

Video Tutorials to Respondus Campus 4.0:

Test Builder for Blackboard (and other Learning Management Systems)

Dear colleagues:

To help you install and learn how to use Respondus Campus 4.0, a test builder for Blackboard (and other LMS's), I have put a list of short videos together that will help you get going with importing questions from a Word document in which you have build your test questions into Blackboard (or .txt file which I prefer. It seems to create less import errors).

I also typed up a quick handout, but I think the videos will show you that it's all not that complicated as it seems. **Click here** to access the handout.

This software can also create randomized tests to print off as hard copies.

Note: Respondus Campus 4.0 (Test Builder) **only works on a PC, a Windows machine.** It does not work on a Mac or with any other OS. There is no software for a Mac (unless you want to use TestGen, but you might as well enter all your questions and answers manually in Blackboard because TestGen will have you do the same thing).

Step 1: Where do I get the software and password?

- Please, watch the short video below where I show you how to access the CNM Faculty Jump Course, and how to grab the download link for Respondus Campus 4.0. (also called Respondus Test Builder):
 - Pay attention!! **Do not grab** the link for Respondus Lockdown.
 - Also, copy and paste all the password info somewhere handy for after you have installed the software.
 - **Video: For CNM Faculty-Download Respondus TestBuilder and registration info:** https://drive.google.com/file/d/1bKBjEolYXw2Wp2HrfER6_6eChtmmskOJ/view?usp=sharing

Step 2: How do I install and add the password information after installation?

- Please, watch the video below before you download.
 - Starts at 1:30 on purpose (installation is specific to CNM so you need to do step 1 first).
 - Online Test Creation Made Simple with Respondus Campus Wide: <https://youtu.be/n4Uqh3fUwfl?t=90>
 - Notice that you **can install an equation editor**.
- Use the download link I pointed to in the above video to download the software. This is an .exe file. It will only work on a Windows PC, not a Mac.

Step 3: How do I get my test in Word into Respondus Campus 4.0 so I can then upload it into Blackboard?

- Watch these videos in order, please. You will see that you can push exams from the test builder into multiple sections all at once along with settings such as Availability and more.
 - How to Import an Exam from Word into Respondus: <https://youtu.be/OGtXBGhUVHw>
 - Importing Questions with Respondus 4.0: <https://youtu.be/h8baq9bt8Rw>

Step 4: How do I edit my questions and answers inside Respondus?

- After you have imported, you can always edit and fix as needed:
 - Creating and Formatting Questions in Respondus 4.0: <https://youtu.be/Avjt3R8r62k>
 - Creating an Exam in Respondus (also shows how to grab testbanks): <https://youtu.be/SHZE7k-nea0>