

Creating a Blackboard test bank using Microsoft Word and Respondus 3 Steps

Respondus converts word documents into Question Pools for Blackboard Test Banks.

This Step-by-Step explains the procedures for formatting a Microsoft Word document for use with Respondus.

The Respondus Help system supplies guidelines for formatting the questions for import.
http://muweb.millersville.edu/~ittrain/bb6/fac-bb6-sbs/Respondus_Importing_Questions.pdf.

A condensed explanation can be found below:

Respondus can handle multiple choice, true/false, essay, fill in the blank, and matching type questions.

1) Indicate the type by Type: X. X can be either E for Essay, F for Fill in the Blank, or MT for matching. True/False and Multiple Choice do not need their type indicated.

2) Supply the question's number and type the question. For example, question one may look like this:

1) This is question one.

WARNING: Do not allow Microsoft Word to automatically supply the question number (auto number/outline format). This will prevent the questions from importing correctly. Each question number must be typed manually.

3) Supply answers using a., b. , c. etc. You can supply up to 20 different multiple choice answers. For example, using the above question,

- 1) This is question one.
a. Answer one.
b. Answer two.
c. Answer three.

WARNING: Do not allow Microsoft Word to automatically supply the answer letter (auto number/outline format). . This will prevent the questions from importing correctly. Each answer letter must be typed manually.

For matching, the = sign is used to indicate the correct answers, and therefore the = sign cannot be used in either the question or the answer.

For example, This is an incorrectly created matching question:

- 1) Match the following:
a. $2 + 2 = = 4$

Instead, one could ask this question this way:

- 1) Match the following:

a. $2 + 2$ equals $= 4$

Example Generic questions/examples can be downloaded

http://muweb.millersville.edu/~ittrain/bb6/fac-bb6-sbs/Respondus_Question_examples.doc

The file can be saved with the name of your choice, but a suggested file name would include the Course ID Test and Question Pool name (example: edfn320-test1-questpool2.doc)

Once the file is prepared for Respondus it must be emailed to the instructional design team to be converted and uploaded into the Bb course.