

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.

Start Edit	Settings	Preview & Publish Retrieval
Start	Open or Create	?
Introduction	Current Personality:	Moodle
Open or Create	Open	Open a Respondus file.



Now click Import Questions.	Import Questions	Import questio	ns from a text file		
Import Questions		×			
1. Select the file to Import:		Canad			
Type of file: Microsoft Word 2007 (DOCX)	•	Select the	file format.		
File name: Colours quiz.docx	Browse	Browse a	nd select		
Lesses Falder, Hittendiet Support dassupport		the text fi	le.		
Image Folder In: Moodle \Support documents	Browse				
2. Choose where to add the new Questions:					
 Append the questions to the current docum Create a new document, named: Colour 	Append the questions to the current document. Create a new document named: Colours Quiz				
Type of file to create: 💿 Exam 🔿 Su	irveu				
Use "stem" plus question number to create	atitle e a				
3. Use the Preview button to check for problems: Preview Click Preview to check for problems:					
4. Press the Finish button to complete the process	s. 🛛 Finish 💌				
Preview results					
# Title Ovestion Wording		Click Finis	sh if there		
1 Sky Colour What colour is the	skv?	are no pro	oblems		
2 Grass colour What colour is gra	ss?				
3 Sun colour What colour is the	sun?				
-					
No warnings.	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.





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

	Preview		
A C	ppearance in Internet Explore Changes made in Edit will not a	er (other browsers may vary slightly). appear until you Save the document.	Modify Item Close
	What colour is t	he sky?	~
	Choose one	C a Green	
	answer.	C b. Blue	
		C C. Yellow	
		C d. Red	
	Feedback		
	0.0% a.		
	100.0% b.		
	0.0% c.		
	0.0% d.		

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..

Publish Wizar	d	×
 Type of Publish Publish to single Batch Publish to 	e course o multiple courses	
2. Choose an existing	server, or "add new server" to add settings information for a new server	
Moodle Server:		
Settings:	add new server - Training server Moodle Live Edit Settings	
3. Press [Next] to con	nect to server	

Select to Check for preconfigured settings and click Next.

Preconfigured server settings may be available for: Edinburgh Napier University
 Yes, check for preconfigured server settings
O No, I want to enter the server settings manually

Preconfigured Server Settings Wizard			
Success! The server settings have been dow	nloaded for:		
Edinburgh Napier University 1. Enter a name to describe this Moodle serv Moodle	er (e.g. "My Moo	Enter any name for the Moodle connection	
 Enter your login information for this Moodle User name ed24 	server Password		
Save my User Name and Password on this computer. (If this is a shared computer, don't select this box!) Enter your standard use name and password			
 Respondus can run a connection test usin to make sure it can communicate with you Run connection test Skip connection test 	ng the above setti r online course	ings	

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

Publish Wizard	
1. Type of Publish	
 Publish to single course 	
C Batch Publish to multiple courses	

Select your module from the drop menu

Publish Wizard	×
1. Choose Course to Publish to	
2 Coort Original Colorest	
Create a new category Colours Quiz Use an existing category	A new category is created to store the questions in Moodle.
3. Create or update an assessment (optional)	
Create/Replace assessment	
Create Quiz Section Colours Quiz Section 2 Replace Quiz	Provide a quiz name, and which Section (Topic) it is to appear in Moodle.
Apply Settings Apply Random Blocks 4. Press [Next] to publish to server	

Click Next and the Publish Progress is displayed.



 The status window below will update after each step of the Publish process.
 Respondus 4.0.5.00 May 17, 2012 Moodle: 2011120502 (2.2.2 (Build: 20120312)) RWS: 2011121500 (2.2.0.00) (behavior: 2011121500)
 Start Moodle Publish -
 Creating new question category...
 Publishing all questions...
 Exporting questions...
 3 question(s) successfully exported.
 Uploading questions to quiz...
 Completed successfully -

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.

▼ 0	pen	▲ Close	all sections.		Change pag	e layout 🔻	
•	Turn	itin submissi	on area				
•				Topic 2			
÷	2 12 12	Colours Quiz Add a reso	++→2 ि× ⊕ && urce v Hide	Add an activity		v	2 2 9