Respondus – An introduction to the interface

Start tab

This is the first screen that opens up in Respondus.

Current Personality

This displays the Learning Management System (LMS) that Respondus has been set to work with. To work with the Brookes VLE it should say **WebCT 6 – 8 /Vista 4 – 8**. To work with Moodle it should say **Moodle**.
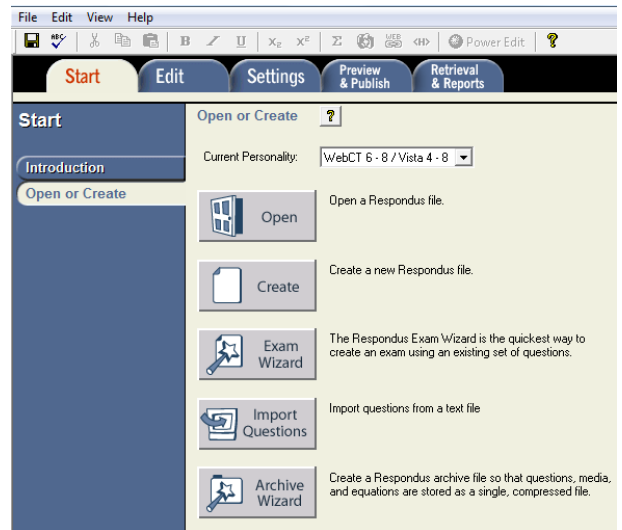
Open - Enables you to open an existing Respondus file.

Create - Creates a new Respondus file.

Exam Wizard - Enables you to create a new quiz by copying questions from other Respondus files.

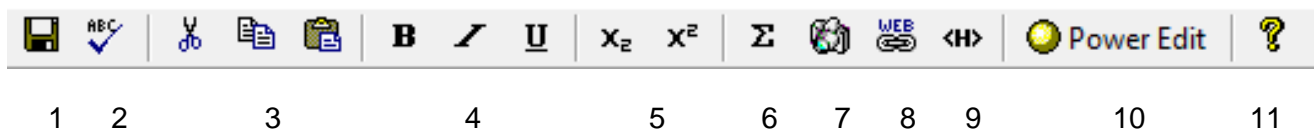**Import Questions -** Use this button to import quizzes created in Word, rich text and other formats.

Archive Wizard - Create a zip archive of a Respondus file including pictures and media.

Edit tab

This tab is where you do all of you question editing and formatting.

Edit Toolbar

1) Save file – saves the currently open file.
2) Spell checker – spell check the currently open file.
3) Cut, copy and paste – copy text to/from a text entry field.
4) Bold, italic and underline – format the selected text in a file.
5) Subscript and superscript – format numbers in a file.
6) Equation editor – launches the equation editor.
7) Add images, audio/video and other types of media files.
8) Create a link to an object or website.
9) HTML editor – add a block of HTML text to a question.
10) Power edit provides a larger edit window and includes other tools like bulleted lists, fonts and tables.
11) Help.

Settings tab

The **Settings** menu displays the exam settings available for the LMS that you selected on the **Start** menu. See the document on *How to create a Respondus quiz* for more information.

Preview & Publish tab

This tab enables you to publish your quiz to a Brookes VLE course or to print it off or save it in a different file format. See the document on *How to publish your Respondus quiz to Brookes VLE* for more information.

Retrieval & Reports tab

This tab enables you to retrieve a quiz or assessment reports from a Brookes VLE course. See the document on *How to retrieve data and quizzes from the VLE* for more information.

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