**Respondus Handout**

*\*Bulk of Respondus information borrowed and modified from Missouri S&T Ed Tech (http://edtech.mst.edu)* **Getting Respondus**

1. Log into MyGateway and navigate to the course “Using MyGateway and the WWW – A Resource for Instructors.”
2. Inside the course, click the button “Respondus Download.”  
   To download and install this program please follow the directions below.

* Right click on the file and choose "SAVE TARGET AS"

**Using Respondus**  
When uploading a Word-based test to Respondus, you MUST use the proper format for the question type (see instructions below) in order for it to work properly within the Respondus environment. Each question has its own unique format. In many cases, you may want to activate certain options for a question in Respondus. In those cases, create the basic test in Word, upload the test into Respondus, and then add any question enhancements using the Respondus interface.  
  
**Importing from Word**

***NOTES:*** You should turn off automatic numbering of lists in Word to prevent any problems uploading the test into Respondus. To turn off automatic numbered lists, follow one of the two sets of steps below, depending on what version of Word you are using:

***Word 2003:***

1. Click **Tools**.

2. Click **AutoCorrect Options**.

3. Click **AutoFormat As You Type** tab.

4. Uncheck **Automatic Numbered Lists**.

5. Click **OK**.

***Word 2007/2010:***

1. Click the **Microsoft Office Button(2007)**

2. Click **Word Options**.

3. Click **Proofing**.

4. Click **AutoCorrect Options**.

5. Click **AutoFormat As You Type** tab.

6. Uncheck **Automatic Numbered Lists**.

7. Click **OK**.

**Plain Text**

You can also use NotePad, WordPad, or TextPad to create question pools to be imported into Respondus, but you must save the question file in \*.txt or \*.rtf format. The advantage to using Note/Word/TextPad instead of Word is that you do not have to worry about automatic formatting.

**Question Types:**

**Multiple Choice Questions**

1. **Question:** Type the number, a period, a space, then the question text.

2. **Answer Choices:** Type the letter, a period, a space, then the answer choice.

3. **Correct Answer:** Put a star \* in front of the letter of the correct answer. Do NOT put a space between the \* and the letter.

*Example:*

1. What are the primary colors?

a. red, blue, green

b. orange, purple, green

c. yellow, green, blue

\*d. red, yellow, blue

***True/False Questions***

1. **Question:** Type the number, a period, a space, then the question text.

2. **Answer Choices:** Type the letter, a period, a space, then the answer choice.

3. **Correct Answer:** Put a star \* in front of the letter of the correct answer. Do NOT put a space between the \* and the letter.

*Example:*

2. The primary colors are red, yellow, and purple.

a. True

\*b. False

***NOTES:*** True MUST be the first answer choice for Respondus to recognize the question as a True/False question

***Essay Questions*** – These questions must be graded manually.

1. First line of the question is **Type: E**

2. **Question:** Type the number, a period, a space, then the question text.

3. **Answer:** Type the letter *a*, a period, a space, and then the answer to the question.

*Example:*

Type: E

3. How is color related to mood?

a. This is the answer to the essay question.

***NOTES:***

• Since these questions are graded manually, you do not have to include an answer for essay questions.  
• Essay questions can also be short-answer questions. To turn an essay question into a short-answer question (slightly different format and presentation), you will need to edit the question inside of Respondus and check the Publish as Short Answer instead of as Essay box.

***Fill in the Blank Questions***

1. First line of the question is **Type: F**

2. **Question:** Type the number, a period, a space, then the question text.

3. **Answer:** Type the letter *a*, a period, a space, then the answer. You can provide variations on the answer that will be acceptable.

*Example:*

Type: F

3. Who was president in 1983?

a. Reagan

b. Ronald Reagan

***NOTES:*** Sometimes there are variations of the correct answer (e.g. “United States of America” and “USA” are generally synonymous). You can include acceptable variations by simply adding each variation on a new line with a new letter (see example below).

***Matching Questions***

1. First line of the question is **Type: MT**

2. **Question:** Type the number, a period, a space, then the question text.

3. **Answers:** Type the letter *a*, a period, a space, the term from the left column, an equals sign =, the correct answer from the right column.

*Example:*

Type: MT

4. Match the president with the year he took office.

a. Reagan=1981

b. Nixon=1969

c. T. Roosevelt=1901

d. Lincoln=1861

***NOTES:***

• The answers will be mixed up when they are imported into Blackboard from Respondus.  
• You can have up to 20 items to find matches for.

***Multiple Answer Questions***

1. First line of question is **Type: MA**

2. **Question:** Type the number, a period, a space, then the question text.

3. **Answer Choices:** Type the letter, a period, a space, then the answer choice.

4. **Correct Answers:** Put a star \* in front of EACH correct answer. Do NOT put a space between the \* and the letter.

*Example:*

Type: MA

5. Which of the following are primary colors?

\*a. red

b. orange

\*c. yellow

\*d. blue

e. purple

f. green

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**StudyMate**

**Getting and Installing StudyMate Software**

1. Log into MyGateway and navigate to the course “Using MyGateway and the WWW – A Resource for Instructors.”
2. Inside the course, click the button “StudyMate Download.”  
   To download and install this program please follow the directions below.

* Right click on the file and choose "SAVE TARGET AS"
* FOR FILENAME BELOW ADD THE EXTENSION ".exe"  
        \*filename will read: **StudyMateCAMPUS2.exe**\*
* FOR "SAVE AS TYPE" CLICK THE DOWN ARROW AND CHOOSE "ALL FILES"

\*Note which directory you use to store the downloaded file. When the download is complete, navigate to the file and double-click it. Follow the on-screen instructions to install the program. When you start up the program for the first time, enter the following information **exactly** as it appears below: This program is for PCs. At this time there is not a Mac version.   
  
**Institution Name: UMSL  
Local Support: Wes Szwarc**[**szwarcw@umsl.edu**](mailto:szwarcw@umsl.edu)  
**Institution Password:** ZB221367054-532714136   
(Note: this license number changes each year, so if your version doesn’t work next year, just go back to MyGateway for the new number)  
  
You may install this program on your office computer, as well as your home computer.  
If you need assistance or have questions please contact:  
Faculty Resource Center   
phone 314.516.6704  
email [frc@umsl.edu](mailto:frc@umsl.edu)

1. Settings you need to know to connect your software to your MyGateway courses:
   1. Add New Server
   2. Check “Yes, check for preconfigured server settings”; click Next
   3. Choose “MyGateway@UMSL; click OK
   4. Enter a name (MyGateway); Enter your SSO ID and password; check “Save my Username…”
   5. Click Next to run the connection test; click Finish.
   6. Choose your Course from the drop-down menu. Choose Exam or Survey and name it.
   7. Copy/Paste the MyGateway login page URL into the first window
   8. Click “Publish to Blackboard”