

Respondus - Publisher's Test Bank

Repondus - Untitled File Edit View Help

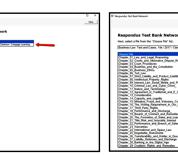
Steps

- 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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Instruction

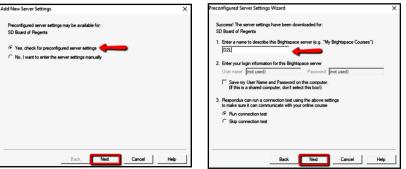
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- Select questions to be added to the new file
- Check the button 'Automatic' to select the number of questions
- Add the number of questions and points
 - Best Practice: To add all the questions.
 - (Later, you can select the number of questions for 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

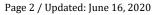


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Multiple Choice	35	35	
True - False	35	35	1
Essay / Short Answer	2	0	
Matching	0	0	0
Fill in Blank	0	0	0
Multiple Answer	0	0	0
Calculated	0	0	0
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- 6. Click 'Next' in the new 'Preconfigured Server 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

Publish Wizard 1. Choose Course to Publish to	Publish Wizard I. The status window below will update after each step of the Publish process. Personatus 4 0.703 rebusys 7, 2018 Desize12.4.am (PR.1.1) Nevember 2018
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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

