

## Uploading question pools with Respondus

### 1. Create the msWord file

Create the **msWord** file according to the format for uploading to Respondus (see Standard Format for Importing Questions.pdf)

### 2. Upload the file into Respondus and publish to clickUP

1. Open **Respondus** on your computer
2. The first time, you should set **File preferences for Preview and Publish** to *Randomise* options and create pools, once-off (see Randoming Options.pdf)
3. Click on **Start> Import questions**
4. Check on **preview** mode that question numbers and titles correspond. If not, you can edit the MsWord file and upload again, otherwise note the missing questions and add them as in step 6.
5. Add other types of questions in Respondus: Click on **Edit** and select the question type> Fill in the fields and insert question into list
6. Click on **Preview and Publish> Preview> Preview the file**. Check that question feedback is below the line! Edit all errors in Respondus **Edit**
7. **Publish to Blackboard> Publish Wizard**
8. The **first time** you use the programme: Under 2, select **add new server**. *Follow instructions on screen carefully!!!. Make sure your browser proxy is selected when doing this on campus before you start*
9. Choose clickUP course from dropdown list > **Create new Pool**, if students should receive a selection from the questions. Untick *Link Exam to Content Area*. Follow instructions on screen.

## Create test in clickUP

### In **clickUP Control panel**

1. Course Tools > Tests, Surveys and Pools
2. Test> Build test> Name > Reuse questions > create random block>tick the pool you uploaded, tick Question types: All Pool questions >Submit
3. Change points per question > submit
4. Select number of questions to display > submit

### In **clickUP menu**

1. Create a content area for test
2. Assessments> Test> Add test from dropdown list> submit
3. Make selections on screen according to instructions to students, remember that test feedback and answers (if selected) will be available until the **Display Until** date. Submissions stop on **Due date**, which should be on or before the Display Until date.
4. Remember to tick 6: Randomise questions.> submit

Make sure test is available to students in **clickUP** by logging in as a Test Student.