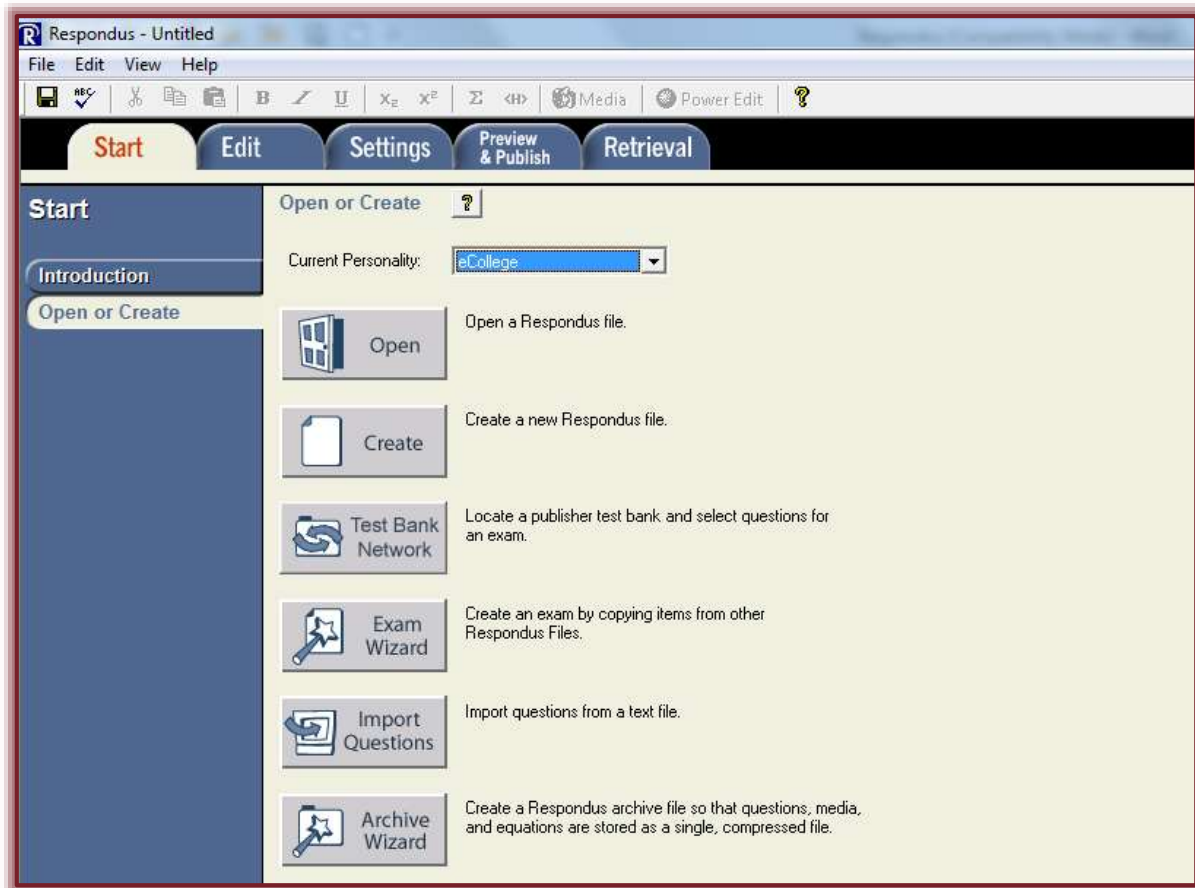
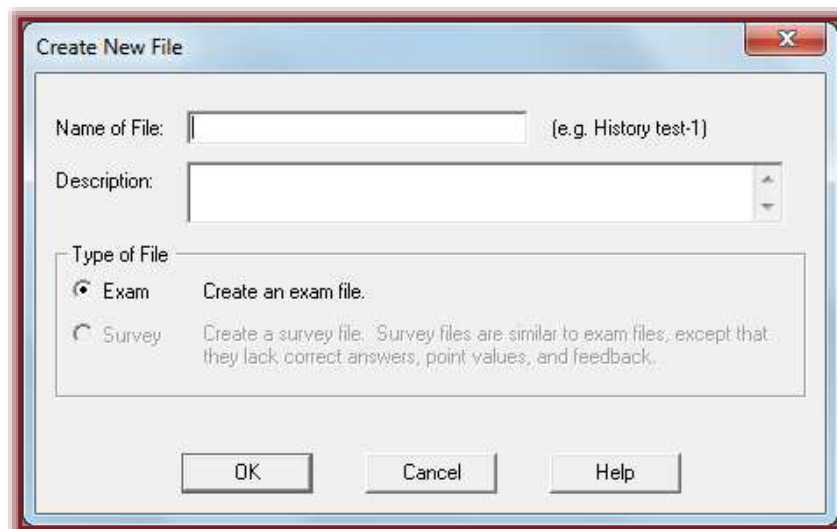


Respondus-Create a New File

- ✚ Click the **Create** button on the **Start Menu**.



- ✚ The **Create New File** window will display (see illustration below).



- ✚ In the **Name of File** box, input the **File Name** for the exam.
- ✚ In the **Description** box, input a short description of the exam.
- ✚ Only **Exam** questions can be created in the eCollege personality, so that is the only option available.

- ✦ Click the **OK** button.
- ✦ The **Edit Questions** page will display (see illustration below) with a list of question types on the left side.

The screenshot shows the 'Edit Questions' window. On the left is a sidebar with question type buttons: Multiple-Choice (selected), True/False, Short Answer, Essay, Matching, Fill-the-Blank, Multiple-Answer, and Algorithmic. Below these are 'Copy from Another File' and 'Test Bank Network' options. The main area is titled 'Multiple Choice' with a help icon. It contains:

- 1. Title of Question: A text input field.
- 2. Question Wording: A large text area.
- 3. Answers: A list with labels A, B, C, and D, each followed by a text input field. A 'Feedback' checkbox is to the right.
- 4. Select Correct Answer: A dropdown menu.
- 5. Point Value: A text input field with '1' entered.
- 6. Action buttons: 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'.

- ✦ The **default** question type is **Multiple Choice**.
- ✦ Select the type of question that is to be created from the list on the left.
- ✦ In the **Title of Question** box, input a title for the question.
 - ★ This is optional.
 - ★ If a title is not input, the program will select the **first 20 characters** in the question text for the title.
 - ★ The **Title** can be up to **64 characters**.
- ✦ Input the information for the question.
- ✦ Click the **Add into End of List** button to add the first question to the **Question List**. It may be necessary to scroll down to select this option.
- ✦ The question will appear in the **Question List** at the bottom of the window.
- ✦ After the first question is inserted, the **Insert into List** button can be used to add questions.
 - ★ When this option is chosen, a window will appear asking where the question is to be inserted (see illustration below).

The dialog box is titled 'Insert Question into List'. It contains a text input field for 'Insert new question at (before) question number' with '(1 - 2)' displayed next to it. There are 'OK' and 'Cancel' buttons. Below the input field is an example: 'Example: if the existing list is 1, 2, 3, 4 and you insert at number 3, the list becomes 1, 2, new question, 3, 4.'

- ★ This box explains the process for inserting the number.
- ★ When the information has been inserted, click the **OK** button.