

Uploading a quiz to Moodle using Respondus

If you have quiz questions in Word format then these can be uploaded to Moodle using Respondus. There are 4 steps involved:

1. Create the questions in a Word document
2. Convert the text file to Respondus file format
3. Setup a Respondus connection to Moodle (for first time users)
4. Publish the Respondus file to Moodle

1. Create the questions in a Word or text file

If you have the questions in Word format then put a * next to the correct answers and structure the questions as shown below:

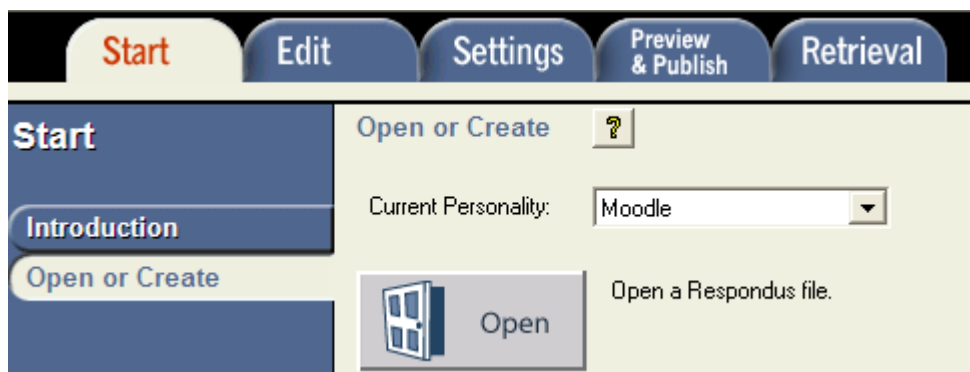
```
Title: Sky Colour
1) What colour is the sky?
a. Green
*b. Blue
c. Yellow
d. Red

Title: Grass colour
2) What colour is grass?
*a) Green
b) Red
c) Blue
d) Pink

Title: Sun colour
3) What colour is the sun?
a) Green
b) Red
c) Blue
*d) Yellow
```

2 Convert the Word document to a Respondus file

To launch Respondus... Start > Applications > All Programs > Core > Respondus 4
Use the drop-menu to set the *Current Personality* as Moodle.



Now click Import Questions.



Import Questions

1. Select the file to Import:

Type of file: Select the file format.

File name: Browse and select the text file.

Image Folder:

2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named: Enter a name for the Respondus file

Type of file to create: Exam Survey

Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems: Click Preview to check for problems

4. Press the Finish button to complete the process. Click Finish if there are no problems

Preview results

#	Title	Question Wording
1	Sky Colour	What colour is the sky?
2	Grass colour	What colour is grass?
3	Sun colour	What colour is the sun?
-		
-		

No warnings. If there are problems then click Cancel, and correct the errors in the Word document. Then import the questions as before.

Now click on the *Preview & Publish* tab.

Start
Edit
Settings
Preview & Publish
Retrieval

Preview & Publish

Preview

Publish to Moodle

Print Options

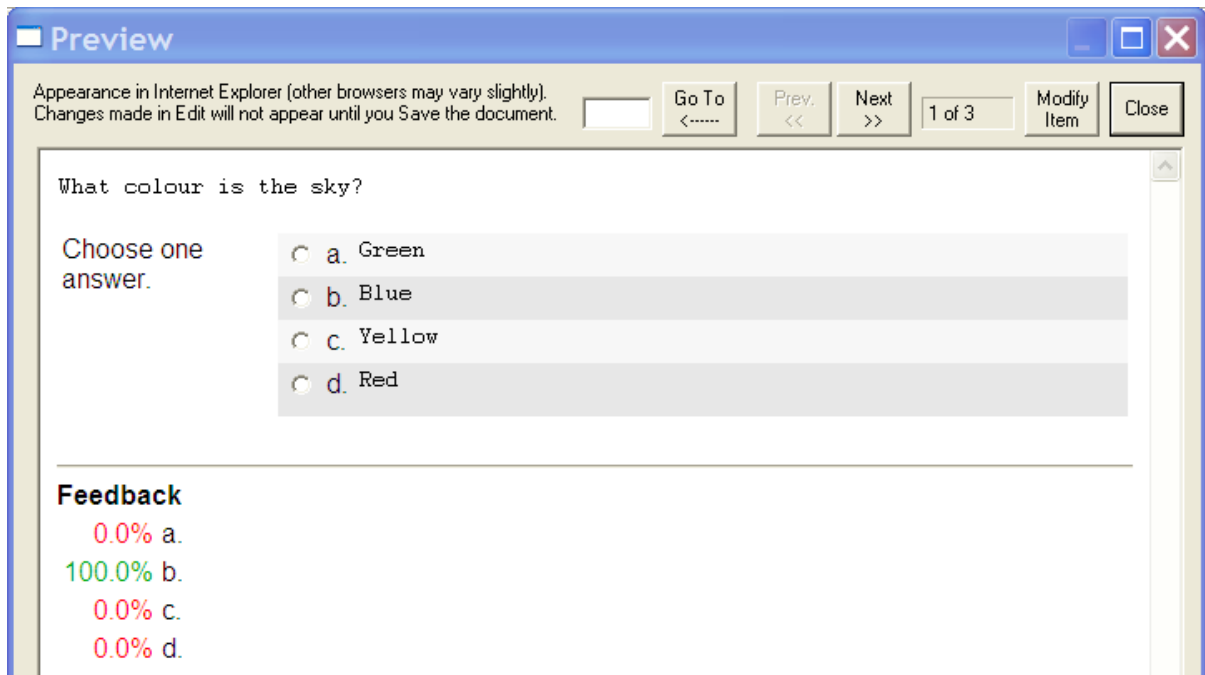
Preview ?

Preview the File

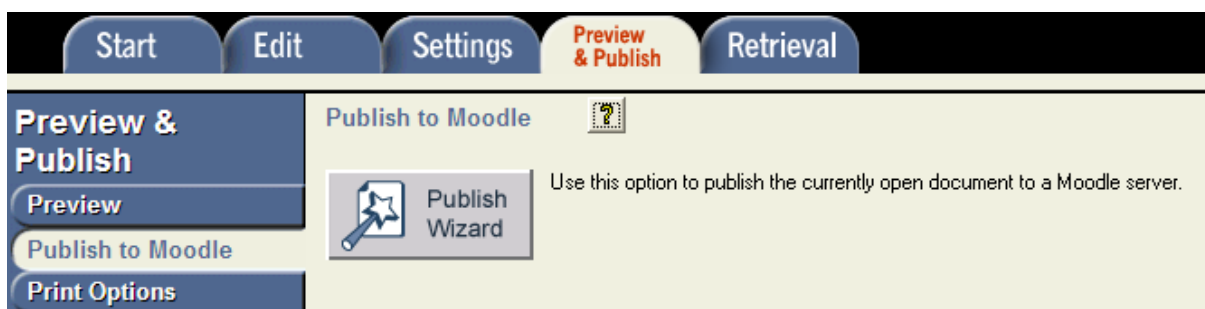
Before publishing your Respondus file to the server, it is recommended that you "preview" the file. In the preview mode, the Respondus file remains on your hard drive and an Internet browser-like window is used to view it.

If you want to make changes to the Respondus file, click the "modify item" button from within the preview task. You will be returned to the preview task once the change has been made.

Click the *Preview the File* button to check that the questions are answered correctly.



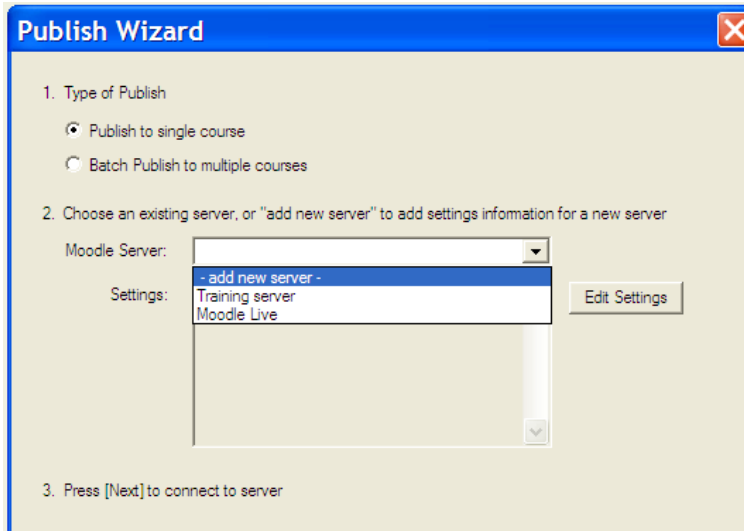
Close the Preview window and click the *Publish to Moodle* option.



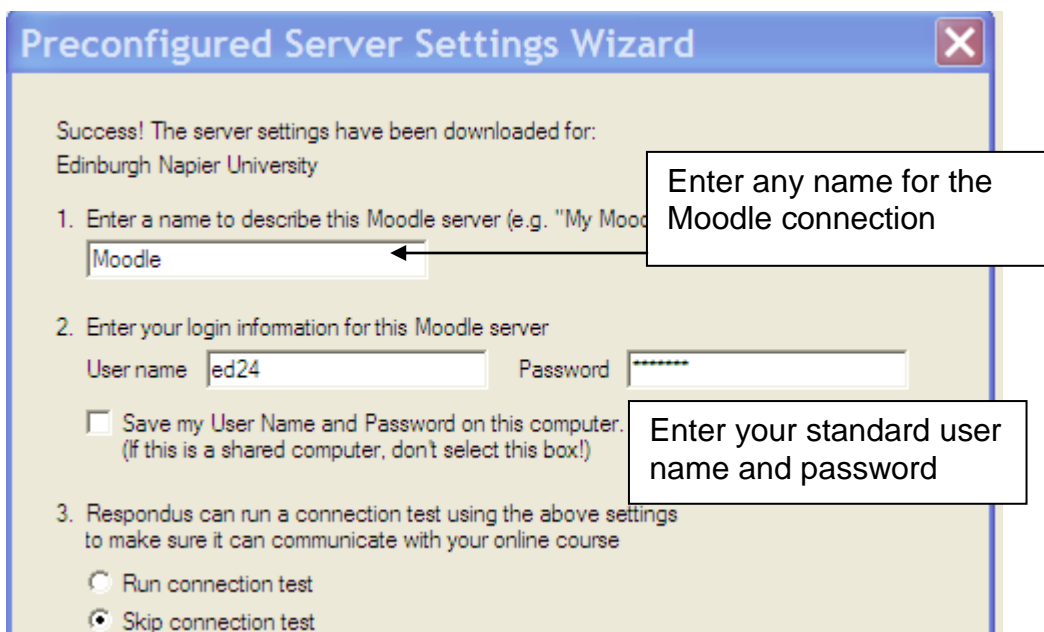
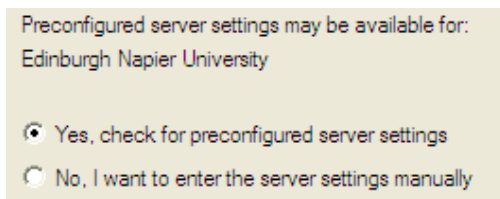
If this is your first time using Respondus then go to step 3 to setup a Respondus connection to Moodle. Otherwise proceed to step 4 to publish the file to Moodle.

3. Setup a Respondus connection to WebCT (first time users)

From the *Publish to Moodle* option click the *Publish Wizard* button and select *add a new server* from the drop menu..



Select to *Check for preconfigured settings* and click Next.



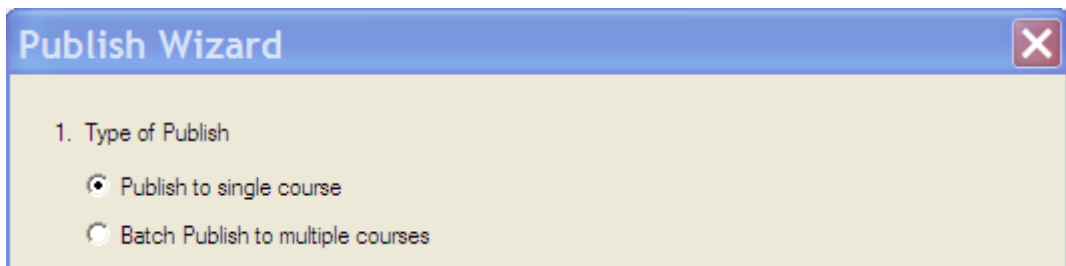
Skip the connection test and click *Next* and then click *Finish*.

The new server settings have been added or updated.
Click [Finish] to exit the Wizard and continue with the original task.

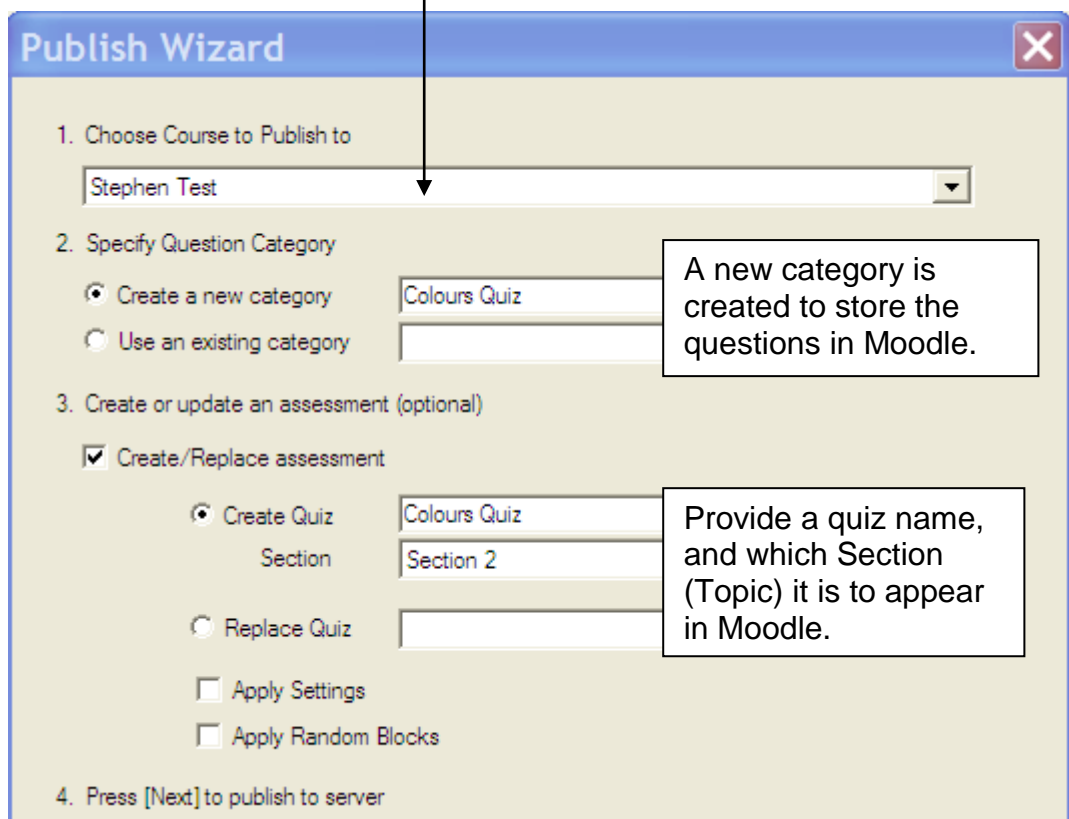
You are now ready to connect to the Moodle server, and this connection will be available the next time you use Respondus.

4. Publish the Respondus file to Moodle

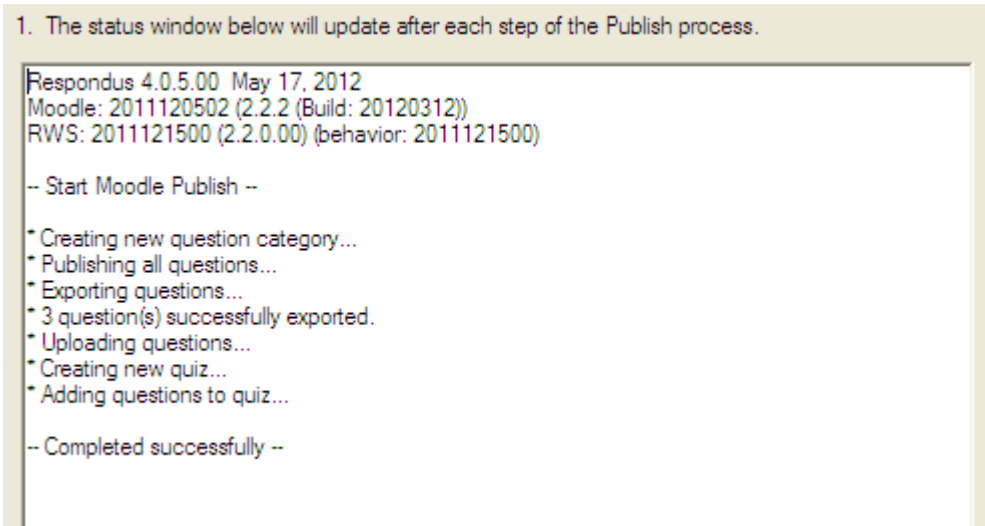
Select to Publish to a single course



Select your module from the drop menu



Click Next and the Publish Progress is displayed.



Once completed successfully, click *Finish* and the quiz will now be available in Moodle. You may wish to hide the quiz until a later date.

