

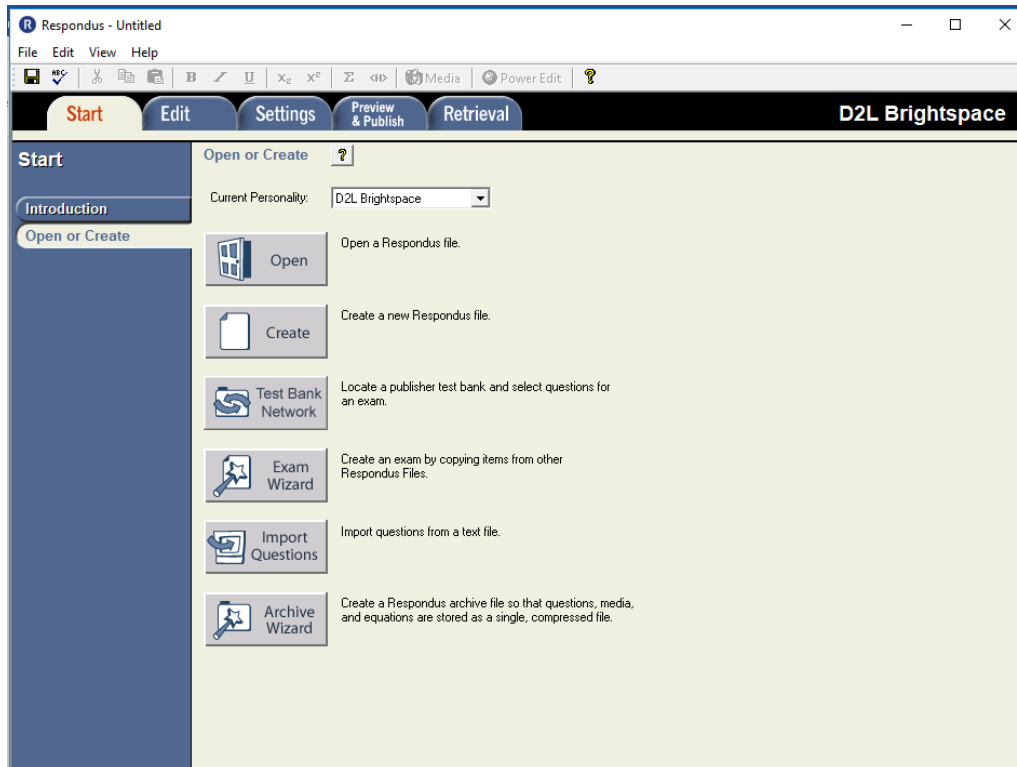
IMPORTING A QUIZ INTO D2L

First thing is editing the text document to ensure it is 'Respondus Ready'. Once you have that completed, you are ready to convert from text into a D2L file.

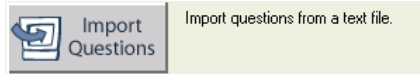
Open Respondus 4.0 from your desktop... the Icon should look like



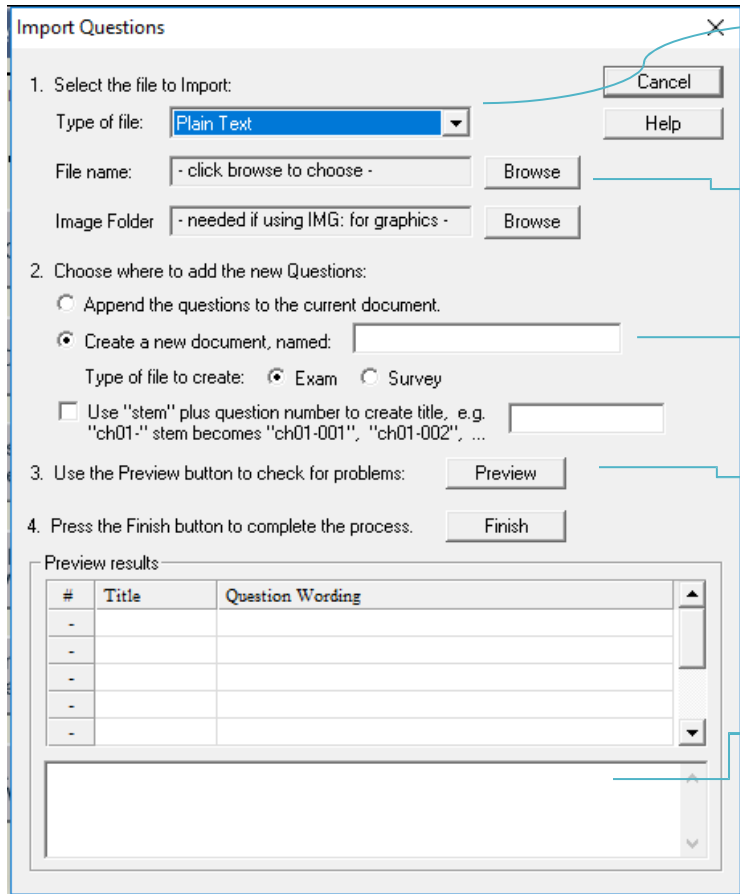
When Respondus opens, you should see the below screen:



If you get a pop up asking, you to search for updates just hit cancel and it should disappear. If it will not allow you to continue without updating then you will need to submit a footprint and get your campus IT to install the updated version



1. Click the button
2. A dialog box will appear on the screen like the one shown below.



This is where you select either a plain text document, or a word document. You can use either one.

Click browse and locate your text file that you have created with your exam.

Place a name on the file.

Click preview. This will allow Respondus to go through the file and check for any errors...for example too many spaces, not enough spaces, or a missing period (.)

All errors will show up here. Warnings you can ignore...

I have created a sample screenshot below to show you both an error and no errors.

NO Errors

The warning states that the questions had the same titles... for example: "All of the following" so there will be all of the following listed as 2, 3, 4..etc in the quiz itself in D2L when you import.

Once you show there are no errors just click Finish... This exam is now loaded into Respondus and you should see a preview of the questions. Here you can make edits and view the questions before you import. You can also add questions...

If you are uploading a quiz into the quizzes area, click the SETTINGS tab.

Click Restrictions

Under the heading 'Availability' click the dropdown next to active and set it as inactive.

Once you upload your quiz in D2L, the quiz will become available. It is always good to set the settings to inactive until you get a chance to set the time, password and other restrictions within the course; if not students can have access to the quiz immediately.

Click Preview & Publish and Click Publish on the side and then Publish Wizard

#	Title	Format	Points	Question Wording
1	What is the emplo	Multiple Choice	1.0	What is the employment interview best suited to assess?
2	Which KSAOs are	Multiple Choice	1.0	Which KSAOs are stable, not easy to change, not easy to see, and not easy to test and screen for?
3	What sources of in	Multiple Choice	1.0	What sources of information create pre-interview impressions that influence the interview process and outcome
4	What are an inter	Multiple Choice	1.0	What are an interviewer's beliefs about the requirements of the job and the characteristics of the applicants?
5	In the last part of	Multiple Choice	1.0	In the last part of the interview, the post-interview phase, the interviewer evaluates the applicant's qualifications

You will see the next screen... below are some explanations...

You can publish the exam straight into the course... just click edit settings and enter your login credentials for D2L.

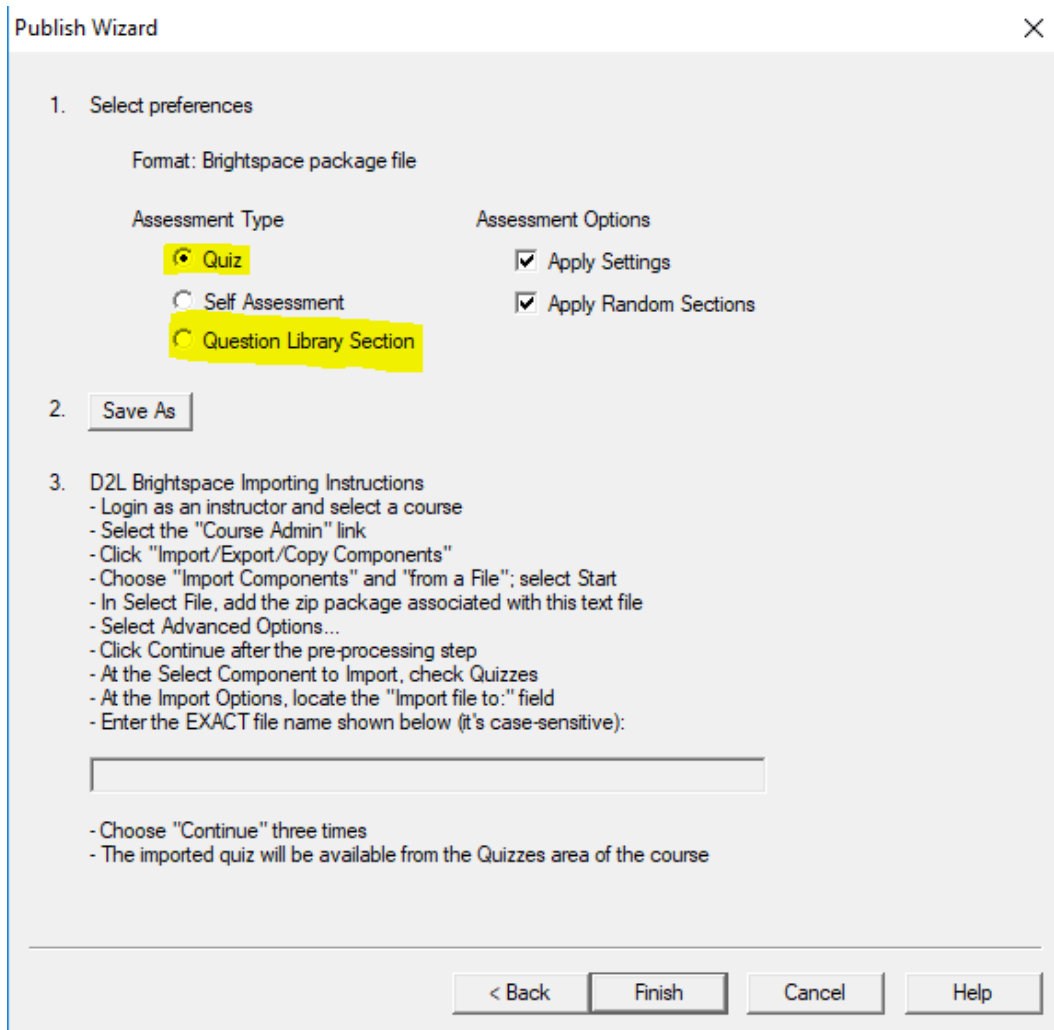
Batch Publish into multiple courses. The wizard will prompt you through.

For both of the first options it will take a few minutes for Respondus to change screens... it is loading all the courses you have access to in D2L. Not recommended if you run more the 50 courses in D2L.

Click Next >

The first time you use Respondus you may have to set up the server...

The Brightspace server is D2L and the rest of the information is shown in the screen shot above. For user ID you will use your own college login.



If you are importing a full quiz then click Quiz, If you wish to import it into the question Library then choose question Library.

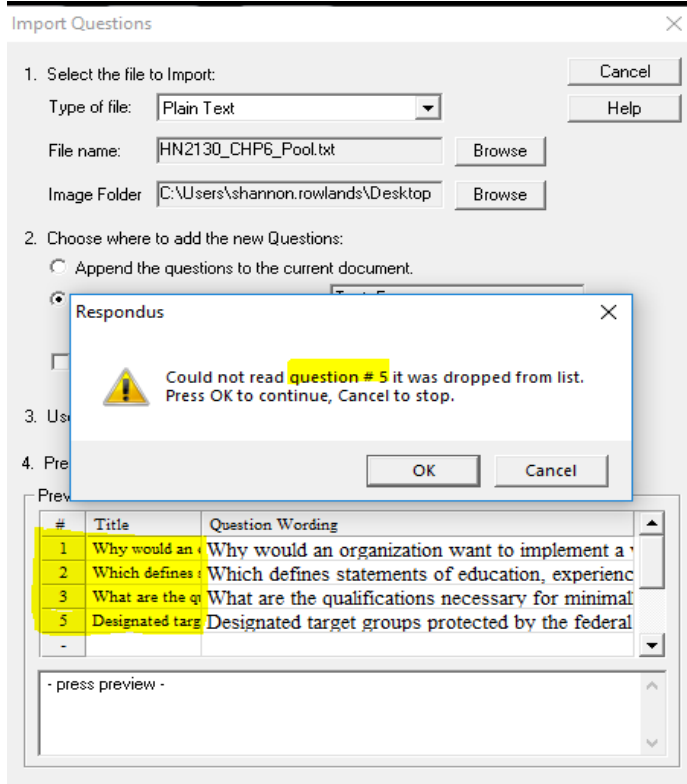
Click 'Save As'

Name the file and make sure you choose your location...I would suggest your desktop... The Respondus Zipped file will save there for easy access...

Click Finish and then close...

Now you are ready to import the file into D2L.

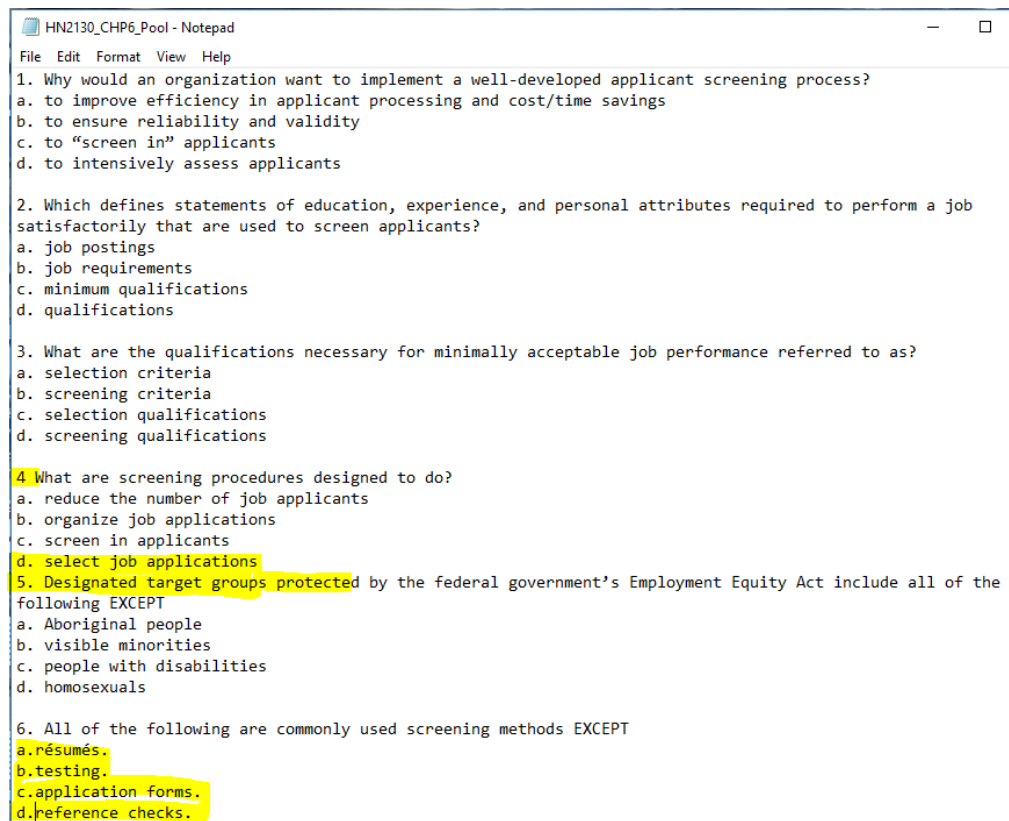
ERRORS



Notice in the screen shot in the text document.... Number 4 does not have the period after the number 4. So it won't show up in Respondus....

There is no blank line between the ending of questions 4 and the beginning of question 5. Respondus will not pick those questions up and will prompt you errors. So from here open the text document, fix the errors. And save... you can keep the document open in case you get more errors.

After you fixed all the errors continue on with processing the exam.



Import the Zipped File into D2L

Go to your Course in D2L and click 'Edit Course'

Click Import/Export/Copy Components

Select the 'Import Components' Option button

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
[What is an Org Unit?](#)

Course to Copy:

Include protected resources

[View History](#)

Copy Components from Parent Template
[What is a Parent Template?](#)

Include protected resources

Export Components
[Should I include course files?](#)

Include course files in the export package

Import Components

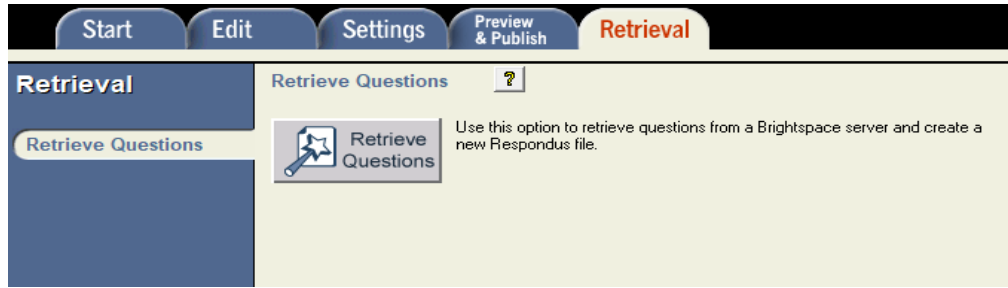
Click Start

Click Upload and find the file that Respondus has created on your desktop.

Make sure you select the zipped file.

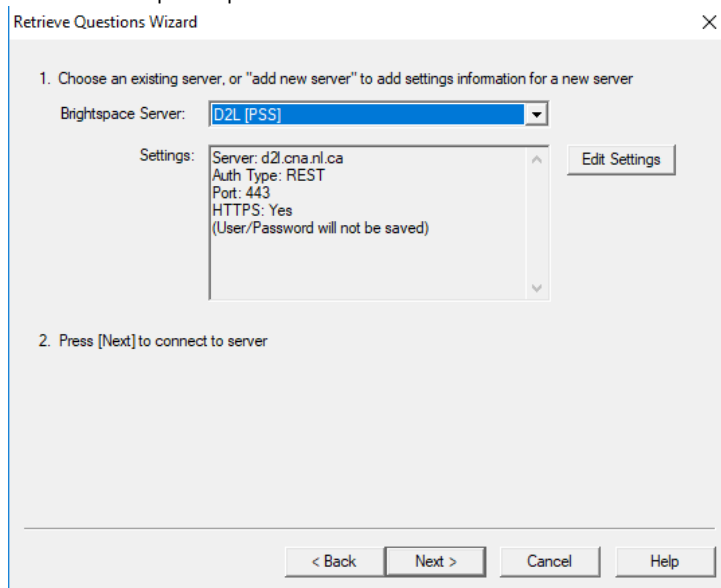
Once the file is successfully uploaded it will become live and release unless you set the settings of the exam to be inactive during the conversion process outlined above.

Retrieving quizzes from the Quizzes area Using Respondus



You can download your quizzes that are in your course and save them as a word document. Any quiz online will come down but images may not.

You will be prompted user information as shown below:



If you are an instructor you should have D2L (PSS) in the list, you need to select that server in order for your credentials to work.

If you do not show D2L (PSS) then you need to add this by clicking 'Add new Server' in the dropdown menu.

Click 'Yes', check for Preconfigured server settings.

Click 'Next' and enter the Name as D2L (PSS)

Click 'Run Connection' test. This may take a few minutes.

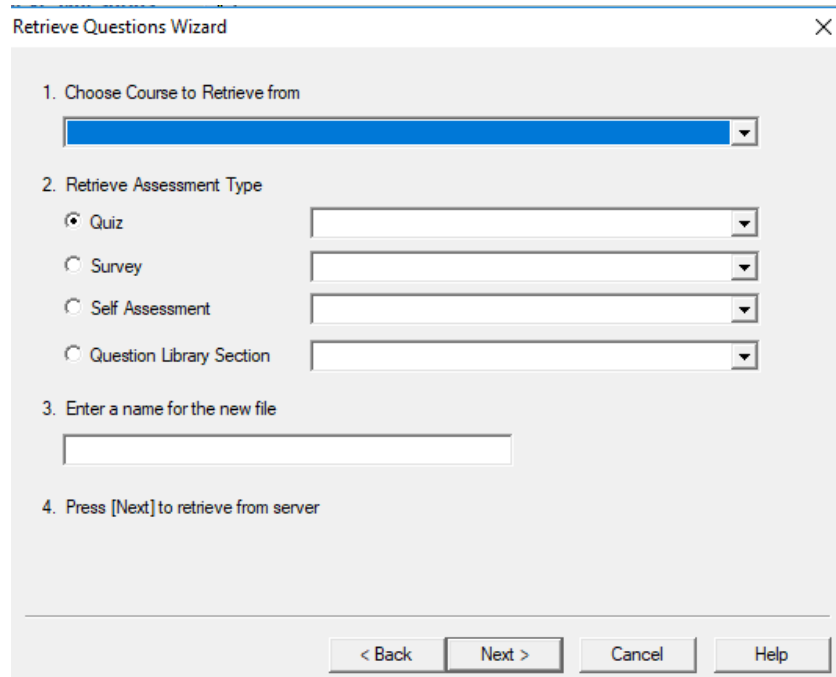
Click 'Finish'

You should see the above information in the settings box.

Once your settings are set up, click 'Next'.

This will take a few minutes to load because it is loading every course you have access to in D2L. So be patient at this point.

Once all access is completed, you see the screen below:



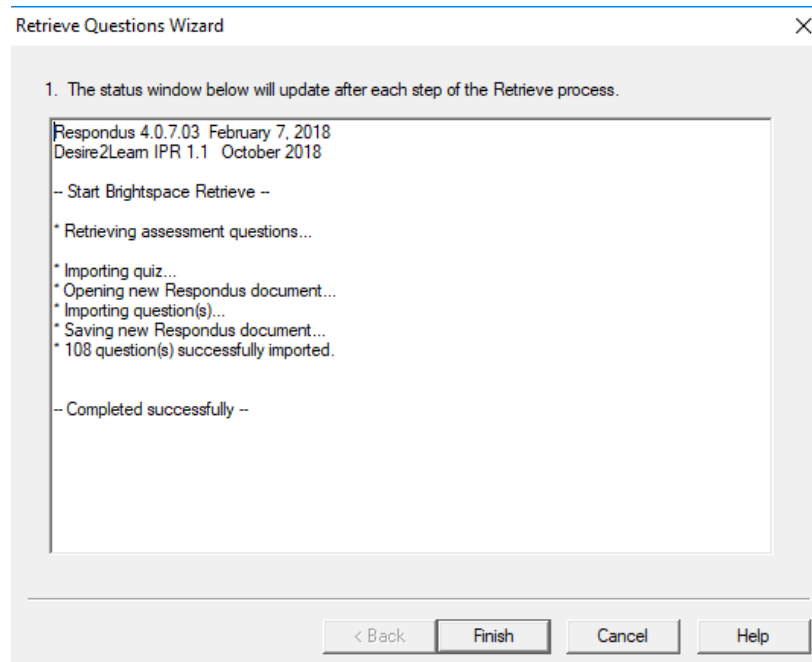
Choose the course that hosts the quiz you wish to retrieve in the first dropdown menu.

Select the quiz you wish to retrieve.

Give it a name

Click 'Next'

Respondus will now show you a status screen that will tell you what questions were successfully import from D2L to Respondus. If there were any errors, they will show on the screen similar to the image below.



Click 'Finish'

Click 'Preview & Publish' tab

Click 'Print Options'

Print Options ?

Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.

1. Select format:

- Exam
- Exam with Answer Key
- Answer Key only

2. Top of Page Contents (Headers)

- no headers -

Preview

3. Randomize Questions

- Apply Random Sections from Settings
- Randomize question order (including Random Sections if applicable)
- Randomize answer choices within each question
- Group questions by type (Multiple Choice, etc.)

4. Questions to be included: from to (leave blank to include all)

Step 1: you can select the format of the file.

Click the settings of the format you selected and you can change the layout of how the exam prints or saves to a file. You can change the formatting, which includes font, font size, blank lines before and after...etc

Step 2: you can add a header to the exam

Step 3: you can randomize the questions

Step 4: you can choose to include only certain questions. For example questions 1 – 25...

To view a preview of the file, and how it will look when it is printed, you can choose print preview. You can print the file directly from Respondus by selecting the Send to Printer button.

The other option is save to a file.

When you click 'Save to a File' button, you need to name the file and select a location for the file.

This will save the online quiz to a word document.