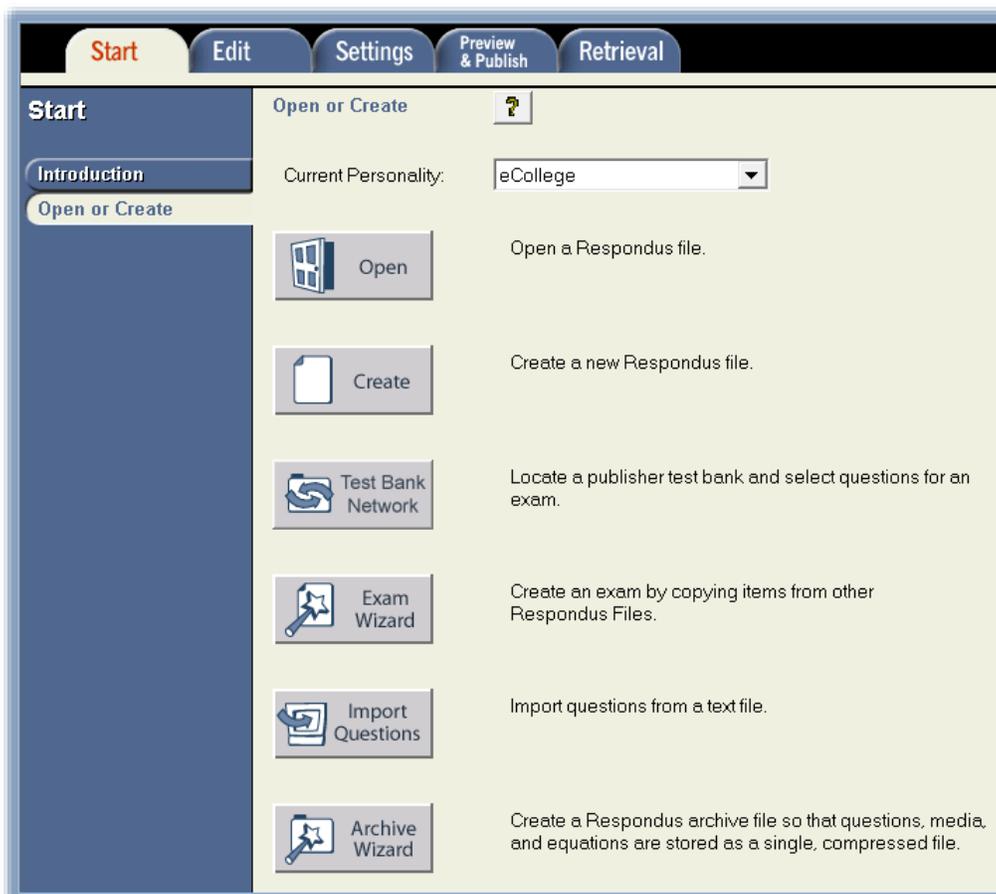


RESPONDUS-START TAB-OVERVIEW

This tab is used to Set the Personality for the exam, Open a previously created Respondus File, Create a New File, and Import Questions from a text file. The Exam Wizard is used to create an exam from an existing set of questions. The Archive Wizard allows the user to archive an exam, including all media components and equations, with a single click. In order to move to any of the other tabs in Respondus, an exam file must be open.



Feature	Explanation
Set the eCollege Personality	Before an exam can be created and published to eCollege, the eCollege Personality must be specified. This option should be set before the exam is created or imported.
Open	This button is used to open an existing Respondus Project. When this button is selected the Open Respondus File window will display. Once the file is open, the Edit Menu will display. The questions in the selected exam will appear at the bottom of the window.
Create	Use this button to create a new Respondus Project. When the button is clicked, you will be prompted to enter a name and description for the file. Only exams can be created for use in eCollege. Once a file is created, the Edit Menu will display. This is the area where the questions will be added.

Feature	Explanation
Test Bank Network	This network contains the official test banks for thousands of publisher textbooks. Instructors can access the test bank for their textbook by clicking this button and searching for the test bank.
Exam Wizard	The Exam Wizard is the best way to create an exam using questions contained in one or more Respondus files, such as a publisher test bank. Questions can be randomly selected from files and point values can be assigned across an entire question type. This is the best way to familiarize new users with the basic functions of Respondus.
Import Questions	This feature allows users to import different question types into a format that is acceptable to Respondus. The file must be stored in one of the following formats: plain text (txt), rich-text (rtf), MS Word (doc or docx), tab/comma delimited (csv) format or StudyMate Class (ZIP, XML). The files must be formatted in a specified format.
Archive Wizard	To archive an exam, including all media components and equations associated with the exam select this feature. It is useful for doing routine backups to create a ready-to-use exam file that can be emailed to colleagues or for organizing project folders. These files require less storage space because the contents are stored in a compressed (zipped) folder.

For additional information on each of these options, click the appropriate document on the **Respondus** page of the **Siena Training Assistance Site**.