

Respondus 4.0 for EASE workshops

Extended Learning manages an institutional license for this tool that simplifies the creation of online tests, quizzes, and surveys.

Acquiring Respondus 4.0

- Access to the software is granted to any faculty member or course designer who makes the request.
- Requests can be made 24/7. Request processing depends on staff availability: Monday - Friday, 8 AM - 5 PM. The tool itself is a software product that is installed on the end user's computer.
- The request form for the Respondus software is available at <http://webctinfo.unm.edu/faculty/request-respondus>.
- There is no fee for faculty use Respondus to create quizzes in their courses.
- Contact [UNM Learn](#) Support at (505) 277-0857, [Fastinfo](#), or via the Faculty Help and Student Help links on the [UNM Learn home page](#).

Courses

Notifications

Messages

Courses with Messages:

You have no new unread messages!

Last Updated: Monday, August 21, 2017 3:59:55 PM MDT

Announcements

[Mobile Learn Transition](#)

No Course or Organization Announcements have been posted in the last 7 days.

[more announcements... →](#)

My Courses

Courses where you are: Student

[UNM Learn Resources - Respondus](#)

Instructor: UNM Learn Support;

Institution Bookmarks

- [Get Support](#)
- [UNM Learn Terms of Use](#)
- [UNM University Libraries Branch and Special Libraries](#)
- [CAPS Online Tutoring Services](#)
- [students.unm.edu](#)
- [IT Computer Pods](#)
- [UNM IT Alerts](#)
- [UNM Bookstore](#)

Tools

[Calendar](#)

[My Grades](#)

After you request Respondus, It will appear in your learn account within 1 day. Click on the link, this will direct you to the link to download Respondus.





We recommend that you download/update to the newest version of Respondus available, which is currently Respondus 4.0.6.06. To check which version of Respondus you are on, open Respondus > click Help in the menu bar > select About Respondus > you will see the version listed there (e.g. Version 4.0.6.0).

[Click Here to Download Respondus 4.0.6.06](#)

[Click Here for Installation Instructions](#)

Please check to confirm you have the latest version of the Respondus software.

For instructions, see [answer #5568](#) in the UNM Knowledge Base.

Respondus cannot be used with Mac or mobile devices.

For Respondus support @UNM, call 277-0857, or submit a ticket in the Support tab (upper-right corner)

Respondus License Information

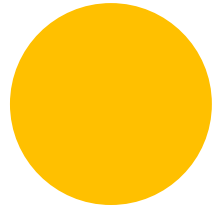
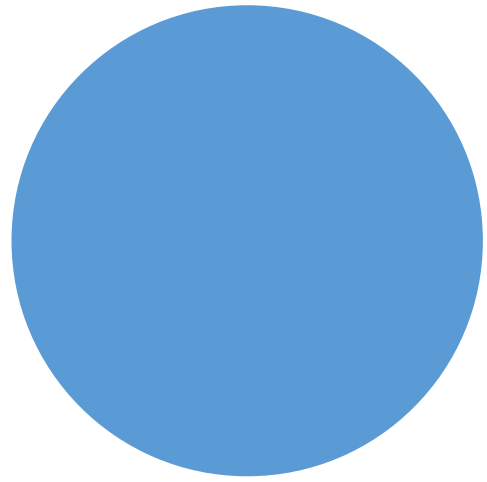
1. Institution Name: University of New Mexico
2. Local Support Contact: nmelit@unm.edu
3. Installation Password: ZR821389298-356714141



Follow the instructions provided on the website.

Note: The installation password is provided at the end of the page.

For detail information on the installation Process go to:



Source Assessment Files

Go to the link shown below to obtain the Respondus files for the EASE workshops

<http://stemgateway.unm.edu/workshops/ease-workshops/ease-for-instructors.html>

STEM Gateway

[Home](#)[Course Redesign ▾](#)[Peer Learning Facilitators ▾](#)[Workshops ▾](#)[Data & Impact ▾](#)[For Students ▾](#)[About Us ▾](#)

"We cannot seek achievement for ourselves
forget about progress and prosperity for
community... Our ambitions must be broad
enough to include the aspirations and needs
others, for their sakes and for our own." - Cesar
Chavez

Welcome to the STEM Gateway Program! At the University of New Mexico,
we are committed to improving the way that we teach science,
technology, engineering and math (STEM) courses in order to empower
more Hispanic and low-income students to achieve their STEM career
goals. Latino and Latina scientists are transforming the world through
their creativity, intellect and dedication. We are proud to contribute to this
effort! This website provides an overview of our initiatives.

Workshops

EASE Workshops ▸

AEON

S-Cubed

Develop IT

EASE Workshops

EASE for Instructors

Faculty Learning Strategies: Core Biology

May 5, 2016

Student Survivors: Meilinn Tram

April 28, 2016

STEM Career Profile: Dr. Phil Askenazy

April 21, 2016

Mentor-Mentee relationships: Freshmen STEM Project

April 14, 2016

Faculty Learning Strategies: Core Chemistry

April 7, 2016

Click on Workshops → EASE Workshops → EASE for Instructors

STEM Gateway

[Home](#) [Course Redesign ▾](#) [Peer Learning Facilitators ▾](#) [Workshops ▾](#) [Data & Impact ▾](#) [For Students ▾](#) [About Us ▾](#)

EASE Workshops

[EASE Workshops](#)

[EASE for Instructors](#)

[Respondus Files](#)


EASE for Instructors

The EASE video workshops can help with the new **general education core reform** by providing students with transferable skills within both information literacy and quantitative reasoning. These workshops can also help students succeed in their content specific courses.

See the main [EASE video workshop](#) page for more information on each workshop.

[Which courses can benefit from the EASE video workshops?](#)

[Implementation](#)

 [Assessments within LEARN](#)

[What have students said about the workshops?](#)

[Interested? Here's how you can participate.](#)

Go to Assessments within LEARN

Which courses can benefit from the EASE video workshops?

Implementation

Assessments within LEARN

Respondus instructions...coming soon.

Feel free to modify the assessment to meet your course needs.

Respondus files

- Metrics
- Critical Thinking & Pop-Science
- Basic Excel
- Advanced Excel
- Scientific/Technical Writing
- Scientific/Technical Reading
- Calculus Prep - *Coming soon*
 - Equations
 - Exponents
 - Common Graphs

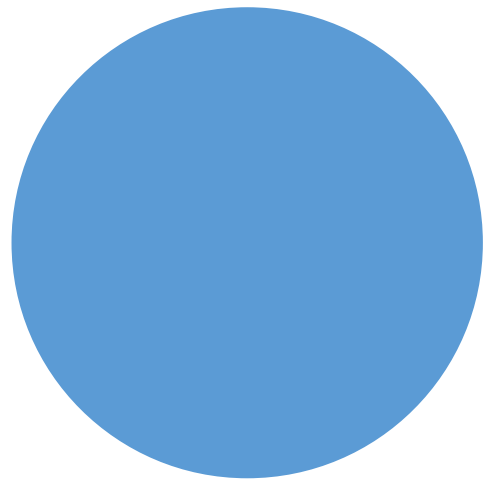
Please contact the [Blackboard support](#) for any technical issues.

What have students said about the workshops?

Interested? Here's how you can participate.







To download the assessment, click on the workshops you desire to implement



Uploading Assessment

<http://extendedlearning.unm.edu/about-us/service-catalog-items/respondus.html>

Current Personality:

 Open	Open a Respondus file.
 Create	Create a new Respondus file.
 Test Bank Network	Locate a publisher test bank and select questions for an exam.
 Exam Wizard	Create an exam by copying items from other Respondus Files.


Start


Introduction


Open or Create


Open or Create ?


Current Personality: Blackboard


 Open Open a Respondus file.

 Create Create a new Respondus file.

 Test Bank Network Locate a publisher test bank and select questions for an exam.

 Exam Wizard Create an exam by copying items from other Respondus Files.

 Import Questions Import questions from a text file.

 Archive Wizard Create a Respondus archive file so that questions, media, and equations are stored as a single, compressed file.



Open Respondus and select Open.

File Edit View Help

ABC | [Icons] | Media | Power Edit | ?

Start Edit Settings Preview & Publish Retrieval & Reports

Start

Introduction

Open or Create

Open or Create ?

Current Personality: Blackboard

Open Open a Respondus file.

Create Create a new Respondus file.

Test Bank Network Locate a publisher test bank or an exam.

Exam Wizard Create an exam by copying items from Respondus Files.

Import Questions Import questions from a text file.

Archive Wizard Create a Respondus archive file. Questions and equations are stored as a

Open Respondus File

Name	Date
R Advanced Excel_online_2017	8/21/17 10:26
R Basic Excel	8/17/17 03:31
R BasicExcel_online_2017	6/27/17 09:50
R Calculus Prep (Equations)	8/21/17 02:10
R Crit & Pop Sci (EASE)	8/17/17 02:46
R Metrics	8/21/17 01:55
R Respondus Introduction	3/17/17 01:06
R Scientific-Technical Reading	8/21/17 03:34
R Scientific-Technical Writing	8/21/17 03:16
R World History	12/09/02 04:44

Selected File

Open Cancel Search

This will open the Open Respondus File window. At this time you will not have the file under the Projects section yet.

Open Respondus File

Name	Date
R Advanced Excel_online_2017	8/21/17 10:28
R Basic Excel	8/17/17 03:31
R BasicExcel_online_2017	6/27/17 09:50
R Calculus Prep (Equations)	8/21/17 02:10
R Crit & Pop Sci (EASE)	8/17/17 02:46
R Metrics	8/21/17 01:55
R Respondus Introduction	3/17/17 01:08
R Scientific-Technical Reading	8/21/17 03:34
R Scientific-Technical Writing	8/21/17 03:16
R World History	12/09/02 04:44

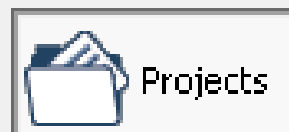
Click on Browse to go to downloads and select the Respondus files that was recently downloaded.

Open

Downloads

Name	Date	Type	Size	Tags
Training_Presentati...	7/12/2017 10:08 PM	File folder		
New Tab_files	9/10/2016 8:54 PM	File folder		
Hemocyaninlike_1_...	6/7/2016 11:25 PM	File folder		
SPDBV_4.10_PC	6/7/2016 11:02 PM	File folder		
errmsg	10/13/2015 2:42 PM	File folder		
images	10/13/2015 2:42 PM	File folder		
data	10/13/2015 2:42 PM	File folder		
HP 8460P	8/25/2015 5:48 PM	File folder		
respondus_sciwrite...	8/28/2017 11:05 AM	RSP File	10 KB	

Open Respondus File



Projects



Archive

Browse ...

Test Bank
Network

Name	Date
Advanced Excel_online_2017	8/21/17 10:28
Basic Excel	8/17/17 03:37
BasicExcel_online_2017	6/27/17 09:50
Calculus Prep (Equations)	8/21/17 02:10
Crit & Pop Sci (EASE)	8/17/17 02:46
Metrics	8/21/17 01:55
Respondus Introduction	3/17/17 01:08
Scientific-Technical Reading	8/21/17 03:34
Scientific-Technical Writing	8/21/17 03:16
World History	12/09/02 04:4



Selected File

This will copy the file to the folder Projects. At this time you can open the file.

Open

Cancel

Search



Respondus - Metrics.rsp

File Edit View Help

Media Power Edit

Start **Edit** Settings Preview & Publish Retrieval & Reports Blackboard

Edit Questions

Multiple Choice

True and False

Essay / Short Answer

Matching

Ordering

Fill in the Blank

Multiple Answers

Calculated

More >

Copy from Another File

Test Bank Network

Multiple Choice ?

- Title of Question
- Question Wording Randomize answers
- Answers (PageDown moves to next answer) Feedback
- Select Correct Answer
- Point Value 1.00
-

Question List Total Items: 13 Points: 5.0

#	Title	Format	Points	Question Wording
---	-------	--------	--------	------------------

The file will open
Under the Edit tab
where you can do
changes to the files.
Move to the Preview
& Publish tab.

The screenshot shows the Respondus Metrics application window. The title bar reads "Respondus - Metrics.rsp". The menu bar includes "File", "Edit", "View", and "Help". The toolbar contains icons for saving, undo, redo, bold, italic, underline, and mathematical symbols. The main interface has a top navigation bar with buttons for "Start", "Edit", "Settings", "Preview & Publish", and "Retrieval & Reports". The "Blackboard" logo is in the top right corner. On the left, a vertical sidebar under the heading "Preview & Publish" contains three options: "Preview", "Publish to Blackboard", and "Print Options". A red arrow points to the "Publish to Blackboard" option. The main content area is titled "Publish to Blackboard" and features a "Publish Wizard" button with a star icon, which is highlighted with a purple border. To the right of the button, text explains: "Use this option to publish the currently open document to a Blackboard server. You can send the document as either a questions pool or as a complete exam or survey." A green arrow points to the "Publish Wizard" button. A large text box at the bottom right contains instructions: "Under Preview & Publish select Publish to Blackboard on the side options. Click on Publish Wizard."

**Under Preview & Publish
select Publish to Blackboard
on the side options.
Click on Publish Wizard.**



1. Type of Publish - Local File, Single Course, or Batch Publishing

- Publish to single course
- Batch Publish to multiple courses
- Save pool to local file for manual uploading

2. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server: BIOL-201L - Summer 2016 Section Group EIO [P.]

Settings:

Server: leam.unm.edu
Auth Type: Automatic
Server Port: 443
(Secure Server, all pages HTTPS)
User: jjcortez

Edit Settings

3. Press [Next] to connect to server

Back

Next

Cancel

Help

You can select different publishing options. Either into a single course or multiple at a time. The image shows the process for a single course publication.

1. Type of Publish - Local File, Single Course, or Batch Publishing

- Publish to single course
- Batch Publish to multiple courses
- Save pool to local file for manual uploading

2. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server: BIOL-201L - Summer 2016 Section Group EIO [P.] ▼

Settings:

Server: leam.unm.edu
Auth Type: Automatic
Server Port: 443
(Secure Server, all pages HTTPS)
User: jjcortez

Edit Settings

3. Press [Next] to connect to server

Back

Next

Cancel

Help

Select the course you will add the assessment to and click on Next.

1. Choose Course to publish to

BIOL-201L - Summer 2016 Section Group EIO



**Select the course
you will add the
assessment to.**

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam

Crit & Pop Sci (EASE)

Replace existing Exam

Pool

Create new Pool

Crit & Pop Sci (EASE)

Replace existing Pool

3. Additional options for Exam/Survey

Apply Random Blocks to Exam

Apply Settings to Exam

Link Exam to Content Area and make available

Back

Next

Cancel

Help

1. Choose Course to publish to

BIOL-201L - Summer 2016 Section Group EIO

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam

Crit & Pop Sci (EASE)

Replace existing Exam

Pool

Create new Pool

Crit & Pop Sci (EASE)

Replace existing Pool

3. Additional options for Exam/Survey

Apply Random Blocks to Exam

Apply Settings to Exam

Link Exam to Content Area and make available

Back

Next

Cancel

Help

You will have the option to Create a new exam or replace an existing exam.

1. Choose Course to publish to

BIOL-201L - Summer 2016 Section Group EIO

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam

Crit & Pop Sci (EASE)

Replace existing Exam

Pool

Create new Pool

Crit & Pop Sci (EASE)

Replace existing Pool

3. Additional options for Exam/Survey

Apply Random Blocks to Exam

Apply Settings to Exam

Link Exam to Content Area and make available



Back

Next




Cancel

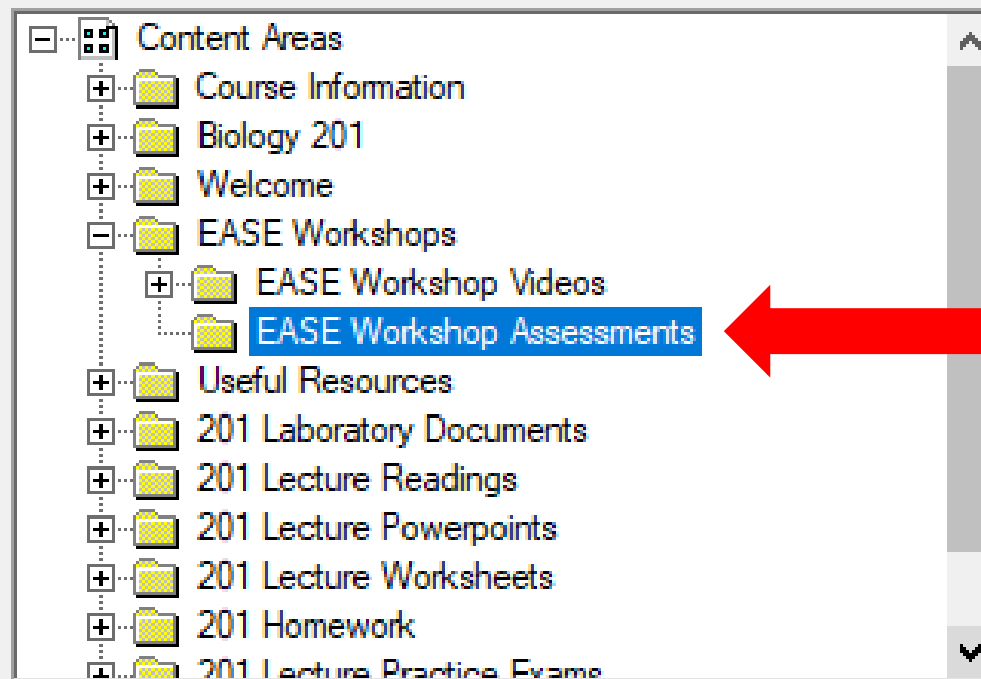
Help

Make sure you go over the additional options so that you get what you want. Most of the time the default selections are okay. Click next.

Click on the area or folder to link to, then press [Next]

If you want to create a new folder to link the exam to, you must choose [Cancel] and create the folder using your browser, then press [Publish] again.

-  Content Areas
-  Area or Folder
-  Learning Module



You can create a new folder or incorporate the quiz in an already present folder.

Back

Next

Cancel

Help



1. The status window below will update after each step of the Publish process.

Respondus 4.0.6.06 June 27, 2017
-- Start Blackboard 9.1 SP10+ Publish --

Exam/Survey: Crit Pop Sci (EASE)

Uploading Questions

Linking Exam to Content

Applying settings

Completed successfully

Wait until the window says Completed successfully then click Finish.

Back

Finish

Cancel

Help

At this time you should be able to see the quiz on blackboard learn for the course you selected.

For additional assistance, please contact blackboard support:

Albuquerque: 505-277-0857

Toll-Free: 1-877-688-8817