

SacCT

Print a Test from SacCT Using Respondus

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WHAT IS RESPONDUS


Respondus is a tool in which you can create and manage exams that can be published directly to SacCT. You can also use Respondus to retrieve an exam(s) from your SacCT course which you can later save as word document or print out.

In this how to guide the following topics will be covered:

- How to retrieve an exam
- How to save and print an exam

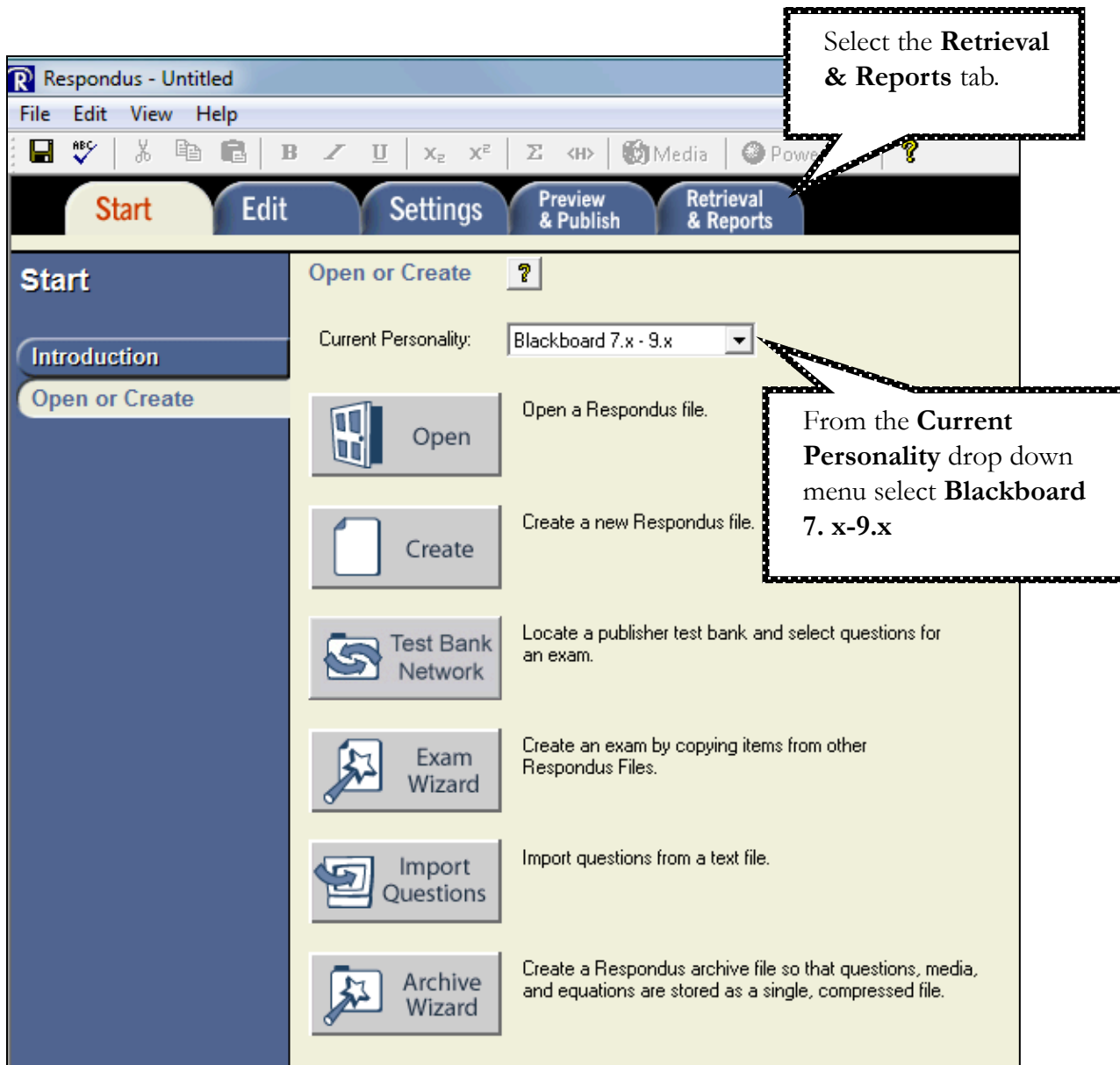
Retrieving an Exam

You may need to retrieve an exam can be used to deliver a paper version of the exam, have a backup of the exam on your computer, or to print out a hard copy.

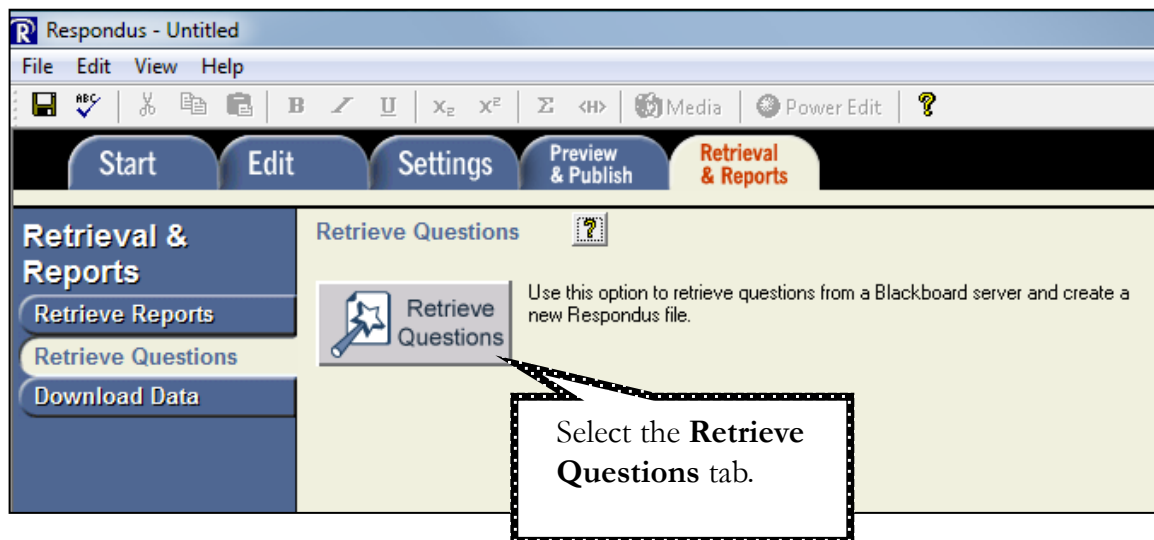
step 1. Open Respondus by clicking on the Respondus icon  within Programs.

step 2. From the **Current Personality** drop down menu select **Blackboard 7. x-9.x**

step 3. Within the same window select the blue **Retrieval & Reports** tab at the top of the page.



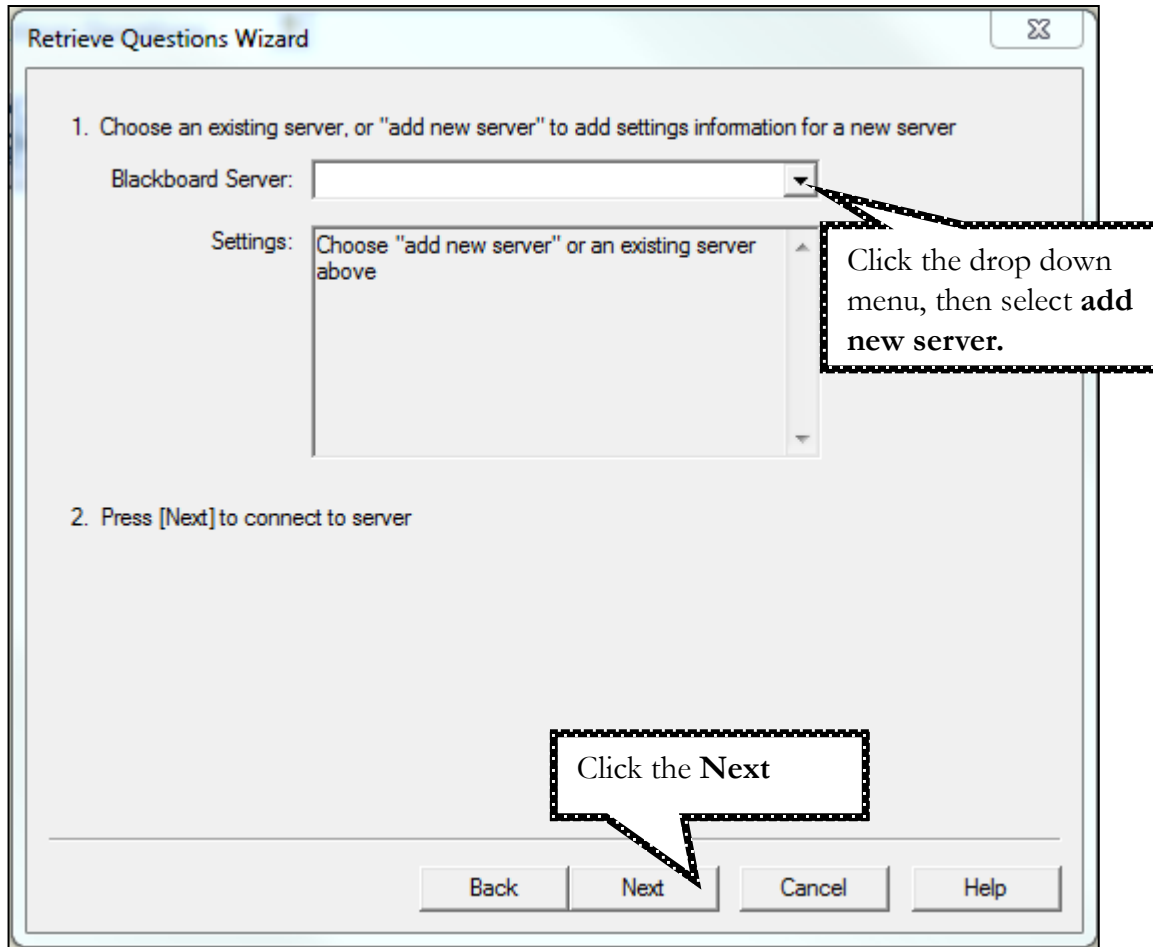
step 4. Click on **Retrieve Questions**.



step 5. From the Blackboard Server drop down menu select **add new server**.

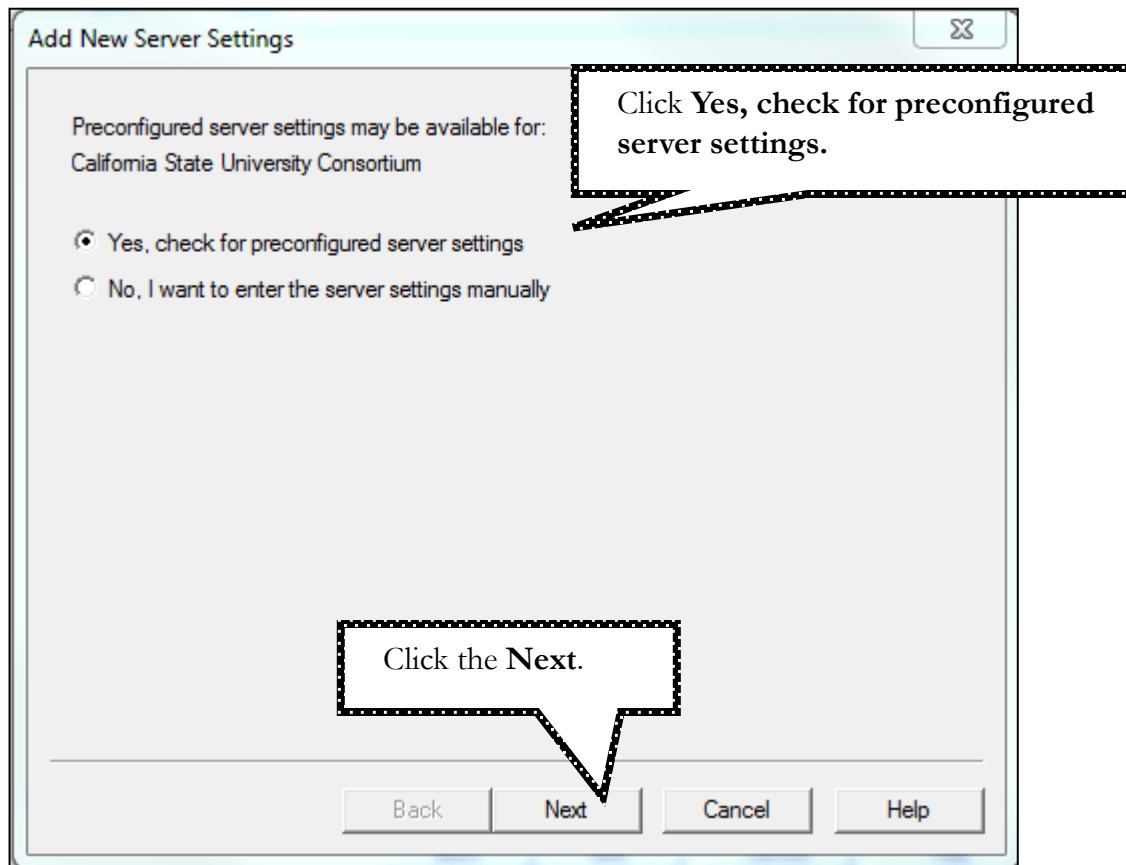
step 6. Click the drop down menu, then select **add new server**.

step 7. Click **Next**.



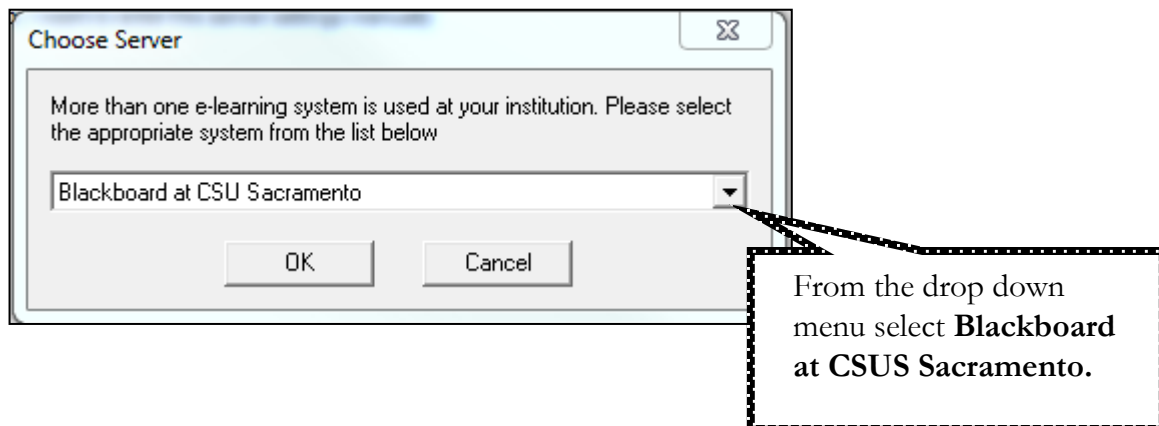
step 8. Then, the Add New Server Settings window will display. Click the radio button next to **Yes, check for preconfigured server settings**.

step 9. Click the **Next** button.



step 10. The Choose Server window will display. Click the drop down menu and select **Blackboard at CSU Sacramento.**

step 11. Click **OK.**

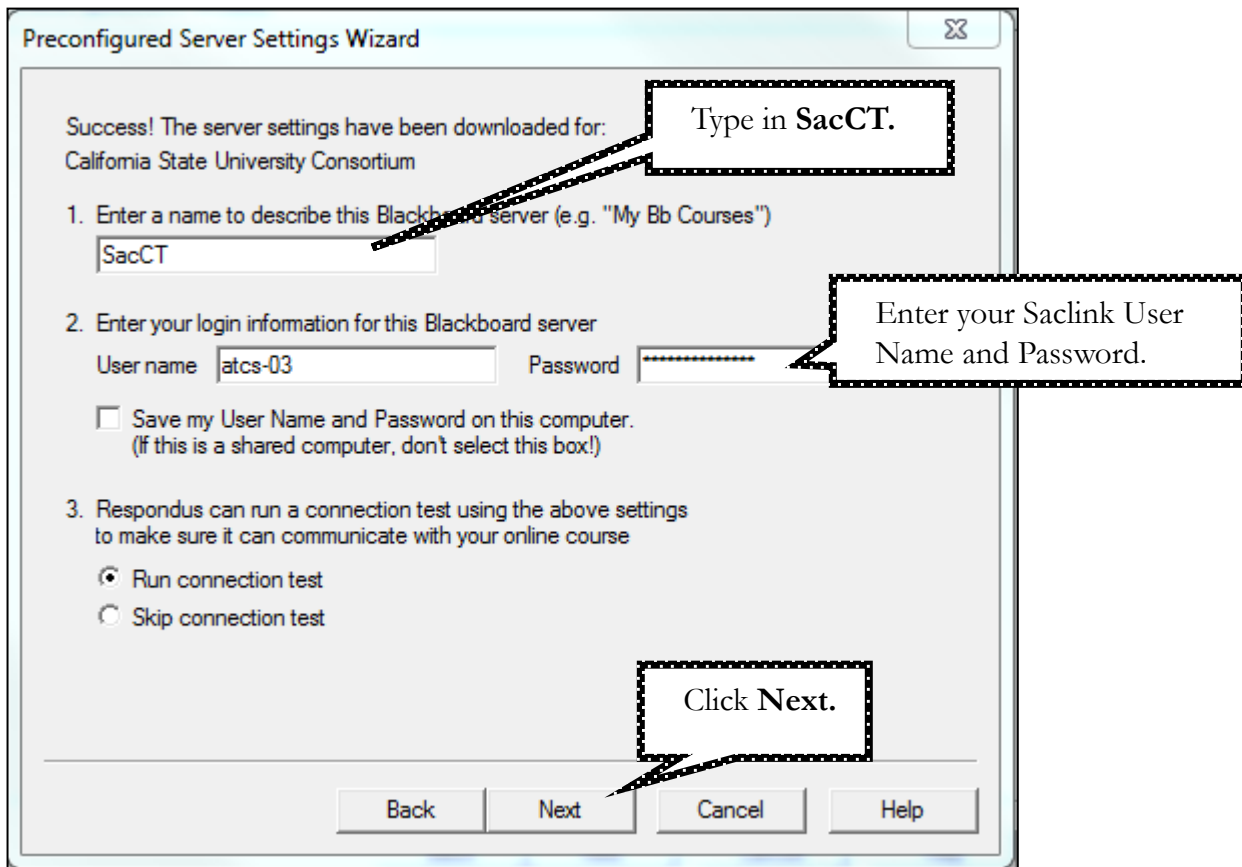


step 12. The **Preconfigured Server Settings Wizard** window will display. Enter a name to describe the Blackboard server (i.e. SacCT.)

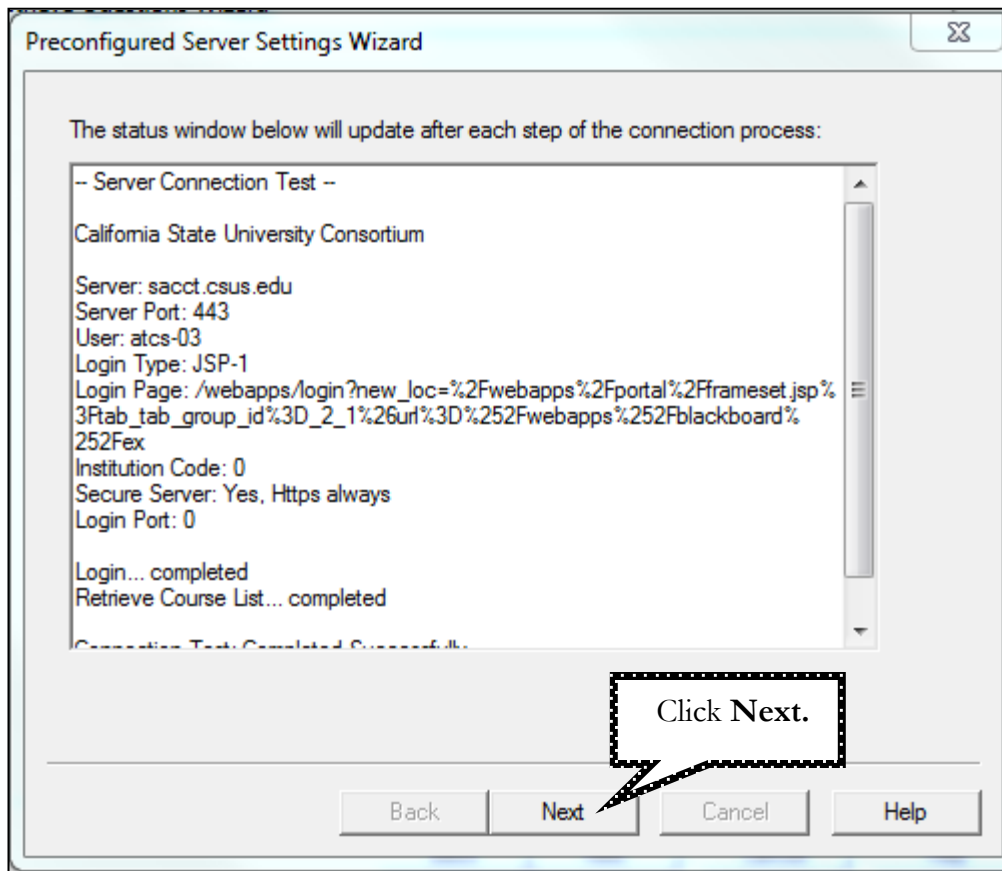
step 13. Enter your Saclink User Name and Password.

step 14. If you are working from your own computer, **click the checkbox** next to **Save my Username and Password** (not recommended if you are using a public computer)

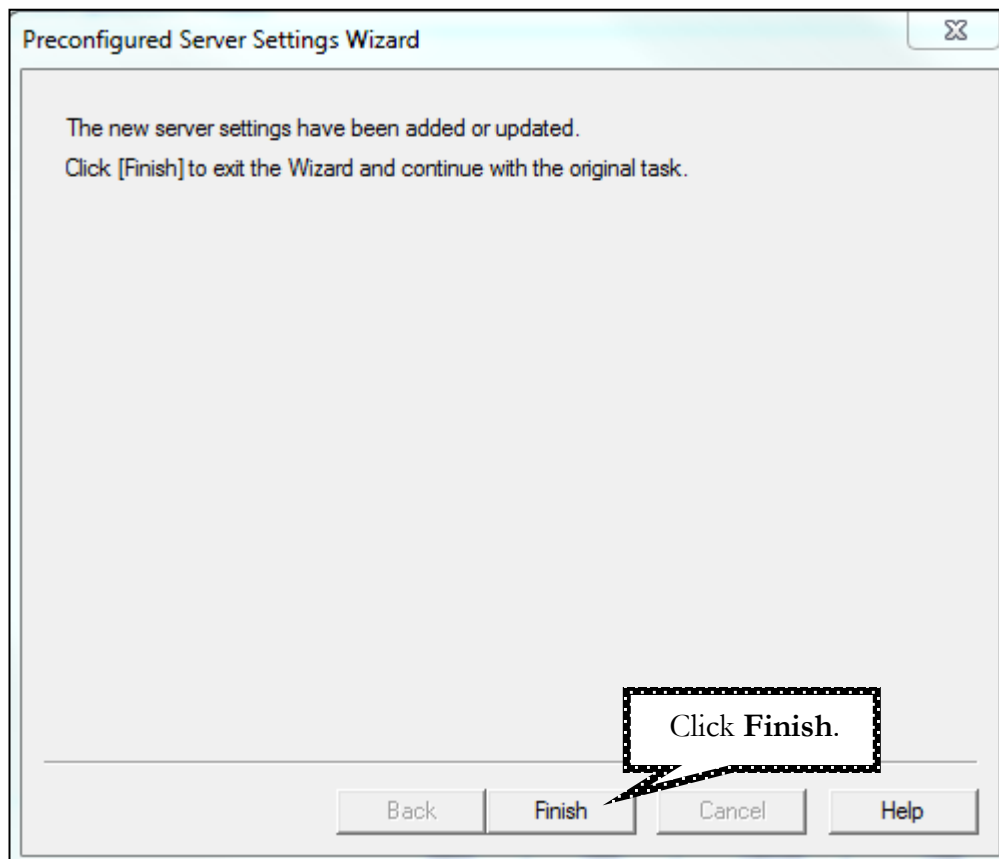
step 15. The radio button next to **Run connection test** will be selected. **Click Next.**



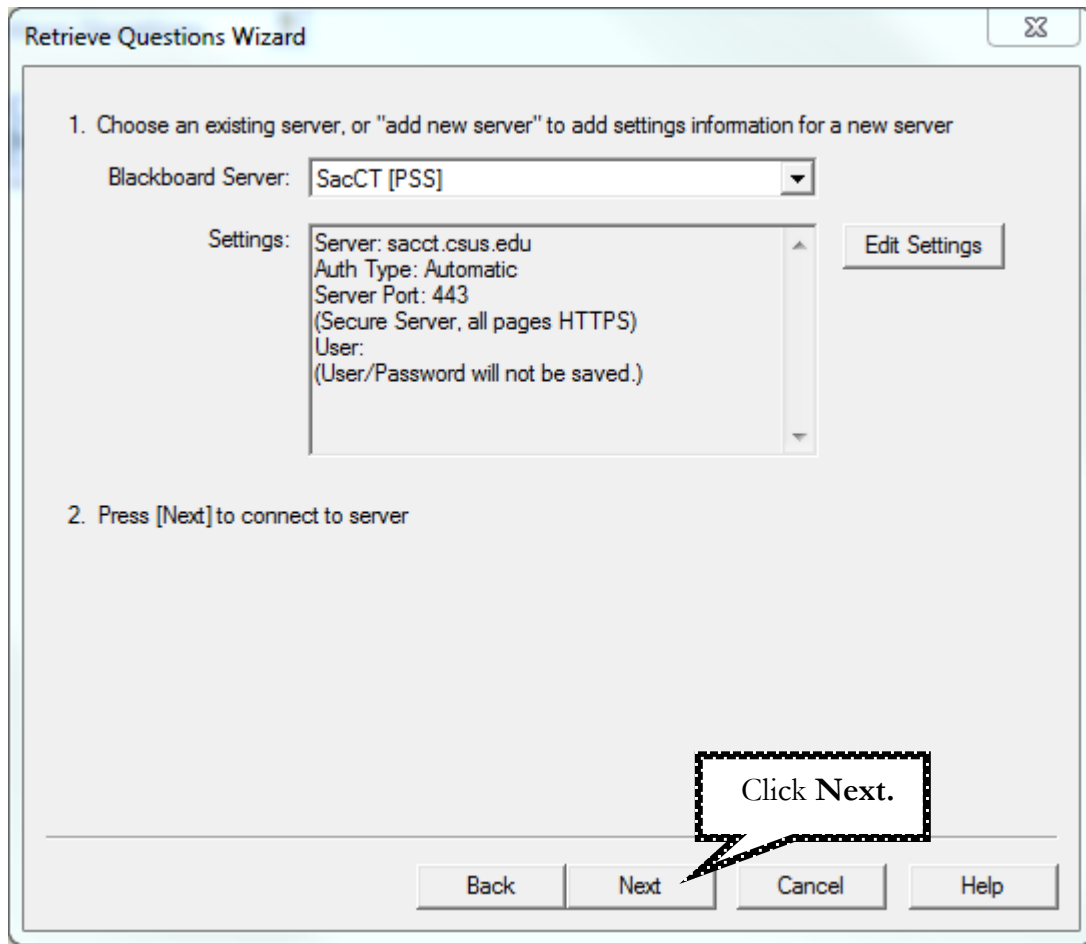
step 16. The **Server Connection Test results** will display. If **Connection Test Completed Successfully**, click **Next**. If there are problems with connection, click the **Back** button and edit your settings as needed (i.e. re-enter your saclink username and password).



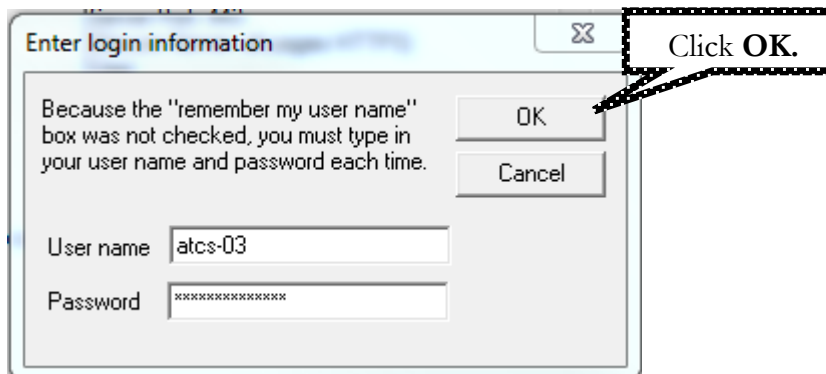
step 17. The prompt, **The new server settings have been added or updated** will display. Click **Finish**.



step 18. The **Retrieve Questions Wizard** will display. Select **Next**.



step 19. Enter your Saclink User name and Password. Then click **OK**.



step 20. From the **Choose Course to Retrieve from** drop down menu, select where the exam is located.

step 21. From the **Select an Exam or Pool** section, click the **Exam drop down menu** and select the exam name

step 22. In the **Enter a name for the new file** field type in a **name for the exam**

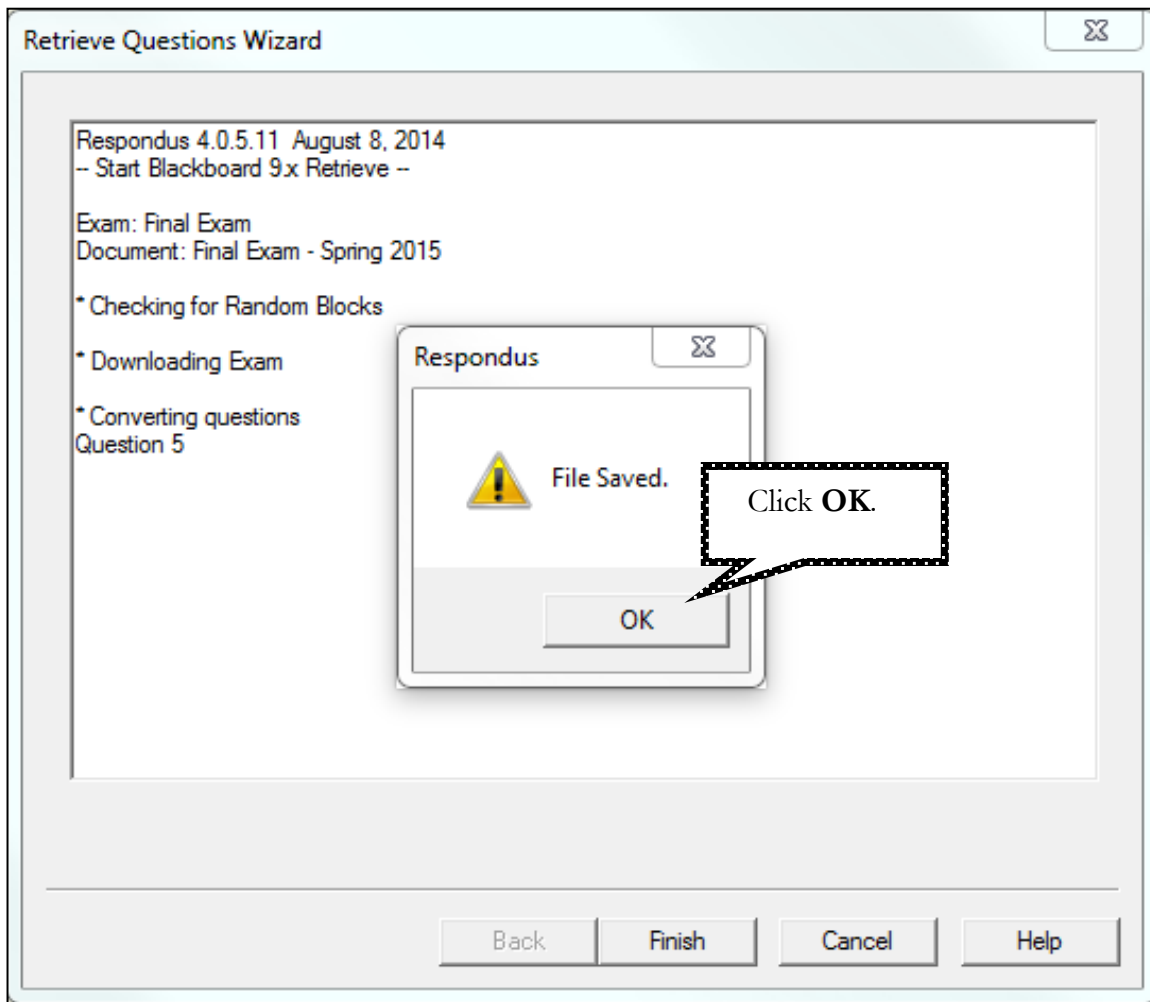
step 23. **Click Next.** The retrieval process will begin, this may take a few seconds.

The image shows a screenshot of the "Retrieve Questions Wizard" dialog box. It contains four steps:

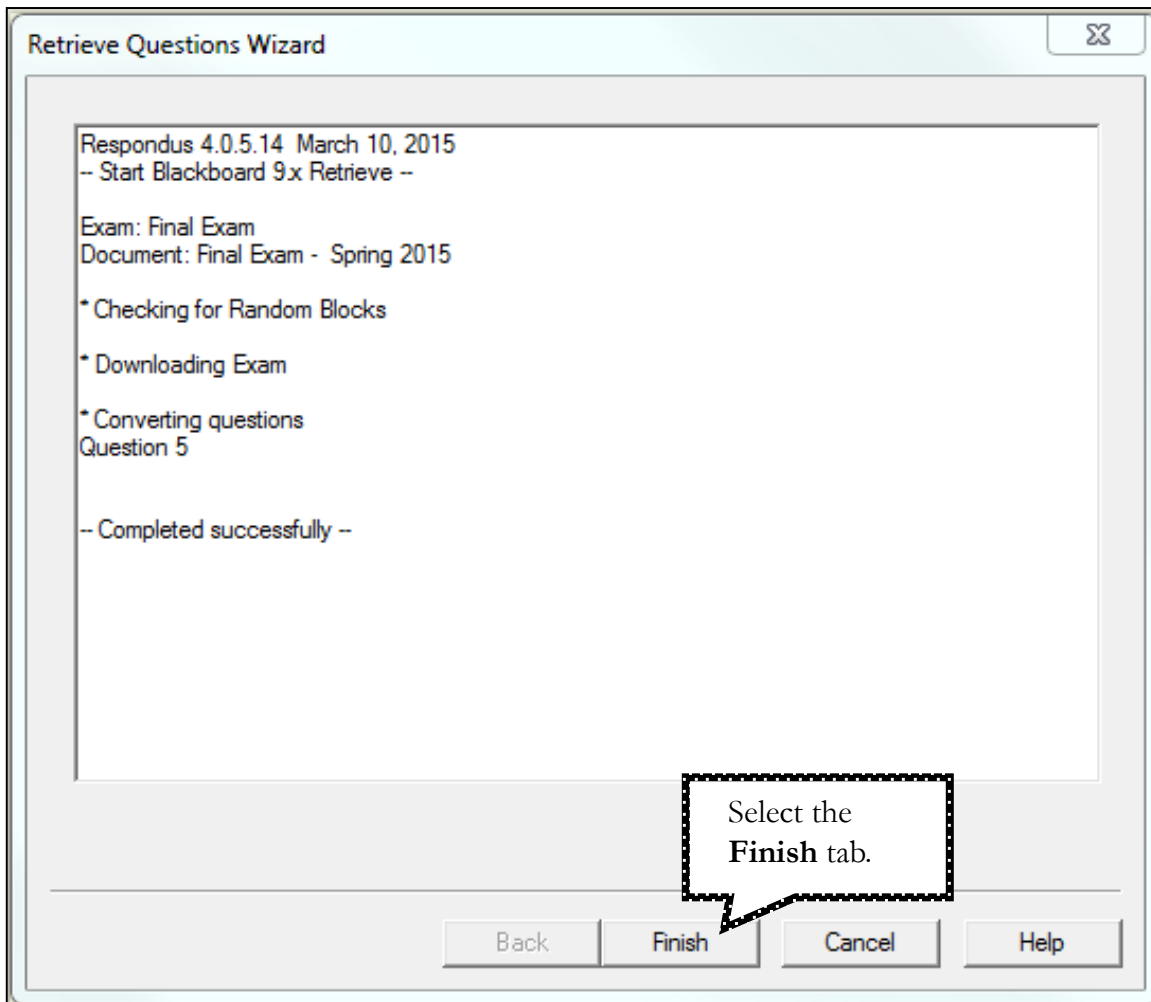
- 1. Choose Course to Retrieve from**: A text box containing "Sample Course - SacCT Quick Start". A callout box points to the dropdown arrow with the text "Click the drop down menu to select the course."
- 2. Select an Exam or Pool**: Three radio buttons are present: "Exam" (selected), "Survey", and "Pool". Each has a corresponding dropdown menu. The "Exam" dropdown shows "Final Exam". A callout box points to the "Exam" dropdown with the text "Click the drop down menu to select the exam."
- 3. Enter a name for the new file**: A text box containing "Final Exam - Spring 2015". A callout box points to the text box with the text "Enter a name for the new file."
- 4. Press [Next] to retrieve from server**: No input field is present.

At the bottom of the dialog are four buttons: "Back", "Next", "Cancel", and "Help". A callout box points to the "Next" button with the text "Click Next."

step 24. The **File Saved** prompt will display, click **OK**



step 24. From the Retrieve Questions Wizard window select **Finish**.

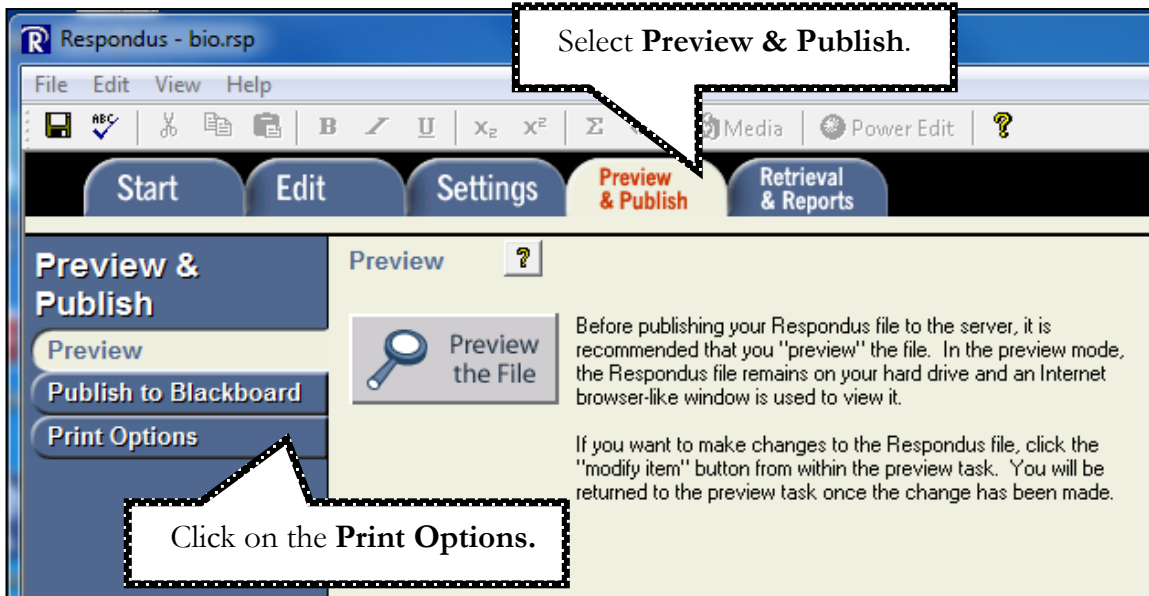


step 25. After clicking finish, the Retrieval and Reports page will display. Continue on to the next section to Save or Print an exam.

Save or Print an Exam

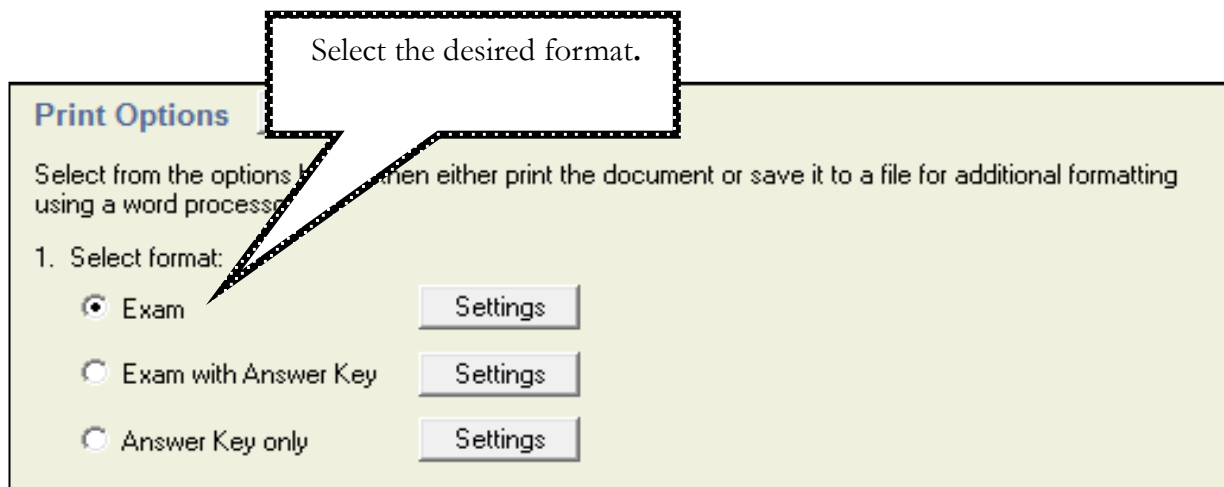
step 1. Click on the **Preview & Publish** tab.

step 2. Then select the **Print Options** tab on the left hand side of your screen.



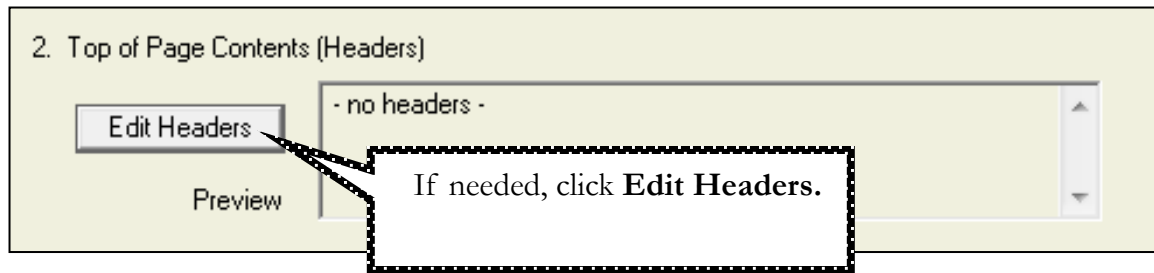
step 3. From the **Select Format** section you can choose from the following options:

- a. **Exam**
- b. **Exam with Answer Key**
- c. **Answer Key only**



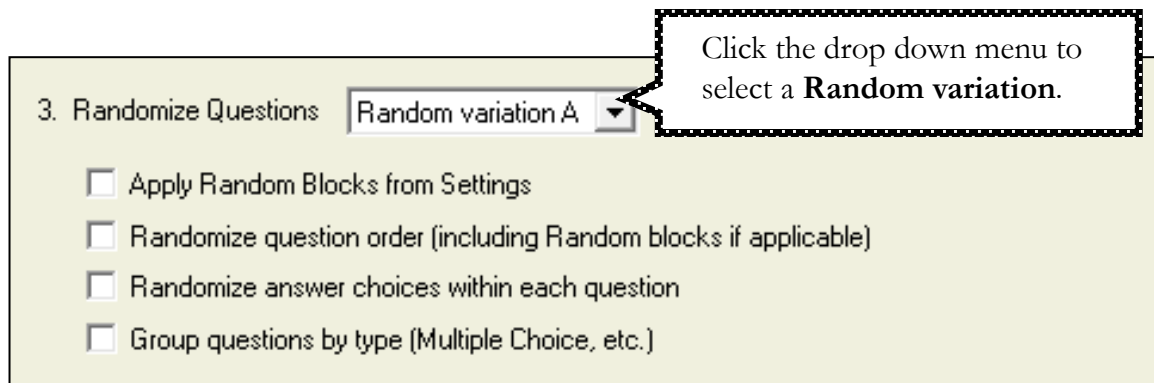
step 4. Optionally, you can format your exam further by adding a header or randomizing the questions:

- a. In the **Top of Page Contents (Headers)** section, click on **Edit Headers** to add a Header to the exam.



- b. Within the Randomize Questions section you have the option to:
- **Randomize Questions**
 - **Apply Random Blocks from Settings**
 - **Randomize question order (including Random Blocks if applicable)**
 - **Randomize answer choices within each question**
 - **Group questions by type (Multiple Choice, etc.)**

Click on the **Randomize Questions** drop down menu and select a **Random variation** (i.e. Random variation C).



step 5. Indicate the number of questions to be included (**leave blank to include all**).

step 6. Select **Save to File** to save a copy of the exam to your computer. A pop-up Respondus window will display notifying you that the file was saved.

step 7. Then click **OK**.



step 8. Click **Send to Printer** to print a copy of the exam.

4. Number of questions to be included: (leave blank to include all)

Click **Send to Printer** to print the exam.

This is an example of what your exam print out might look like.

1. Which of the following is NOT a type of passive transport?
 - a. Diffusion
 - b. Osmosis
 - c. Facilitated Diffusion
 - d. Endocytosis

2. Chamber A contains 40% helium and Chamber B contains 20% helium. Chambers are connected by a tube the molecules are free to cross. Will some helium move from chamber A to chamber B?
 - a. False
 - b. True

3. What is the source of energy used to power the sodium-potassium pump?
 - a. Breakdown of ATP
 - b. Formation of ATP
 - c. Transport of ATP by the pump
 - d. Breakdown of GTP
 - e. Transport of GTP by the pump

4. Which of the following will pass through a cell membrane most easily?
 - a. Large non-polar molecules
 - b. Small polar molecules
 - c. Small non-polar molecules
 - d. Large neutral molecules

5. If a cell is placed in an isotonic medium, there will be no net movement of water _____.
 - a. False
 - b. True