

RESPONDUS-SETTINGS MENU

In Respondus it is possible to select settings for an exam prior to uploading it to eCollege. In the Settings Menu, it is also possible to designate Question Pool Settings for an exam. A Question Pool is a group of questions which can be randomized during an exam.

Settings

- ✦ Click the **Settings** tab in the **Respondus** window.
- ✦ Click the **Settings** option on the left side of the window.
- ✦ The **Settings** window will display.

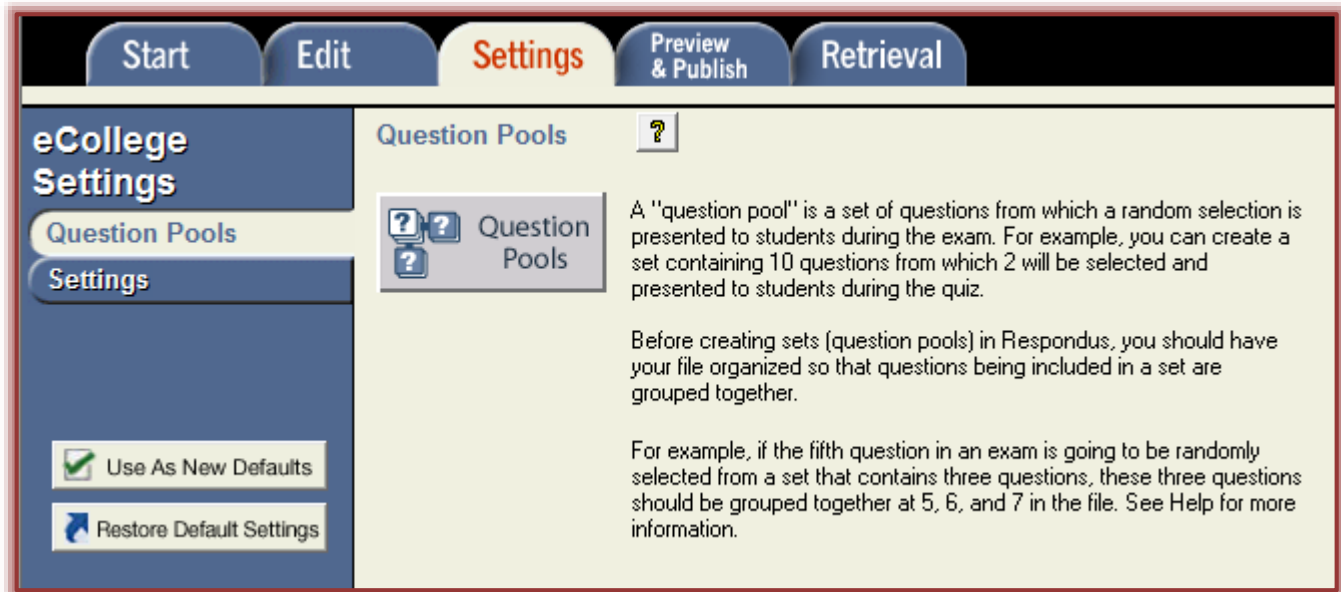
The screenshot shows the Respondus Settings window. The top navigation bar includes tabs for Start, Edit, Settings (selected), Preview & Publish, and Retrieval. The left sidebar contains 'eCollege Settings' with sub-tabs for 'Question Pools' and 'Settings'. The main content area is titled 'Settings' and includes an 'Edit Schedule' button and a summary box: 'Start/end dates = use chapter/unit dates', 'Student access times = not set', 'Gradebook review date = not set', 'Calendar display = off'. Below are sections for 'Exam Type' (radio buttons for 'Only take exam once' and 'Students may re-take the exam'), 'Time Allowed' (dropdowns for 0 hours and 55 minutes, with a checkbox for 'Kick students out of exam when time expires (optional)'), 'Grading Options' (checkboxes for 'Use Auto-Grading to score questions', 'Automatically display objective score of a finished exam', and 'Display Auto-Grading Quick Summary upon submit'), and 'In the Gradebook, display the following to students:' (radio buttons for 'Exam Grade Only', 'Exam Grade and Questions without correct answers', and 'Exam Grade and Questions with correct answers displayed'). At the bottom is a 'Security Password' field with the note 'Must be set on the server (optional)'. In the sidebar, there are buttons for 'Use As New Defaults' and 'Restore Default Settings'.

- ✦ Select the **Settings** that are to be applied to the exam.
 - ★ These are similar to the settings in the **eCollege Exam Content Item Type**.
 - ★ This version of Respondus does not support the **Edit Schedule** option.
 - ★ Some additional options have been implemented in eCollege that are not reflected in this window.
- ✦ Click the **Use as New Defaults** button to save these settings for all future eCollege Exams created in Respondus.
- ✦ Click the **Restore Default Settings** button to restore the original settings.

Question Pools

These are sets of questions that are randomly selected during an exam. The pool can contain more questions than are required during the exam. The instructor can specify the number of questions that is to display for each student. The questions will be randomly selected and displayed in the exam. An instructor can include some questions in a pool and some outside of the pool. Questions outside of the pool will appear in all the tests. It is important when an instructor sets up an exam that the questions are arranged properly in the exam. Questions must be grouped together if they are going to be included in a Question Pool.

- ✦ Click the **Settings** tab in the **Respondus** window.
- ✦ Click the **Question Pools** button on the left side of the window.



- ✦ Click the **Question Pools** button in the right frame of the window.
- ✦ The **Question Pools** window will display (see illustration on next page).
 - ★ The **settings** for the pool will appear at the top of the window.
 - ★ The **questions** in the pool will appear at the bottom of the pool.
- ✦ Select the **Add New Set** option.
- ✦ Enter the number of the first question for the set. This would be #1 if all the questions are to be used in the pool.
- ✦ Enter the last number in the set. This would be the number after the last question if all the questions are to be used in the pool.
- ✦ Specify the number of questions that are to display for students when they take the exam.
 - ★ Select **All** if all the questions are to be used.
 - ★ Input a number if only some of the questions are to be used. For example, if there are 50 questions in the pool and the students are to answer 25 out of the 50, you would input 25.
- ✦ Input the point value for the questions in the set.
- ✦ Click the **Add New Set** button to create the **Question Pool**.
- ✦ Click the **Use as New Defaults** button to save these settings for all future eCollege Exams created in Respondus.
- ✦ Click the **Restore Default Settings** button to restore the original settings.
- ✦ Click the **OK** button to save the settings and exit the window.

Question Pools [X]

Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.

Total Items: 10 Points: 10.0

Add New Set
 Modify or Delete Existing Set: []

Enter the number of the FIRST question to be used in the set []

Enter the number of the LAST question to be used in the set []

How many questions in this set should be randomly selected during the exam?

All
 Select Number: []

Enter the point value that should be used for questions in this set []

[Add New Set] [Help]

#	Set	Title	Format	Question Wording
1		The first process i	Mult. Choice	The first process involved in project tim
2		Which of the follo	Mult. Choice	Which of the following documents is mo
3		Which of the follo	Mult. Choice	Which of the following types of depend
4		AOA network diag	Mult. Choice	AOA network diagrams use only ____
5		The ____ for an	Mult. Choice	The ____ for an activity is the latest p
6		In project time ma	Mult. Choice	In project time management, which of t
7		In project time ma	Mult. Choice	In project time management, which of t
8		Which of the follo	Mult. Choice	Which of the following is a difference b