Making Quizzes for Blackboard
Word → Respondus → Blackboard

PREPARE THE QUIZ IN WORD, USING VERY SPECIFIC FORMATTING.

When uploading a Word-based test to Respondus, you MUST use the proper format for each question type (see instructions below). There are some features which will require you to create the basic test in Word, upload the test into Respondus, and then add certain question enhancements from within Respondus.

1. Number each question with a period after the number. If you anticipate having over a hundred questions in the total set, I suggest you start with 001, 002, 003.

2. Turn off Auto-numbering of lists in Word using these steps..

> **Word 2010:**
> 1. Click the **File** tab.
> 2. Click **Options**.
> 3. Click **Proofing**.
> 4. Click **AutoCorrect Options**.
> 5. Click **AutoFormat As You Type**.
> 6. Uncheck **Automatic Numbered Lists**.
> 7. Click **OK**.

3. Format text in a very specific ways, depending on the question type…see below

4. (optional) Add Question Feedback (information about correct or incorrect answers, and other teaching points) , see below

FORMATS FOR DIFFERENT QUESTION TYPES

❖ **Multiple Choice – single answer**
Note: Best practices for MCQ's are that the choices are alphabetized. You might want to do that step first.

Multiple Choice questions can have up to 20 answer choices, but only one correct answer can (and must) be selected. You must also provide a point value for each question (the default setting is "1").

> 001. Type here the text of the question
> a. choice a – **don't use auto numbering**
> b. choice b – must have periods after the a, b, c d.
> *c. choice c blah blah blah - put an asterisk to the left of the correct choice
> d. choice d – more text

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Example:

> 001. A healthy 19-year-old primigravida is in the 12th week of her pregnancy when she develops vaginal spotting of blood and mild cramping abdominal pain. The pregnancy up to that point has been uncomplicated. On physical examination she is afebrile. There is vaginal bleeding but no exudate. A spontaneous abortion occurs a day later. Which of the following conditions is most likely to produce these findings?
>
> A. Chromosomal abnormality
> *B. Congenital infection
> C. Maternal drug use
> D. Placental insufficiency
> E. Toxemia of pregnancy

❖ Multiple Choice- Multiple Answer

First line: TYPE: MA
Question: Type the number, a period, a space, then the question text.
Answer Choices: Type the letter, a period, a space, then the answer choice.
Correct Answers: Put a star * in front of **EACH** correct answer. Do NOT put a space between the * and the letter.

> *Example:*
> Type: MA
> 005. Which of the following are primary colors?
> *a. red
> b. orange
> *c. yellow
> *d. blue
> e. purple
> f. green

❖ True/False Questions

Enter the statement in the question wording field and then select either "True" or "False" as the correct answer. With Survey files (no right answers), the True and False question type is replaced with a "Yes and No" question type.

Question: Type the number, a period, a space, then the question text.
Answer Choices: Type the letter, a period, a space, then the answer choice.
Correct Answer: Put a star * in front of the letter of the correct answer. Do NOT put a space between the * and the letter.

Note: True MUST be the first answer choice for Respondus to recognize the question as a True/False question.

> *Example:*
> 2. The primary colors are red, yellow, and purple.
> a. True
> *b. False

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❖ **Essay/Short Answer**

This question type allows a student to enter a paragraph or short phrase for the answer. A correct answer can be entered for feedback purposes; however, the answer must still be graded manually in Blackboard. If the "Short Answer" checkbox is selected, the size of the answer window can be specified (up to six lines).

First line of the question is **Type: E**
Question: Type the number, a period, a space, then the question text.
Answer: Type the letter *a*, a period, a space, and then the answer to the question.

NOTES:
- You do not have to include an answer for essay questions.
- Essay questions can also be short-answer questions. To turn an essay question into a short-answer question (slightly different format and presentation), you will need to edit the question **inside of Respondus** and check the Publish as Short Answer instead of as Essay box.

> *Example:*
> Type: E
> 3. How is color related to mood?
> a. put the answer text here.

❖ **Fill in the Blank Questions**

Fill in the blank questions require students to enter a word, short phrase, or string of characters. Since a computer automatically grades the answer, students must give an answer that exactly matches one of the answers provided by the teacher. You are permitted to enter multiple forms of the correct answer.

First line of the question is **Type: F**
Question: Type the number, a period, a space, then the question text.
Answer: Type the letter *a*, a period, a space, then the answer. You can provide
variations on the answer that will be acceptable.

> *eg.,* sometimes there are variations of the correct answer (e.g. "United States of America" and "USA"). You can include acceptable variations by simply adding each variation on a new line with a new letter

> *Example:*
> Type: F
> 3. Who was president in 1983?
> a. Reagan
> b. Ronald Reagan
> c. Ronald W. Reagan
> d. Ronald Wilson Reagan

❖ **Matching Questions**

Matching questions require students to match items from two columns. There are two ways to create matching questions in Respondus.

First line of the question is **Type: MT**
Question: Type the number, a period, a space, then the question text.
Answers: Type the letter *a*, a period, a space, the term from the left column, an equal sign =, the correct answer from the right column.

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NOTES:

The answers will be mixed up when they are imported into Blackboard from Respondus.
You can have up to 20 matched pairs (i.e. 40 terms to match). In a matching question, the left column will be displayed to the student in the order information was entered. The answers in the right column will be automatically scrambled. All answer choices are equally weighted and scored proportional to the number correct. So if a student matches 8 of 10 items correctly, the score will be 80% for that question.

Example:
> Type: MT
> 4. Match the president with the year he took office.
> a. Reagan=1981
> b. Nixon=1969
> c. T. Roosevelt=1901
> d. Lincoln=1861

(optional) ADD QUESTION FEEDBACK

There can be two kinds of feedback. Each has a different formatting requirement
Feedback can be "General" or "answer-specific". On the Word document, the feedback text goes right after the question, and before any of the answer choices. The feedback line must begin with the @ symbol, and there must be at least one space between the @ symbol and the feedback text.

General Feedback example:

> Title: Speed of Light
> 3. Who determined the exact speed of light?
> @ Albert Michelson was the first American to win the Nobel Prize in Physics (1907)
> for his measurements of the speed of light. His experiments laid the groundwork
> for Einstein's Theory of Relativity.
>
> a. Albert Einstein
> *b. Albert Michelson
> c. Thomas Edison
> d. Guglielmo Marconi

Answer-specific feedback example

> Title: Speed of Light
> 3. Who determined the exact speed of light?
>
> a. Albert Einstein
> @ No. Albert Michelson determined the exact speed of light.
> *b. Albert Michelson
> @ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact
> speed of light.
> c. Thomas Edison
> @ No. Thomas Edison did not determine the exact speed of light.
> d. Guglielmo Marconi
> @ No. Marconi did not discover the exact speed of light, but he did win the Nobel
> Prize for Physics for his work with radio waves.

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Or *both* types of feedback can be used (be careful to not overwhelm the user)

Title: Speed of Light
3. Who determined the exact speed of light?
@ Albert Michelson was the first American to win the Nobel Prize in Physics (1907)
for his measurements of the speed of light. His experiments laid the groundwork
for Einstein's Theory of Relativity.

a. Albert Einstein
@ No. Albert Michelson determined the exact speed of light.
*b. Albert Michelson
@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact
speed of light.
c. Thomas Edison
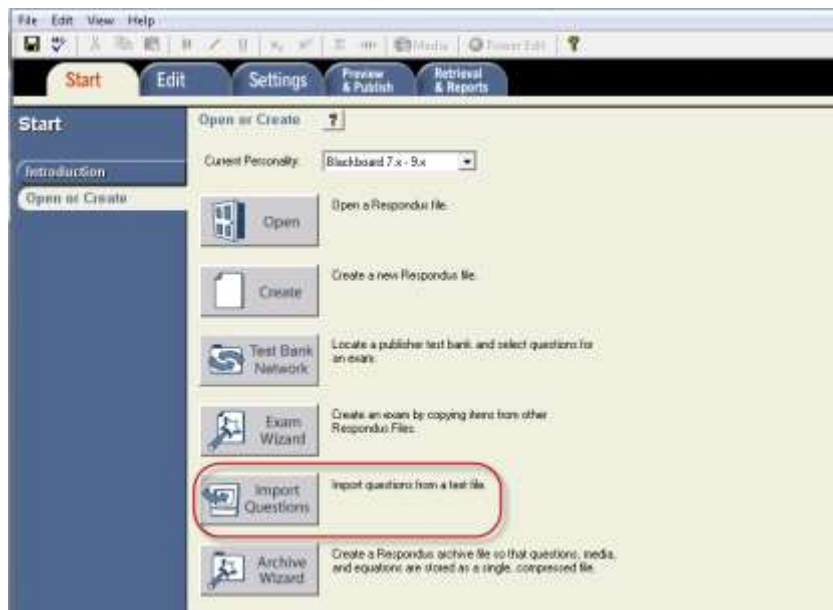@ No, Thomas Edison did not determine the exact speed of light.
d. Guglielmo Marconi
@ No. Marconi did not discover the exact speed of light, but he did win the Nobel
Prize for Physics for his work with radio waves.
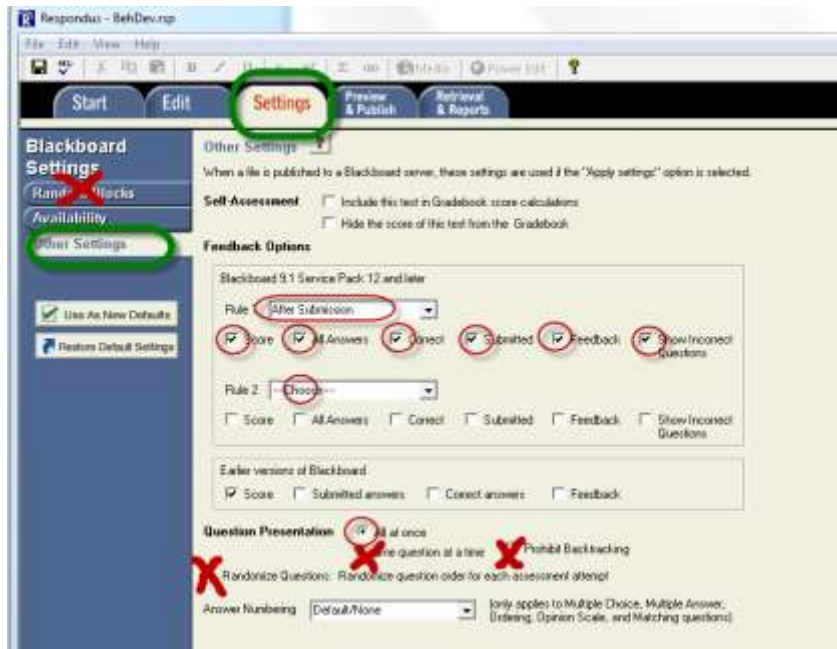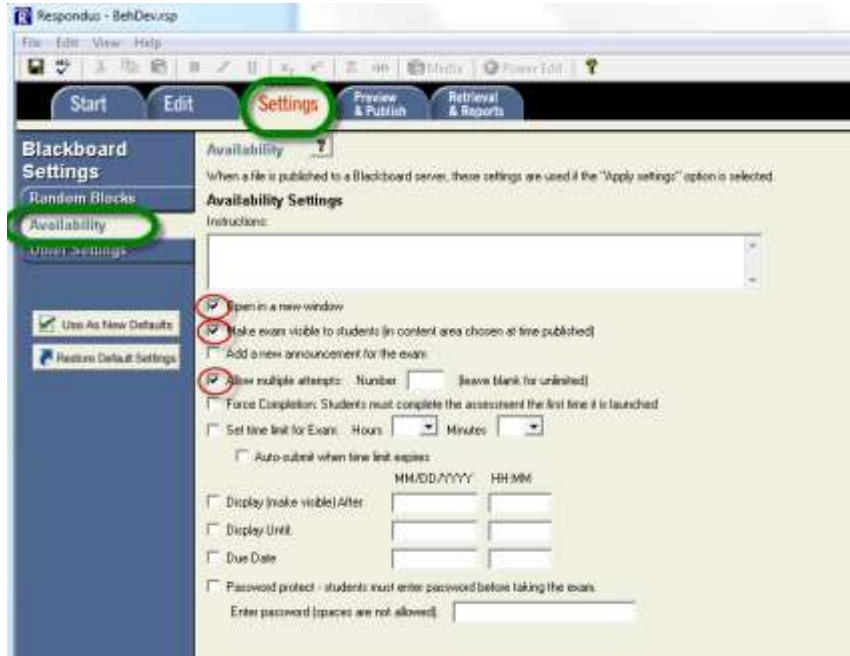
RESPONDUS

1. **Install Respondus.**   (see separate document for installation instructions)

2. **Import the WORD document into Respondus**

   a.   Start → Import Questions

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b. Settings

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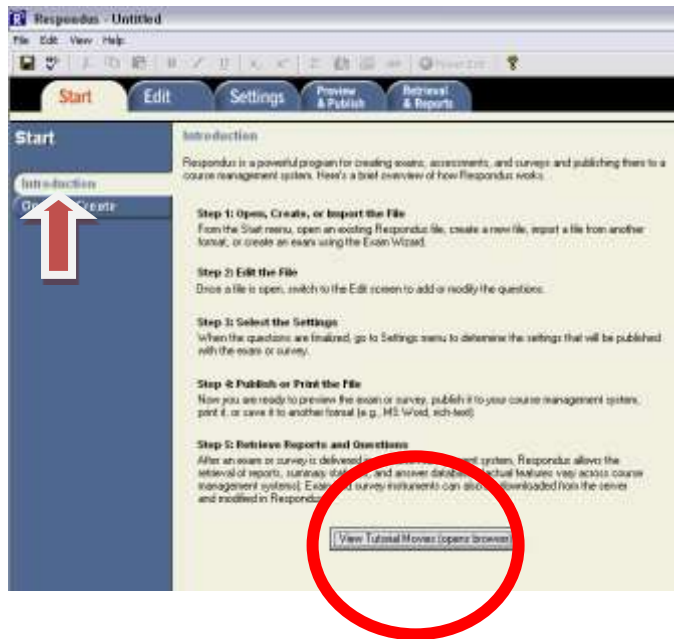
Other help with Respondus

On the Introduction Tab, there is a link to some Tutorial Movies
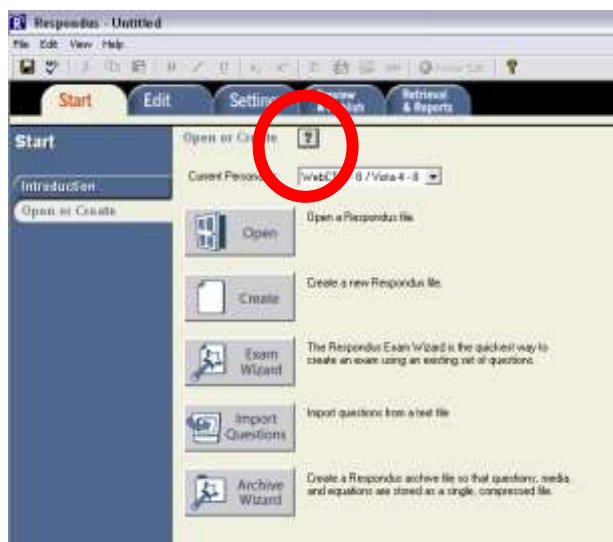
"Creating and Formatting Questions with Respondus"
Learn how to create and format questions with Respondus, including how to add images and equations. View here

"Importing questions from WORD"
This movie shows how to import questions from a word processor document. View here

On the Start Page, there is a **Help Guide** at the **?** button next to "Open or Create"

Respondus → Blackboard

See separate documents for how to get the quiz from Respondus into Blackboard

Blackboard

For information on Feedback options in Blackboard: from College of Dupage.
http://www.cod.edu/it/blackboard/testFeedback.htm#allFeedback