

Respondus for Desire2Learn

Important: Remove all Respondus versions from your desktop before installing the new version.

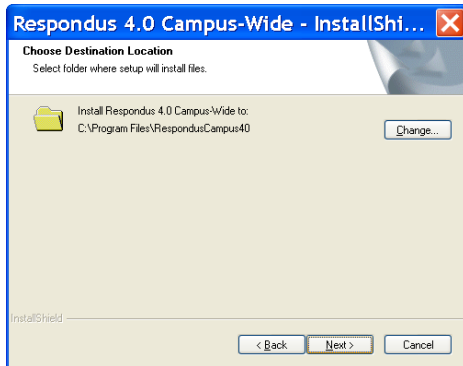
1. From the **Control Panel** of your Windows desktop, click on **Add/Remove Programs**.
2. Locate **Respondus 3.5 Campus Wide**, and **remove** the software.
3. Also, remove the **Respondus Equation Editor 4**.

*You will need to be sure all other apps are closed, and you may even need to **Restart** your system to remove this properly.*

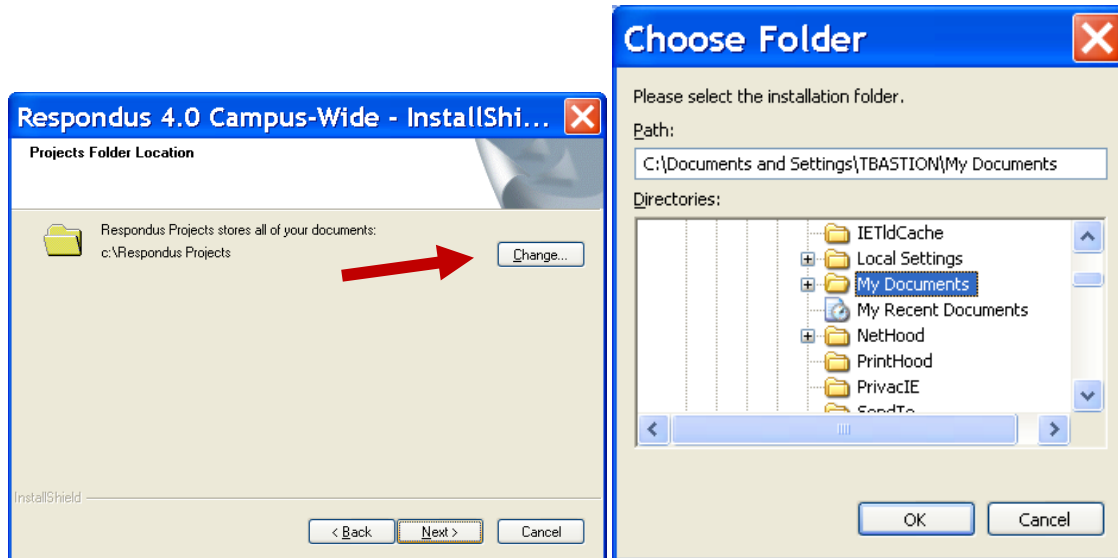
Respondus can now be located on the My Mansfield Page

1. Login to **My Mansfield**
2. Go to the box on the left side of the screen titled **“MyMansfield”**
3. Click on the **Faculty Information Link**
4. The **Respondus Folder** should be the first one on the screen
5. Click on the Respondus Folder, then click the link for **Respondus 4.0.2**
6. Click on Run. If you select Save, rather than Run, you may want to save the file to the desktop to make it easier to locate, and install later.
7. When running the program it should take you to the InstallShield Wizard for Respondus, click **next** at the bottom, then click on the circle with **“I accept the terms of this license agreement”**, and click on **next**

8. The next screen will display where the file will automatically go. It should be placed in C:\ProgramFiles\RespondusCampus4. Click next to go to the next page. You do not need to change this setting.



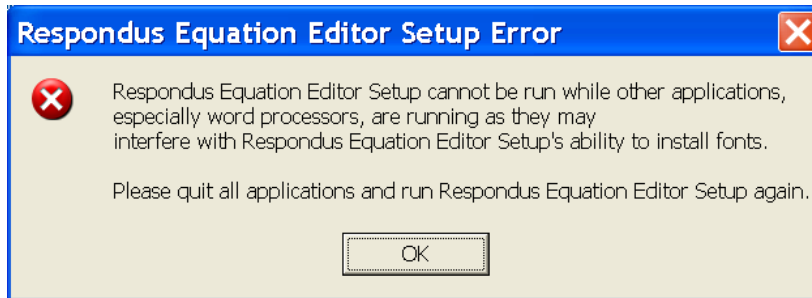
9. The next page will say where your documents will be stored. It is suggested that you **change** this folder to “My Documents” to keep your data stored in the same area as other documents on your hard drive. The default is c:\Respondus Projects, and that is fine, as long as you make sure to routinely include this folder in your hard drive backups.



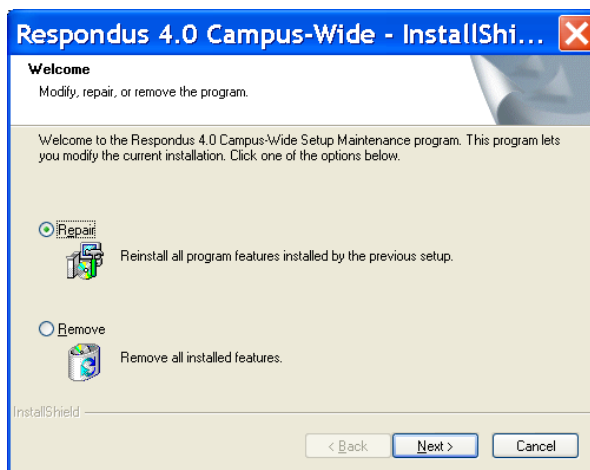
10. The next screen will ask you if you would like to begin to install the program. Click **install**.

12. After the installation completes a screen will pop up asking if you would like to **install Respondus Equation Editor**. Exit all Windows programs before you click yes. After exiting all programs, click yes.

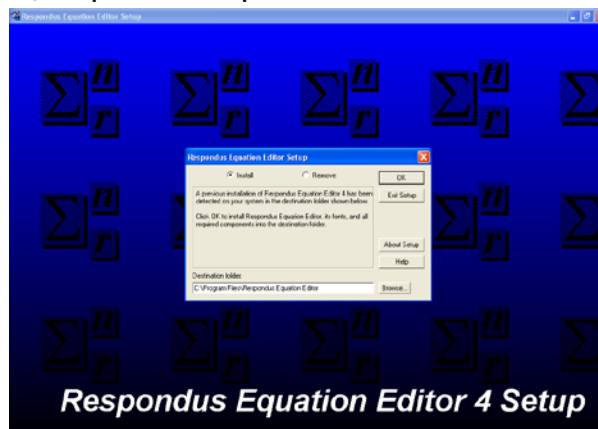
If you have other programs running, and the Equation Editor doesn't install, you will need to close all open programs, and restart the **Respondus4Campus.exe**.



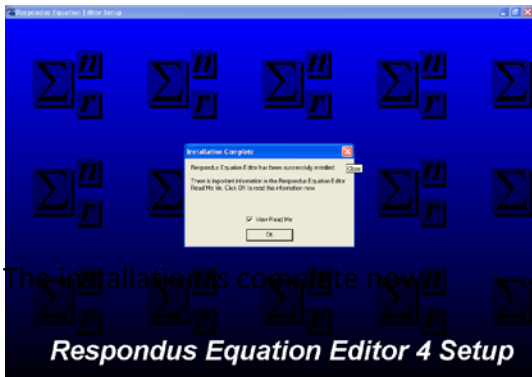
The "Repair" option is selected for you by default. Leave this selected, and click Next. This should take you to the Equation Editor installation.



13. Another screen will then come up with an option to Install or Remove. Make sure Install is selected and the destination file is set as C:\Program Files\Respondus Equation Editor. If all the settings are correct, click OK.



14. A screen will then come up to view the Read Me instructions that will guide you through the program to help you get familiar with it.



Respondus can be accessed from Start - Programs in Windows

The following information is required on installation

Institution Name: Pennsylvania State System of Higher Education

Local Support Contact(s): Kathleen Howley khowley@passhe.edu Robert Hails rhails@passhe.edu

Installation Password: *Please login to the D2L interface for the password. It will be posted in D2L on the "My Home" page in the widget – MU Faculty Resources. Please be aware that the password expires annually, and it will be updated in the widget.*

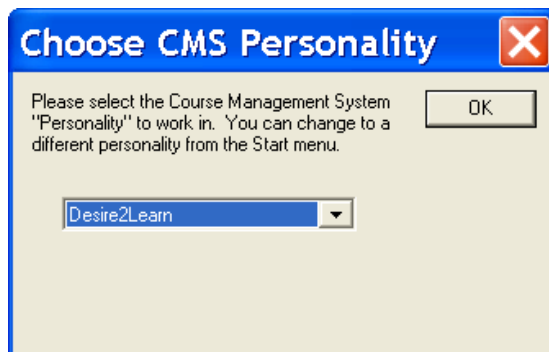
Once you have input the license information, click OK to update your version of Respondus. If you are not prompted to update, select Help - "Check For Update" on the Respondus toolbar.

This is what Respondus looks like when installed:

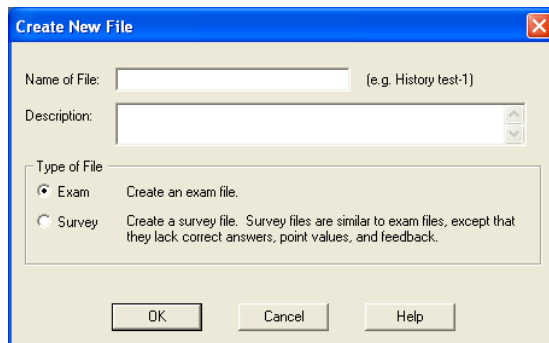


Now that the Respondus program is working, follow these steps:

1. Change the Current Personality to Desire2Learn.



2. Click on the **Create** button to type up a new exam.

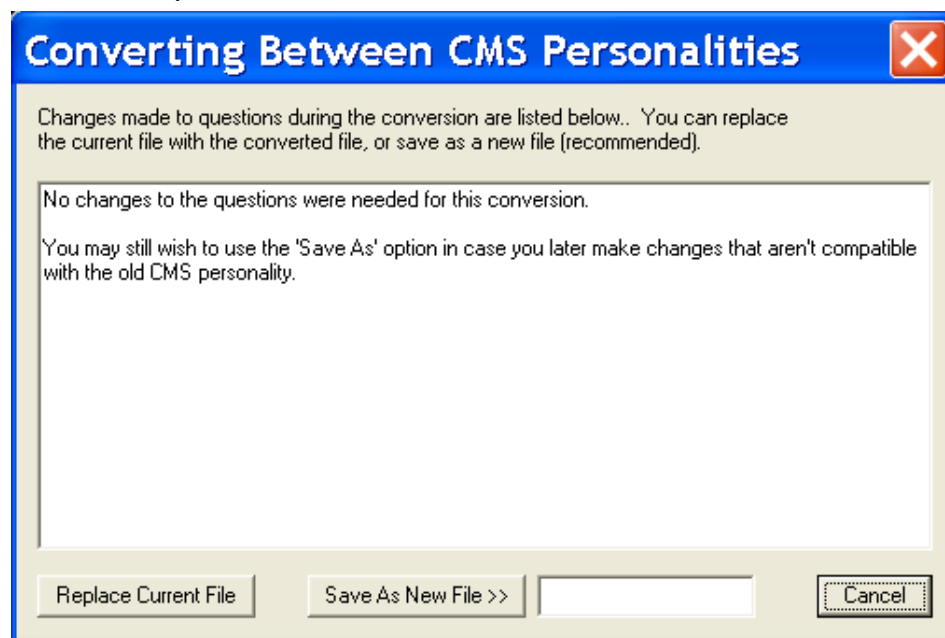


3. Type a **name** for your exam file.
4. Type a **brief description** then click **OK**.
5. **Choose the type of question on the left side**, then:

- a) Titles of Question- create a short descriptive title, then you can perform keyword searches on this title; it is also useful when using test pools.
- b) Question Wording- type the actual question.
- c) Answer- type the correct answer/s and other incorrect answer/s.
- d) Select the Correct Answer.
- e) Point Value- enter a value or keep it at 1.
- f) Save changes and preview.

If you open a Quiz/Exam that was created by Respondus for Bb, you should see the following message:

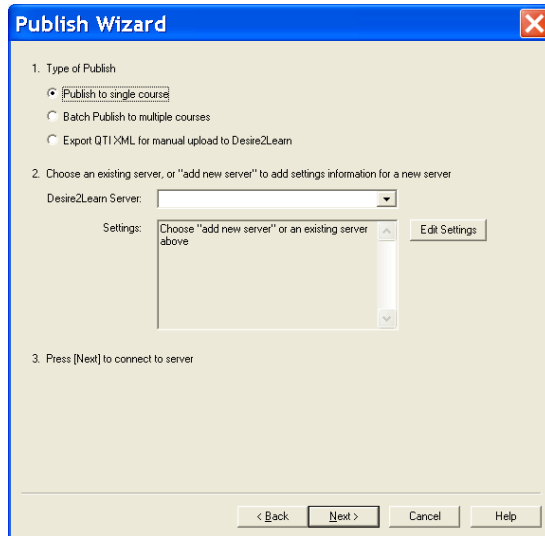
You can Replace the Current File or save it with a new file name.



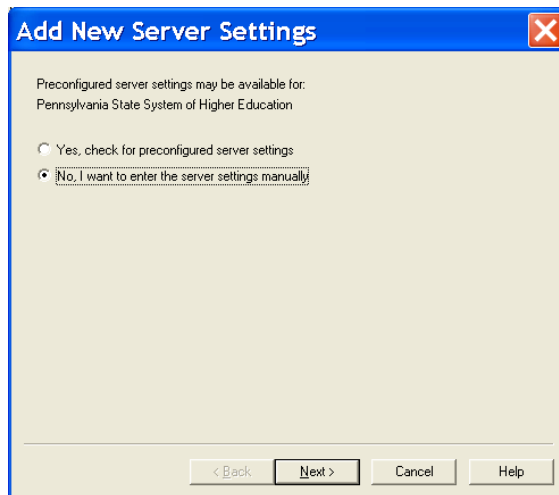
Now you can publish your exam to Desire2Learn

1. Click on the **Preview & Publish** tab
2. Select **Publish – Publish Wizard**

3. Click on the **down arrow** in the area for the Desire2Learn Server, and select **Add New Server**. If you use something generic, like **D2L Connection**, you should be able to reuse this server info each time.



4. Select **"No, I want to enter the server settings manually."**



5. **Access D2L, enter your course**, and **copy the URI** into the next screen:

Desire2Learn Server Information

1. Open your browser and login to the Desire2Learn account you wish to use. Navigate to the page that lists the courses available, then go to any one of the courses.
2. Copy the "Address" of the page from the browser to the box below.
3. Press Extract

Server Domain:
Server Port: Secure Server? Yes, HTTPS:// always

4. The information below must be entered manually, then press the OK button:
Description: (text to display in the servers list, e.g. "UCSD login")
User name: Password:

Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!

6. Click on the **Extract** button, and the server information will appear automatically.
7. **Type a Description** for your quiz or exam.
8. Enter your D2L **Username & Password**, and click on the Next button.

Note: This is your email account information – same as D2L login.

Publish Wizard

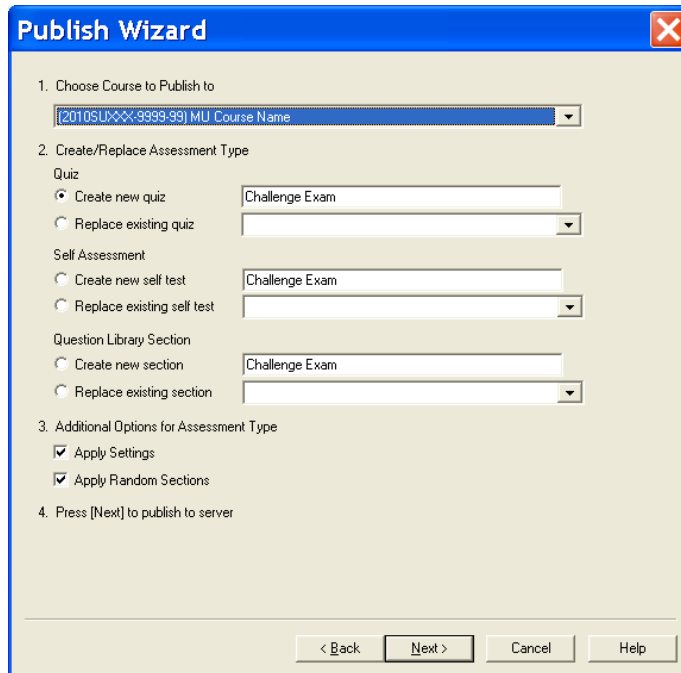
1. Type of Publish
 Publish to single course
 Batch Publish to multiple courses
 Export QTI/XML for manual upload to Desire2Learn
2. Choose an existing server, or "add new server" to add settings information for a new server
Desire2Learn Server:
Settings: Server: mansfield.desire2learn.com
Port: 443
HTTPS: Yes
User: 55tbastion@mansfield.edu
(User/Password will not be saved)
3. Press [Next] to connect to server

< Back Next > Cancel Help

9. The default setting is correct, if you are publishing to one course.

If your Username & Password are correct, you should see the following screens:

10. Make sure the correct course is listed in the “Choose Course to Publish to” box.



The screenshot shows a 'Publish Wizard' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog is divided into four numbered steps:

- 1. Choose Course to Publish to**: A dropdown menu is open, showing the selected course name: "[2010SLJXXX-9999-99] MU Course Name".
- 2. Create/Replace Assessment Type**: This section is divided into three sub-sections:
 - Quiz**: The 'Create new quiz' radio button is selected. A text field contains 'Challenge Exam' and a dropdown menu is open.
 - Self Assessment**: The 'Create new self test' radio button is selected. A text field contains 'Challenge Exam' and a dropdown menu is open.
 - Question Library Section**: The 'Create new section' radio button is selected. A text field contains 'Challenge Exam' and a dropdown menu is open.
- 3. Additional Options for Assessment Type**: Two checkboxes are checked: 'Apply Settings' and 'Apply Random Sections'.
- 4. Press [Next] to publish to server**: This step is currently inactive.

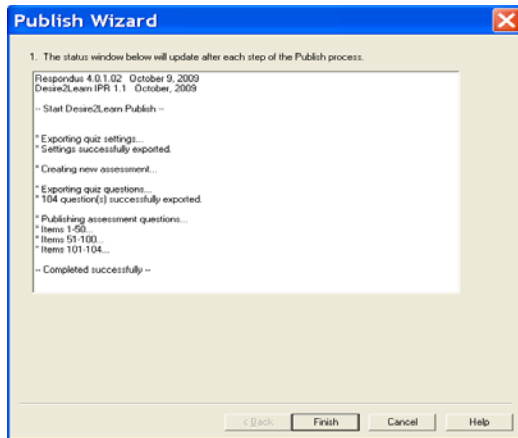
At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

If you haven't used Respondus Settings or Random Sections, then none of these will be transferred into D2L.

Once the questions are transferred into D2L, you should see a message that the process has **completed successfully**.

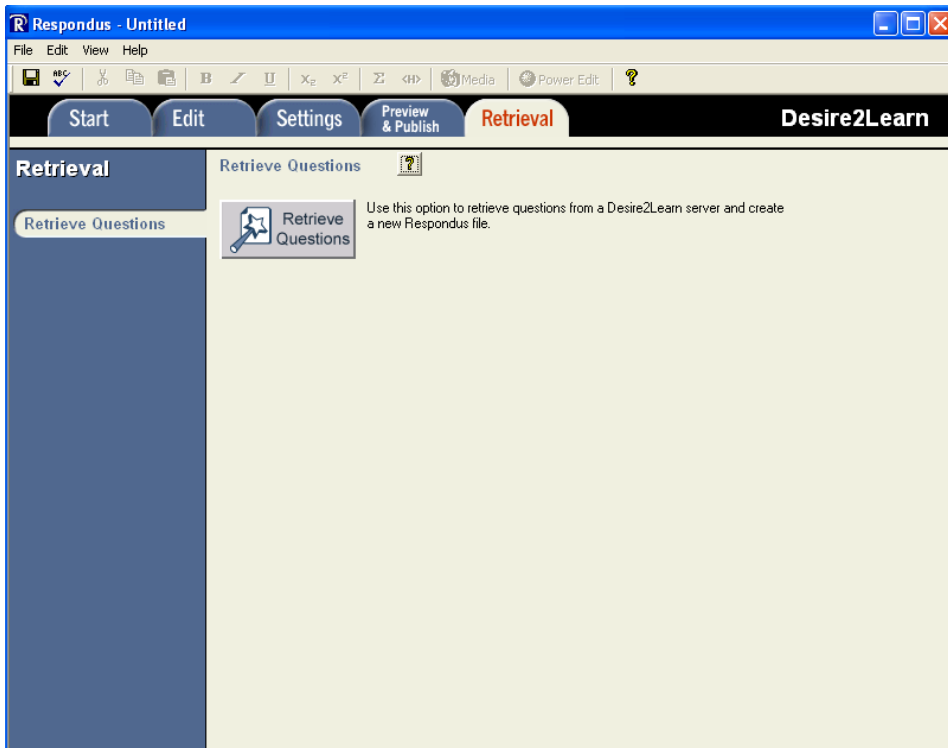
Click **Finish**, and **check your course in D2L**.

Note: Access using “Quizzes” on the Navigation in your D2L course.

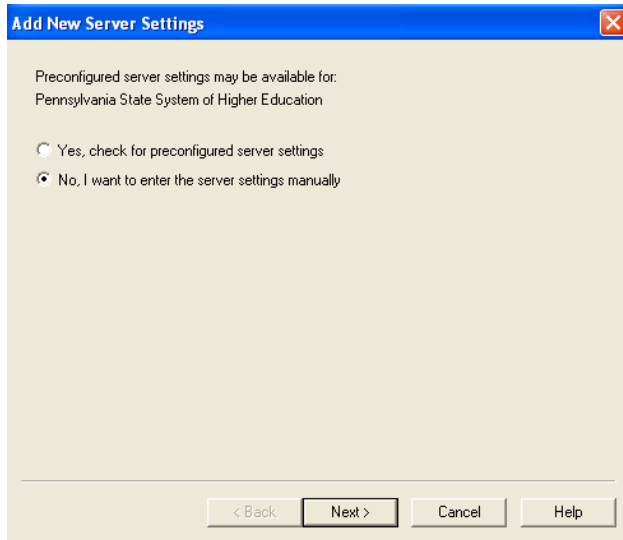


Follow these steps to retrieve an exam from D2L

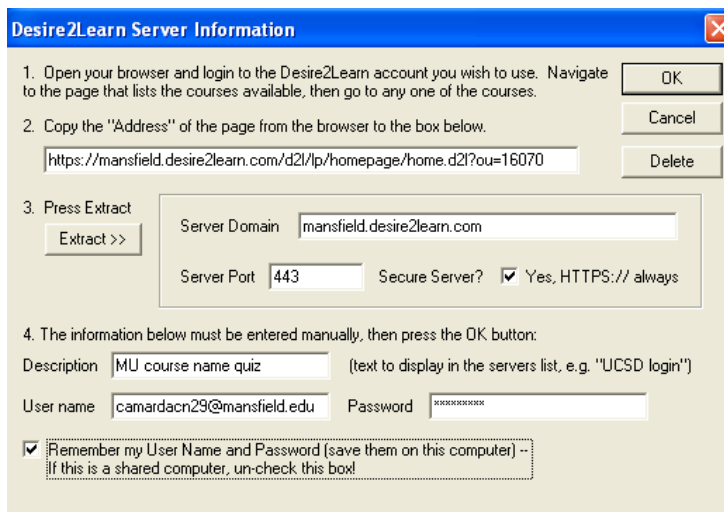
1. Click on the **Retrieval Tab**, then click on the Retrieve Questions button



2. On the drop down menu, select **-add new server-**, on the screen that pops up select **No**, I want to enter the server settings manually. Hit **next**.

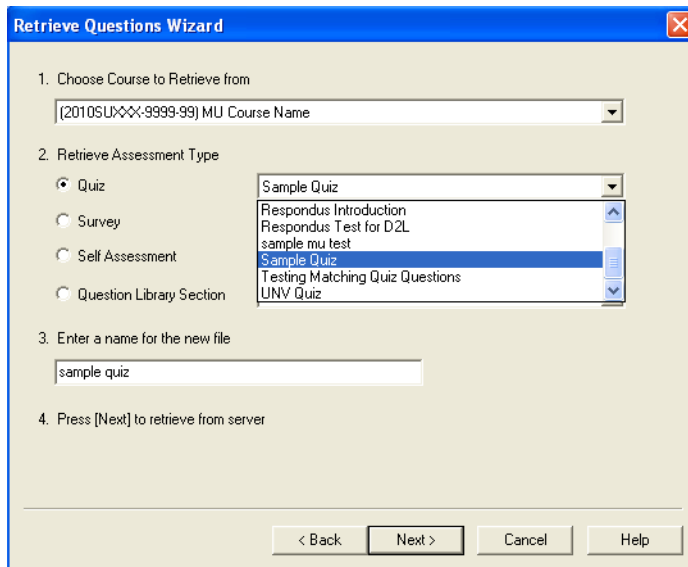


3. Copy the **Address** of the **course homepage** in the space for #2, and then press **Extract >>** to make the server domain and port appear. Fill in the quiz/survey description, and your **username and password** (you can opt for Respondus to remember them in the little box), then click OK.



4. Click **Next** on the screen that pops up (it just restates your server settings). Choose which course you want to retrieve from in the drop down menu, and then click the circle next to what you want to retrieve from the course (a quiz, survey, self-assessment, or section of the question library).

5. Now select what exam you want to retrieve by clicking the **drop down menu**, enter a description for the exam being retrieved, click **next**.

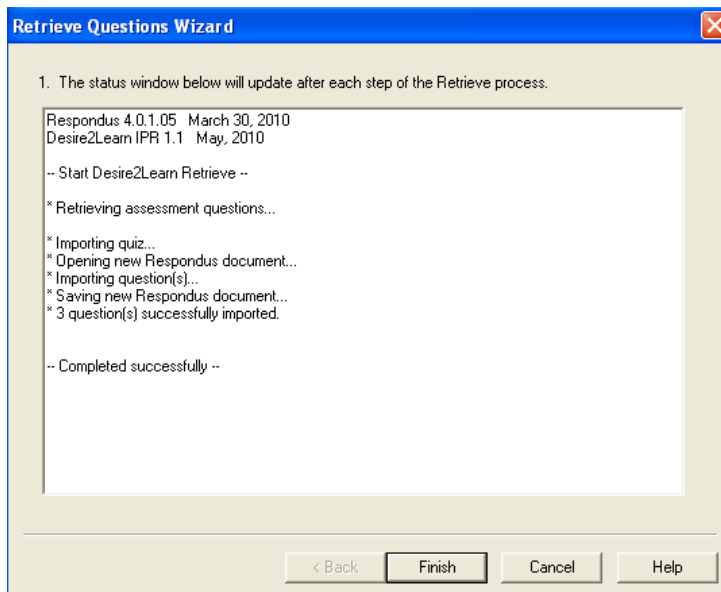


The screenshot shows the 'Retrieve Questions Wizard' dialog box with the following steps:

1. Choose Course to Retrieve from: A dropdown menu showing '[2010SU] MU Course Name'.
2. Retrieve Assessment Type: Radio buttons for 'Quiz', 'Survey', 'Self Assessment', and 'Question Library Section'. The 'Quiz' radio button is selected. A dropdown menu is open, showing options: 'Sample Quiz', 'Respondus Introduction', 'Respondus Test for D2L', 'sample mu test', 'Sample Quiz', 'Testing Matching Quiz Questions', and 'UNV Quiz'. 'Sample Quiz' is highlighted.
3. Enter a name for the new file: A text input field containing 'sample quiz'.
4. Press [Next] to retrieve from server.

Buttons at the bottom: '< Back', 'Next >', 'Cancel', and 'Help'.

6. A status window will pop up and will tell you if your exam was retrieved successfully. If so then click **Finish**.



The screenshot shows the 'Retrieve Questions Wizard' dialog box with the status window open. The status window contains the following text:

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

```
Respondus 4.0.1.05 March 30, 2010
Desire2Learn IPR 1.1 May, 2010

-- Start Desire2Learn Retrieve --

* Retrieving assessment questions...

* Importing quiz...
* Opening new Respondus document...
* Importing question(s)...
* Saving new Respondus document...
* 3 question(s) successfully imported.

-- Completed successfully --
```

Buttons at the bottom: '< Back', 'Finish', 'Cancel', and 'Help'.

7. Now you can edit the exam and put it back into D2L, change the settings, or save it to your hard drive.