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| **Using Respondus and the WebCT gradebook for Tests and Quizzes** | Kevin Patton Ph.D. Professor of Life Science St. Charles Community College kpatton@stchas.edu |

26 June 2008

This hands-on session explores some basic tools for preparing online tests and quizzes and managing the grades in WebCT (Blackboard CE). Participants will learn how to use the Respondus program to prepare online tests easily and upload them quickly and cleanly to a WebCT course. After sample tests are uploaded, participants will learn how and where they appear in the WebCT gradebook and how use the gradebook to automatically record, report, and manage test grades. This session includes brief demonstrations and hands-on exploration of the features of Respondus and the WebCT gradebook.

| **OUTLINE** | **NOTES** |
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| **Overview**   1. Prepare a WebCT course to use quizzes. 2. Create quizzes in Respondus 3. Apply randomized question sets to quizzes in Respondus 4. Create quiz settings in Respondus 5. Upload Respondus quizzes to WebCT 6. Check/modify quiz settings in WebCT 7. View uploaded quiz in My Grades gradebook in WebCT 8. Discussion/questions/clarifications/jokes and riddles | WebCT is the course management system. Respondus is a third-party software system that lets you create online quizzes much more easily than in WebCT. |
| **Quiz vs. Test vs. Exam**  What is the difference? | How do you say “tomato?” |
| **Set up your WebCT course for quizzes**  Login to your course   1. Open browser and go to [www.gatewayccc.org](http://www.gatewayccc.org) 2. Click **Log In to My WebCT** 3. **Copy** the URL (for a later step) 4. Fill in **ID** and **password**  (training***x***) 5. Click on the “training” **course title** | We need to see where we are going with this before we begin in Respondus.  where ***x*** = your assigned number, e.g. 01, 02, 03, . . . |
| Prepare course for using quizzes   1. Click **Control Panel** 2. Click **Add Page or Tool** 3. Under **Pages**, click **Organizer Page** 4. Proceed through **Wizard**, clicking **Next** as you complete each item 5. Click **Save and exit wizard** | You don’t HAVE to do this in YOUR course—just in MY workshop! The next section gives you a different way to handle it. |
| To add pre-loaded quizzes to Organizer Page   1. In **Control Panel**, click **Add Page or Tool** 2. Under **Evaluation & Activity Tools**, click **Quizzes/Surveys** 3. Fill in form (selecting title of your organizer page for quizzes) 4. Click **Add** | Use this to add quizzes to ANY organizer page you have already created in your pre-existing course. You’ll learn how to upload the quizzes in a few minutes. |
| **My Grades gradebook tool**   1. In **Control Panel**, click **Manage Course** 2. Click **Manage Students** 3. Your favorite student, Ed, will appear in the grid. | Ed is your favorite student because he is your ONLY student! |
| **Start Respondus**   1. Minimize your browser window. 2. Open **Respondus** program 3. On **Start** screen, makes sure the **Current Personality** is set to WebCT 3.x-4.x 4. Click the **Create** button 5. Fill in **Create New File** form, naming it **My Test** and selecting **Exam** 6. Click **OK** | Respondus is a third-party program (available from Gateway consortium) to create and upload WebCT tests.  Make sure your own personality is set to “cooperative & charming” today. |
| **Explore Respondus question types**  Under **Edit Questions** column at left, select each type of question and look at how each form is constructed. | This is just to give you an overview. |
| **Create a Respondus quiz**   1. Below list of question types, click **Copy from Another File** 2. Open folder **Respondus-WebCT-workshop** and select **Kevin’s Test** from the list (click it) 3. Click **Open** 4. Check some or all of the items (click in the first column in front of each item). Please DO select the item “Kevin13” in your list. 5. Click **Add to End of List** (near bottom of form) 6. After returning to YOUR quiz, click the **Save** icon in the Respondus toolbar at the top. 7. Click **OK** to confirm the save 8. In the **Question List** at the bottom, under **Title**, click the link titled “Kevin13” 9. On right, click button **Use as basis for new item** 10. In **Question Wording** change “June” to “October” 11. In **Select Correct Answer** select **FALSE** 12. Click **Add to End of List** 13. Now add a few more items by  * Selecting a question type under **Edit Questions** * Filling in the blank form * Click **Add to End of List** or **Inser**t **into List**  1. Click the **Save** icon and **OK** to confirm | You could also insert items at a specific location if you are starting with a quiz that already has some items in it.  Save your work frequently when using Respondus.  Notice that Respondus has automatically changed the question title by adding a number after it.  Try the **Preview** button to check your item.  Try to get a total of 15 questions. |
| **Create Question Sets**   1. Click blue **Settings** tab at top (under toolbar) 2. Click **Question Sets** button 3. Select **Add New Set** radio button 4. Enter “1” for **FIRST question** 5. Enter “3” for **LAST question** 6. Enter “1” for **Select number** 7. Enter “1” for **point value** 8. Click **Add New Set** 9. *Repeat steps* using groups of three or four items 10. Click OK when finished | Notice how the values in Total Item and Points (at top of window) changes as you form each new Question Set.  If you started with 15 items and group them in sets of three items and select one from each set worth one point, you’ll now have a quiz of five points total. |
| **Select Settings for your quiz**   1. Under **WebCT Settings** in left (blue) menu, click **Basic & Availability** 2. Fill in form as you wish 3. Under **WebCT Settings** in left (blue) menu, click **Security & Submission** 4. **Leave blank** (or fill in if you wish) 5. Under **WebCT Settings** in left (blue) menu, click **Results** 6. Fill in form as you wish | I typically use no titles, one at a time (cannot revisit), unlimited duration, 3 attempts (no separation).  I typically select Highest score, first score release option, Release column, Result options a, b, c, g, h, i |
| **Publish Respondus quiz to WebCT**   1. Click blue **Preview & Publish** tab at top 2. Under **Preview & Publish** in left (blue) menu, click **Publish to WebCT** 3. Click **Publish Wizard** 4. In #2, use drop down menu to select **–add new server—** 5. Follow the steps in **WebCT Server Settings** 6. Click **OK** after the form is complete. 7. Back in **Publish Wizard**, click **Next>** 8. In #1, select your “training course” 9. In #2, use first option 10. In #3, Create new quiz and check all three checkboxes 11. Click **Next>** 12. Respondus will now publish your quiz to WebCT 13. Click **Finish** | These steps put the quiz you’ve created in Respondus into your course in WebCT.  You could repeat these steps to add more quizzes to the same course (as in the next section) . . . or to add one quiz to several different WebCT courses.  This is where you **paste** the URL that you copied from the browser address bar in an earlier step. Or you can go back to the login screen for WebCT and copy the URL again. |
| **Publish a second quiz to WebCT**   1. Click blue **Start** tab a top of Respondus screen 2. Click Open 3. Select **AP 2 Test 6** and click **Open** button (save previous file and confirm if it asks you to) 4. Click blue **Preview & Publish** tab at top 5. Proceed through steps in previous section to add this quiz to your “training” course in WebCT (*keep same settings as already exist*) | This will give us TWO different quizzes with which to work.  This quiz has 225 grouped into 36 sets and a total point value of 50. |
| **Back to WebCT**   1. **Minimize** the Respondus window 2. **Maximize** the browser window with WebCT 3. Click **Control Panel** 4. Click **Manage Course** 5. Click **Manage Students** | Now you have two quizzes that have been added to your gradebook! |
| **Change name of quizzes**   1. In **Actions** box near top, in **Organize** menu, select **Manage Columns** 2. Click **Go** next to **Organize menu/Manage columns** 3. Check box above **AP 2 Test 6** 4. In right **Options** menu, type in “Kidney Test” in the **Change column label** box 5. Click **Go** | You would use the same method to release grades, nor “unreleased” them, to hide or unhide this entry in the gradebook, to realign the item, to select the number of decimal points, and so on. |
| **Change the order of quizzes**   1. Check box above **My Test** 2. In right **Organize** menu, **Move item left** menu, select “3” 3. Click **Go** next to “3” 4. Likewise move **Kidney test** to the left TWO places | You can move ANY column this way  FYI: in the student gradebook view, these items appear vertically rather than horizontally. Go figure. |
| **Assign letter grade to each quiz**   1. Check box above **My Test** 2. In right **Organize** menu click **Add colum**n 3. Fill in “My Tst” exactly 4. In **Type** menu, select **Letter Grade** 5. Click **Add** 6. Check box above **My Tst** 7. In right **Options** menu, select “Yes” for **Release columns** and click **Go** 8. In right **Organize** menu, click **Setup column** 9. Check box to left of **Lower limit %** to select all boxes below 10. Click **Update** near bottom 11. Check the box above **Kidney Test**”and repeat the steps above to create letter grades for that test | In WebCT each column must have a different label. So this column leaves the “e” out of “Test” so that it’s different than the existing grade column “My Test”  You could instead select only the “whole letter” grades (not the plus-minus grades) or you could change the cutoff % for any or all of them, or change the letters being used. |
| **Calculate Midterm Grade**   1. Check box above **Midterm Grade** 2. In right **Organize** menu, click **Convert column** type 3. Select “Calculated” for **New column type** 4. Click **Convert** (click **OK** for warning box) 5. At new screen click **Convert** (there are no old values to check here) 6. Check box above **Midterm Grade** 7. In right **Organize** menu, click **Setup column** 8. In left keypad, click “(“ [open parenthesis] 9. In **Function** menu select “sum” 10. Click **Start list** next to **Function** menu/sum 11. In **Column** menu, select “My Test” and click **Insert** 12. Next to **Function** menu, click **Next item** 13. In **column** menu, select “Kidney Test” and click **Insert** 14. Next to **Function** menu, click **End list** 15. Click “/” on left keypad 16. Click “5” twice on left keypad 17. Click “)” on left keypad [close parenthesis] 18. Click “\*” then “1” and “0” and “0” on keypad 19. Click **Update** at bottom of form | Why are they always trying to scare us with those warning boxes?!  Yes, it’s easier in Excel. This isn’t Excel, OK?  You have to use the keypad; you cannot type directly into the form from your computer keyboard. You can click “CE” in the left keypad anytime to erase what you have and start over.  Use the actual total points for both tests if other than 55.  Don’t forget . . . you can move these columns around! |
| **Assign letter grade for Midterm Grade**  This is done the same way we did it for assigning letter grades to individual tests. You can do this on your own, right? | |
| **Just do it!**  The only way to learn this is by doing it and soon the process becomes second nature! | |