Respondus 4.0/4.1 Tests: Add to Brightspace

Respondus is a test creation tool with the ability to transfer the Respondus tests to our learning management system, Brightspace.

If Tri-C faculty have Respondus 4.0 tests/quizzes that were used in Blackboard, the tests/quizzes can be converted to the Brightspace format and then added to a Brightspace course site by following the steps in this document.

Instructors can go directly to the section, "Add Respondus Tests to Brightspace", if tests were created initially in a Brightspace format.

Contents

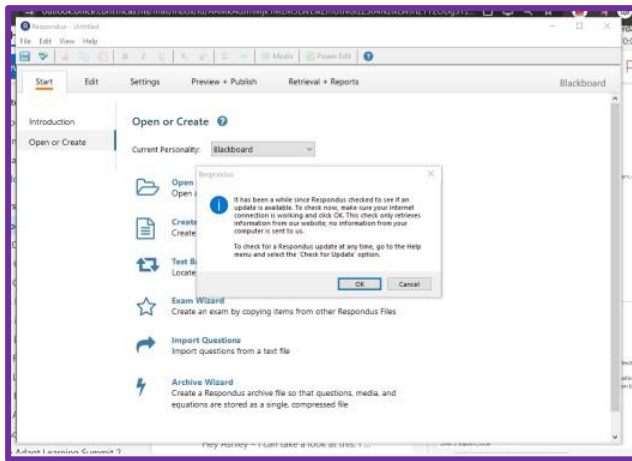# Update Respondus 4.0 to latest version

The Respondus test creation tool is now Respondus 4.1.

If Respondus is not installed on a college computer, follow these steps to install:
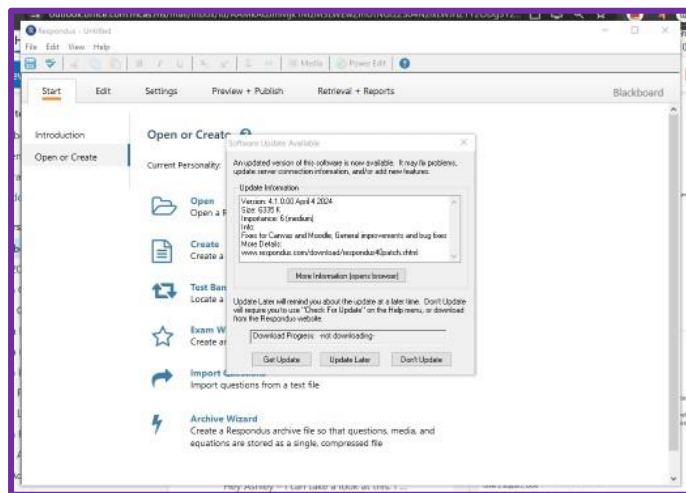1. On the Desktop select Tri-C Resources
2. Select Software Center
3. Select Respondus 4.0 College-Wide 4.1.0.0
4. Select install

When opening Respondus, verify the latest version of Respondus is installed (4.1).

1. Select OK when the update popup appears and follow the instructions. If no popup appears select Help (in the top navigation bar) then select Check for updates.
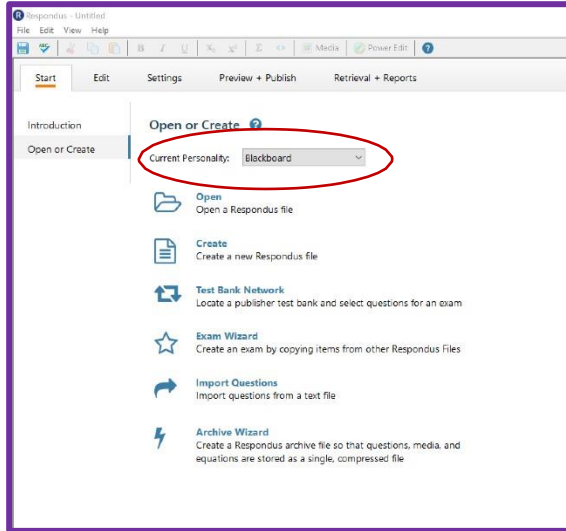

2. Select Get Update at the bottom of the popup window.
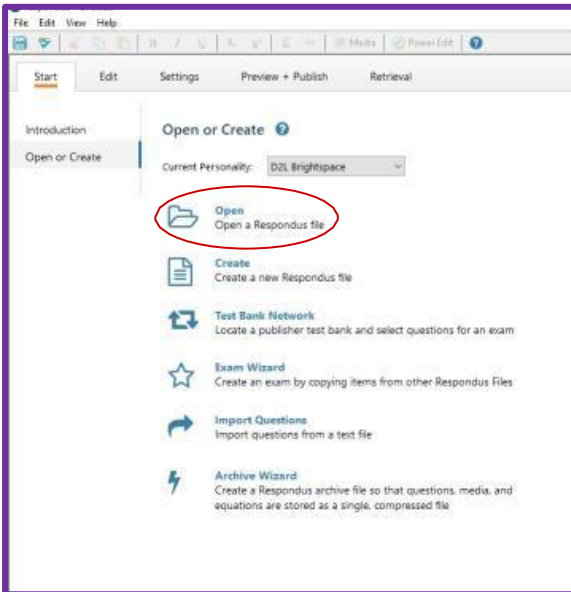
Converting Respondus tests from Blackboard format to Brightspace format

To convert a test from a Blackboard format to a Brightspace format:

1. On the first page of Respondus 4.1 change the Current Personality to D2L Brightspace.
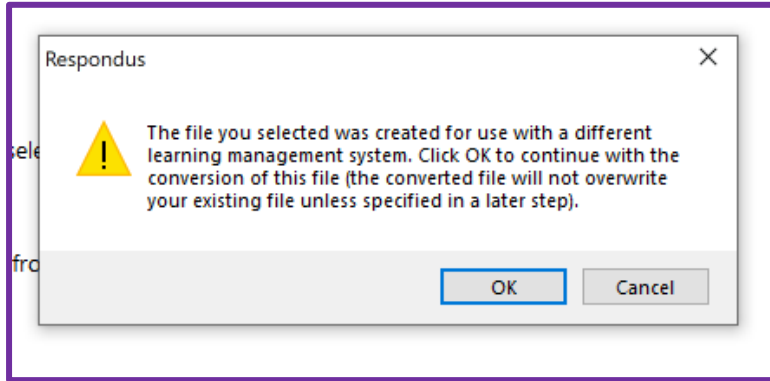

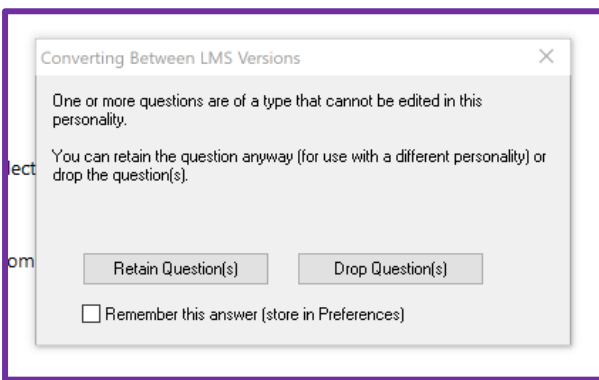2. Select "Open" in the center options to open an existing test.
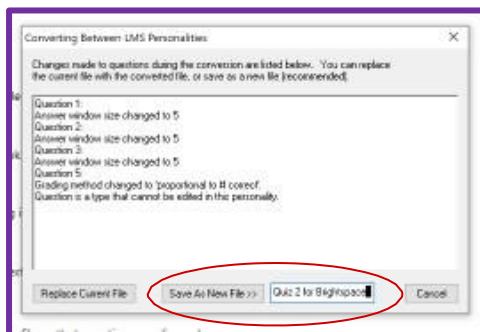

3. Select the test then select Open.

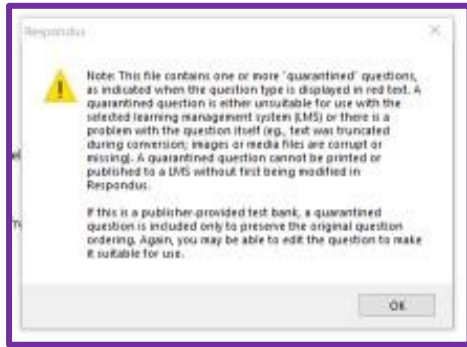4. Select OK at the popup that states the test was created for use with a different management system.

5. There may be question types that are not compatible or feedback that is not compatible, as these questions popup select what works for the situation.

6. It is suggested to give the test a new name in the bottom text box and then select Save as New File.

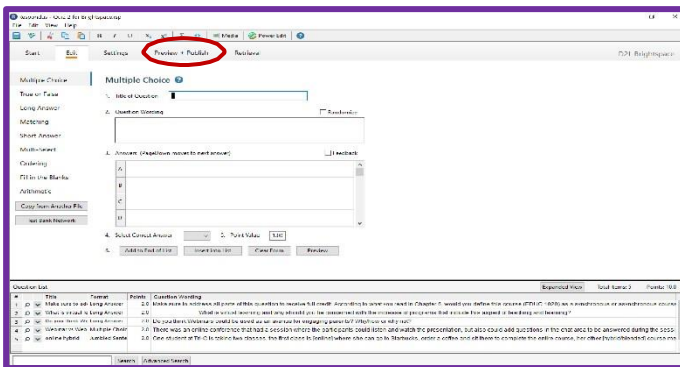7. Read any warnings and select OK at the bottom of any popups.

8. The test will then appear in Respondus and any additional changes can be made or it can be added to Brightspace with changes made in Brightspace.

Add Respondus Tests to Brightspace

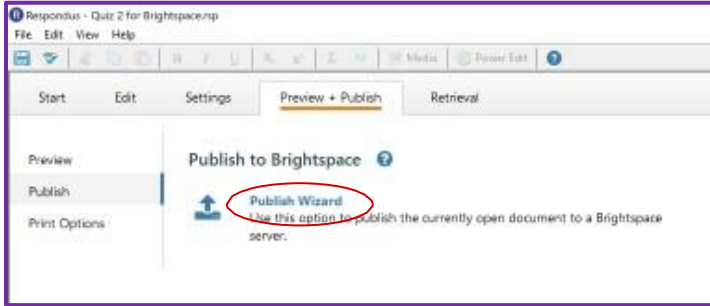To add a Respondus 4.1 test to Brightspace:

1. Prior to beginning the process, be sure to be completely logged out of Brightspace.
2. If the test is not already opened in Respondus, open the test.
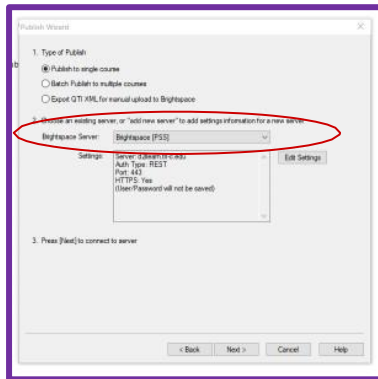3. Select the Preview + Publish tab at the top navigation bar.

4. The test can be previewed first then select Publish in the left Navigation bar.

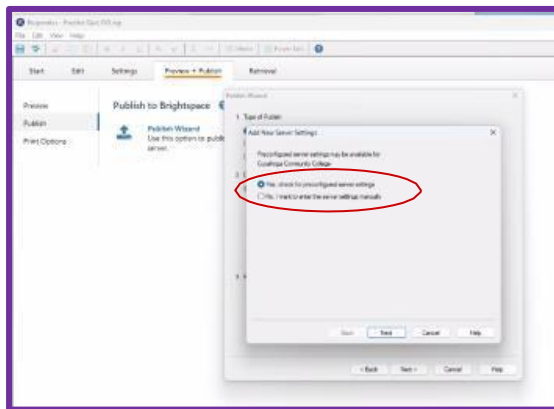5. Select Publish Wizard in the center of the screen.

6. Select or add a server. The Brightspace server will need to be added the first time only.
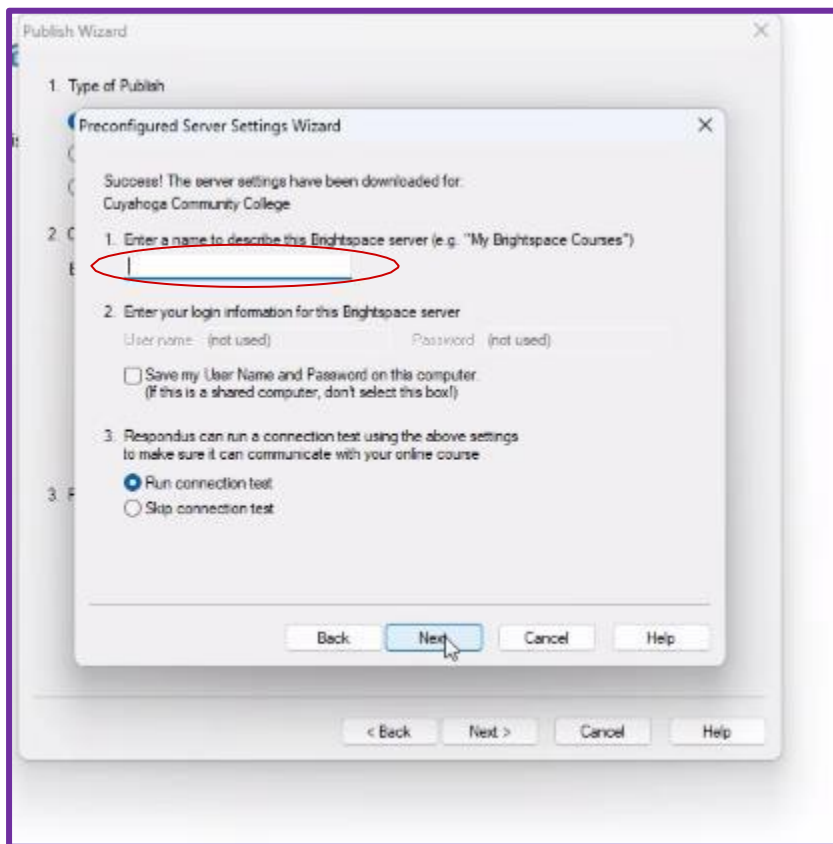

Select Brightspace as the server or to add a server:

• Select the drop-down arrow at Brightspace server
• Select add new server
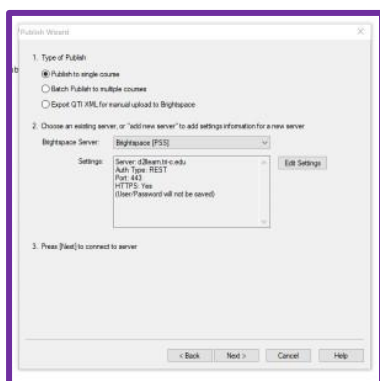• Check the circle at Yes, check for preconfigured server settings

• Select Next

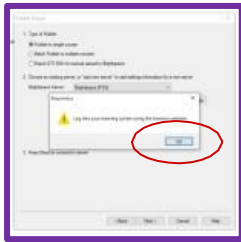- Enter a name, it is suggested to call it Brightspace:
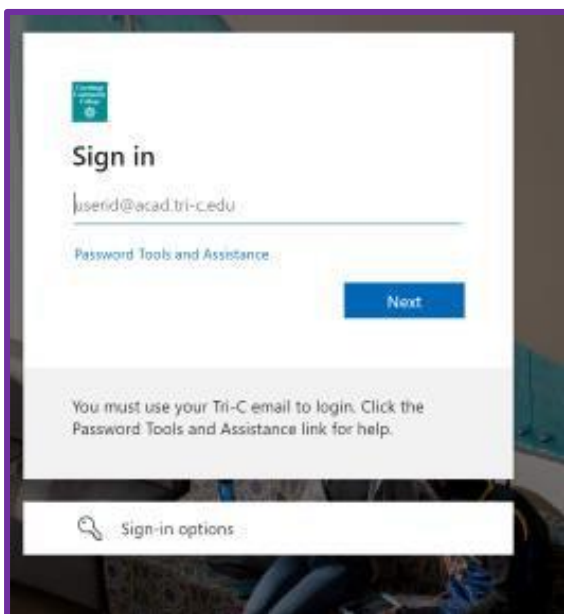

- Select Next

7. Review the settings

- 1. Select the Type of Publish –select either Publish to single course or Batch Publish to Multiple courses (these instructions assume Publish to single course).
- 2. Verify the Brightspace server is selected
- 3. Select Next

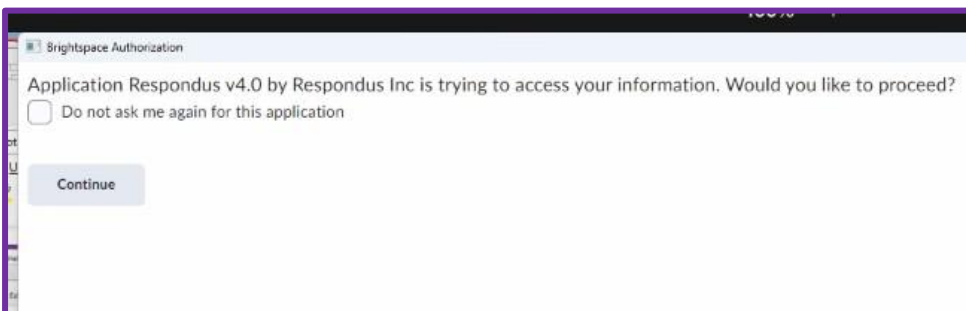8. Select OK to Log into your learning system using the browser window.

9. Sign in using Tri-C email address and password and dual authentication.

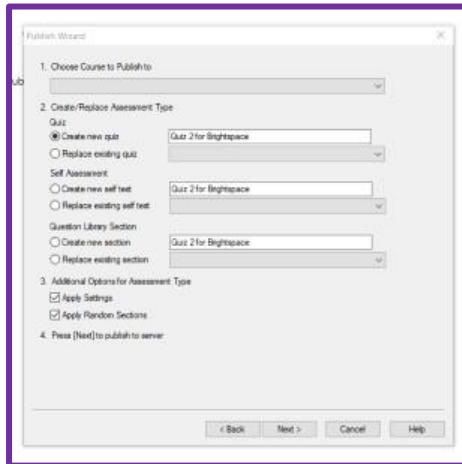   NOTE: The first time a test is copied into Brightspace, the sign in steps may require several attempts.

10. Respond to any popups, for instance:
    - Stayed sign in – No
    - For "Application Respondusv4.1 by Respondus Inc is trying to access your information." Check the box and select Continue.
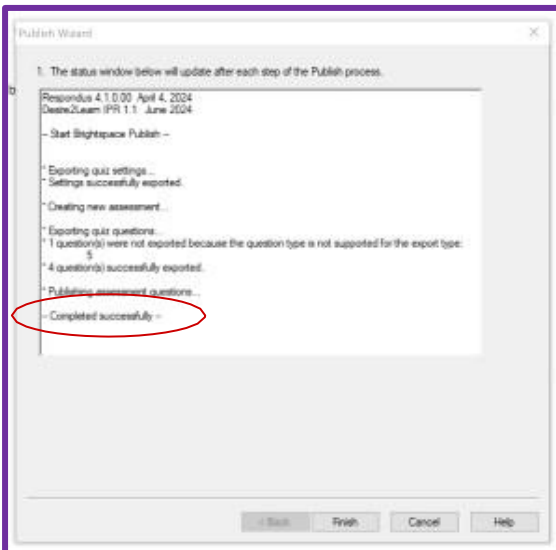

11. Click on Ok once complete.

12. Once the sync is made between Respondus and Brightspace at the Publish Wizard screen, select the appropriate options:

- • 1. Choose the course to copy into using the dropdown arrow.
- • 2. Select the Create/Replace Assessment Type option, typically it would be Create a new quiz.
- • 3. Check Additional Options that are appropriate for the test.
- • 4. Select Next

13. Select Finish once it says Completed successful.

14. The test is now in the Quizzes section of Brightspace. Settings and location in a module would need to be completed in Brightspace.