

Converting Word Doc Exam into Online Exam

Software that can convert a Word doc into a file that can be integrated into an online format for ECampus is called Respondus and is available through TAMU's software store for \$0.

<https://ai.tamu.edu/Systems-Software/Respondus>



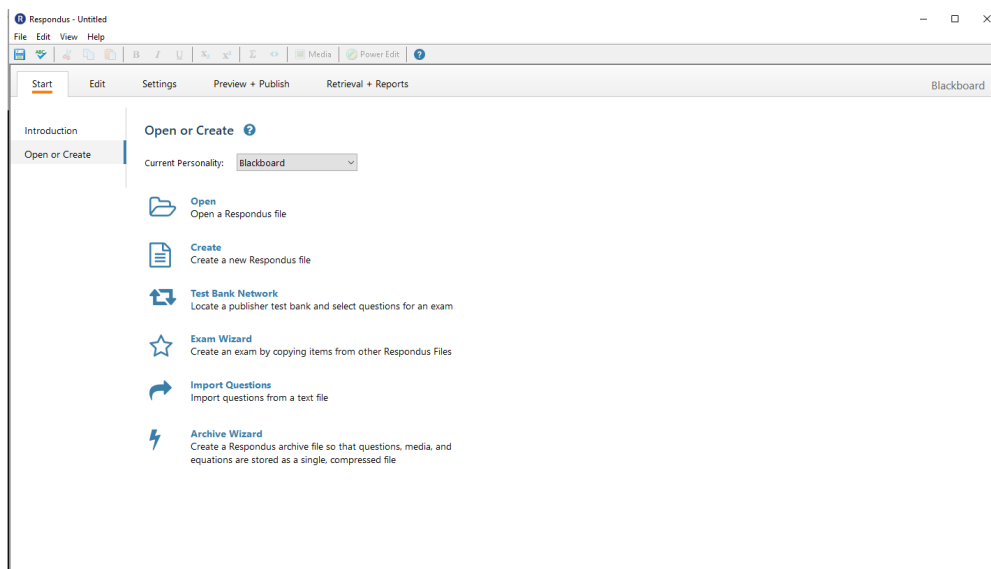
Respondus Instructions

You will receive an email with the link to download Respondus Software. Double Click the "Respondus4Campus" application in the folder that opens and select "Extract All"

Answer the prompts, and when it asks for your institution name, open the PDF file in the pop up folder "Respondus Activation Key for 2019-2020" as it has the information to fill in the Institution, Contact Name and Install Password.

When prompted, select Blackboard from the dropdown list.

You should now have a screen like this:



Moving to your exam, please make sure it follows the guidelines in the “Guidelines for Exams to Respondus”.

AKA it should be that each question has a number and then a period or parenthesis and that each letter choice has those as well, and that the answers are indicated:

Sample Test

1. Is respondus a good software?

- A) Yes
- B) No
- C) Help
- D) Me



2. Is this exam going to work?

- A) I
- B) Really
- C) Hope
- D) So

3. Should I convert this to plain text?

- A) Yes
- B) No

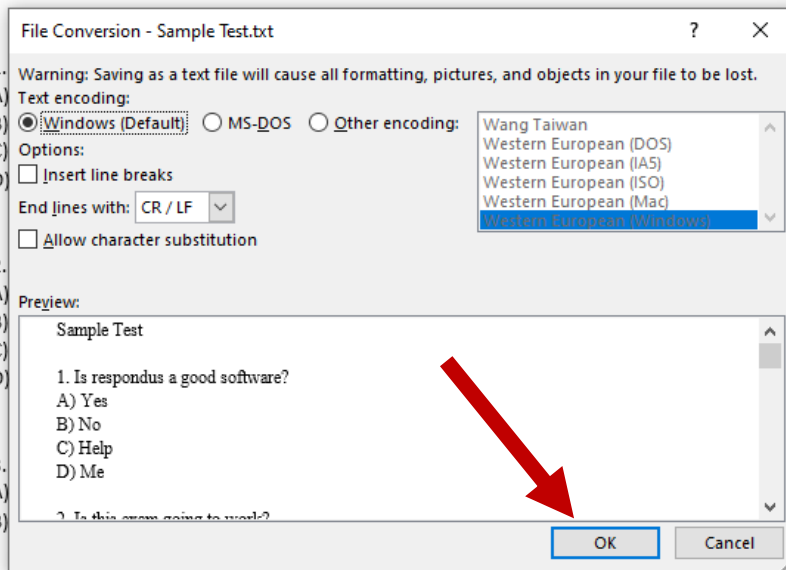
Answers:

- 1. A
- 2. D
- 3. A



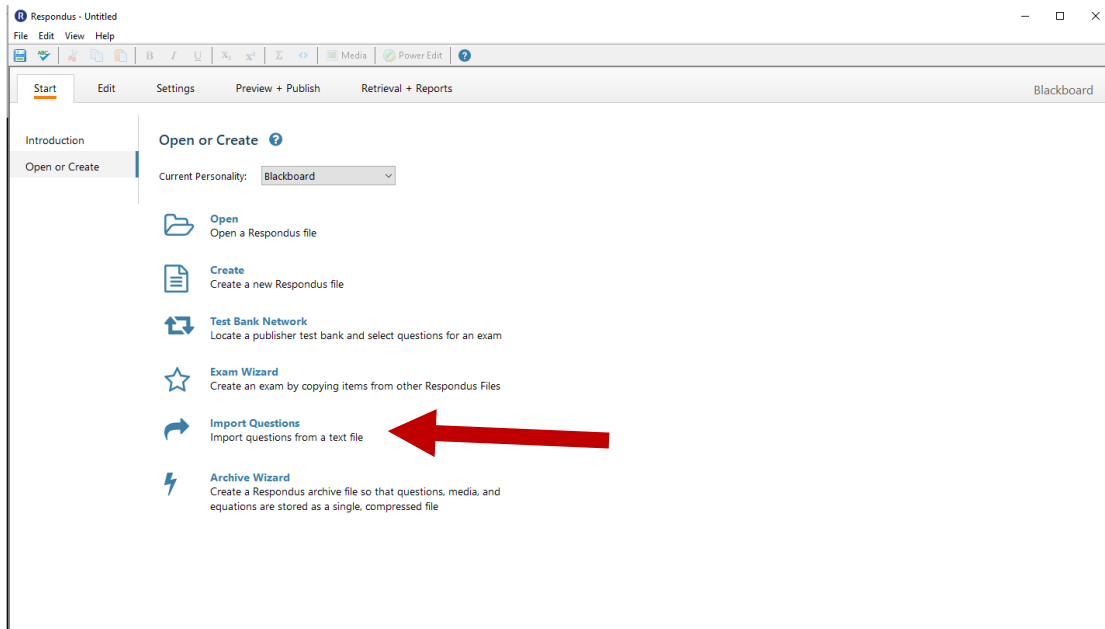
You will need to save your doc file into plain text format by going to “Save As” and switching the save file format to “Plain Text”. The default settings should be fine to just click “OK”, below.

Sample Test



You will need to close your open exam in the doc form to complete the save to plain text.

You can now upload this text file into Respondus. Open the software and click “Import Questions”.



Select Plain Text for type of file.

Click Browse and select your plain text exam file, e.g. “Sample test.txt”

It will ask you to Create a new document , named: X ← You have to type something here

Hit Preview

Import Questions ✕

1. Select the file to Import: Cancel

Type of file: Plain Text Help

File name: click browse to choose - Browse

Image Folder: needed if using IMG: for graphics - Browse

2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named:

Type of file to create: Exam Survey

Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems: Preview

4. Press the Finish button to complete the process. Finish

Preview results

#	Title	Question Wording
-		
-		
-		
-		
-		
-		

It will fill in Preview results for each of your questions. If it pops up with errors, try playing around with your formatting to make it more simple. If that doesn't work, give McKensie an email or call mlefevre@bio.tamu.edu, 979-845-7752.

Import Questions

1. Select the file to Import: Cancel

Type of file: Plain Text Help

File name: Sample Test.txt Browse

Image Folder: D:\Users\mdaugherty\Desktop Browse

2. Choose where to add the new Questions:


Append the questions to the current document.

Create a new document, named: Sample Test

Type of file to create: Exam Survey

Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems: Preview

4. Press the Finish button to complete the process. Finish 

Preview results

#	Title	Question Wording
1	Is respondus	Is respondus a good software?
2	Is this exam g	Is this exam going to work?
3	Should I conv	Should I convert this to plain text?
-		
-		
-		

No warnings.

When everything looks good hit Finish.

This will pop up with your questions in edit mode on the software. You can add or edit questions here if you like, or you can move right along to Preview + Publish. Note: You can add other types of questions too, like short answer or essay in the edit page.

Respondus - Sample Test.rsp

File Edit View Help

Start Edit Settings Preview + Publish Retrieval + Reports Blackboard

Multiple Choice ?

1. Title of Question

2. Question Wording Randomize answers

3. Answers (PageDown moves to next answer) Feedback

A
 B
 C
 D

4. Select Correct Answer 5. Point Value

6.

Question List

#	Title	Format	Points	Question Wording
1	Is respondus a g	Mult. Choice	1.0	Is respondus a good software?
2	Is this exam goin	Mult. Choice	1.0	Is this exam going to work?
3	Should I convert	Mult. Choice	1.0	Should I convert this to plain text?

Expanded View Total Items: 3 Points: 3.0

Search Advanced Search

Respondus - Sample Test.rsp

File Edit View Help

Start Edit Settings Preview + Publish Retrieval + Reports

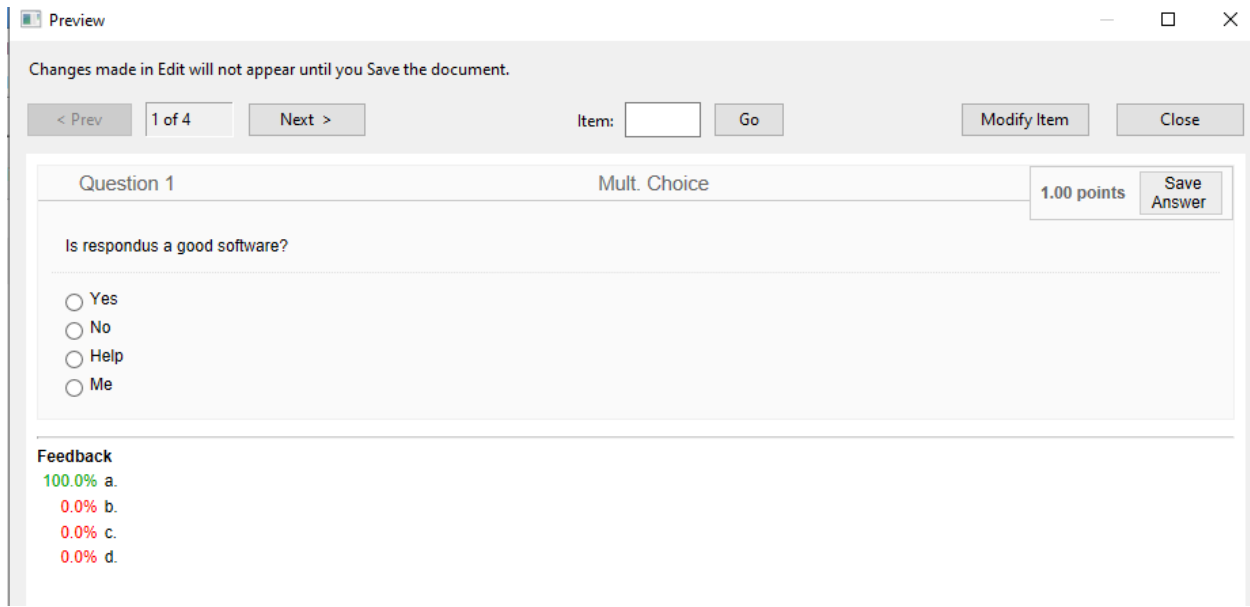
Preview ?

Preview the file

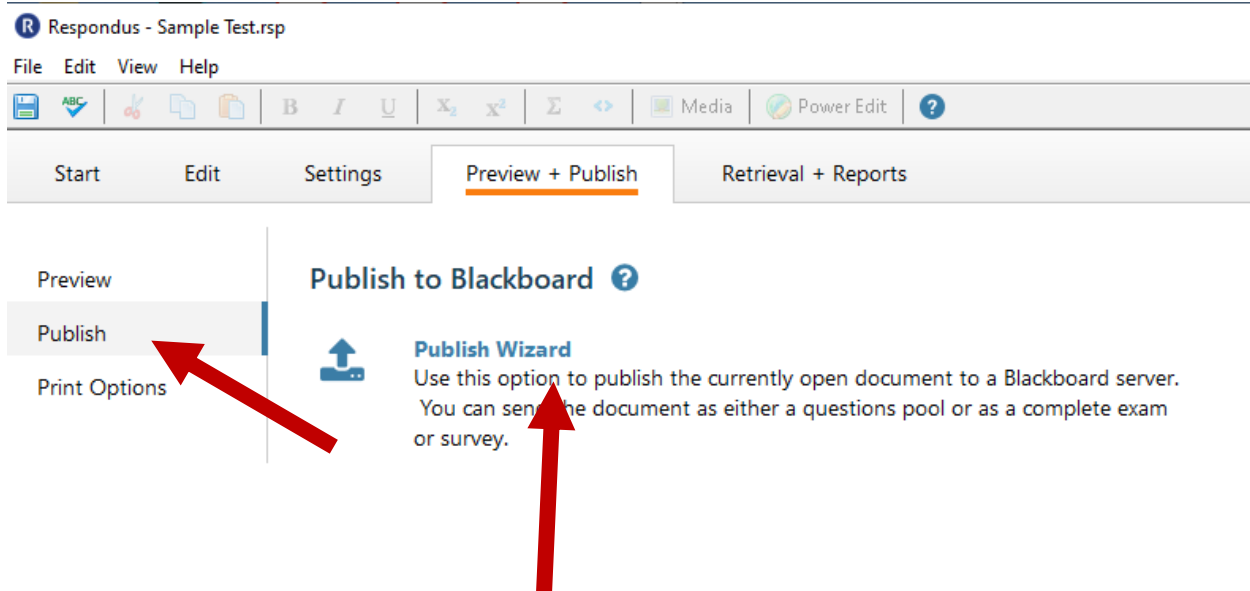
Before publishing your Respondus file to the server, it is recommended that you "preview" the file. In the preview mode, the Respondus file remains on your hard drive and an Internet browser-like window is used to view it.

If you want to make changes to the Respondus file, click the "modify item" button from within the preview task. You will be returned to the preview task once the change has been made.

By clicking Preview the file, you will get this screen where you can preview each question.

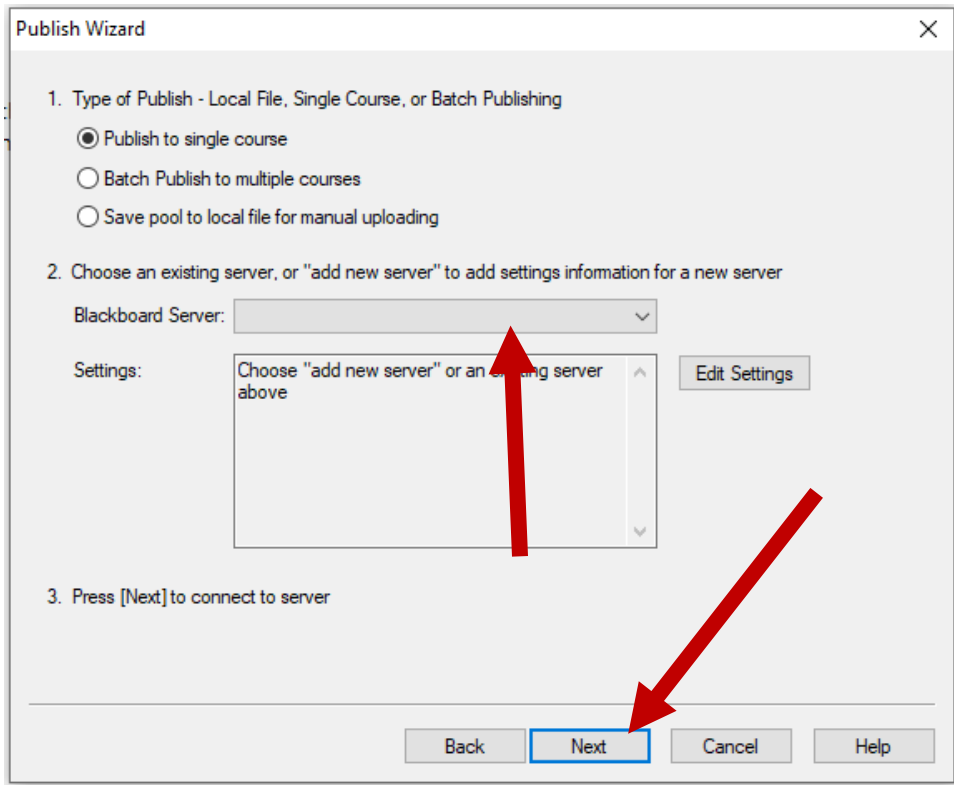


Once satisfied with editing, hit Publish on the left side of the page and click "Publish Wizard".

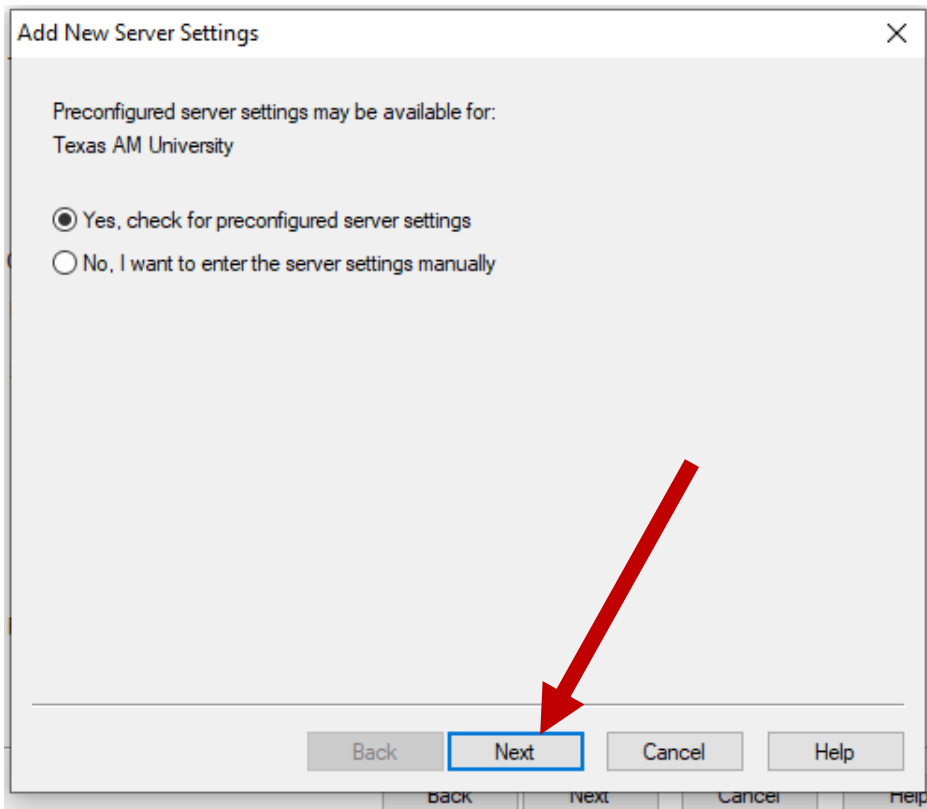


The following pop-up will appear and you can choose whether to publish to one or more courses (Hint: Publishing it this way does NOT publish it for your students. It should publish as hidden until you activate it in ECampus, as we will do later in this document.)

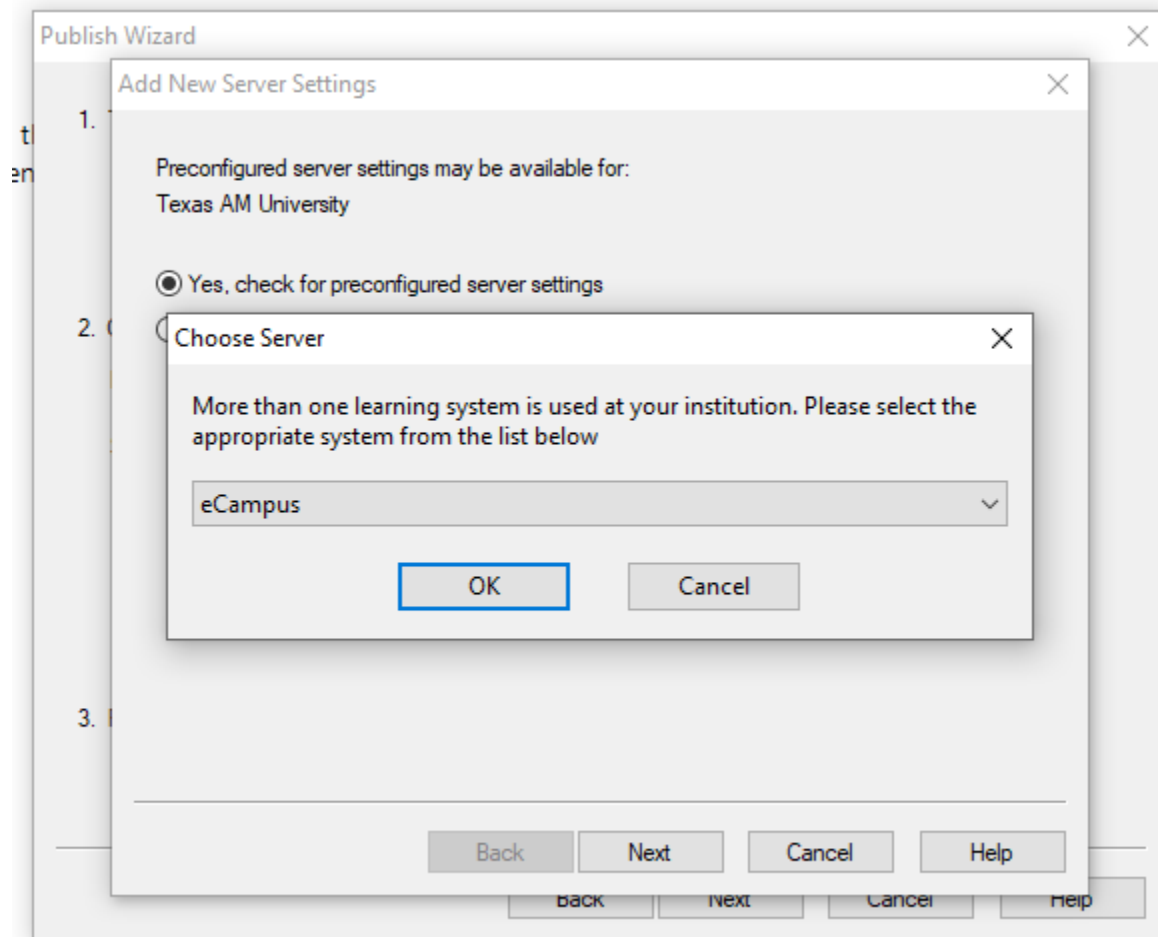
Choose the "Add New Server" from the "Blackboard Server" drop down menu, then hit next.



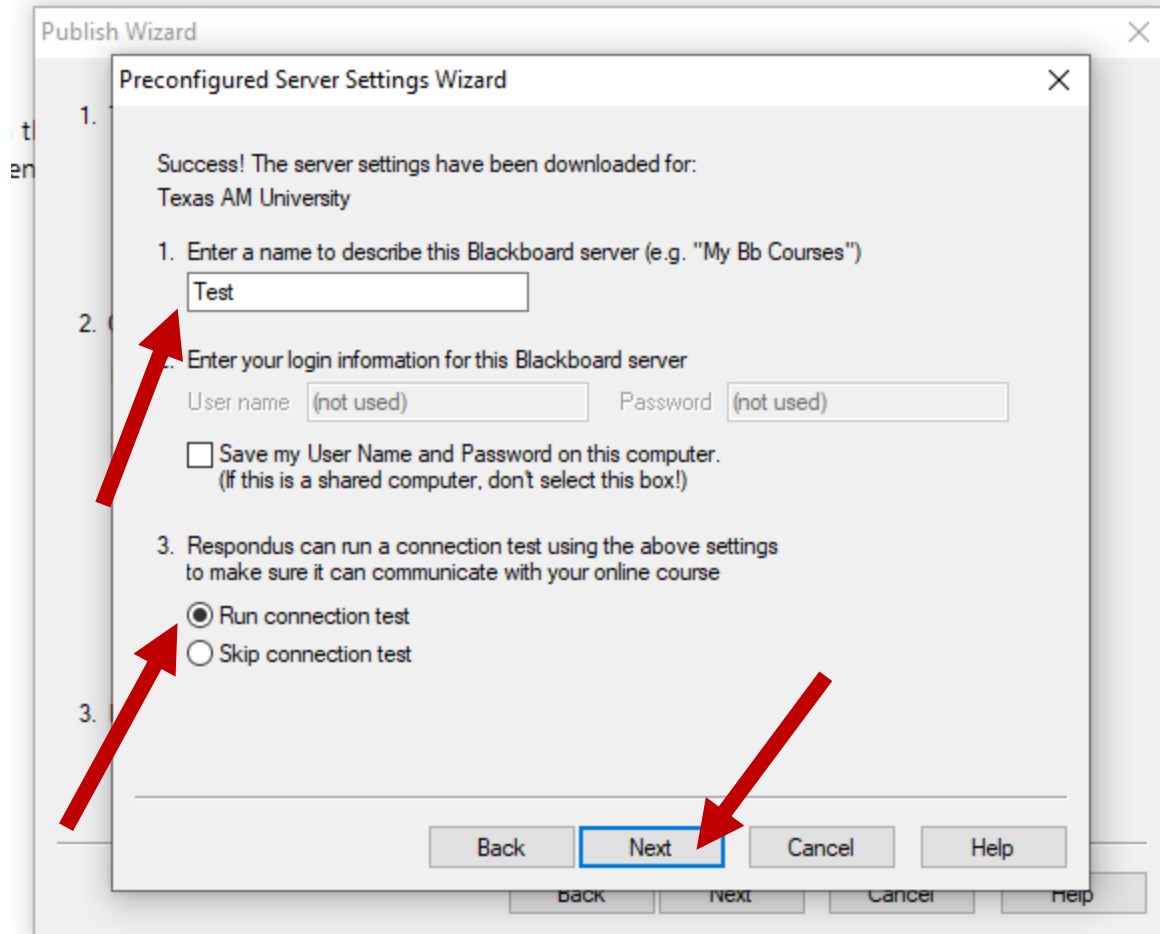
The following pop up will appear, click the Yes button, then Next:



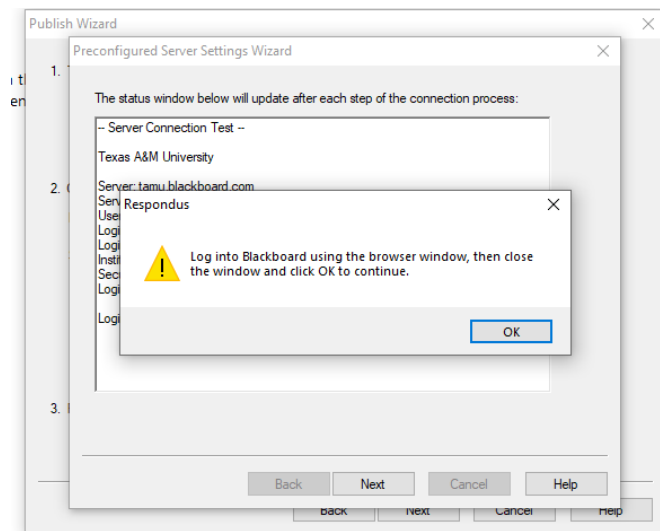
Choose “eCampus” from the dropdown Menu



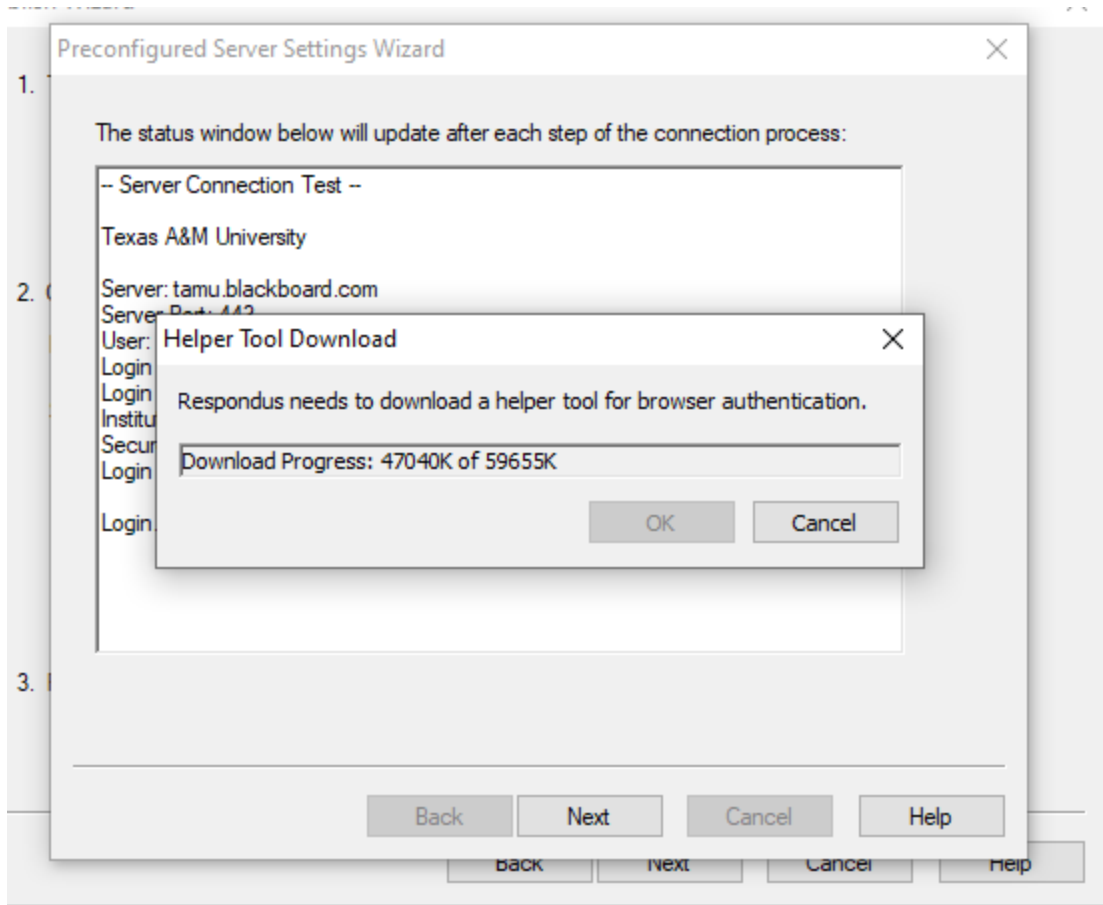
For the next pop-up, give the test a name, and click “Run Connection Test”, then Next



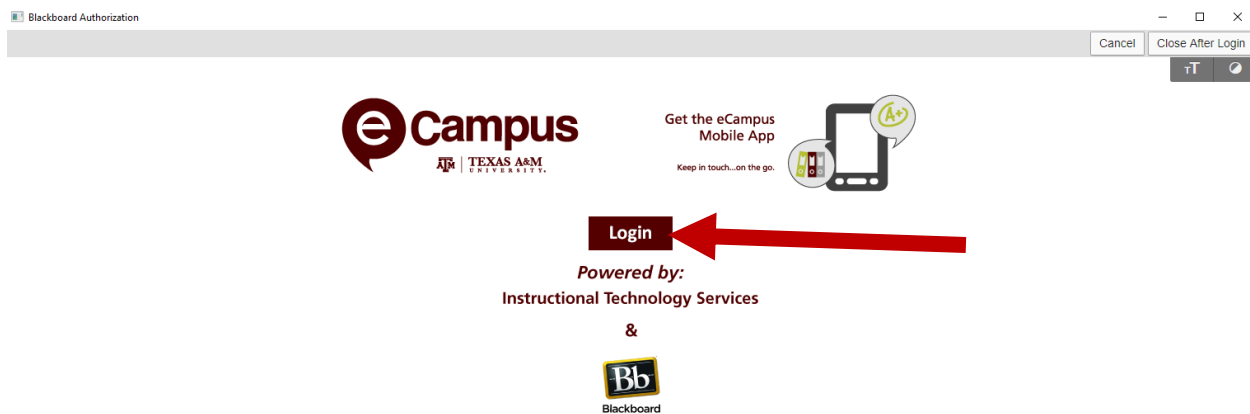
The pop-up will appear and ask that you log in to eCampus, click "OK"



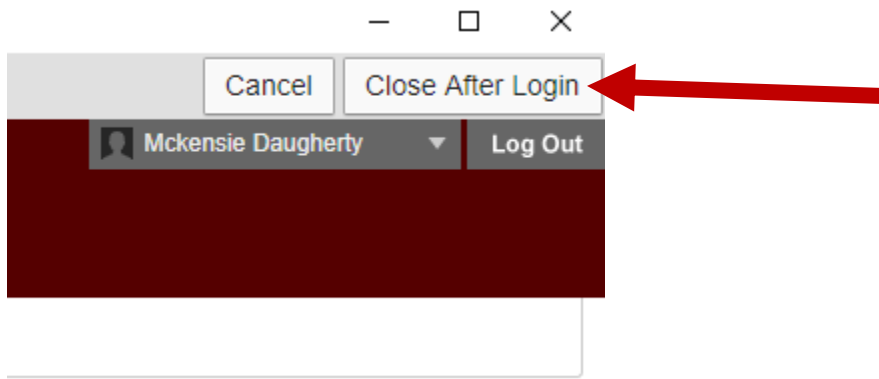
Click "OK" to start the Download



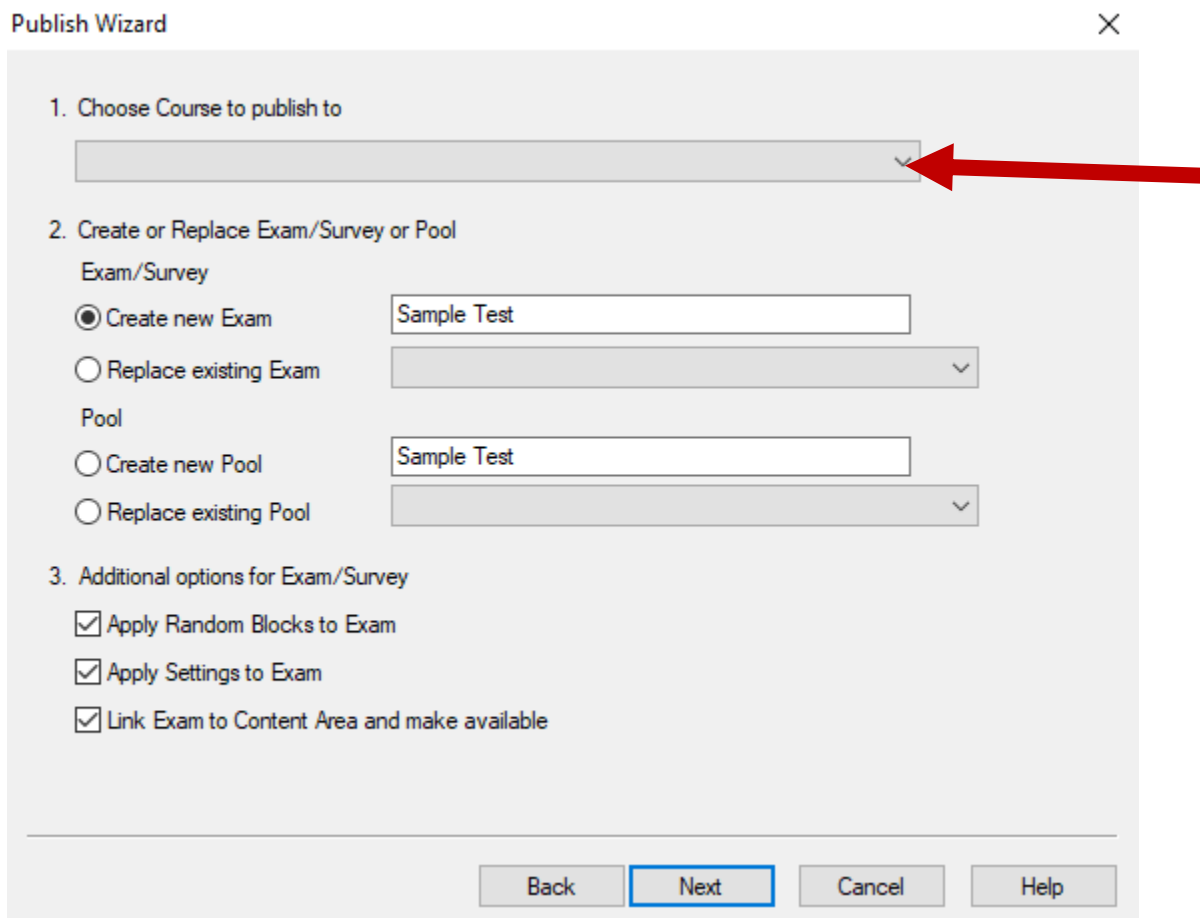
This will cause a pop up of eCampus, log in now using your howdy username and password.



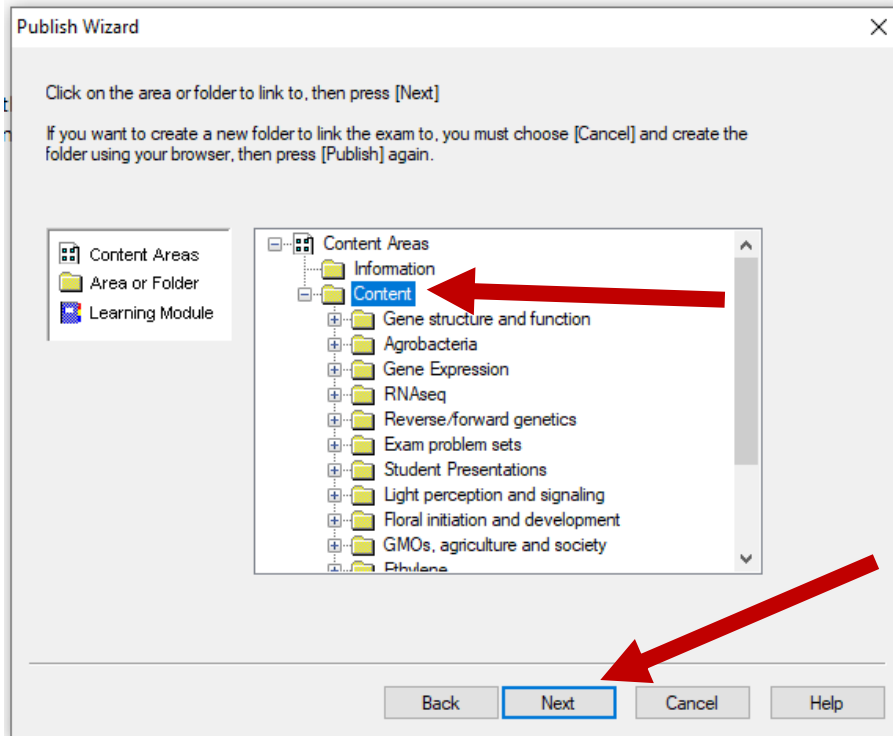
After you've logged in you can close the window using the "Close after login" button on the top right.



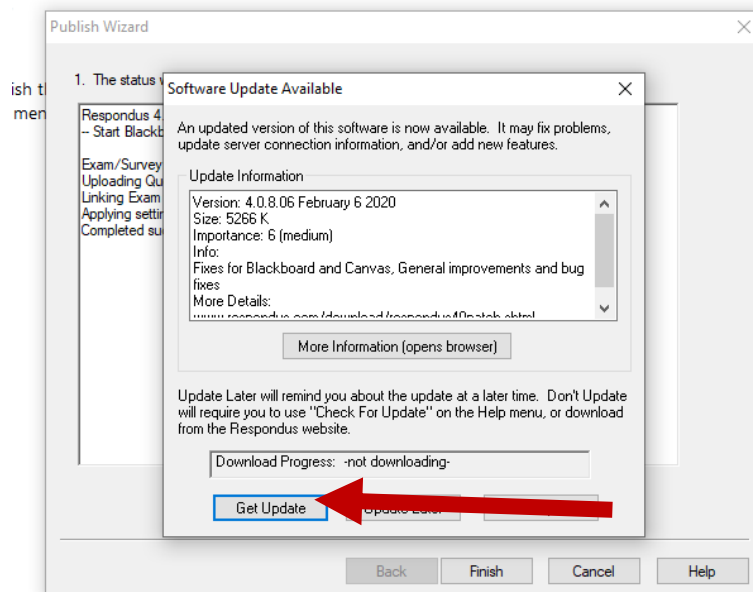
The Publish Wizard will pop back up, and you can choose the course you are wanting this course in from the drop down. The rest of the settings are default, and you can leave them alone. Hit Next.

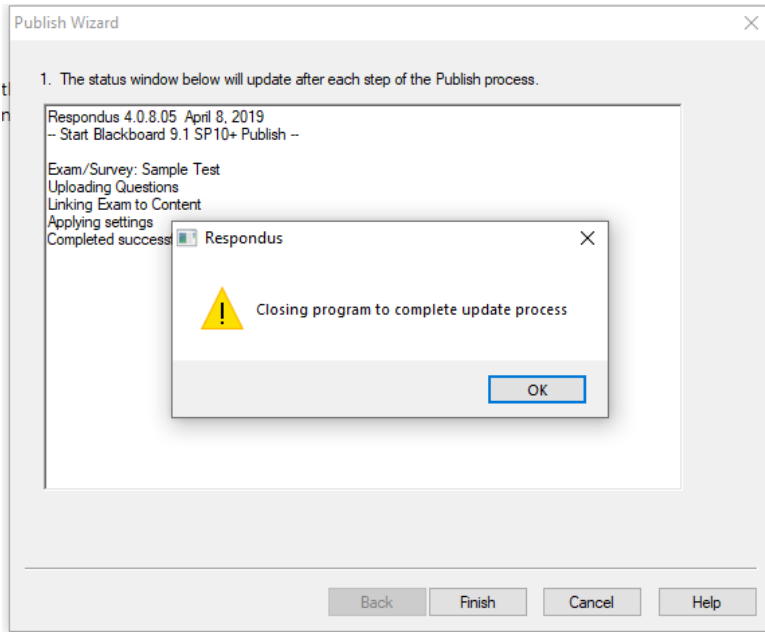


Here you will click on Content and choose which folder you want the exam to go in onECampus, shown below, then hit Next.

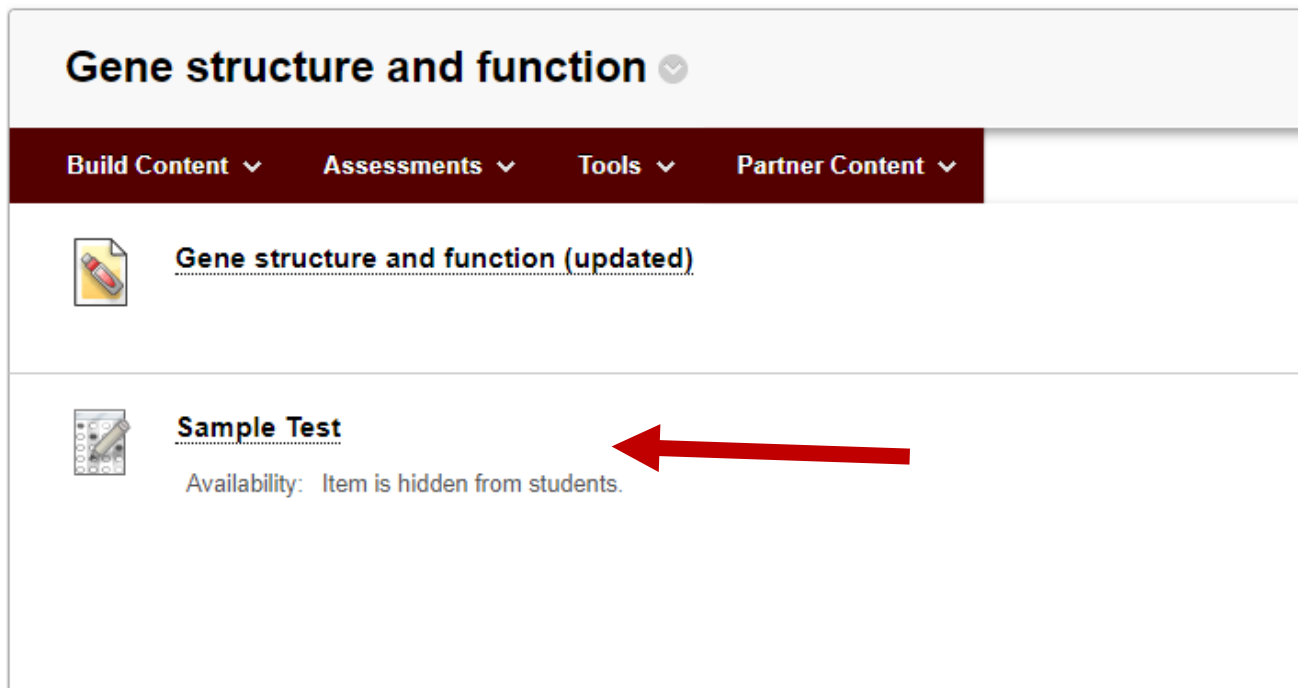


If it's your first test it will ask you to update, this is okay and go ahead and do it by clicking "Get Update".





Once it's done updating your exam should successfully have been added to eCampus. Go to your course in eCampus and open the folder you sent the exam to under Content.



Your exam should be there, and hidden from students for now. Click the Test name and select "Edit the Test Options".



Gene structure and function (updated)



Sample Test

Availability: It

- Edit the Test
- Edit the Test Options
- Make Available
- Adaptive Release
- Adaptive Release: Advanced
- Add Alignments
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- User Progress
- Move
- Item Analysis
- Change Due Date



Here you should be able to control things like the day of the exam, when it is due, how much time the exam is, etc. Read on for our suggested settings.

Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field.

TEST INFORMATION

* Name

Choose Color of Name

Content Link Description

Rich text editor toolbar with options for bold, italic, text color, font face (Arial), font size (12pt), text alignment, list creation, link, and unlink. The editor area is currently empty. Path: p Words: 0

Test Description

Show test description to students before they begin the test.

Open test in new window Yes No

Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field.

Cancel

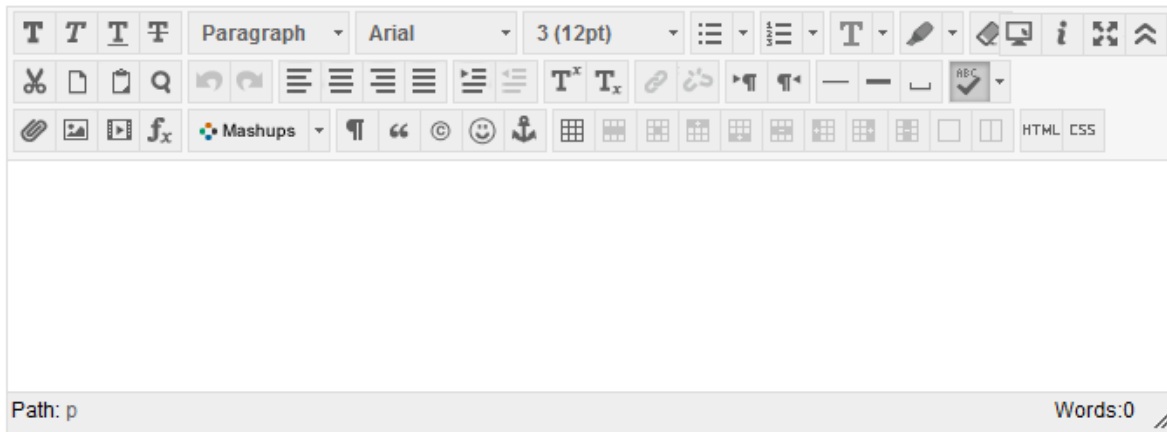
Submit

TEST INFORMATION

* Name

Choose Color of Name Black

Content Link Description



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a large empty text area for the content link description. At the bottom of the editor, it shows 'Path: p' and 'Words:0'.

Open test in new window Yes No

TEST AVAILABILITY

Make the link available Yes No

Add a new announcement for this test Yes No

You must make the link available here for the students to be able to see the assignment. If you would like it to appear on a particular date, check this box, and then use the “Display after” function below. Adding a new announcement sends an alert to the student when the

link for the problem set becomes available.

In the **Test Availability** section, you will want to set the time and day the exam will be available.

- a. You need to make the test available to students (check “yes”)
- b. You need to check force completion if you want your students to complete the exam in one sitting (synchronous delivery).
- c. If you would like them to have limited time (ie. a class period) set the time in the “**Set Timer**” section. If you are limiting time, you also should enable “Auto Submit”.
- d. Set the “**Display After**” day and time to the day and time you wish to deliver the exam. It will not be visible to students until this time.

TEST AVAILABILITY

Make available to students Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

Force Completion
Once started, the test must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes

Auto-Submit
 OFF ON

OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

2. Set the **Due Date**. This is the day and time that the exam ends.

3. Under “**Self Assessment Options**”, check the box to “**Include this Test Score in Grade center Calculations**”. This will make a column in the eCampus gradebook and display the grade, if so desired.

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after the date, but are marked Late.

Due Date 03/20/2020 11:00 AM
Enter dates as mm/dd/yyyy. This tag is stored in my homework.

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

SELF-ASSESSMENT OPTIONS

If this self-assessment choice to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

Include the Test in Grade Center score calculations

Grade Center items excluded from accuracy calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade Center

If this option is selected, the instructor will not be able to see any student grades, class averages, aggregate results, or class-level result trends. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Click Submit to add options for this tag. Click Cancel to quit.

Cancel Submit

4. **Show Test Results and Feedback to Students.** You may want to leave this blank, so that students are not receiving feedback on each question as they work through the exam.

5. Under **“Test Presentation”**, select **“One at a Time”**, and **“Randomize Questions”**. We

allow backtracking so that if students want to change an answer, they may go back and do it.

6. When everything is set, click **“submit”**.

I highly suggest you post a test exam, with silly/serious questions, just to make sure all of your students are able to access a test and can work through it.