# Creating a Blackboard Test or Question Pool with Respondus

You will need your assessment in 1 of 6 formats:
1. Plain Text (.txt)
2. Rich Text (.rtf)
3. Word document (.doc)
4. 2007 Word document (.docx) *recommended
5. Tab/Comma Delimited (.csv)
6. StudyMate (.zip, .xml)

Note: Refer to the Sample Test, or search for "Importing Questions" from the Respondus help area for suggestions on proper question format.

1. Begin by launching Respondus.

2. From the Respondus **Start** tab, click on the **Import Questions** button.
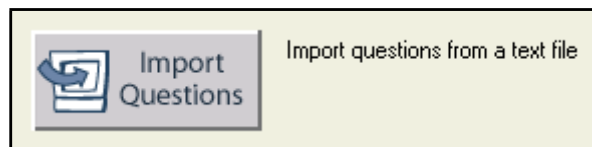
3. In the window that opens, select the appropriate file type for your document from the "**Type of file:**" drop down list.

4. Browse for the assessment file.

5. Enter a name for the assessment in the "**Create a document named**:" field.

   Note: This name will need to be unique. Respondus will not allow you to create more than one assessment by the same name.

6. Select the type of assessment, **Exam** or **Survey**.

7. Click the **Preview** button.

   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.

The warning "Duplicate titles were changed by adding `2' (or 3, 4...)" error message can be ignored. Question titles are generated from the first 20 characters of the question wording. Since two question titles in Respondus cannot be 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.

8. Typically the other Warning messages are pretty straight forward. The majority of errors are caused by improper formatting and usually is attributed to line or character spacing.

Your **Import Questions** window should resemble the example below:

9. If you are satisfied with how the results look in Preview, click the **Finish** button to complete the import. The file has now been created and is stored in the "Respondus Projects" folder on the C:\ drive.

10. Once the Import file has been successfully created, you can edit the questions if you wish from the Respondus **Edit** tab.

11. Test options such as instructions, availability, number of attempts, force completion, time limit, feedback, presentation mode, and etc. can be modified under the Respondus **Settings** Tab.
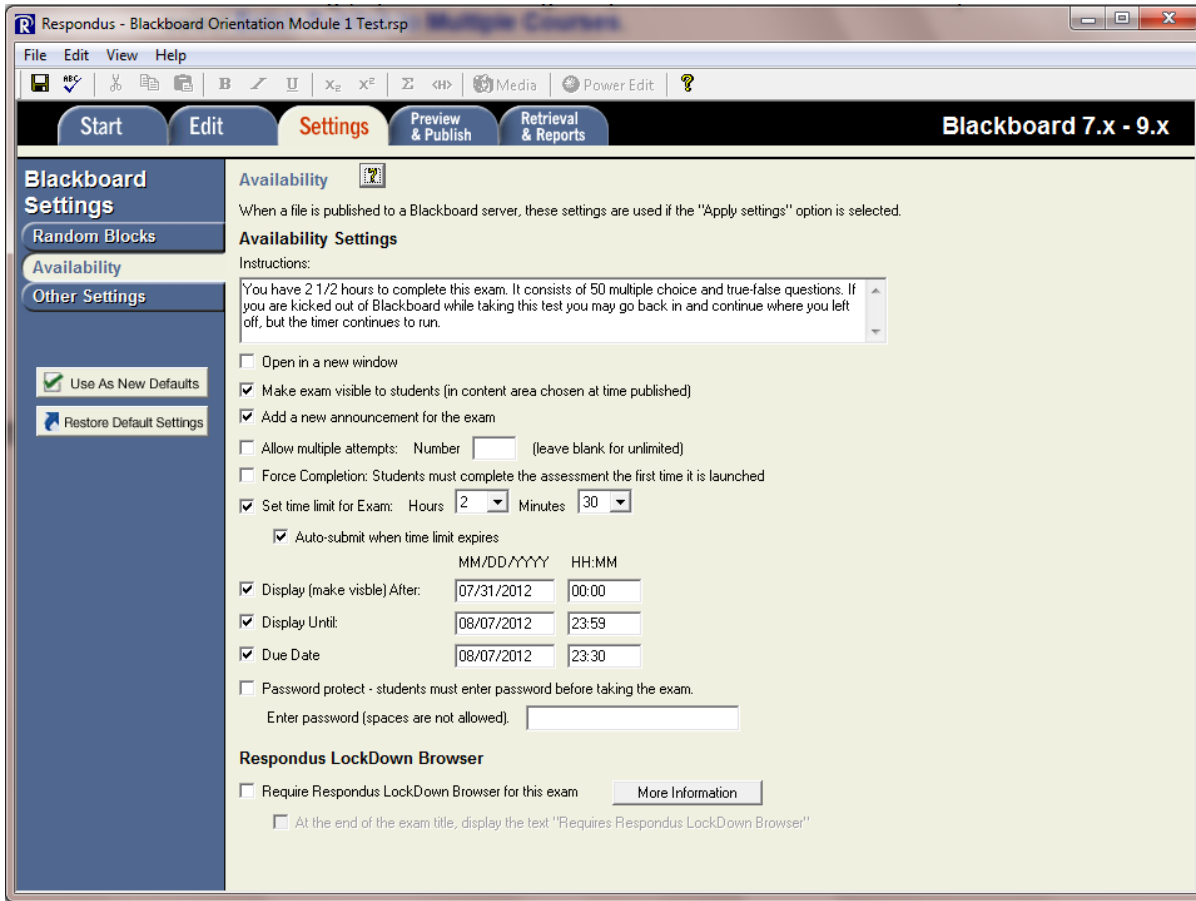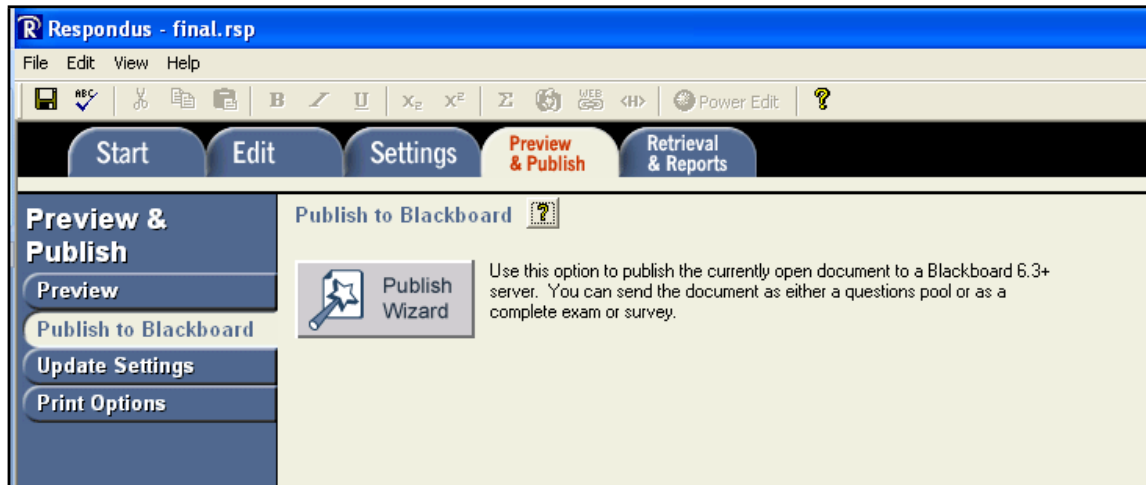

Note: Default Point Value is set up prior to the import process under File > Preferences > Edit & Publish.

12. Once you are satisfied with the assessment, click the Respondus **Preview & Publish** tab.

13. I would recommend previewing the file (click the **Preview the File** button) and look for any obvious errors in wording or formatting or the question or answers. I usually do this very quickly, looking for anything out of the ordinary.

14. When you are ready to publish the file to Blackboard, click the **Publish to Blackboard** button, and then click on the **Publish Wizard**.

15. From the **Publish Wizard** window select **Publish to single course** for the **"Type of Publish"** setting (If you are teaching multiple sections of the same course you can select **Batch Publish to Multiple Courses**.

16. Select your previously set up Blackboard Server and click **Next**.

17. Select the appropriate course from the "**Choose Course to publish to**" dropdown list (pay close attention to the course selected in this step).

18. Select **Create New Exam** or **Create new Pool** and change the name if needed.

19. The **Additional options** only apply to Exams, not Pools. If you are creating an Exam, check these as appropriate. If you are creating a Pool you can skip these.

20. Click **Next**. Respondus will now upload the test pool and will report a successful completion.

21. Click **Finish** and close Respondus.

22. Pools are uploaded to the Pool Manager of your Blackboard course. You can use these to build a test or survey in the Blackboard environment. Exams are published to the content folder you specified and made available according to the settings you selected.

Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

Phone: 903-334-6603

https://isite.tamut.edu

TEXAS A&M UNIVERSITY TEXARKANA