

Respondus

By Joseph Zisk

CalU Teaching and Learning Center

1. Open program, if needed put in required information:

Institution Name:
Pennsylvania State System of Higher Education

System Support Contacts:

Installation Password:
--- Contact TLC

2. Open "Create" to make new file

3. Give the file a name and description.

4. Begin creating a question.

5. Preview questions

6. Using MS Word to create your exams.

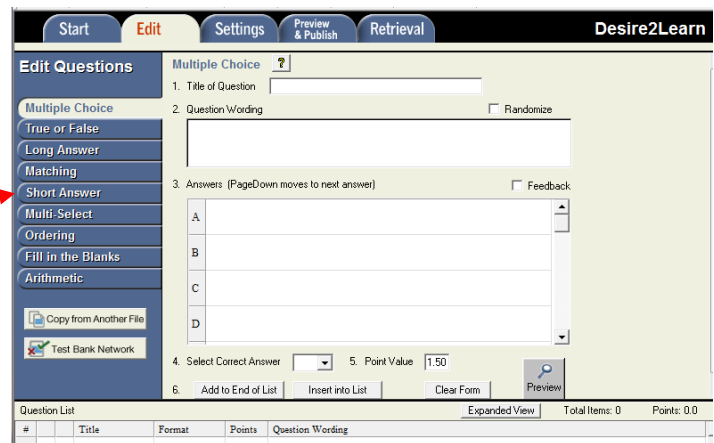
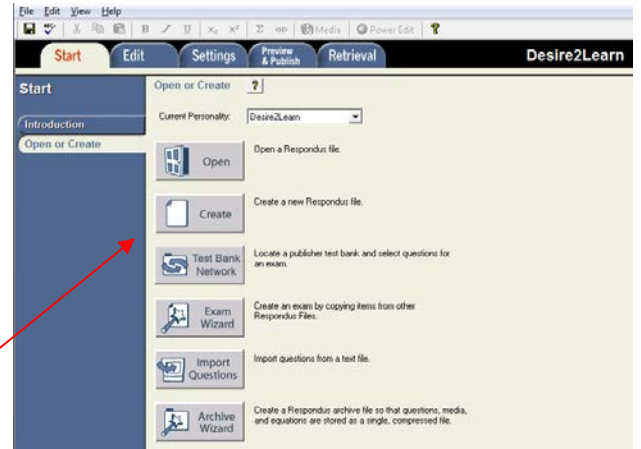
- Under Help → Start Menu → Importing Questions
- Select "The Standard Format for Importing" link

7. Type your question in MS Word. Use "*" to indicate correct answer.

- save files as Word or Plain text

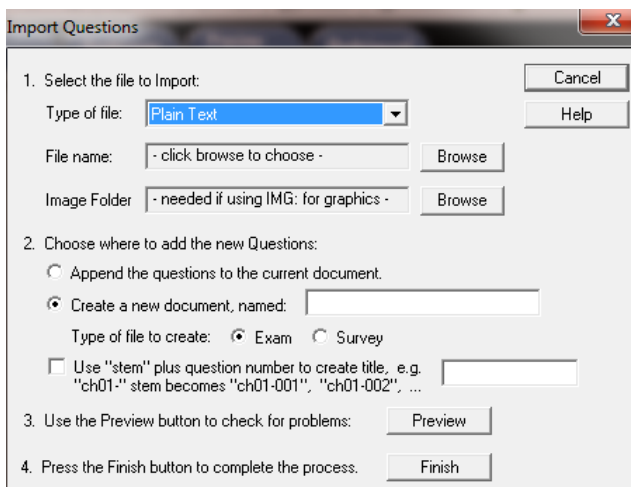
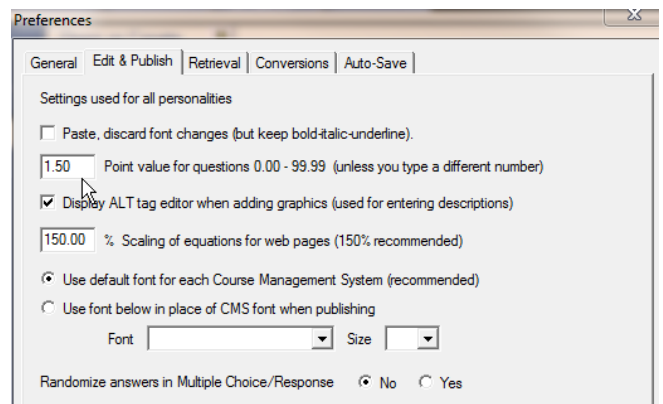
8. Under File menu → Preferences → Edit and Publish

9. To import the test question file, select "Import Questions" from the Start Menu



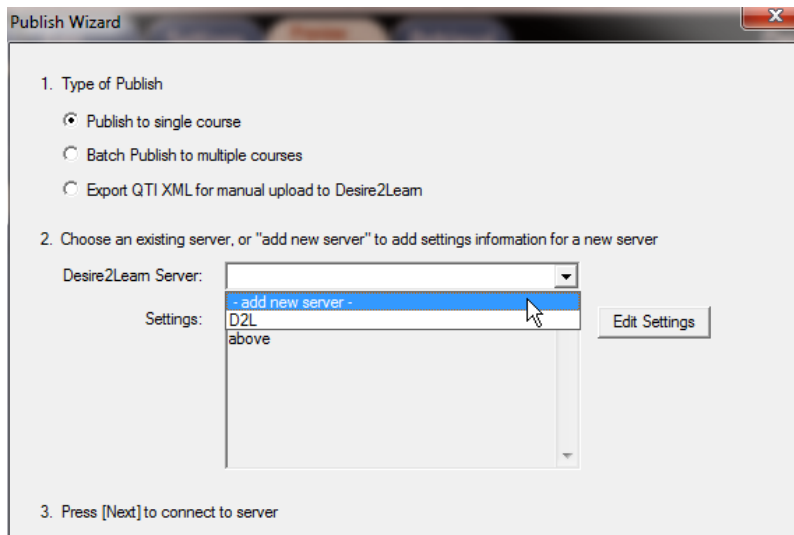
3) Who determined the exact speed of light?

- a. Albert Einstein**
- *b) Albert Michelson**
- c) Thomas Edison**
- d. Guglielmo Marconi**



10. To publish test questions to D2L, select "Preview & Publish" from the Respondus menu and select the Publish Wizard to connect with D2L.

- Desire2Learn Server: select "Add new server"
- Select "No, I want to enter the server settings manually"



11. Add the settings below. Use your calu user name and password.

