

## Respondus-Exam Wizard

### COPY QUESTIONS FROM EXISTING EXAMS

This wizard helps familiarize new users with the basics of Respondus. This is also the best way to create an exam using questions contained in one or more Respondus files. The Wizard can be used to randomly select from files. Point values can be assigned across the entire question type.

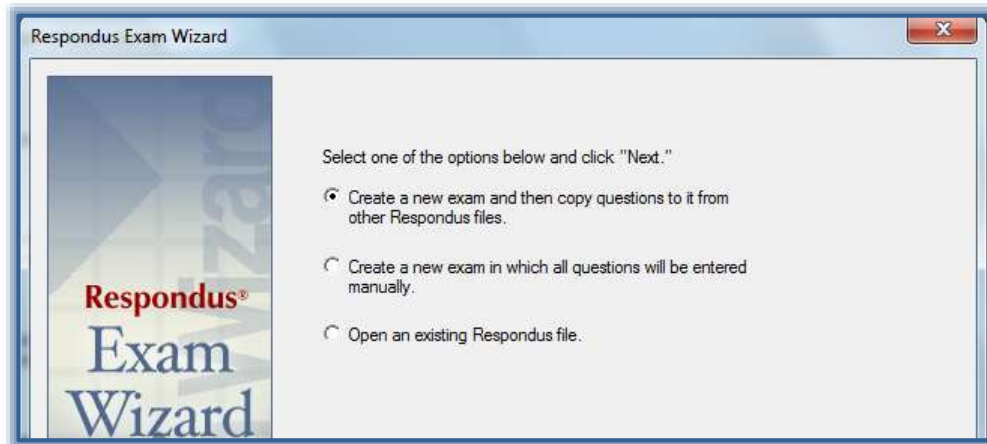
The Copy Questions option is used when other Respondus files are to be used to create the exam. It allows you to select the Respondus files from which the questions will be copied.

† Click the **Exam Wizard** button on the **Start Menu** (see illustration below).

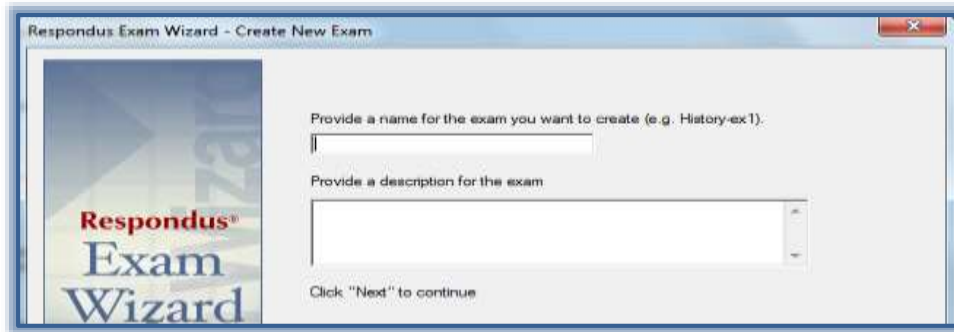


† The **Respondus Exam Wizard** window will display.

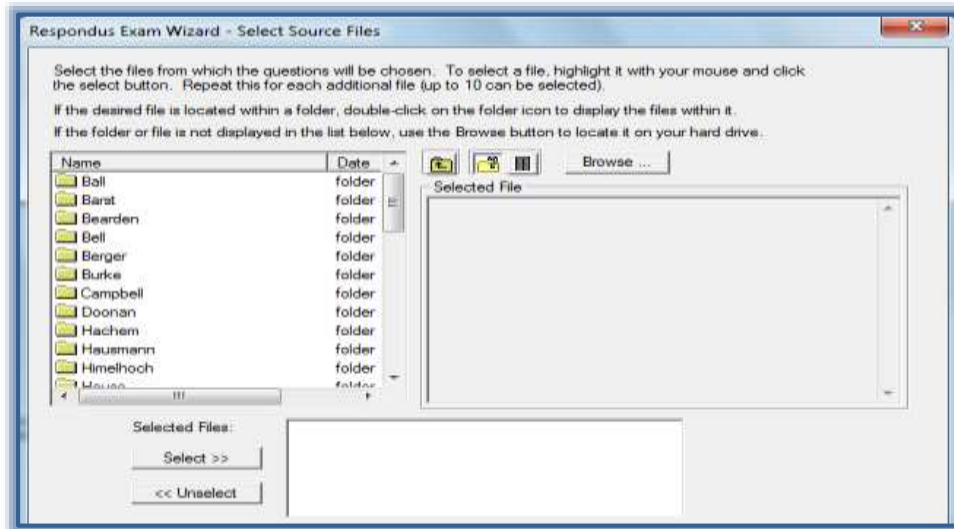
† Select the **Create a new exam and then copy questions to it from other Respondus files** option (see illustration below).



† Click the **Next** button to move to the second step in the wizard.



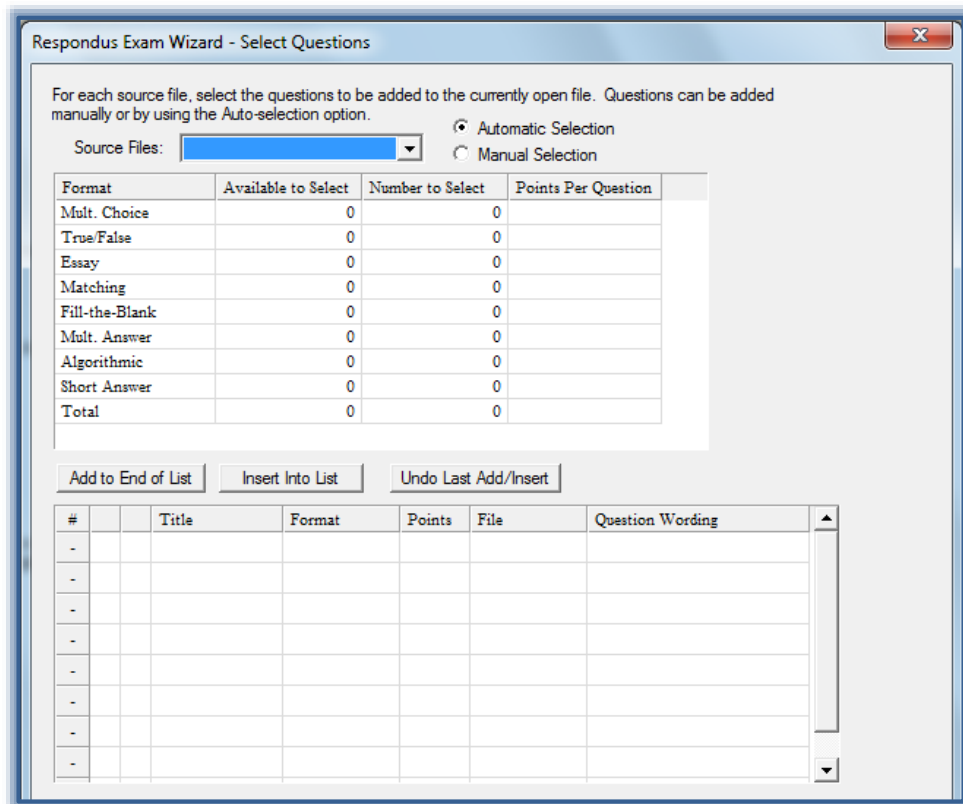
- † Input a name for the exam and a brief description of the exam.
- † Click the **Next** button to move to the third step in the wizard.



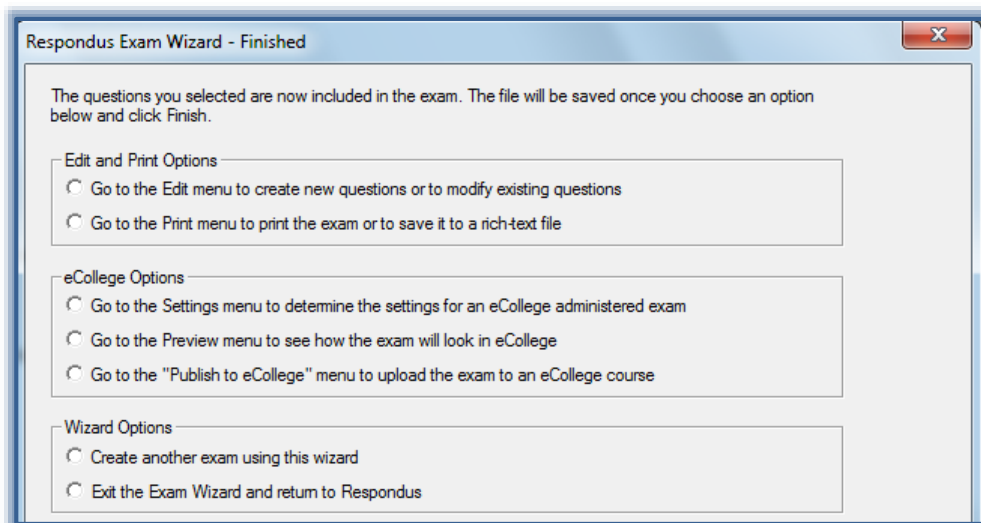
- † Highlight the file from which the questions are to be selected.
- † Click the **Select** button to move the file to the **Selected Files** area (see illustration above).
- † Continue this process until all the files from which the questions are to be selected have been specified.
  - \* Up to ten different files may be selected.
  - \* If the file is in a folder, double-click the folder to display the files in it.
  - \* If the folder is not displayed, click the **Browse** button to locate the file or folder.
- † Click **Next** to continue.
- † The **Select Questions** window will display (see illustration on next page).
- † In the **Source Files** list, select the exam for which questions are to be selected.
- † Click one of the following options.
  - \* **Automatic Selection**
    - With this option, the current number of questions for each question type is displayed in the **Available to Select** column.
    - In the **Number to Select** column, enter the number of each type of question to select.
    - In the **Points per Question** column, enter the points for each question type.
    - When all the entries are selected, click either the **Add to End of List** or **Insert into List** button.
    - Repeat the same process for each source file.

## \* Manual Selection

- This option allows the questions for each file to be viewed before they are selected.
- Individual questions can be viewed by clicking the title of the question.
- To search the entire list of questions, click the **Keyword Search** button.
- When all the selections have been made, click either **Add to End of List** or **Insert Into List**.



- \* The Automatic and Manual Selection options may be combined.
- \* Once questions have been added to the list at the bottom of the window, the point values may be edited.
- \* To remove a question from the list, click the blue area and then click **Delete**.
- \* To move the question to a different location in the exam, click the **Move** button and input the area where the question is to be inserted.



- † Click **Next** to move to the last step in the wizard.
- † Select one of the options under the specified categories (see illustration on previous page).
- † Click the **Finish** button to complete and save the exam.