

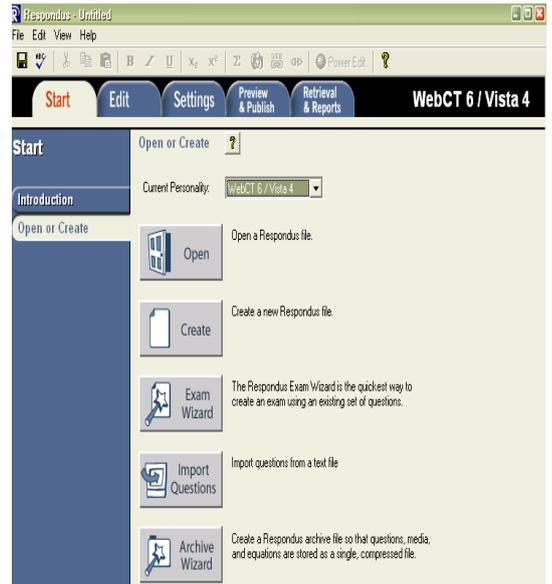
How to create a Respondus quiz

Click on the **Start** tab at the top of the screen. Click on **Open or Create** on the left hand menu. Click on the **Create** button.

Name your quiz and complete the **Description** section. Choose to create either an exam or survey under the **Type of File** section and then click **OK**.

The 'Create New File' dialog box has the following fields and options:

- Name of File:** A text input field with the example '(e.g. History test-1)'.
- Description:** A text input field.
- Type of File:** A section with two radio button options:
 - Exam**: Create an exam file.
 - Survey**: Create a survey file. Survey files are similar to exam files, except that they lack correct answers, point values, and feedback.
- Buttons:** OK, Cancel, and Help.



Click on the **Edit** tab and choose your question type from the left hand menu. Fill in the details in the appropriate text boxes. Check the **Enable Feedback** option to give your students feedback on their answers.

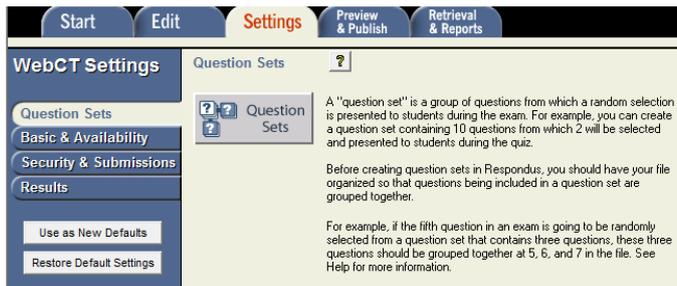
The screenshot shows the 'Edit Questions' tab in Respondus software. The 'Multiple Choice' question type is selected. The form contains the following fields and options:

- 1. Title of Question:** A text input field.
- 2. Question Wording:** A large text input area.
- 3. Answers:** A list of answer options (A, B, C, D) with a 'Randomize' checkbox.
- 4. Select Correct Answer:** A dropdown menu.
- 5. Point Value:** A text input field with the value '1.00'.
- 6. Add to End of List, Insert into List, Clear Form, Preview:** Action buttons.
- Enable Feedback:** A checkbox that is checked.
- Copy from Another File:** A button.
- Question List:** A table at the bottom showing the list of questions.

#	Title	Format	Question Wording
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To navigate through your answers use the **Page Up** and **Page Down** keys. When completed, questions will appear in the bottom window. (For more information on questions types see the document called *Respondus Question Types*).

Once you have added all of the questions, click on the **Settings** tab.



Question sets are a selection of grouped questions from which a random selection of questions is taken to reduce cheating.

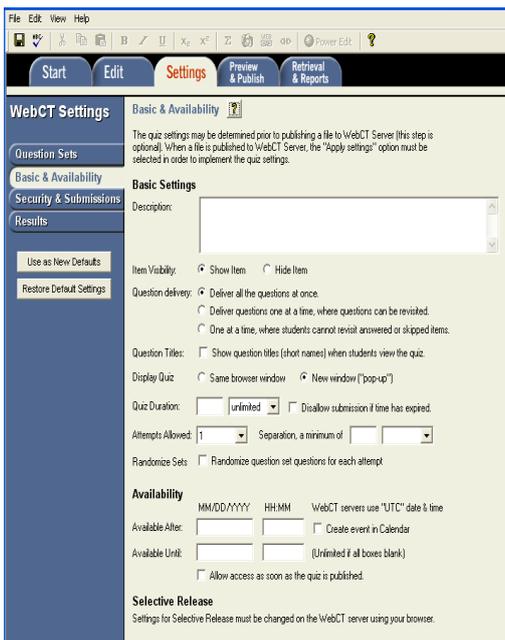
Firstly you should place your questions in the correct order. Choose **Add New Set** then enter the number of the **first** and **last** question you want to be included in the set.

Choose **how many** questions in the set you want to be randomised and fill in the **point value** for the set. Click on the **Add New Set** button. Those questions in your quiz that are part of a set will appear in the question list with a letter next to their titles. Click on **OK** to save your changes.

Click **Basic and Availability** from the left hand menu.

Quiz settings that can be chosen before publishing to the Brookes VLE are chosen from this dialogue box.

You must choose the **Apply Settings** option in the



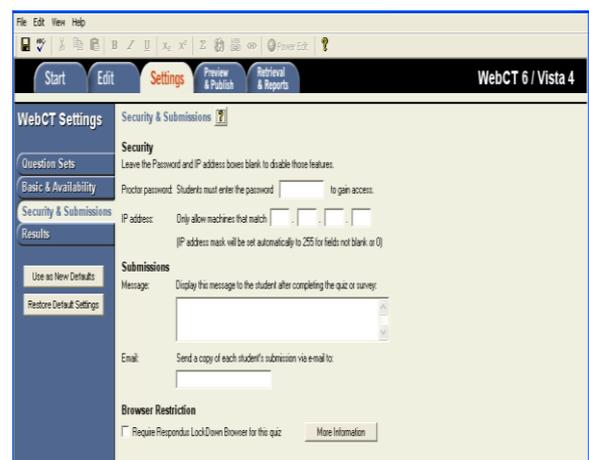
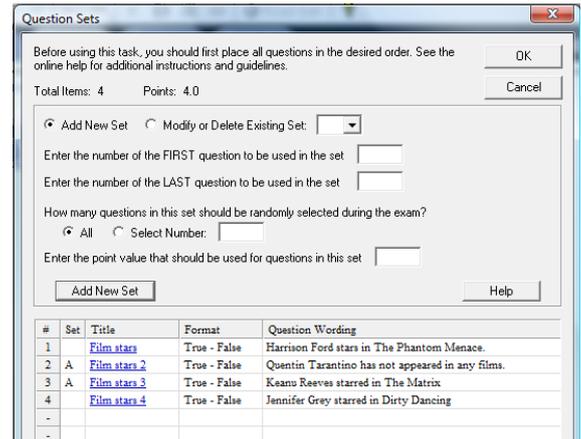
publishing step to implement these settings.

Selective release criteria including date and time have to be set in the VLE.

On the **Security and Submissions** tab on the left hand menu you can set an invigilator password for the quiz and add a **Submission** message for your students once they have completed the quiz.

Ignore the **IP address** option and the **Browser**

Restriction option.



Click on **Results** on the left hand menu. On this screen you choose how you want your students to see their results. These options are similar to the quiz options in the VLE (see the document called *Working with Assessments* for more information).

