Black Hills State University Instructional Design
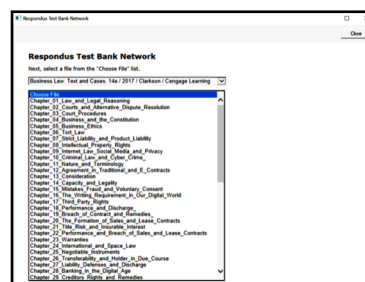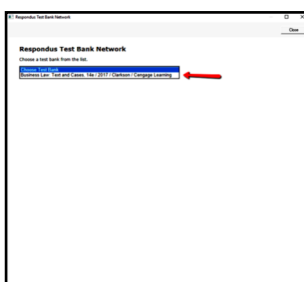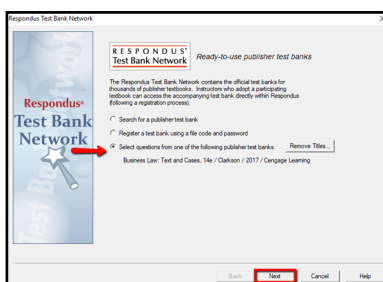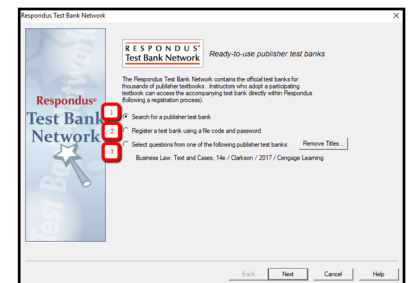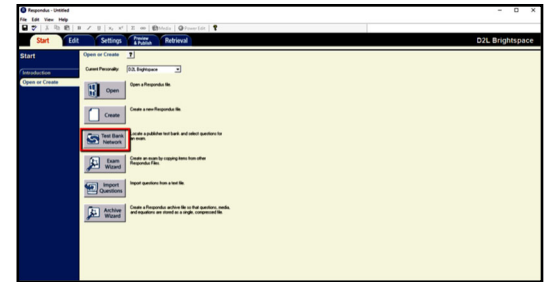
Respondus - Publisher's Test Bank

Steps

1. Request access to the Test Bank / Create tests in Respondus
2. Publish to D2L

Step 1: Request access to the Test Bank / Create tests in Respondus

- Open Respondus
- Click on 'Test Bank Network' button
- Three options

  a. Search for a publisher test bank
  b. Register a test bank using a file code and password
  c. Create a test - Select questions from one of the following publisher test banks

- d. Search for a publisher test bank
  - Select the option > Click 'Next' > 'Next' for a Respondus webpage to open to 'Search for Test Banks'
  - Enter the required information > Click 'Search'
    - If the textbook that you are looking for has a text bank, it will display on the page
      - Click on 'More Information & Test Bank Request'
      - Follow the steps > Click 'Submit'
      - You will receive an email from the Publisher with a file code, password and other instructions
      - Follow the instructions to 'link' the test bank to Respondus
    - If not, it will prompt you to 'New Search' or 'Suggest a test bank'
      - Follow the instructions

- b. Register a test bank using a file code and password
  - Find the email from the Publisher with the file code, password and other instructions
  - Follow the instructions to 'link' the test bank to Respondus
  - Wait for the message 'The Test Bank is now linked' > Click 'Continue'

- c. Create Test - Select questions from one of the following publisher test banks
  - Select the option > Click 'Next'
  - Leave the checked 'Create a new file' option as is > Click 'Next' > '
  - Provide a name > Copy the same text and paste into the Description area > Click 'Next' for the 'Respondus Test Bank Network' window to open
  - Choose the linked test bank from the dropdown menu
  - Select a file from the "Choose File" drop down list.

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- Select questions to be added to the new file
- Check the button 'Automatic' to select the number of questions
- Add the number of questions and points
  - *Best Practice: To add all the questions.*
  - (Later, you can select the number of questions for the test and update the points in D2L)
- Click 'Insert into list'
- Wait for the message ' ☑ XX items were successfully copied to the project'
  - Continue if you wish to add more questions from other chapters > Click 'Add to End of List'
- **OR** Click 'Close' > 'Finish' for the questions to be displayed in the Respondus 'Edit' page.
- Click 'Settings' Tab to select the options for your test.
  - *Best Practice: Setting up some features here in Respondus is easier than setting them up in D2L. You might still want to check the test in D2L after it is published.*

Step 2: Publish to D2L

1. Click 'Preview & Publish' Tab > Publish > Publish Wizard
2. In the Publish Wizard pop-up window, click on the drop-down arrow > 'add a new server' for 'Add New Server Settings' window to open
3. In the 'Add New Server Settings' window, click 'Next' for the 'Preconfigured Server Settings Wizard' to open
4. In the 'Preconfigured Server Settings Wizard', type 'D2L' for item 1 > Click 'Next' for 'Brightspace Authorization' with 'Server:D2L' internet browser to open
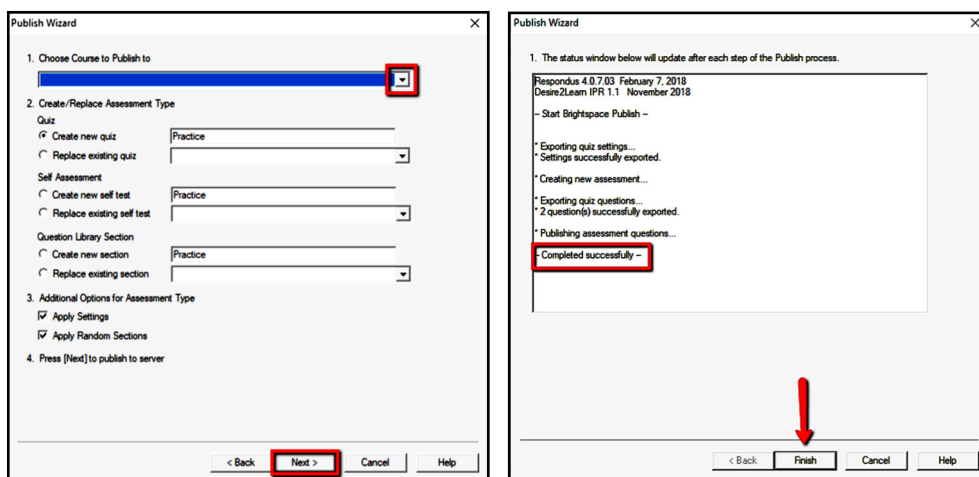
5. Use BHSU email credentials to Sign in for a different 'Preconfigured Server Settings Wizard' to be displayed
Note: Save the userid and password to save future logging in

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6. Click 'Next' in the new 'Preconfigured Server Settings Wizard' to go to the 'Finish' window to open
7. Click 'Finish' for the 'Publish Wizard' window to open
8. In the 'Publish Wizard' window, click 'Next' for 'Brightspace Authorization' with 'Server:D2L'   internet browser to open, if you have not saved the user id and password
9. Use BHSU email credentials to Sign in for a different 'Publish Wizard' window to open
10. In the new 'Publish Wizard' window, select the course from the drop-down menu
11. Click 'Next' for Respondus to export questions into the selected D2L course
12. Wait for 'Completed Successfully' message to display
13. Click Finish

In D2L

- Log in to D2L > Enter the specific course
- Click on Assessments > Quizzes to find the published quiz
- Check the Properties, etc… in D2L before releasing it to the students

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