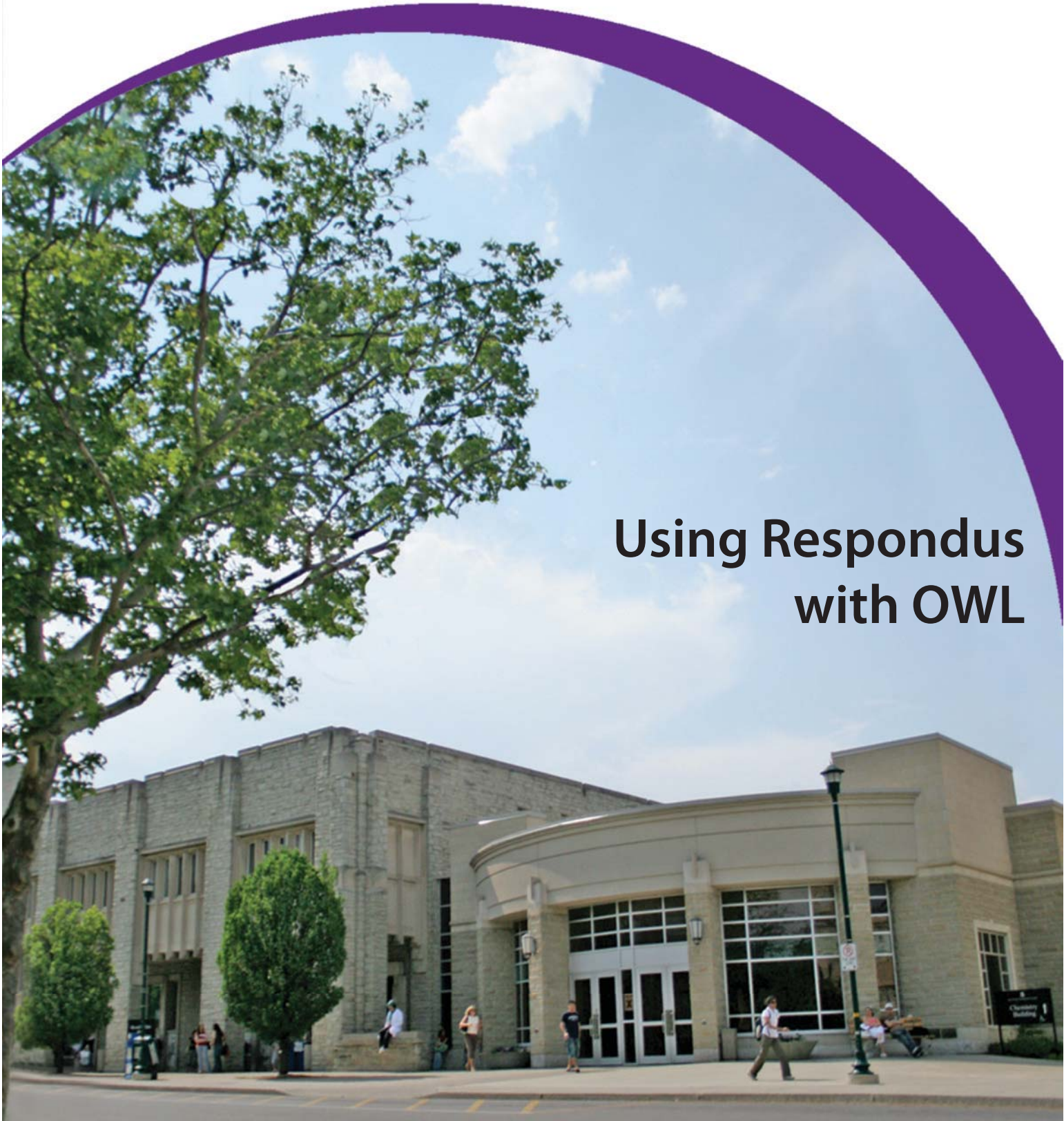


WebCT OWL



Using Respondus with OWL

Overview

Respondus is an external program that allows you to easily create and manage assessments for WebCT-OWL through a simple step-by-step process.

This manualette will walk you through the process of:

- Downloading and installing Respondus
- Creating a new Respondus exam
 - Importing questions from a text file
 - Editing existing questions
 - Creating question sets
 - Finding Respondus Testbank questions
 - Adjusting exam settings
- Publishing a quiz to WebCT-OWL
- Retrieving questions and quizzes from WebCT-OWL

Downloading and installing Respondus

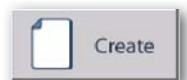
Respondus is available for free to UWO Instructors.

1. Go to <http://www.uwo.ca/its/sitelicense/respondus/>
2. Click Download Respondus
3. Enter your information into the form and click Send
4. An email will be sent to you with further information

Creating a new Repondus exam

1. Open Respondus
2. Ensure the Current Personality is "WebCT 6 / Vista 4"
3. Click the Create button on the main screen
4. Enter the Name and the Description of the exam and click OK
5. Choose your question type based on the type of answer you require

Current Personality: WebCT 6 / Vista 4

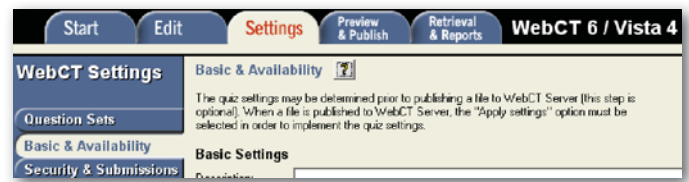


- a. Multiple Choice – allows one prefabricated answer to be correct
- b. True False – provides simple input of true or false to a statement
- c. Paragraph – accepts detailed answers to be marked manually or to compare to a correct answer
- d. Matching – requires the student to match terms in one column to terms in the second column
- e. Short Answer – requires the student to answer a question with a word, a short phrase, or a series of words
- f. Multiple Response – provides the opportunity for more than one prefabricated answer to be correct
- g. Fill in the Blank – requires the student to fill in the missing word(s) in a given sentence
- h. Jumbled Sentence – requires the student to rearrange certain words in a jumbled sentence
- i. Calculated – requires the student to apply mathematical formulae to answer the question

6. Enter a Title for the question
7. Type the Question Wording and the possible answers
8. Enter Correct Answers in the correct fields, unless otherwise stated
9. Assign a Point Value
10. Select Enable Feedback at the left if you would like a response to appear after the student answers a question
11. Click the Preview button to preview this question
12. Click Add to End of List (or Insert into List if other questions have been created already)
13. Repeat steps 5 to 12 as necessary to add more questions to the exam

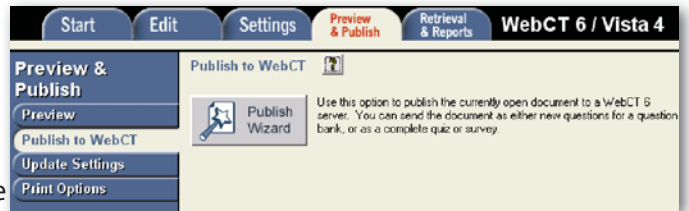
Adjusting exam settings

1. Open Respondus
2. Open an existing Respondus file
3. Click the Settings tab
4. Click Basic & Availability on the left side
5. Select the options that you want; most options are clearly explained
6. Click Security & Submissions on the left side – this area allows for greater viewer restriction
7. Click Results on the left side
8. Select the options that you want to activate after the student completes the exam



Publishing a quiz to WebCT-OWL

1. Open Respondus
2. Open an existing Respondus file
3. Click the Preview & Publish tab
4. Click the Preview the File button to preview the exam
5. Click Publish to WebCT on the left side
6. Click the Publish Wizard button
7. In the Publish Wizard dialog window, select to either Publish to single course or to Batch Publish to multiple courses
8. Choose "add new server" in the WebCT 6 Server drop down menu
9. In the WebCT 6 Server Information dialog box, paste the URL address from a WebCT-OWL page after you log into a course
10. Press the "Extract >>" button
11. Type "WebCT-OWL" as the description
12. Type your username and password that you use to log into WebCT into the appropriate field
13. Uncheck the Remember my User Name and Password box if other people use your computer
14. Click OK to save the changes
15. Press Next
16. Select your course section (and your template, if applicable)
17. Choose to Create a new category or Use an existing category
18. Check Create/replace Quiz, if not already selected
19. Select and name the Quiz type of your choice (Quiz, Self-Test, or Replace)
20. Press Next to publish the exam – confirmation will be given when it is successfully uploaded



Retrieving questions and quizzes from WebCT-OWL

1. Open Respondus
2. Click the Retrieval & Reports tab
3. Click Retrieve Questions on the left side
4. Choose "add new server" from the Vista Server drop-down menu
5. In the Server Information dialog box, paste the URL address from a WebCT-OWL page after you log into a course
6. Press the "Extract >>" button
7. Type "WebCT-OWL" as the description
8. Type your username and password that you use to log into WebCT-OWL
9. Uncheck the Remember my User Name and Password box if other people use your computer
10. Click OK to save the changes
11. Select the course's section to retrieve the quiz from
12. Give the quiz a name (usually the same)
13. Click Retrieve

