

How to Create a Test in Respondus Exam Author

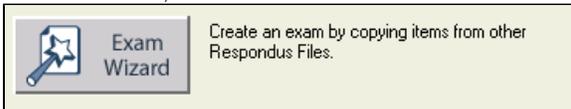
The Respondus Exam Wizard is useful for those new to the program to become familiar with its basics functions. The Exam Wizard is also the best way to create an exam which pulls questions from multiple Respondus files. The Exam Wizard allows questions to be pulled from the files at random.

Watch a Video

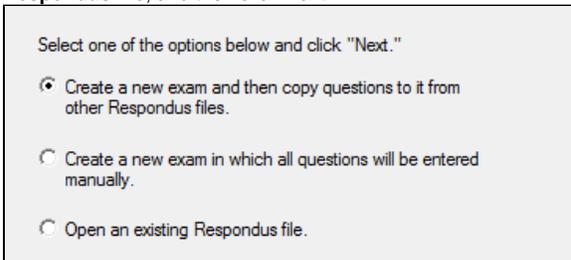
[Using the Exam Wizard](#)

Using the Exam Wizard

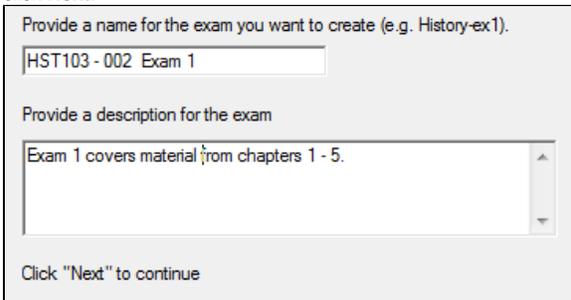
1. From the Start tab, click **Exam Wizard**.



2. Select **Create a new exam and then copy questions to it from a question bank or Respondus file**, and then click **Next**.



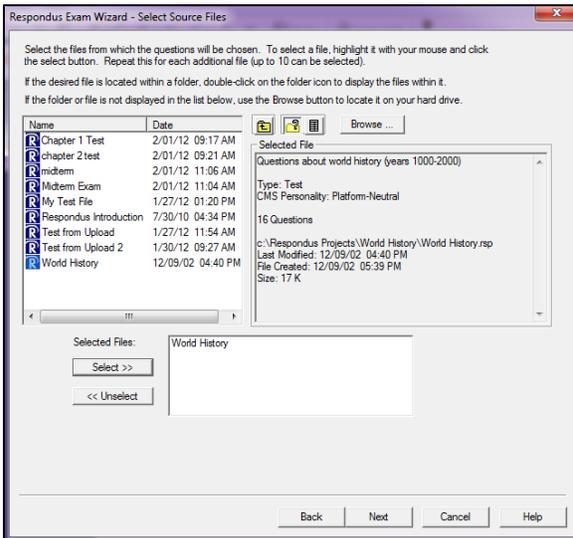
3. In the boxes provided, enter a name and description for the exam you are creating, and then click **Next**.

A screenshot of the 'Exam Wizard' name and description input fields. The screen has a light gray background and a dark border. At the top, it says 'Provide a name for the exam you want to create (e.g. History-ex1).' Below this, there is a text input field containing the text 'HST103 - 002 Exam 1'. Below the input field, it says 'Provide a description for the exam'. Below this, there is a text area containing the text 'Exam 1 covers material from chapters 1 - 5.' At the bottom of the screen, it says 'Click "Next" to continue'.

4. Choose a file then click the **Select** button. This process will copy Respondus files to the new exam.

Related articles:

- [How to Grade with a Rubric](#)
- [How to Add a User to Your Course](#)
- [Course Roles](#)
- [How to Use the Class Dashboard to Request Blackboard Courses](#)
- [How to Create and Deploy Tests in Blackboard](#)



- Repeat step 4 until all you have selected all of the files you need, and then click **Next**.
- Select one of the source files you chose in the previous step from the Source File drop down menu.



- Choose either **Automatic Selection** or **Manual Selection**.

i The Automatic Selection and Manual Selection options may be combined. You may also reselect a file from the pull-down list and choose additional questions from it. However, Respondus will prevent you from selecting a question more than once.

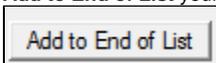
- Manual Selection:** each file can be viewed before you make a selection. You can even preview individual questions.

#	Title	Format	Question Wording
1	Sculptor	Mult. Choice	Who was the sculptor of <i>Bacchus, Sleeping Cupid, Madonna</i>
2	Composer	Mult. Choice	This German composer is known for the following works: <i>M</i>
3	Summa theologica	Mult. Choice	Who authored <i>Summa theologica</i> ?
4	Machiavelli	True - False	Machiavelli is the author of <i>Il Principe</i> , which describes the
5	Laws of Motion	Mult. Answer	Newton's three famous laws of motion include these concept
6	Smallpox	Mult. Choice	Who discovered the vaccine for smallpox?

- Automatic Selection:** the current number of questions will be displayed in the Available to Select column. You will have to enter the number of questions you want selected for each question type and enter the point values to be assigned to each question type.

Format	Available to Select	Number to Select	Points Per Question
Mult. Choice	10	4	10
True - False	1	1	10
Essay/Short Answer	0		
Matching	1	1	10
Fill in Blank	2	2	10
Mult. Answer	2	2	10

- Add to End of List** your selected questions.



- Edit the question point values manually. If you decide to delete a question, click the blue title and select the desired option (delete or move).
- On the next page of the Wizard, review the options and make your choices as necessary: edit, preview, print.

The questions you selected are now included in the exam. The file will be saved once you choose an option below and click Finish.

Edit and Print Options

- Go to the Edit menu to create new questions or to modify existing questions
- Go to the Print menu to print the exam or to save it to a rich-text file

Blackboard Options

- Go to the Settings menu to determine the settings for a Blackboard administered exam
- Go to the Preview menu to see how the exam will look in Blackboard
- Go to the "Publish to Blackboard" menu to upload the exam to a Blackboard course

Wizard Options

- Create another exam using this wizard
- Exit the Exam Wizard and return to Respondus

11. When you are done, click **Finish**.



Respondus does not permit you to copy questions from a Survey file to an Exam file. Also, some features in this task are disabled when the file being created is a Survey.

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891