Instructors can create a test in Respondus with the following steps.

Instructions

1. Open Respondus and click on the Create button.

2. In the Create New File box, type in a Name for the test along with a Description. Click OK.

3. Select a question type from the left menu. Type the question into the Question Wording text box and answer options into the Answers text boxes.
   a. Select the Correct Answer and enter in a Point Value for the question.
   b. Click Add to End of List or Insert into List to add the question to the test.

Continue adding questions until test is complete.
4. Click the **Settings** tab located at the top of the screen and then select **Availability** on the left menu. Type **Instructions** into the text box provided.

**Settings**

- Open in a new window – enable to open exam in new window.
- Make exam visible to students – makes link to test available to students
- Add a new announcement for the exam – creates an announcement that a test has been deployed.
- Allow multiple attempts – how many attempts students are allowed
- Force Completion – requires students to finish the test once it has started
- Set Time limit for exam – places a time limit on a test and records the completion time for students
- Auto-Submit – saves and submits the test automatically if a time limit was placed on the test
- Display (make visible) After – test becomes available on the date and time entered
- Display Until – test becomes unavailable on the date and time entered
- Due Date – a due date can be added by checking the box and including a date and time
- Password – this sets a password that students would need to enter to take the test.

**Note:**

The setting **Hide the score of this test from the Gradebook** creates a completely anonymous test. Students will see their feedback but instructors can see nothing.

5. Select **Other Settings** on the left menu.
6. Check the box beside Include this test in Gradebook score calculations to ensure a column is created in the Grade Center so test attempts are accessible to the instructor.

Settings
- Feedback Options – determines what feedback student receive as soon as they have completed the test.
  - Rule 1: Score is selected by default. Use the drop down box to determine when students will be able to view the feedback. (eg. After availability end date, after due date, etc.)
  - Rule 2: Use this option to provide additional feedback to students at a separate date from Rule 1.
- Question Presentation – enables questions to be presented all at once or on separate pages and can prohibit students from go back to previous questions.
- Randomize Questions – randomizes question order during test
- Answer Numbering – select answer numbering format for multiple choice, ordering, and matching questions.

7. Click the Preview & Publish tab at the top of the screen and click Preview the File button to preview the test in Blackboard format.
8. If previewing, the Test Preview screen will look like this: