Center for Distance Education

Uploading Quizzes Using Respondus into Pearson Learning Studio

Format Questions for Respondus

1. Prepare your quiz questions in Word document
2. Copy and paste the questions in a Notepad to remove any formatting and SAVE
3. In the Notepad - Format the questions for Respondus

**Multiple Choice:** *(Place an asterisk* before the correct option for Multiple Choice and True or False)*

1) Who determined the exact speed of light?
   a. Albert Einstein
   *b. Albert Michelson
   c. Thomas Edison
   d. Guglielmo Marconi

**True or False:** *(Place an asterisk* before the correct option for Multiple Choice and True or False)*

1) Albert Michelson determined the exact speed of light?
   *a. True
   b. False

**Multi-Select:**
Type: MA *(Make sure to have this prior to each question for all Multi-Select)*

1) 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

**Fill in the Blanks:** *(allows only one answer per question, but permits to enter multiple forms of that answer)*.
Type: F *(Make sure to have this prior to each question for all Fill in the Blanks)*

1. Who is known as the "father of television"?
   a. Zworykin
   b. Vladimir Zworykin
   c. Vladimir Kosma Zworykin

**Short Answer:**
Type: SA *(Make sure to have this prior to each question for all Short Answer)*

1. Who is known as the "father of television"? Why?

**Essay:**
Type: E *(Make sure to have this prior to each question for all Essay)*

1. Explain the weather in your town?
**Import Questions into Respondus**

- Open Respondus to go to the 'Start Tab' > Click on 'Import Questions' for 'Import Questions' window to pop-up

1. Make sure that the 'Type of file:' is 'Plain Text'

2. Click on 'Browse' > Select the saved Notepad document with your formatted questions

3. Type a name for 'Create a new document, named:' (Leave the 'Exam' button checked for 'Type of file to create:')</n
4. Click 'Preview' for the questions to show up in the 'Preview results' area

5. Preview Results area will show up with any warnings

6. Click 'Finish'

**Preview Questions**

- Click on the Preview & Publish tab > 'Preview' > Preview the File button
- In the Preview pop-up window,
  - Use the 'Next' button to check the questions.
  - Use the 'Modify Item' button and follow the steps to modify any question that did not import correctly.

3. Click 'Close'
Check if the Points are Correct

By default, Respondus awards ‘1’ point each for the questions imported. If the points for your questions are worth more than ‘1’ point, set them up in Respondus.

*Example:* If my quiz has 5 questions, the points are set to ‘5’. But if I want to award 2.5 points for each question, the total will be 12.5 points.

I. Click on the 'Settings' > 'Question Pools' > ‘Question Pools’ for Questions Pools window to open up.

II. In the ‘Question Pools’ pop-up window:

1. Leave the ‘Add New Set’ option checked
2. Enter the question numbers.
3. Check ‘All’
4. Enter the point value
5. Click on ‘Add New Set’
   i. Check on the top if the ‘Points’ have changed
6. Click ‘OK’ on the top right corner

Publish Questions to Your Course

I. Click on the ‘Preview & Publish’ tab > ‘Publish to eCollege’

II. In the Publish Wizard pop-up window:
   a. Leave the default “Publish to a single course,” for ‘Type of Publish – Single Course or Batch Publishing’
   b. Select "add new server" from the drop down menu for ‘eCollege Server’
   c. In the ‘Add New Server Settings’ window, choose "No, I want to enter settings manually," click Next.
      • The “eCollege Server Information” window pops open:
III. On the eCollege Server Information window:

1. Type: https://uiuonline.com
2. Click ‘Extract’ for ‘uiuonline.com’ – Make sure that ‘uiuonline.com’ is extracted
3. Type: ‘UIU Online’
4. Enter your eCollege / UIU Online ‘User name’
5. Enter your eCollege / UIU Online ‘Password’
6. Check the box ‘Remember my User Name and Password’
7. Click ‘OK’ on the top right corner
8. Click ‘Next’ for Respondus to contact UIU Online and open the ‘Publish Wizard’ window

IV. In the ‘Publish Wizard’ window

1. Choose Course to publish to using the drop down menu
   i. Wait for the course to be extracted
2. Choose Unit / Chapter / Week to publish to using the drop down menu
3. Select ‘Create new exam’ > Type in a ‘Name’
4. Click ‘Next’

V. Wait for the quiz to be published until ‘Completed Successfully’ statement is displayed in the ‘Publish Wizard’ window.

VI. Click Finish.

VII. Enter your course in UIU Online to find the quiz

1. The imported quiz will have an asterisk * indicating that it is hidden
2. Remember to set up the quiz
Create a Random Quiz (a random selection of questions are presented to students – Example 1: You can randomize 10 questions out of 10
Example 2: You can randomly select 10 out of a question pool of 11 or more)

I. Click on the ‘Settings’ > ‘Question Pools’ > ‘Question Pools’ for Questions Pools window to open up.

II. In the ‘Question Pools’ pop-up window:

1. Leave the ‘Add New Set’ option checked
2. Enter the question numbers. 
   Example: 1 & 15
3. Check ‘Select Number’ option
   i. Enter the number of questions to be randomly presented
      Example: 10
4. Enter the point value if it is more than ‘1’
5. Click on ‘Add New Set’
   i. Check on the top if the ‘Total Items’ and ‘Points’ have changed
6. Click ‘OK’ on the top right corner
7. Follow Publish Questions to Your Course directions

Retrieve a Quiz from one course and Import it into another course

Retrieve from one course

I. Click on the ‘Retrieval’ tab for Retrieval page to open up.
   - If you are prompted to input the Server information settings – see Publish questions section in this document.

II. Use the Dropdown menu to choose the selections and Click ‘Retrieve’ button
III. Once the file is retrieved – the Status will change to ‘Completed’
   • A ‘File Saved’ window will pop up. Click ‘OK’
IV. Click on File > ‘Open’ for ‘Open Respondus File’ window to open up for the retrieved quiz to be displayed. Click ‘Cancel’.

**Import it into another course**

V. Click on ‘Start’ tab > ‘Open’ button for ‘Open Respondus File’ window to open up.
VI. Select the quiz that was retrieved. Click ‘Open’.
   • Click on ‘Preview & Publish’ tab > Preview the File button to see if all of the questions were retrieved correctly.
   • If not, use the Modify Item button to modify

VII. Use the **Publish Questions to Your Course** steps (located above in this document) to publish the quiz to another course.