

Publisher Test Banks

If a textbook is used with your online course(s), you probably have the option of using the test banks that have already been created by the publisher of the book. Those may be accessible to you through the Respondus website. To determine if the test bank is available:

- ✚ Go to the **Respondus** site, <http://www.respondus.com/testbank/search.php>.
- ✚ The **Search the Respondus Network Test Bank** window will display.
- ✚ Under **Search for Test Banks**, input the pertinent information for your text.
- ✚ If there is a **Test Bank** available, you can receive the key to upload it to your course(s) very easily using the **Respondus** software.
- ✚ If the **Test Bank** for the book cannot be located, it could mean that the test bank is not currently available from the **Respondus Test Bank Network**.
- ✚ Contact your publisher representative and indicate that you'd like your textbook's test bank made available in **Respondus** format.

Siena has a license for a few copies of the Respondus software. The best way to get the Test Bank material loaded into eCollege is to send the Test Bank to the Technology Trainer (whouse@sienaheights.edu, 517-264-7651) along with the information about which tests are to be uploaded and into which Week/Unit they are to be loaded.

If a Test Bank is not available in Respondus format, then download the Test Bank to your computer and send a Word version of the test to the Technology Trainer.

- ✚ The best policy is to set up the Test Bank with the questions that are to be used.
- ✚ **DO NOT** send every question unless you are planning to use all the questions.
- ✚ Many of the test banks contain over **200 questions**.
- ✚ If you are only planning to use **50** or **100** of the questions, please send just those.
- ✚ The Word document can be formatted for eCollege and uploaded using Respondus.
- ✚ Most Test Banks can be downloaded as a Word document.

For any questions regarding uploading tests to eCollege, contact the Technology Trainer at whouse@sienaheights.edu or call her at 517-264-7651.