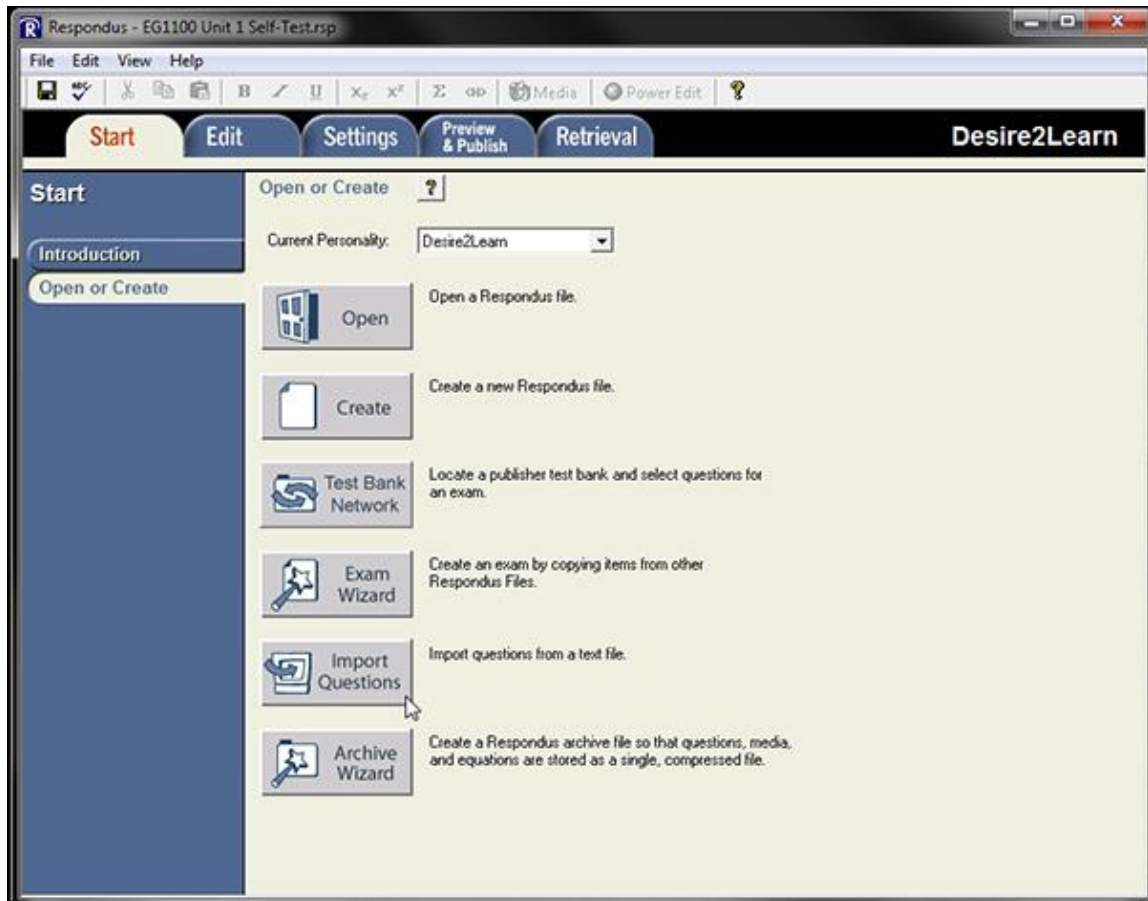


Importing Your File into Respondus

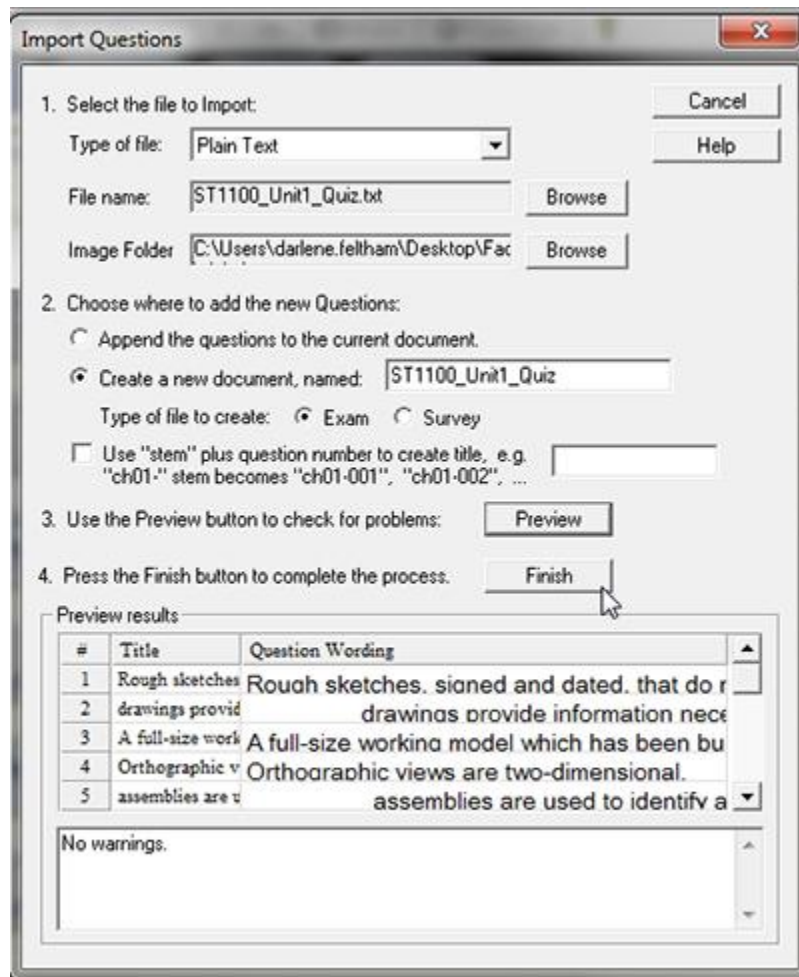
Once you have your assessment item formatted in standard format (as referenced in the previous tutorial), you can easily import it, adjust your settings and publish it to your course.


1. Open Respondus and begin by ensuring your **Desire2Learn** is selected from the **dropdown menu** as your Current Personality.



2. Click on the **Import Questions** button. By default, *Plain Text* is selected as the file type and is recommended in most cases. Other options are available and may be selected if you choose to format your file in a different format.
3. **Browse** to find the file you wish to upload. (**Remember:** Files must be formatted in a standard way in order for Respondus to accept them. See previous tutorial for details.)
4. Enter a **title** for your new document. This should be a meaningful title that includes your **course number** and an indication of the type of assessment item being created. For example, **ST1100 Unit 1 Quiz**. Click the **Preview** button and review your question content to ensure there are no

errors prior to publishing. Pay attention to the warnings displayed in the bottom panel. If your questions have not been properly formatted, you may receive a message indicating questions are out of order, or have no answer provided. If this is the case, review your original content and make any necessary changes. You may also receive a warning indicating that more than one question has been given the same title. This commonly occurs if you have questions that start out with “*Which of the following....*” as, unless you state otherwise, Respondus will automatically create a title based on the first 20 characters encountered. By default, Respondus will resolve this issue by adding a number to differentiate between questions so you may choose to safely ignore this warning. However, best practice is to rename the questions so that they are easily identifiable once uploaded into the Question Library in D2L.



5. Click the **Finish** button to save your file in Respondus format. Click **OK**.
6. If necessary, choose the **Edit tab** or click the dropdown  next to each question and choose **Edit** to make changes to a specific question and/or its title. Remember to click the **Save Changes** button once edits have been completed.

7. Click the **Settings tab** if you wish to adjust your settings at this point. You can use the **Restrictions** Option to adjust such things as date and time, enable LockDown Browser, set passwords, etc; and use the **Attempt/Submissions** Option to specify the number of attempts permitted and what students will see once their quiz is submitted.

Note: Settings can also be adjusted once uploaded into D2L.

8. Click **Preview and Publish tab** when you are satisfied that your quiz is ready to be uploaded. (See next tutorial for details on how to publish directly into your course.)