# How to publish your Respondus quiz to Moodle

Make sure when you first open Respondus that you set the personality to **Moodle**. Click on the down arrow next to **Current Personality** to do this.

Open the Respondus quiz that you want to publish by clicking on the **Open** button and choosing it from the dialogue box that appears.

Click on the **Preview & Publish** tab. Then choose **Publish to Moodle** from the left hand menu and click on the **Publish Wizard** button.
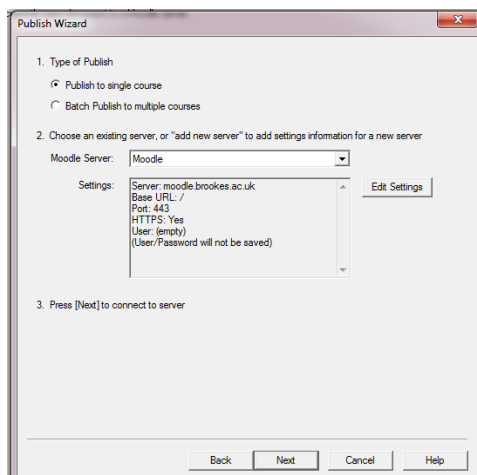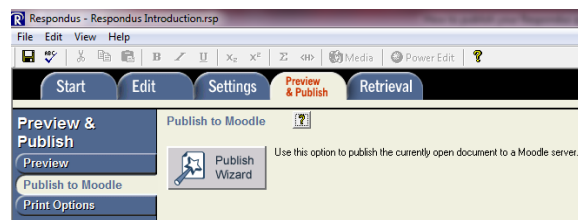
From the **Publish Wizard** dialogue box choose **Publish to single course**.

Check that the information displayed in the **Settings** box matches the image to the left. If not click on the **Edit Settings** button and then choose **View and edit the current server settings** and click **Next**.
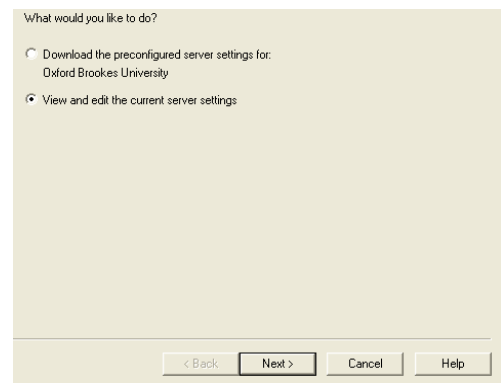
Open a new browser tab or window and login to Moodle. Navigate to the course that you want to add the quiz to.
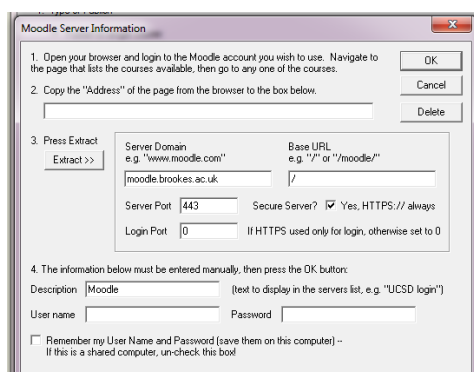
Copy the course URL from the address bar at the top of the browser window. Return to the Respondus dialogue box and paste the address into the box that starts **2. Copy the "Address"…**

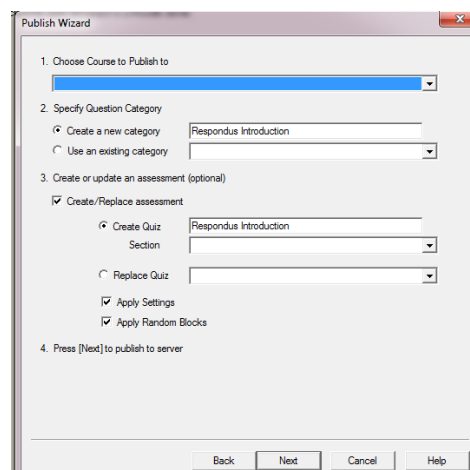Click the **Extract >>** button making sure that the fields are completed as per the image on the left.

Complete the **Description** field (this can be anything you like).

1

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Enter your **User name** and **Password** (p number and PIP password). If you want Respondus to remember the User name and Password for future sessions, select the **Remember my User Name...** check box. Click **OK** to close the **Settings** window.

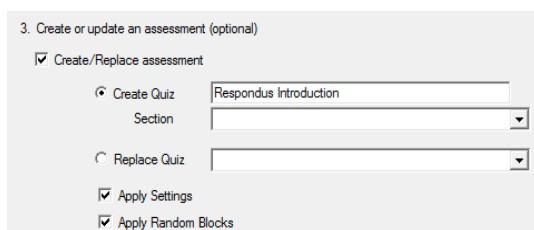Click **Next** to continue to the next page of the wizard.

Respondus uses the login information to look up the Moodle courses that you are associated with as a Module Leader or Co-teacher. Select the appropriate course from the **Choose Course to publish to** drop down list.

Moodle forces you to add your questions to a category in the question database before they are used in a quiz. Decide whether to create a new category or to use an existing one. To use an existing category, select the second option and choose a category from the drop down list. All questions in the Respondus file will be added to this category during the publishing step.

The remaining selections are optional including the ability to create an assessment (it is possible to publish a category to Moodle without creating an assessment).

This section allows the creation of a new assessment or the updating of an existing assessment.

Select the box for **Create/replace assessment** to do either of these activities.

To create a new quiz, select the appropriate option and provide a name for the quiz. If you want the quiz to be added to a particular section of the Moodle course choose it from the drop down **Section** menu.

To replace an existing quiz, select the second radio button and pick the quiz from the drop-down box. (If an existing quiz is selected, a popup window will ask whether to erase the original questions or to append the questions to the existing quiz. Make your selection and click **OK**.)

Leave the **Apply Settings** and **Apply Random Blocks** checkboxes ticked and then click **Next**. Respondus will begin publishing the quiz to the Moodle course. A status report appears during the publishing process. For a typical quiz, the publishing process takes 20-40 seconds. This can increase to five minutes or more if a large number of media files are being uploaded or if the server connection is particularly slow. You will know that the publish process is complete when the hourglass disappears and the phrase **Completed successfully** appears in the status window.

After a Respondus quiz is published to Moodle, it is recommended that you go to the course and confirm that everything appears as expected.