

It is possible to author a test or survey offline using Respondus and export to a file that may be uploaded to any LMS subject. Alternatively you can use Respondus to publish directly into a single or multiple subjects in the LMS. Some basic information concerning Blackboard tests / surveys is included in this guide. For detailed information see the Tests and Surveys guide:

http://lms.unimelb.edu.au/user_guides/tests_surveys_workshop.pdf

Reminders: Context-sensitive help is available throughout the software by pressing the **F1** key. It is also available by selecting **Help** from the drop-down menu on the toolbar.

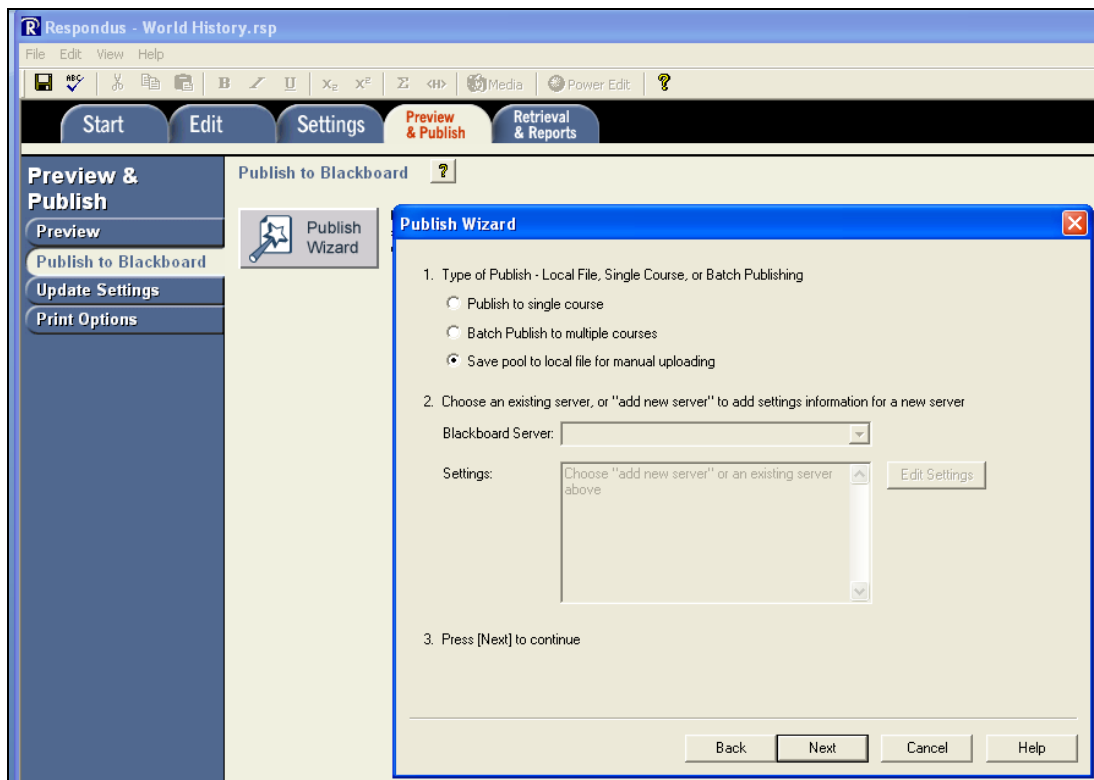
A Respondus user guide (MS Word format) showing use with Blackboard is available from the Respondus web site: <http://www.respondus.com/products/userguide.shtml>

Option 1: Export a Respondus test and manually import into the LMS

This process could be used if you are developing a test, but don't currently have internet access on that computer to upload the test to the LMS on completion.

Export from Respondus

1. Open the test in Respondus.
2. Click the **Preview & Publish** tab >> **Publish to Blackboard** >> **Publish Wizard**.
3. Click **Save pool to a local file for manual uploading**.
4. Click **Next**.
5. Click **Save As...** to select a location to save the file.



6. Click whether the contents of the file will be imported into a **Pool** or a **Test**.
7. Click **Finish**.

The file has now been created and can be imported into your LMS subject.

Import a Respondus file into the LMS

The process following may be used to import tests or pools.

1. From the *Control Panel* select *Subject Tools, Tests, Surveys and Pools*.
2. Click **Tests (Pools)**.
3. Click **Import Test (Import Pool)**.
4. **Browse My Computer** to locate the file created by Respondus.
5. Click **Submit**.
6. Click **OK** when complete to return to the list of tests (pools).
The test may now be used in the LMS as per usual.

Option 2: Use Respondus to publish directly into the LMS

Connect Respondus to the LMS

Information must be entered about the LMS server and the user account. The information can be stored for future use, enabling this task to be bypassed after the initial setup.

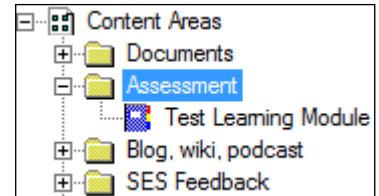
1. Open the test in Respondus.
2. Click the **Preview & Publish** tab.
3. Click **Publish to Blackboard** on the left menu.
4. Click **Publish Wizard**.
5. For *Type of Publish* select **Publish to Single Course** (this is the most common option).
6. From the *Blackboard Server* drop down menu select **Add New Server**.
7. Select **Yes, check for preconfigured server settings** then click **Next**.
8. Enter a name to describe the Blackboard server (eg: 'UniMelb LMS').
9. Enter your UniMelb **username** and **password** and select the box to **Save my Username and Password**.
Note: If this is a shared computer, do not select the option to save your password.
10. Select **Run Connection Test** then click **Next**.
11. When the test completes successfully, click **Next**.
12. Click **Finish**.

Publish a Respondus test

If you have just completed the steps above, go straight to step 9. If you have previously created a link to the LMS, follow the steps to publish.

1. In Respondus, open the test you wish to publish to the LMS.
2. Click the **Settings** tab.
3. Set default availability, attempt and feedback options as desired using the **Availability** and **Other Settings** options on the left menu.
Note: It is recommended that you do not make the test immediately available with this process. This gives you the chance to check the test before it is released to students.
4. Click the **Preview & Publish** tab.
5. Click **Publish to Blackboard** on the left menu.
6. Click the **Publish Wizard** button.
7. Select the preferred publishing method (i.e. single subject or multiple subjects).
Note: The remainder of these instructions assume you select **Publish to a single course**.


8. Select the Blackboard server (whatever you named it e.g. **UniMelb LMS**).
9. Click **Next**.
10. From **Choose Course to publish to** select the subject to receive the test.
11. Adjust the **Create** options as required.
12. Choose Additional options as desired. *Random Blocks* and *Settings* are copied from Respondus. *Link Exam...* will make the test available to students.
13. Click **Next**.
14. From the subject content areas map that appears select the location within the subject where the test is to be located by clicking it, then click **Next**.
15. When the test is **Completed successfully**, click **Finish**.



Note: It is recommended you wait 5 minutes for the test to appear in the LMS. Then login to the LMS and check the test/survey settings are as expected before making it available to students.


Download test results

Test results are available via the Grade Centre, so long as the 'self-assessment, hide' option was not selected.

1. Open the subject that contains the test.
2. From *Control Panel* select **Grade Centre >> Full Grade Centre** (to see everything) or **Tests** (to see tests only).
3. A column representing the test will be listed.
Note: You may need to scroll to the right to view the desired column.
4. Students who have attempted the test will have a score; OR
an exclamation mark  will be displayed indicating that the test needs marking (certain question types such as Essay and Short Answer cannot be automatically marked).
5. Click the down pointing arrow in the grade centre column heading.
6. Select **Download Results**.
7. Select options as desired (for example Comma for text file, Tab for Excel file).
8. **Click to download results**.
9. Open the downloaded file (for example with Excel) and analyse as required.

View, mark and give feedback on tests

This method requires each student's results to be manually edited. This allows you to enter individual feedback.


1. Open the subject that contains the test.
2. From *Control Panel* select **Full Grade Centre** (to see everything) or **Tests** (to see tests only).
3. A column representing the test will be listed. Note: you may need to scroll right to view the relevant column.
4. Students who have attempted the test will have a score; OR
an exclamation mark  will be displayed indicating the test needs marking (certain question types such as Essay and Short Answer cannot be automatically marked).
5. Click the down pointing arrow in the grade centre column heading.
6. Click **Grade Attempts** or **Grade Anonymously** (if you prefer not to see students' names attached to their submissions).

7. The student submission will be displayed along with automatic marking and feedback (depending on preferences selected and question type).
8. Where manual marking of a question is required, the question and student answer will be displayed along with a feedback field. Enter feedback as desired.
Note: Students can view this feedback when they revisit the test if you have set *Test Options* to allow this.
9. Additional feedback may be added in the **Feedback to User** text box towards the bottom of the screen. Comments to other staff can be added in **Grading Notes**.
10. Click **Submit** to finish grading, **Save and Next** to continue grading.

Grade tests by question

If there is a question that requires manual marking, or if a question was released to a test with a mistake in it e.g. poorly worded or not enough points given, staff can collect all submissions for that specific question together to mark it or to make the necessary alterations.

Note: A deployed test may also be edited (locate test on content page>>Edit) to change the correct answer. If this is done, the already submitted tests are recalculated.

1. Open the subject that contains the test.
2. From *Control Panel* select **Full Grade Centre** (to see everything) or **Tests** (to see tests only).
3. A column representing the test will be listed. Note: you may need to scroll right to view the column.
4. Students who have attempted the test will have a score; OR
an exclamation mark  will be displayed indicating the test needs marking (certain question types such as Essay and Short Answer cannot be automatically marked).
5. Click the down pointing arrow in the grade centre column heading.
6. Click **Grade Questions**.
7. Click the number displayed in the Response column next to the question to be graded. This number reflects the number of responses submitted for that specific question.



Grade Questions: ice

*For each test, you can view the questions associated with a test and choose to grade responses to a specific question. Expand the **Test Information** section to clear the student's attempt or edit the test. [More Help](#)*

Filter Questions by Status

⌵ **Test Information**

Grade Responses Anonymously

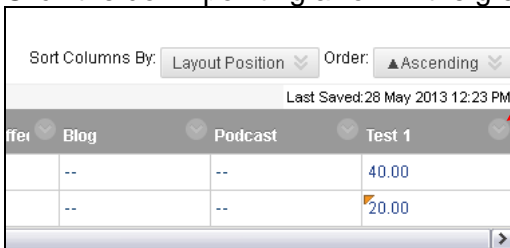
Preview	Question Text	Question Type	Default Points	Responses
	The best place to find ice is:	Multiple Choice	10	1
	[x] + [y] smile!	Calculated Formula	10	1

8. Student answers are displayed along with the score.
9. Click **Edit** and change the score or grade the submission as required.
10. Click **Submit**.

View and download survey results

All Survey results are available via the Grade Centre.

1. Open the subject that contains the survey.
2. From *Control Panel* select **Full Grade Centre**.
3. A column representing the survey will be listed.
Note: You may need to scroll to the right to view the relevant column.
4. Students who have attempted the survey will have a tick ✓ in that column.
Note: This will let you know that a student has participated in the survey, but not what their answers are as surveys are anonymous.
5. Click the down pointing arrow in the grade centre column heading.



6. Select **Download Results**.
7. Select options as desired (for example Comma for text file, Tab for Excel file).
8. **Click to download results**.
9. Open the downloaded file (for example with Excel) and analyse as required.

Warning: If students have pasted text from Word or any non-plain text source, you may see formatting codes in their submission when you download their results. Students should be encouraged to type directly into the survey or to paste plain text.

View test / survey statistics

Test and Survey statistics are viewed via the Grade Centre and displays user responses as a percentage.

1. From *Control Panel* select **Full Grade Centre**.
2. A column representing the test/survey will be listed. Note: you may need to scroll right to view the column.
3. Click the down pointing arrow in the grade centre column heading.
4. Select **Attempts Statistics**.
5. The number of attempts will appear at the top of the screen.
Each question, answer and percentage of respondents selecting that answer will be displayed.

For more information on test statistics see the animated guide
http://www.lms.unimelb.edu.au/animations/gc_testsurveystats.htm

Clear test / survey attempt

When you define the test settings to allow a single attempt only, it may sometimes be necessary to allow a student to retake a test/survey. To allow this, you can clear that student's first attempt.

1. From *Control Panel* select **Full Grade Centre**.
2. A column representing the test/survey will be listed.
Note: you may need to scroll right to view the column.

To clear an attempt for an individual student

1. Students who have attempted the test/survey will have a score, a tick or some other icon indicating there has been activity in that test/survey for that student.
2. Put the cursor on the cell for that student's attempt. A down pointing arrow appears.
3. Click the arrow and select **View Grade Details**.
4. Click **Clear Attempt** from the list of options at the bottom of the screen.

To clear an attempt for all students

1. Click the down pointing arrow in the grade centre column heading.
2. Select **Clear attempts for all users**.

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lms-guides@lists.unimelb.edu.au

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