

Respondus 3.5

User Guide for IMS QTI Personality

rev. September, 2007

Computer Requirements

Respondus requires Windows 98 or higher, 32 MB of RAM, 6 MB of free hard disk space, and a 800x600 monitor (1024x768 recommended). *Respondus* is generally used in conjunction with a course management system such as ANGEL, Blackboard, eCollege, WebCT, and can also be used with IMS QTI-compliant assessment systems.

Choose a Course Management System (CMS) Personality

Immediately after the *Respondus* software is activated, you are prompted to select a Course Management System (CMS) “personality.” *Respondus* offers various user environments (called personalities) that parallel the features and terminology used by specific course management systems (e.g., Blackboard, eCollege, WebCT) or the IMS QTI standard. You can change the “personality” at any time in *Respondus* from the *Start* menu.

On-line Help

Respondus includes a full-featured help system that includes an index and context-sensitive help. To view the on-line help, choose “Help Topics” from the pull-down Help menu and select a topic. You can also press the F1 key from within *Respondus* to obtain context-sensitive help. Throughout the program you will additionally see small buttons having a “?” symbol. When the button is clicked, information on that particular option or task is provided.

If you encounter a question that is not answered in the on-line help or in this manual, you are encouraged to visit the “Support” section of the *Respondus* web site (www.respondus.com). There you will find Frequently Asked Questions (FAQ) and other resources.

The remainder of this user manual is organized according to the three menus used in the “IMS QTI” personality of *Respondus*: **Start**, **Edit**, and **Preview & Publish**.

Start Menu (IMS QTI Personality)

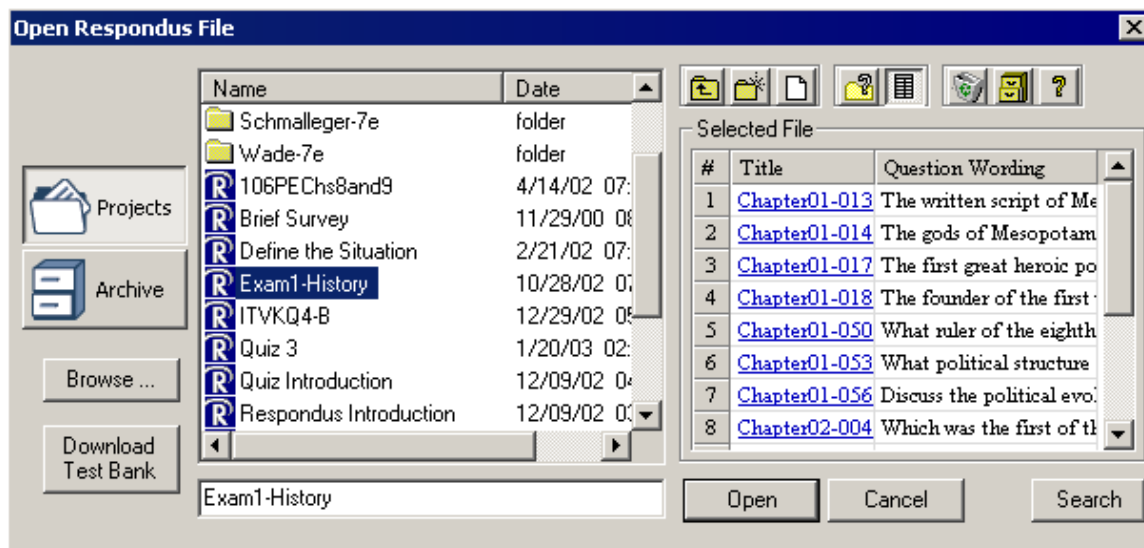
- Overview of Start Menu
- Opening a File
- Creating a File
- Importing Questions to Respondus
- Exam Wizard
- Archive Wizard
- Changing the CMS Personality and Converting Files

Overview of Start Menu

The *Start* menu provides the ability to **Open** a Respondus file, **Create** a new file, and **Import** questions from a text file. The **Exam Wizard** provides the easiest way to create an exam from an existing set of questions. The **Archive Wizard** allows you to archive an exam, including all media components and equations, with a single click.

Opening a File

From the *Start* menu, click the **Open** button. The following window will appear:



Highlight an exam project by clicking it once. To obtain information on the project, select either of the two center buttons located to the top right of the file list. Select the “Item List” button (right of center) to view a list of the questions that are available in the highlighted project. To preview a particular question, click the “title” of the question. To open a highlighted project, click the **[Open]** button at the bottom of the window. (Double-clicking a file name will also open it.)

Respondus allows projects to be organized within folders. For example, you can place the exams for a particular course within a folder rather than having exams for all courses listed together. To create a new folder, click the “Create New Folder” button located second from left. To navigate down a level within a folder, double-click on the folder itself. To navigate up a level, click the “Up One Level” leftmost button on the row.

The **[Browse...]** button, located on the lower left side of the window, allows you to find a Respondus file (.rsp) located elsewhere on your hard drive and *copy* the file to the “c:\Respondus

Projects” folder. It does *not* move the file or open it directly, rather, it creates a new “Projects” folder based on that file. The **[Browse...]** button can also be used to locate a Respondus “archive” file (.rsa or .rpa) and to restore it to the Projects directory (see *Restoring an Archive File*).

The **[Search]** button allows a file to be searched prior to opening it (it can only be used if the “Item List” button is selected). Searching is particularly useful if you are trying to locate a file that contains a particular question or set of questions.

The **[Download Test Bank]** button is used to download test banks that are distributed by textbook publishers. Hundreds of the leading textbooks for higher education have test banks available in Respondus format. These can be downloaded via the Internet with the Respondus software. (For complete details, see the “Respondus Test Bank Network” at www.respondus.com.) To download a test bank, enter the File Code and password that is supplied by the publisher. Respondus will automatically locate, download, and restore the test bank file and place it in the Respondus *Projects* folder.

Once a file is opened, the screen automatically changes to the *Edit* menu.

Creating a File

From the *Start* menu, select the **Create** button to create a new file. You are first prompted to enter a file name and a description for the file. Click **[OK]** when you are finished. Once a file is created, you are automatically switched to the *Edit* menu. This is where you add questions to the file.

Importing Questions

Respondus can import questions in XML format if they conform to the IMS QTI 1.x specifications (see <http://www.imsglobal.org/question/> for more information on the IMS QTI specification). The QTI XML file can be imported directly or it can be contained within a zip that conforms to the IMS Content Packaging 1.1.3 specification. Please note that QTI XML cannot be extracted from larger course backups, such as those that use SCORM. Again, the only packaging supported by Respondus for QTI XML is the IMS Content Packaging 1.1.3 specification.

In addition to importing QTI XML files, Respondus will import multiple choice, true-false, essay, fill in blank, matching, and multiple response questions from a plain text (.txt), rich-text (.rtf), MS Word (.doc), and tab/comma delimited (.csv) file. The formatting required for importing plain text, rich-text or MS Word files is discussed in the section *The Standard Format for Importing*. The formatting required for .csv files is described in the section “*Importing Tab/Comma Delimited Files (CSV)*”.

Once a file is in the proper format, follow the steps below to import it into Respondus.

Note that, when importing questions in QTI format that were previously exported by Respondus as Algorithmic questions, the questions will not be imported as Algorithmic questions, but as Multiple Choice questions that link to a Flash object containing the actual question (this is how this type of question is actually stored in QTI format.). Algorithmic questions imported from QTI can be exported again without modification. However, the Algorithmic properties can no longer be edited in Respondus and the printing of such questions has little value. Thus, it is good practice to retain the original Respondus file so that the Algorithmic question can be edited at a later time or used for printing purposes.

Starting the Import

From the *Start* menu, select the **[Import Questions]** task. A window will appear:

Import Questions

1. Select the file to Import: Cancel

Type of file: Help

File name: Browse

Image Folder Browse

2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named:

Type of file to create: Exam Survey

Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems: Preview

4. Press the Finish button to complete the process. Finish

Preview results

| # | Title | Question Wording |
|---|-------|------------------|
| - | | |
| - | | |
| - | | |
| - | | |
| - | | |

Step 1

The first step is to select the type of file that will be imported. The default setting is for *IMS QTI 1.x* format. The other choices are plain text (.txt), rich-text (.rtf), Microsoft Word (.doc) and tab/comma delimited (csv).

The “Standard Format” for organizing questions is the same for Plain Text (.txt), Rich Text (.rtf) files, and Microsoft Word (.doc) files. Files that are in rich text (.rtf) and MS Word (.doc) format will retain some of the enhanced question formatting such as bold, italic, underline, superscript, and subscript. Embedded graphics can only be imported if the file is in Microsoft Word (.doc) or QTI format, although an alternative method is available for .rtf and .txt files (see *Importing Images* below). Note that certain types of enhanced formatting cannot be imported. If the enhanced formatting causes a problem with an import, consider saving the file to rich text or plain text format and then try the import again.

Next, use the **[Browse]** button to locate and select the file to be imported.

Images embedded in MS Word files will import automatically. However, if images are being imported with other formats, browse to the folder that contains those images.

Step 2

Specify whether the questions should be appended to the currently open file or whether to create an entirely new file. If you select the second option you will need to enter the name of the file to be created.

Each question being imported will have a “title”. If you don’t specify a title for each question in the text file itself (discussed below), Respondus will automatically use the first 20 characters of the question wording as the question title. Alternatively, titles can be based on a specific “stem” (or string of text) which will then be followed by consecutive numbering starting with 001. For example, if you select the “Use stem...” checkbox and enter the text “Chapter1-”, the title for the first question being imported will be Chapter1-001, the title for the second question will be Chapter1-002, and so on. (You are *not* required to enter a stem phrase--this feature is entirely optional.)

Step 3

Click the **[Preview]** button to preview the file being imported and to see if there are any warning messages. If warning messages are shown at the bottom of the screen, you need to determine whether to make changes to the text file or whether to continue with the import.

Note that some warning messages can be ignored. For instance, Respondus might give the warning “*2 duplicate titles were changed by adding `2` (or 3, 4...)*”. This is simply indicating that two of the question titles for the file being imported are identical. (Remember, question titles are generated from the first 20 characters of the question wording, so two questions that start with the same sequence of words would result in duplicate titles.) Since two question titles in Respondus cannot be entirely identical, the warning message is simply indicating that the duplicate title is having a number such as “2” added to the end of it to make it distinct. This change does not affect the question itself (titles aren’t displayed during an exam), so most users can safely ignore this warning.

Step 4

If you are satisfied with how the results look in Preview, click **[Finish]** to complete the import. The Respondus file has now been created or appended. Switch to the *Edit* menu to modify the file, or go to the *Preview* tab to view the file using a browser-like window.

The Standard Format for Importing

Respondus will import multiple choice, true-false, essay, fill in blank, and multiple response questions. The plain text, rich-text, or MS Word file must be organized in a “Standard Format” before it can be imported into Respondus. The Standard Format for multiple choice questions has *required elements* and *optional elements*, each of which is described below. This section is followed by an explanation of the formatting required for true/false, essay, fill in blank, and multiple response questions.

Required Elements (*Multiple Choice*)

Each question must begin with a *question number*, followed by either a period “.” or a parentheses “)”.

Example: **3)**

Example: **3.**

The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: **3) Who determined the exact speed of light?**

Example: **3. Who determined the exact speed of light?**

Each *answer* must begin with a letter (A-Z) followed by a period “.” or a parentheses “)”.

Example: **3) Who determined the exact speed of light?**

- a. Albert Einstein**
- b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

Optional Elements (*Multiple Choice*)

A “title” can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with “Title:” followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example: **Title: Speed of Light**
3) Who determined the exact speed of light?

- a. Albert Einstein**
- b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

For imports into an exam file, *correct answers* can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

Example: **Title: Speed of Light**
3) Who determined the exact speed of light?

- a. Albert Einstein**
- *b) Albert Michelson**
- c) Thomas Edison**
- d. Guglielmo Marconi**

The second option is to place a list of correct answers at the end of the file. The list must begin with the word “Answers:” and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

Example: **Answers:**
 1. A
 2. C
 3. B

If neither method is used to select a correct answer, Respondus will automatically select the letter “A” as the correct answer. Don’t worry, you will be warned if a question does not have an answer selected for it prior to completing the import.

Feedback for individual answer choices can be imported by placing the feedback immediately after the answer choice and by beginning the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

Example: **Title: Speed of Light**
 3) Who determined the exact speed of light?

a. Albert Einstein
 @ No. Albert Michelson determined the exact speed of light.

***b) Albert Michelson**
 @ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

c) Thomas Edison
 @ No, Thomas Edison did not determine the exact speed of light.

d. Guglielmo Marconi
 @ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

General feedback, which provides feedback for an overall question (opposed to feedback for individual answers), must appear immediately after the question wording and before any of the answer choices. The line must also begin with the @ symbol, and there must be at least one space between the @ symbol and the feedback text.

Example: **Title: Speed of Light**
 3) Who determined the exact speed of light?
 @ Albert Michelson was the first American to win the Nobel Prize in Physics (1907) for his measurements of the speed of light. His experiments laid the groundwork for Einstein’s Theory of Relativity.

a. Albert Einstein
 @ No. Albert Michelson determined the exact speed of light.

***b) Albert Michelson**

@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

etc.

As shown in the previous example, both types of feedback can be used within a single question (although this is not typically done).

Importing True and False Questions

The process of importing “true and false” questions is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

Example: **3) Albert Michelson determined the exact speed of light?**

***a) True**

b) False

Example: **3) Albert Michelson determined the exact speed of light?**

***a. T**

b. F

It’s important to note that the “True” (or “T”) answer choice must be listed prior to the “False” (or “F”) answer choice in order for Respondus to recognize it as a true and false question type. (If “False” appears first in the list, the question will be imported as a “multiple choice” question).

To include a “title” or “feedback” with the true and false question, follow the same formatting rules described above for multiple choice questions. For instance,

Example: **Title: Light speed**

3) Albert Michelson determined the exact speed of light?

@ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

***a. True**

@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

b. False

@ The correct answer is True. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

A second way to designate a correct answer for a true and false question is to place it in a list of correct answers at the end of the file. The list must begin with the word “Answers:” and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.) The correct answer for a true and false question can be designated in three ways: (1) the complete word “True” or “False,” (2) the letter “T” or “F,” or (3) the alphabetical letter “A” (for true) or “B” (for

false). For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are “true”:

Example: **Answers:**
 1. True
 2. T
 3. A

Importing Essay Questions

The logic for importing essay questions is similar to what is described above for Multiple Choice and True-False questions. The primary difference is that the first line of formatting must begin with “Type: E”. This is followed by the “Title” (which is optional), the question number, and the question wording.

Example: **Type: E**
 Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?

If you are importing an essay question, you can supply an answer two different ways. First, you may provide an answer immediately after the question wording, beginning the answer with “a.” or “a)” (without the quotes).

Example: **Type: E**
 Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?

a) In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth’s motion around the sun. Scientists were puzzled with this negative result, and they didn’t know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source’s motion and observer’s movement.

The second way to supply an answer for an essay question is to place it in a list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading “Answers:” and must be positioned at the end of the file. The answer to an essay question should begin with the corresponding question number, followed by either a period “.” or a parentheses “)”. This is then followed by a space and then the answer.

Example: **Answers:**
 1. A
 2. C

3. B

4. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

5. B

Importing Fill-the-Blank Questions

Fill-the-blank questions may be imported by starting the first line of formatting with "Type: F". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example: **Type: F**
 Title: Who invented television?
 5. Who is known as the "father of television"?

Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer.

Example: **Type: F**
 Title: Who invented television?
 5. Who is known as the "father of television"?

 a. Zworykin
 b. Vladimir Zworykin
 c. Vladimir Kosma Zworykin

Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

Example: **Answers:**
 1. A
 2. C
 3. B
 4. C
 5. Zworykin
 5. Vladimir Zworykin
 5. Vladimir Kosma Zworykin
 6. B

Importing Matching Questions

The process of importing a “matching” question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with “Type: MT”. This is followed by the “title” (which is optional), the question number, and the question wording.

Each *answer* (which consists of both parts of a correct match) must begin with a letter (a-z) followed by a period “.” or a parentheses “)”. The two parts of the match must be separated with an “=” symbol and there should not be any hard returns or blank lines within either parts of the answer.

Example: **Type: MT**
 Title: Scientific discoveries

- 4) Match the correct name to the discovery or theory.**
a. Michelson-Morely = Speed of light
b. Einstein = Theory of Relativity
c. Marconi = radio waves

Spaces before or after the “=” symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match. If you plan to list correct answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.

Importing “Multiple Response” Questions

The logic for importing questions that allowing multiple responses is similar to what is described above for importing multiple choice questions. (Multiple Response questions are, essentially, multiple choice questions in which more than one correct response can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with “Type: MR” (as an alternative, you can use “Type: MA” which stands for “Multiple Answers”). This is followed by the “Title” (which is optional), the question number, and the question wording. Each correct answer is designated with an asterisk.

Example: **Type: MR**
 3) Which of the following individuals are credited with determining the exact speed of light?

- a. Albert Einstein**
***b. Albert Michelson**
***c. Edward Williams Morley**
d. Thomas Edison

To include a “title” or “feedback” with the Multiple Response question, follow the same formatting rules described above for multiple choice questions. For instance,

Example: **Type: MR**
 Title: Determining Speed of Light
 3) Which of the following individuals are credited with determining the exact speed of light?

@ Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

a. Albert Einstein

@ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

***b) Albert Michelson**

@ Yes. Albert Michelson is one of the two persons credited with determining the exact speed of light.

***c) Edward Williams Morley**

@ Yes. Edward Williams Morley is one of the two persons credited with determining the exact speed of light.

(Note: this example illustrates how to include both “General Feedback” and answer-specific feedback. In most cases, you would include only one type of feedback.)

A second way to designate correct answers multiple response questions is to place them in a list of at the end of the file. The list must begin with the word “Answers:” and must be positioned at the end of the file. If a question has been designated as a Multiple Response type using “Type: MR”, then correct answers can be listed three different ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple response questions.

Example: **Answers:**
 1. B D
 2. B, D
 3. B,D

Important: Once the import file is organized to the specifications described above, it should be saved to MS Word (.doc), rich-text (.rtf) or a text (.txt) file. It is then ready to be imported by Respondus.

Importing Images with Questions

Images embedded in MS Word and the QTI formats will import automatically. However, it is possible to import images with rich-text and text files using alternate methods. First, be sure the images are in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: [**img: “filename.jpg”**] . The word “filename.jpg” should be replaced with the actual file name.

Example: **3) The interferometer, shown here [img: “interferometer.jpg”], was used by which of the following scientists.**
 a. Albert Einstein
 ***b. Albert Michelson**

- c. **Thomas Edison**
- d. **Vladimir Zworykin**

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:

[**img: “interferometer.jpg” “Picture of an interferometer”**].

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear inline with the question text.