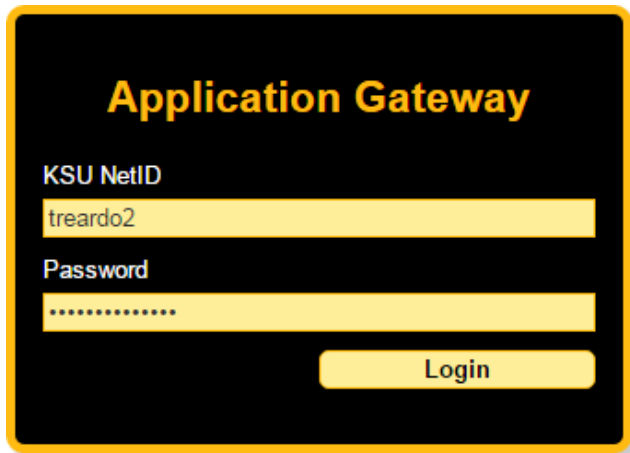


# Using Respondus 4.0 to Import Your Quiz Questions Faster

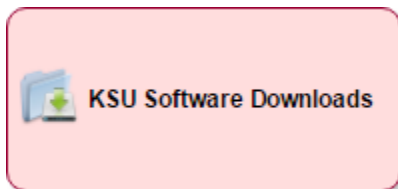
**\*IMPORTANT:** Please note that Respondus only works on PC computers. For Mac users, you can either [contact the ODE](#) for help or you can create your quizzes from within D2L.

## Downloading Respondus 4.0

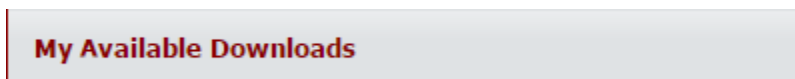
1. Go to <http://apps.kennesaw.edu> and log in with your NetID and password.



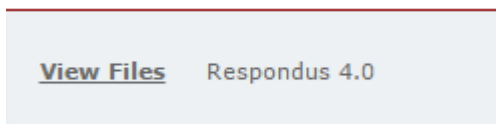
- 1.
2. Click KSU Software Downloads.



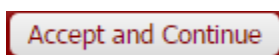
3. Click My Available Downloads.



4. Scroll down and click **View Files** next to Respondus 4.0.



5. Click Accept and Continue.



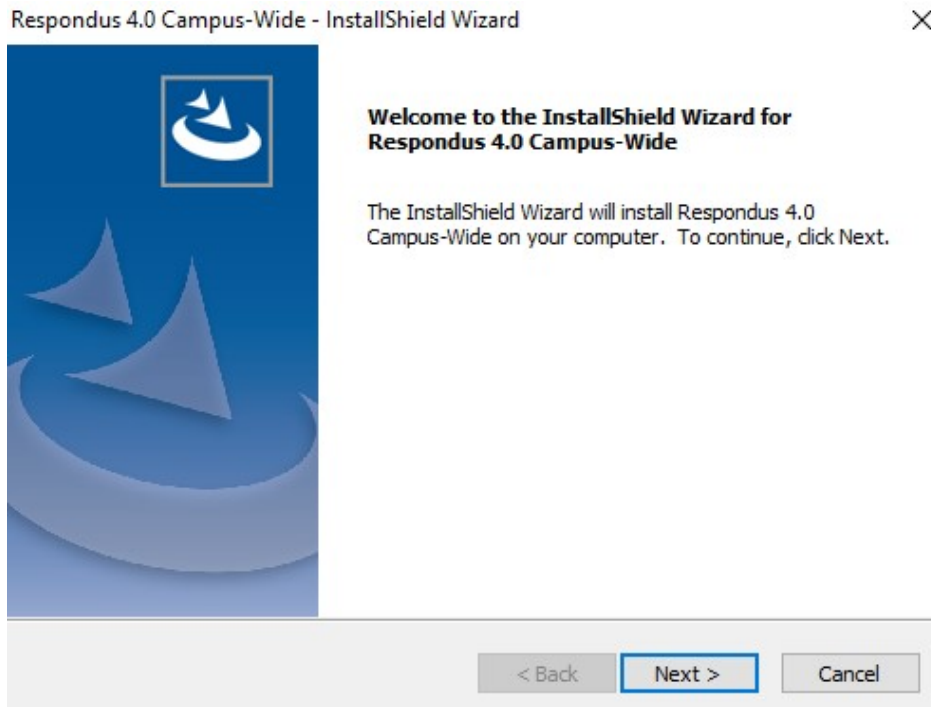
6. Next to the Respondus 4.0 Installation Program, click **Download File**, but keep your Internet browser open because you'll need it again once we get it installed.

[Download File](#) Respondus 4.0 Installation Program

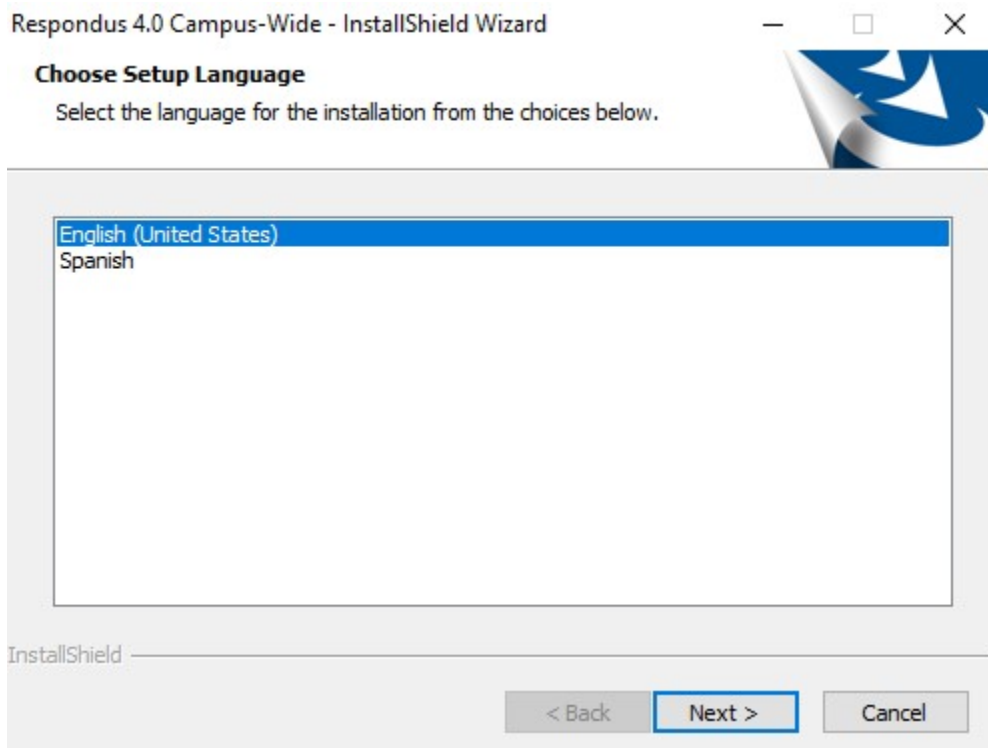
7.

## Installing Respondus 4.0

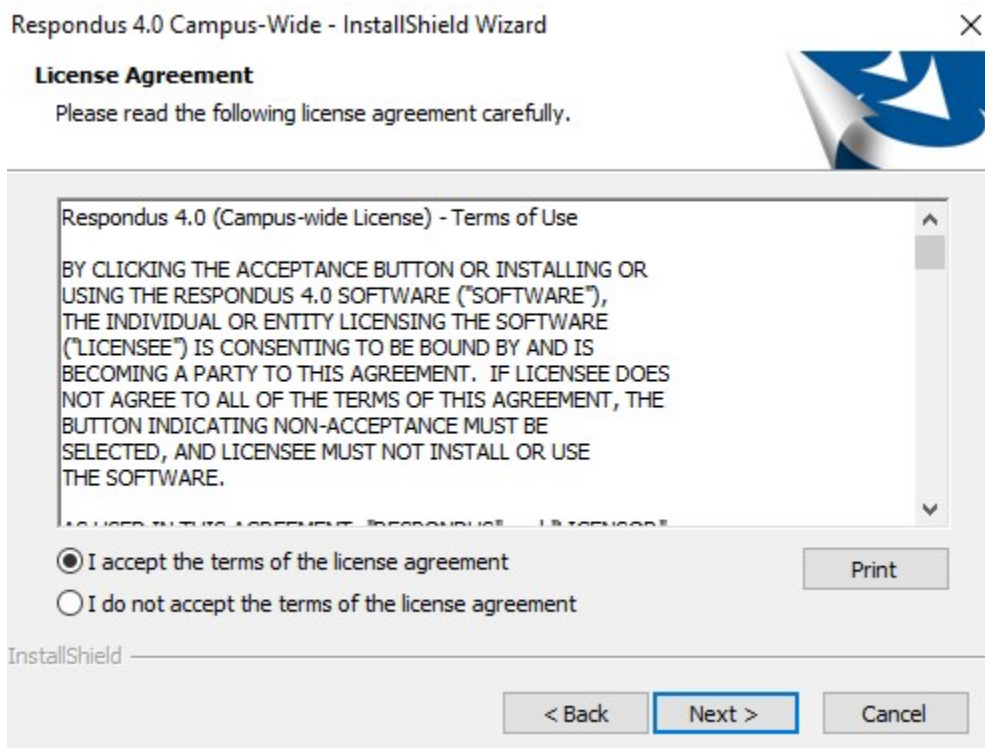
1. Open the .exe file that downloads.
2. You will see a window welcoming you to the installation wizard. Click **Next**.



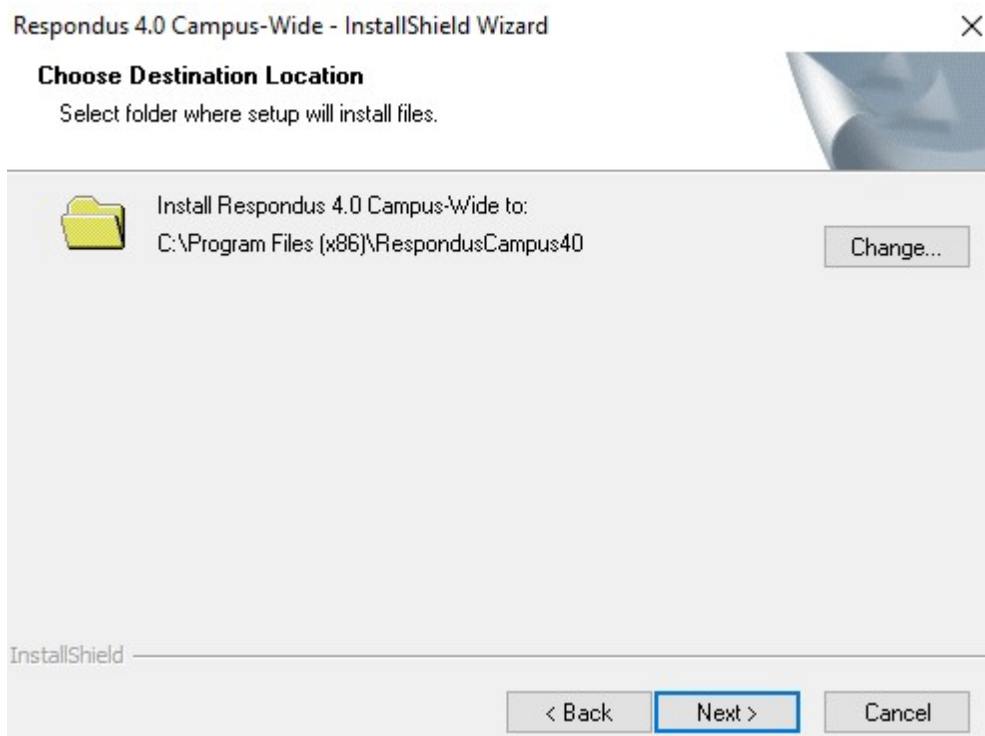
3. Choose the language for installation, then click **Next**.



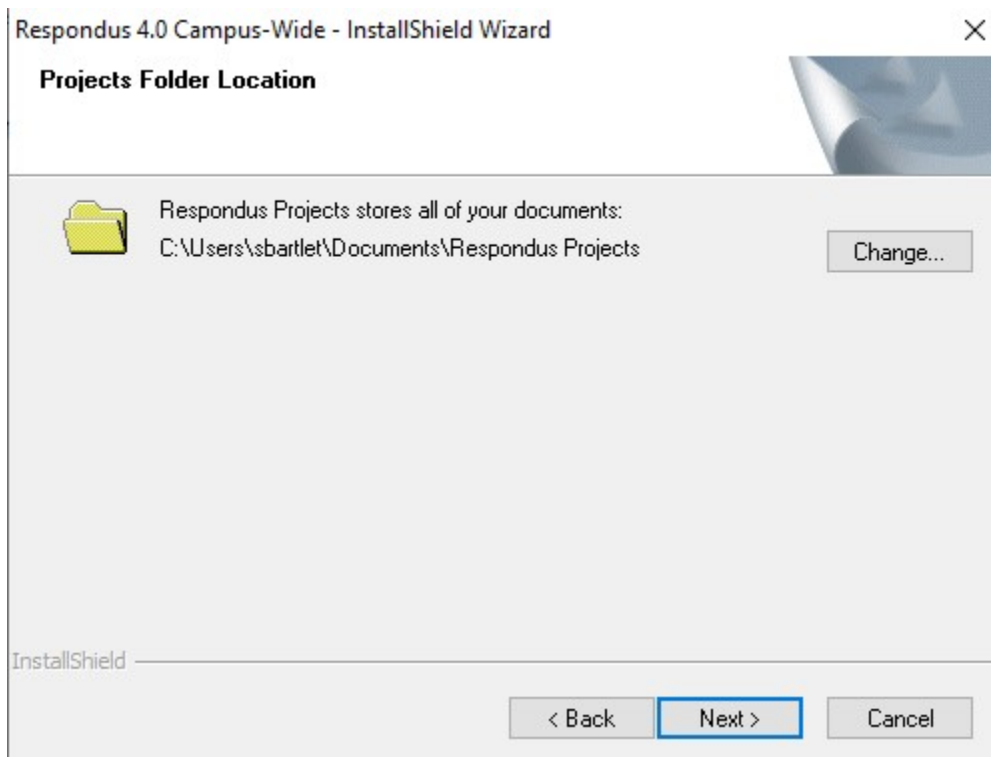
4. Read the terms of service, select **I accept**, then click **Next**.



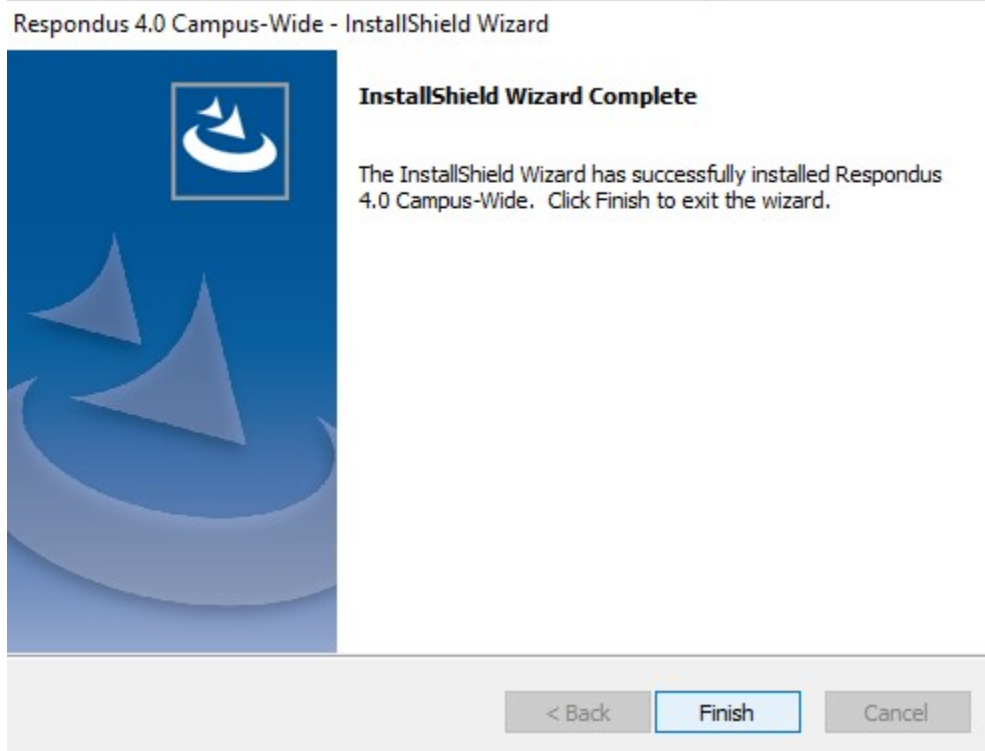
5. You will now be able to choose where you want to save the Respondus program on your computer. You can easily access it by searching from the Start Menu, so you can just leave this as-is. Click **Next**.



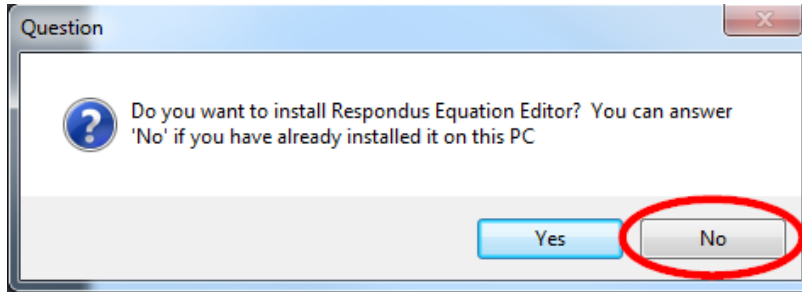
6. You can also choose where you want your projects to save. Since we're importing our quizzes directly into D2L, this doesn't change much. Unless told otherwise, don't change this, and click **Next**.



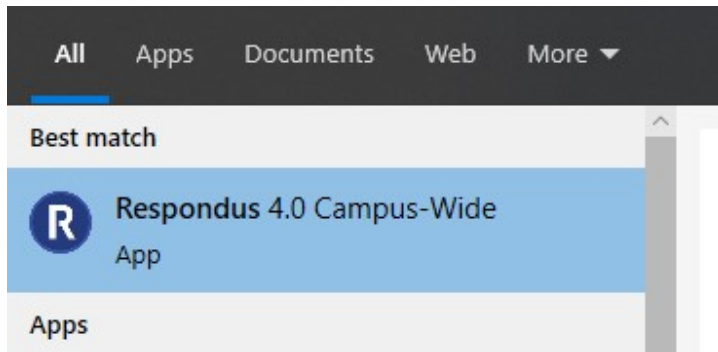
7. You should now see the final screen of the installation wizard. Click **Finish**.



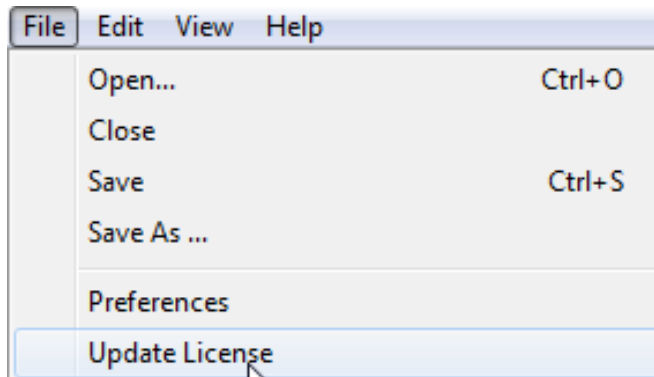
8. When you get to a window asking if you want to install the Respondus Equation Editor, click **No**.



9. Once the program is installed on your computer, click the Start menu and search "Respondus". When "Respondus 4.0 Campus-Wide" comes up, click on it.



10. When it opens, click File, then Update License.



11. In the Institution Name box, you'll put Kennesaw State University, then in the Local Support Contact box, you'll put service@kennesaw.edu. For the installation password, go back to your browser and this time click Download File next to Licensing Password.

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[Download File](#) Respondus 4.0 Licensing Password

- Put the licensing password shown there in the appropriate box in the form, then click **License**.

Campus-wide License

Before you can use Respondus 4.0 you must enter your institution name and installation password. The password must be provided by your local support person and cannot be obtained directly from Respondus, Inc.

Institution Name - enter it exactly as shown on the password sheet or e-mail  
Kennesaw State University

Local Support Contact(s) - this can be viewed later by going to Help > About  
service@kennesaw.edu

Installation Password 5491R63a754a21b7449e9

License Cancel

## Formatting Your File for Respondus 4.0

We generally create our face-to-face exams in Microsoft Word, right? Well good news! If you have your exams ready in Word, you can easily upload the questions all at once. Here's what you do.

- Ensure that your questions in the Word document follow the following template: link [here](#).
- When your questions are in Word, you're going to go through each of them and make it match the image below. It's very important to remove any category titles you might have in there and added spacing, and it's important to mark correct answers with an asterisk in front of the letter. You are allowed a title at the top of the page.

**Chapter 1 -The Language of the University**

1. \_\_\_\_\_ is awarded to students who maintain a 3.0 GPA in college courses.  
\*A. H.O.P.E.  
B. Student loan  
C. Pell Grant  
D. Presidential Scholarship

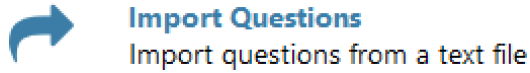
2. An arrangement that permits students to earn college credits for work, usually in the major.  
A. Apprenticeship  
B. Continuing Education  
\*C. Internship  
D. Co-Operative

3. Someone who can assist a student in decision-making and provide advice.  
A. Advisor  
B. Instructor  
C. Facilitator  
\*D. Mentor

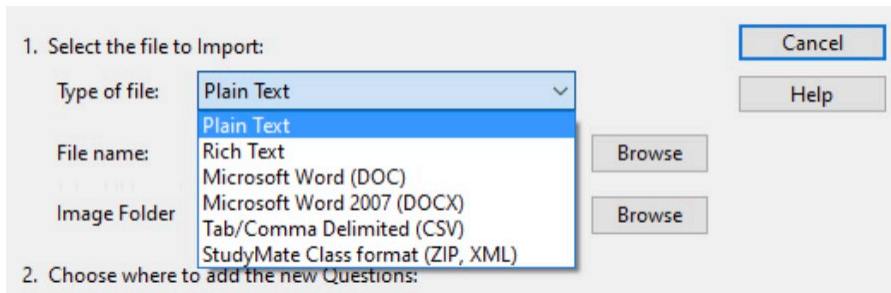
3. Save that file to your desktop or another place that is easy for you to find. It will have a .docx extension.

## Importing your Questions into Respondus 4.0

1. Once you have your .docx file, click **Import Questions** in Respondus 4.0.



2. Change the file type from Plain Text to .docx.



3. Click **Browse** next to File name.



4. Find your .docx file and click **Open**.



5. Where it says "Create a new document, named:", add a name for this document.



6. Click **Preview**. All of your questions should appear in the box. You might also get some warnings in the last box. If there is a warning saying that there were duplicate titles, you can ignore that one. But any other warnings you get will likely need to be addressed. A common one says that a question doesn't have an answer, and in that case, you want to go back and check your document to make sure that you marked an answer. You can re-upload and re- preview as many times as you need to as you get rid of the warnings. When you are ready, click **Finish**.

3. Use the Preview button to check for problems:

4. Press the Finish button to complete the process.

Preview results

#	Title	Question Wording
1	is awarded to st	_____ is awarded to students who mai
2	An arrangement	An arrangement that permits students to ear
3	Someone who c	Someone who can assist a student in decisio
4	The unethical a	The unethical act of using another person's
5	A course requir	A course requirement that must met before a

No warnings.

7. You will see a pop-up that says File Saved. Click **OK**.



8. All of your questions should appear in the list at the bottom.

Question List					
#		Title	Format	Points	Question Wording
1		is awarded to st	Multiple Choice	1.0	_____ is awarded to students who maintain a 3.0 GPA in college courses.
2		An arrangement	Multiple Choice	1.0	An arrangement that permits students to earn college credits for work, usually in the major.
3		Someone who c	Multiple Choice	1.0	Someone who can assist a student in decision-making and provide advice.

9. Click the **Settings** tab.

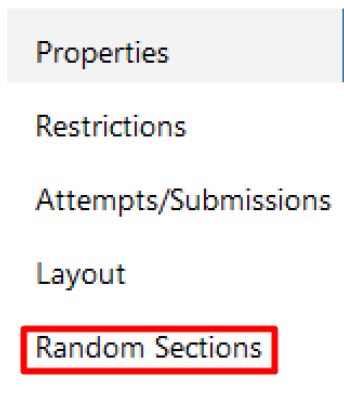
## Settings

10. In this tab, you'll see many of the settings that will be found in D2L. However, I advise against using the Respondus form for those settings because it hasn't been updated since the last D2L update and things don't always transfer. I suggest leaving everything above **Random Sections** alone, then editing your settings from inside D2L when you're done.



11. If you want your quiz to be randomized, do the following steps. If not, skip to step 12.

a. Click Random Sections.

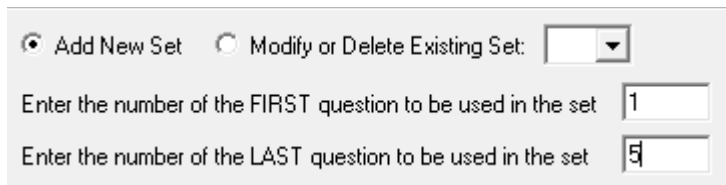


b. Click Random Sections again.

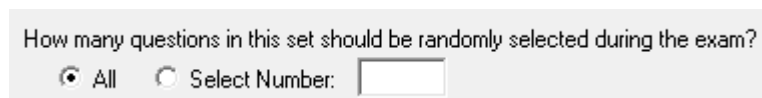


**Random Sections**

c. Where it asks for the FIRST question to be used in the set, put 1. Where it asks for the LAST question to be used in the set, put the number of the last question in your quiz.

A form with two radio buttons: 'Add New Set' (selected) and 'Modify or Delete Existing Set:'. Below the radio buttons is a dropdown menu. Underneath are two input fields: 'Enter the number of the FIRST question to be used in the set' with the value '1', and 'Enter the number of the LAST question to be used in the set' with the value '5'.

d. Where it asks how many questions should be randomly selected, you can either have it pull all of the questions (if you want students to have all of the questions, but in a random order), or you can select a specific number to be pulled. In that case, students will get that number of questions, randomly selected from the pool of questions, in a random order.

A form with the text 'How many questions in this set should be randomly selected during the exam?' and two radio buttons: 'All' (selected) and 'Select Number:'. There is an empty input field next to the 'Select Number' radio button.

e. Finally, put a point value for each question in the random section. Then click **Add New Set**.

f. You should see a letter (most likely A) appear next to each of your questions in the box below. That means that the questions were added to a random section.

#	Set	Title	Format	Question Wording
1	A	is awarded to stude	Multiple Choice	_____ is awarded to students wh
2	A	An arrangement th	Multiple Choice	An arrangement that permits students
3	A	Someone who can	Multiple Choice	Someone who can assist a student in c
4	A	The unethical act	Multiple Choice	The unethical act of using another per
5	A	A course requirem	Multiple Choice	A course requirement that must met be

- g. You should also see the points calculate based on the number of questions you plan to pull from the section and the points each question is worth. For example, if you have 5 items pulled, and each is worth 2 points, your total points will be 10. Click **OK** when you are ready.

Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.

Total Items: 5      Points: 10.0

12. Click Preview + Publish.

Start      Edit      Settings      **Preview + Publish**      Retrieval

13. You can preview the quiz questions by clicking the **Preview** button. When you are ready, click **Publish**.

Preview

**Publish**

Print Options

14. Click Publish Wizard.

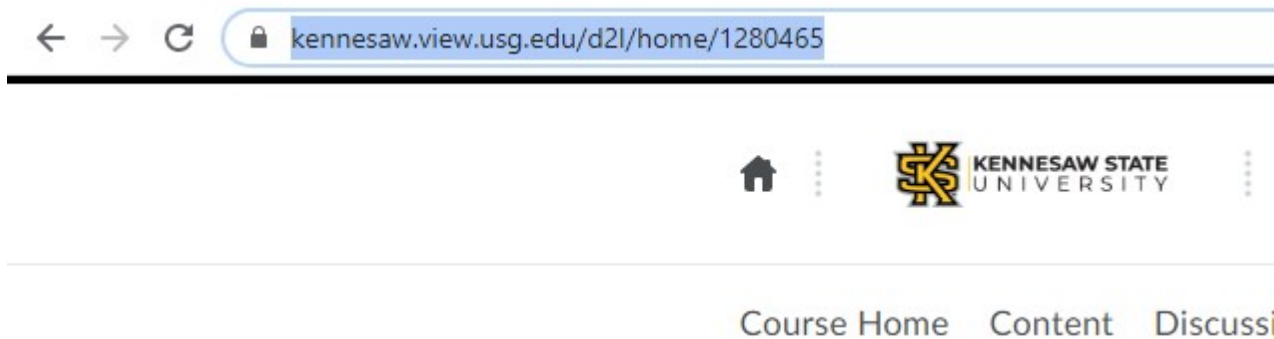
## Publish to Brightspace ?



### Publish Wizard

Use this option to publish the currently open document to the Brightspace server.

15. Minimize your Respondus window and open up your preferred Internet browser. In your browser, log in to [kennesaw.view.usg.edu](https://kennesaw.view.usg.edu) and navigate to the course into which you want to import this quiz. You may need to log in using Duo Two-Factor Authentication, so keep your phone nearby. Highlight the web address at the top, right-click, and select **Copy**.



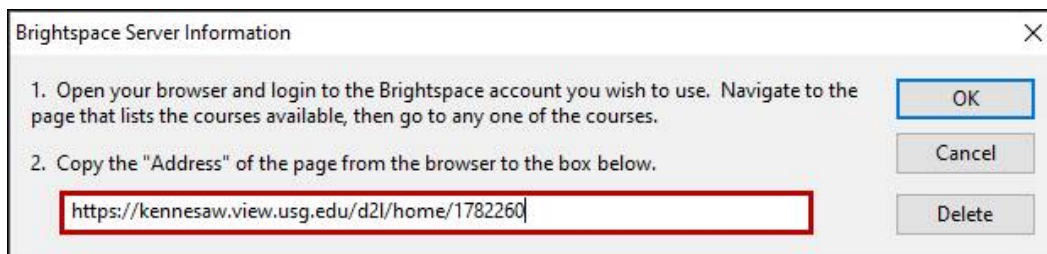
16. Now, go back into your Respondus window where you were about to publish your quiz.
17. If you want to publish a quiz to multiple sections at once, select the **Batch Publish to multiple courses** option. Otherwise, keep it as-is.



18. Select - **add new server** - in the drop-down menu.



- This will prompt the “Add New Server Settings” box.
- Click on No, I want to enter the server settings manually, then click Next.
- The “Brightspace Server Information” box will appear.
- While your cursor is in the blank for number two, right click, and select **Paste**.



- Click **Extract**.
- Go to number four and type a description (Ex. D2L Brightspace).

- g. Type in your username and password as if you are logging into D2L Brightspace.  
NO EMAIL

4. The information below must be entered manually, then press the OK button:

Description	<input type="text" value="KSU test server"/>	(text to display in the servers list, e.g. "UCSD login")
User name	<input type="text"/>	Password <input type="password"/>

Remember my User Name and Password (save them on this computer) --  
If this is a shared computer, un-check this box!

- h. Be sure to check the box next to “Remember my Username and Password”.
- i. Click **OK**, then **Next**, then **Finish**.
- j. This should take you to the next screen to choose which course to publish to.
19. Go into your D2L course in your Internet browser. Remember how we didn’t set any settings in Respondus? Now you can go into your quiz in D2L and edit the settings from there. If you have never used the D2L quizzing feature before, please refer to the D2L quizzing tutorial [here](#).

Created by Tiffani Reardon, April 2017

Updated by Sam Lee, July 2020