



# Blackboard Quick Reference Guide

## Importing a Test Using Respondus

It is possible to convert a test created in Microsoft Word (or another word processing program) and upload it into Blackboard, using Respondus as an intermediary. Respondus is a test creation program available free to MCCD faculty (Windows environment only). The process involves three phases: 1) prepare the Word file; 2) import the file into Respondus; and 3) publish the test to your Blackboard course. For a long exam (and multiple exams), this may be a better process than trying to create the exam from scratch in Blackboard.



The Respondus program can be installed on your computer by following the instructions through this web address: <https://www.scottsdalecc.edu/facultyonly/Respondus.pdf> (you'll need to enter your SCC network account login information to access the file).

### Preparing the Word File

As described in the Help screen for the Respondus program:

Respondus will import multiple choice, true-false, essay, fill in the blank, and multiple answer questions. The plain text, rich-text, or MS Word file must be organized in a "Standard Format" before it can be imported into Respondus.

You'll need to read the Help information in detail to see if this option is right for you.

**Step 1:** In Respondus, click **Help>>Help Topics**, then search for "Standard Format" from the **Index** tab.

For example, multiple choice questions need to begin with a question number followed by a parenthesis or period (e.g., "3") and possible answers start with a letter, followed by a parenthesis or period. A correct answer is indicated by an asterisk before the answer or all correct answers listed at the bottom of the file.

### Importing the Word File into Respondus

**Step 1:** In the Respondus program (Start tab), click **Import Questions**.

**Step 2:** Select "Microsoft Word" for type of file

**Step 3:** Browse to find the Word file.

**Step 4:** Enter a name for the new document.

**Step 5:** Click **Preview** to make sure the questions are formatted correctly.

**Step 6:** Click **Finish**.

## Publish the Test to Your Blackboard Course



For your convenience, first decide where in the course you want the test to appear, before following these steps. During the publishing process, Respondus will ask you which Content Area you wish to use.

- Step 1:** Open the Respondus program, then open the test file.
- Step 2:** From the tabs at the top of the page, click **Preview & Publish**.
- Step 3:** Click **Preview the File** to make sure the test is ready to migrate to Blackboard.
- Step 4:** Click **Publish to Blackboard** on the left side of the page.
- Step 5:** Click **Publish Wizard**.



The first time you use this feature, you'll need to follow the instructions so that Respondus knows the Blackboard server information for the college.

- Step 6:** Click **Next**.
- Step 7:** Select the course name and choose what to create. Decide on the Blackboard options for the test.
- Step 8:** Click **Next**.
- Step 9:** If you chose to link the exam to an existing Content Area, then select that area at this time.

A message box appears, describing the progress being made in publishing your test. Eventually a message appears, indicating that the publishing is finished.

- Step 10:** In the specified Blackboard course, open the selected Content Area and check to make sure the test is listed. Also check the Gradebook (under Control Panel) to ensure that the test was added.