 -- History
 Use an existing category

3. Create or update a Quiz / Survey (optional)
 Create/update Quiz
 Create Quiz: Test 1 -- History
 Create Self-Test
 Update
 Apply Question Sets to quiz
 Apply Settings to Quiz.
 Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server


< Back Next > Cancel Help

If you want to use the settings you created in Respondus, click the **Apply Settings to Quiz** checkbox. If you include question sets in your settings, remember to click the **Apply Question Sets to quiz** checkbox. When you have the settings the way you want them, click **Next** to publish the assessment to your eLearning Vista course.

When Respondus has completed the import to eLearning Vista, you will receive the following message, as shown in the following screenshot. When Respondus indicates "Completed successfully," click **Finish**.

Now open your eLearning Vista course. Make sure you are on the Build tab and select **Assessments** under Course Tools. To view the questions you imported, click **Go to Question Database**. You can also view imported quizzes, surveys or self-tests by selecting the names of the assessments.

Question Database

<input type="checkbox"/>	<u>Title</u> ↑	<u>Type</u>
<input type="checkbox"/>	+... Cat breeds -- Chapter 5 ≡ (1)	Category
<input type="checkbox"/>	+... Chapter 1 -- math ≡ (1)	Category
<input type="checkbox"/>	+... Geography chapter 2 ≡ (1)	Category
<input type="checkbox"/>	+... History-Chapter 1 ≡ (1)	Category
<input type="checkbox"/>	+... History --- Test 1 ≡ (2) 	Category
<input type="checkbox"/>	+... test3 ≡ (1)	Category
<input type="checkbox"/>	+... Uncategorized Questions (0)	Category
<input type="checkbox"/>	+... World Geography -- Chpater 1 ≡ (1)	Category

Once in the Question Database, you can locate the category (for example, "Test 1 – History," as shown in the following figure) which you published from Respondus to eLearning Vista. To see the question list, click the plus (+) sign by the category. When the category expands, you will see the list of questions.

<input type="checkbox"/>	+... History --- Test 1 ≡ (2)	Category	--
<input type="checkbox"/>	+... <u>Scientific discoveries</u> ≡	Matching	History --- Test 1
<input type="checkbox"/>	+... <u>Who invented television?</u> ≡	Short Answer	History --- Test 1

You can use the same procedures to publish additional quizzes, self-tests, and surveys from Respondus to eLearning Vista.