



Black Hills State University Instructional Design

Upload Quiz into D2L (Using Respondus)

Import Questions

1. Open Respondus to go to the 'Start Tab' > Click on 'Import Question' for "Import Questions" window to pop-up.



- Make sure that the "Type of file:" is 'Plain Text'-(.txt) / 'Word doc' - (.doc / .docx) and in the specified format
2. Select the type of file > Click on 'Browse'
 3. Select the saved Notepad / Word document with the formatted questions
 4. Type a name for 'Create a new document, named:'
 5. Leave the 'Exam' button checked for "Type of file to create:'
 6. Click 'Preview' for the questions to be displayed the 'Preview results' area
 - Preview Results area will display warnings, if any
 7. Click 'Finish'

#	Title	Question Wording
1	Who determine	Who determined the exact speed of light?
2	Albert Michels	Albert Michelson determined the exact speed of light?

Preview Questions

1. Click on the Preview & Publish tab > 'Preview' > Preview the File Button
2. In the Preview pop-up window,
 - Use the 'Next' button to check the question
 - Use the 'Modify Item' button and follow the steps to modify any question that did not import correctly.
3. Click 'Close'



Expanded View

- Click on the 'Edit' tab > 'Expanded View' to enlarge the view.

#	Title	Format	Points	Question Wording
1	Sculptor	Multiple Choice	1.0	Who was the sculptor of <i>Sacchus</i> , <i>Sleeping Cupid</i> , <i>Madonna of the Stairs</i> , and <i>David</i> ?
2	Composer	Multiple Choice	1.0	This German composer is known for the following works: <i>Magnificat</i> , <i>Christmas Oratorio</i> , and the <i>Brandenburg Concertos</i> .
3	Summa theologica	Multiple Choice	1.0	Who authored <i>Summa theologica</i> ?

Publish Questions to D2L

1. Click on the Preview & Publish tab > 'Publish' > Publish Wizard button
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



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3. In the 'Add New Server Settings' window, select 'No, I want to enter the server settings manually'
4. Click 'Next' for the 'Preconfigured Server Settings Wizard' to open
5. In the 'Preconfigured Server Settings Wizard',
 - for item 1: copy & paste the website address of your D2L course,
 - for item 2: enter your BHSU email address and password'
 - Note: You can save the User Name and Password if you wish to
 - Click 'Next' for 'Brightspace Authorization' with 'Server:D2L' internet browser to open
6. If you have not saved the user id and password, use your BHSU email credentials to sign in for a different 'Preconfigured Server Settings Wizard' window to open
7. Click 'Next' > 'Finish' for the 'Publish Wizard' window to open

Add New Server Settings

Preconfigured server settings may be available for:
SD Board of Regents

☒ Yes, I want to download and use preconfigured settings
☐ No, I want to enter the server settings manually

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Preconfigured Server Settings Wizard

Success! The server settings have been downloaded for:
SD Board of Regents

1. Enter a name to describe this Brightspace server (e.g. "My Brightspace Courses")
your D2L Course website

2. Enter your login information for this Brightspace server
User name: bhsu email address Password: password
☐ Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box)

3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course
☒ Run connection test
☐ Skip connection test

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Brightspace Authorization

Server: D2L

South Dakota Public Universities

Sign in with your organizational account

Password

Sign in

Close

Preconfigured Server Settings Wizard

The status window below will update after each step of the connection process:

Server Connection Test --
SD Board of Regents
Server: d2l.sdbor.edu
Auth Type: REST
Port: 443
Secure Server: Yes, Https always
Login... completed
Retrieve Course List... completed
Connection Test: Completed Successfully.
Click [Next] to continue.

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8. In the new 'Publish Wizard' window, select the course from the drop-down menu
9. Click 'Next' for Respondus to export questions into the selected D2L course
10. Wait for 'Completed Successfully' message to display
11. Click Finish

The screenshot shows the 'Publish Wizard' window with the following sections:

- 1. Choose Course to Publish to: A dropdown menu with a red box around it.
- 2. Create/Replace Assessment Type:
 - Quiz: ☒ Create new quiz (Practice), ☐ Replace existing quiz
 - Self Assessment: ☐ Create new self test (Practice), ☐ Replace existing self test
 - Question Library Section: ☐ Create new section (Practice), ☐ Replace existing section
- 3. Additional Options for Assessment Type:
 - ☒ Apply Settings
 - ☒ Apply Random Sections
- 4. Press [Next] to publish to server

At the bottom, the '< Back' button is disabled, and the 'Next >' button is highlighted with a red box. 'Cancel' and 'Help' buttons are also present.

The screenshot shows the 'Publish Wizard' window with the following sections:

- 1. The status window below will update after each step of the Publish process.

The status window displays the following text:

```
Respondus 4.0.7.03 February 7, 2018
Desire2Learn IPR 1.1 November 2018

- Start Brightspace Publish -

* Exporting quiz settings...
* Settings successfully exported.
* Creating new assessment...
* Exporting quiz questions...
* 2 question(s) successfully exported.
* Publishing assessment questions...
- Completed successfully -
```

At the bottom, the '< Back' button is disabled, and the 'Finish' button is highlighted with a red arrow. 'Cancel' and 'Help' buttons are also present.

12. Log in to D2L > Enter the specific course
13. Click on Assessments > Quizzes to find the exported quiz
