Uploading a Respondus-Formatted Test

1. Make sure you've removed any extraneous information from the test file, such as a chapter name, “name” field, answer key, or any other text that is NOT an actual test question.
2. At the top of the test (for multiple choice and T/F tests) type the phrase “Type: MC” (Don’t include the quotation marks.)
3. Close the test file if currently open.
4. Launch Respondus 4.0 from the desktop Icon

5. On the opening screen, click “Import Questions”
6. In the “Select the File to Import” area, select the file type of your test file from the drop-down menu (ex. .rtf, .txt, .doc)

![Select File to Import](image1.png)

1. Select the file to Import:
   - Type of file: Plain Text
   - File name: click browse to choose
   - Image Folder: needed if using IMG: for graphics

2. Choose where your file is stored:
   - Append
   - Create an
   - Use "sample_test.txt"

3. Use the Preview to check your work.

4. Press the File to Import button to open your file.

7. Click the “Browse” button next to “File Name” to locate your test file. Click once to select it, then click Open.

![Browse File](image2.png)
8. In area 2, in the “Create a new document named” field, enter a generic name for the file. This is NOT the name that will be used in Blackboard. It is a name for the temporary file created during the import process. If the system says “File name already exists” enter a different name.

9. Check the “Use Stem” box and enter a descriptive “stem” for the questions (Ex. “CH01” or “Quiz02”). Do not put spaces in the stem name. Use _ or – to separate terms.

10. Click the Preview button to process the test file.

This test returned an error: “These Questions had no answer (so answer set to ‘a’)”: 2

This means question 2 in the test file didn’t have an asterisk typed in front of the letter for the correct answer choice OR there was a space between the asterisk and the letter of the correct answer choice. To fix this, I need to re-open the test file, place and asterisk in front of the letter for the correct answer choice for question 2, and then save the test file and close it. Then click Preview again.
11. Once “No Warnings” appears, click Finish.

12. Click OK on the “File Saved” dialog box.

13. Click the “Preview and Publish” tab at the top of the program.

14. You have the option to “Preview the File” at this time by clicking the “Preview the File” button. This will let you see the test questions and correct answer choices as they will import into Bb. Use the arrows at the top to navigate through the questions, then click Close when you’re done previewing.

15. Click the “Publish to Blackboard” tab on the left side of the program, then click the “Publish Wizard” button.

16. Click “Next” on the next window that pops up.
17. Enter your Blackboard username and password and click OK.

![Enter login information]

18. Select the destination course from the drop-down menu at the top of the next window.

19. Select “Create New Exam” and enter a name for the exam. This is the name as it will appear to students in Blackboard.

20. Don’t make any selections in the “Pool” area.

21. **Uncheck** all items in #3. You can apply randomization in the test options in Blackboard once the test is uploaded.

22. Click Next.

23. Click Finish once “Completed Successfully” appears in the window.

24. You can now click the Start tab in Respondus 4.0 and repeat the process to upload additional tests, or close the program.