

Respondus-Exam Wizard

CREATE A NEW EXAM

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.

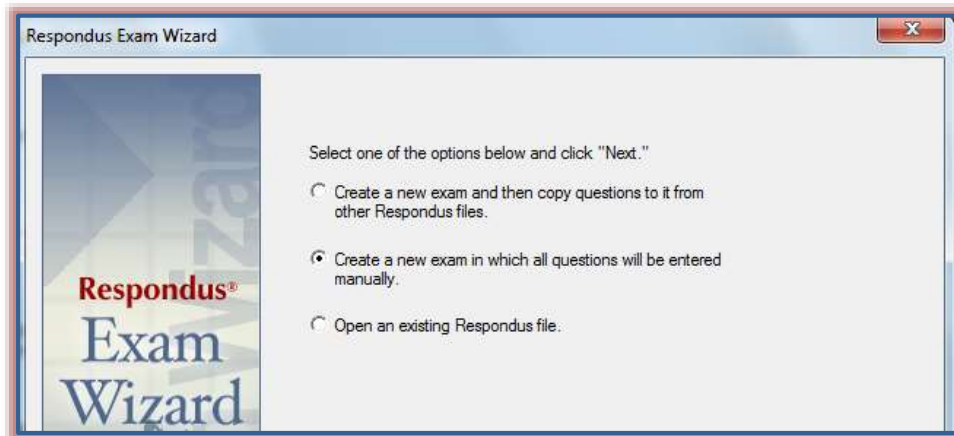
This option should be selected if each of the questions is to be added manually to the exam. When this option is chosen, there are only two steps to the wizard.

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

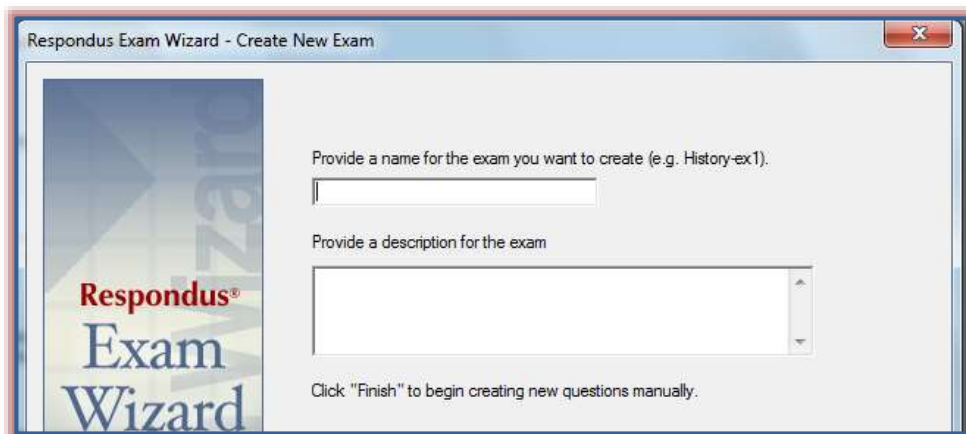


✦ The **Respondus Exam Wizard** window will display.

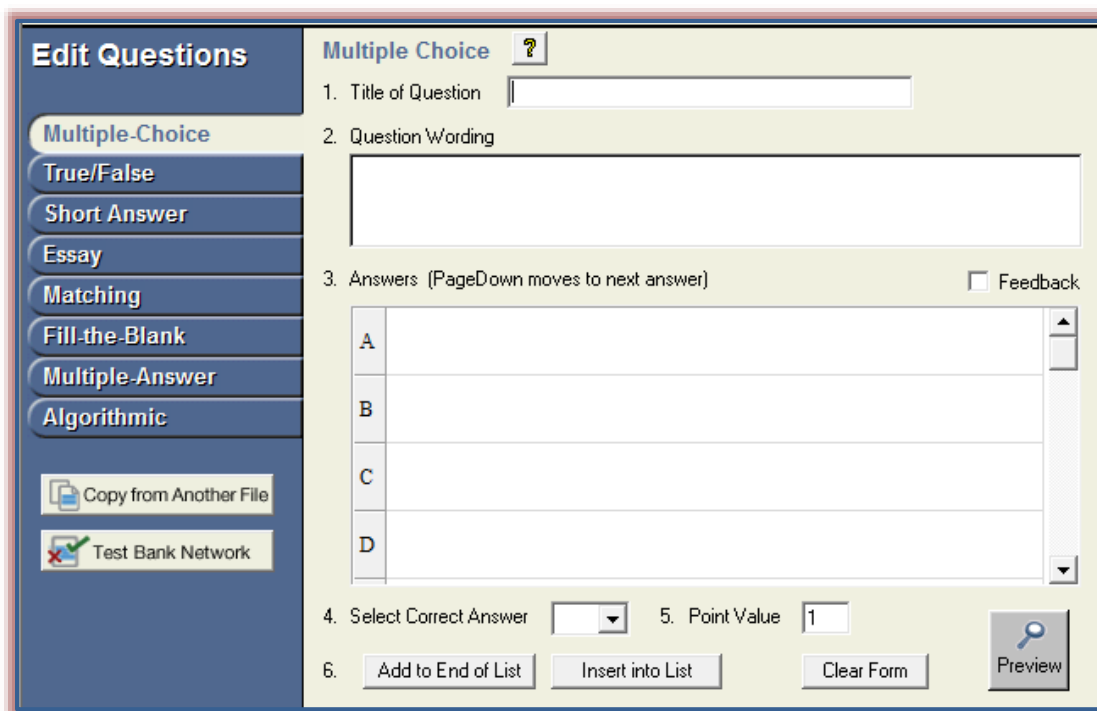
✦ Select the **Create a new exam in which all questions will be entered manually** option (see illustration below).



- ✦ Click the **Next** button to move to the second step in the wizard.
- ✦ Input a **Name** and **Description** for the exam (see illustration below).



- ✦ Click the **Finish** button.
- ✦ The exam **Edit** window will display (see illustration below).



- ✦ This window is used to add questions to the test.
- ✦ Select the type of question that is to be created.
- ✦ Input the appropriate information into each of the boxes.

NOTE:

- ✦ For information on creating different question types, go to the **Question Type** document on the **Respondus** page of the **Training Assistance Site**.
- ✦ For information on formatting questions in Word, go to the **Standard Format for Importing Questions** document on the **Respondus** page of the **Training Assistance Site**.