

# Respondus<sup>®</sup> Limited Edition (LE)

## Quick Start Guide

### WHAT IS RESPONDUS LE?

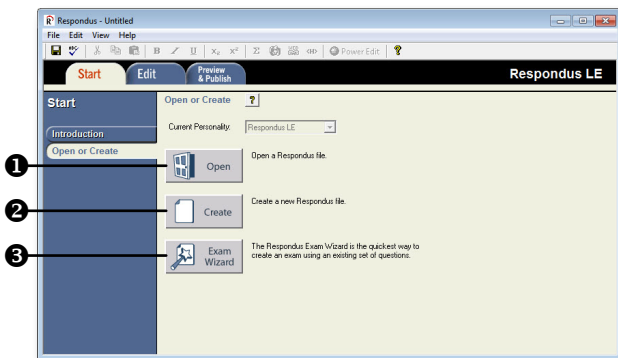
Respondus is a Windows-based authoring tool that makes it easy to create and print Respondus-formatted exams.

### INSTALLATION

#### To install Respondus LE:

- Download the Respondus LE software from [www.respondus.com/download](http://www.respondus.com/download)
- Locate the file and double-click it to start the setup program
- After installation, start Respondus LE to obtain the Product ID
- Return to [www.respondus.com/LE](http://www.respondus.com/LE) to obtain an activation password
- Enter the activation password in the Respondus LE software as prompted

### THE START MENU



- 1 **Open** - open an existing Respondus file.
- 2 **Create** - create a new file.
- 3 **Exam Wizard** - create a new exam by copying questions from other Respondus files.

### USING PUBLISHER TEST BANKS

Thousands of publisher test banks are available in Respondus format (free to instructors who adopt a participating textbook).

1. Go to [www.respondus.com/testbanks](http://www.respondus.com/testbanks) to search for the textbook adopted for your course.
2. For the textbook selected, click "More Information & Test Bank Request" and submit the request form for the test bank.
3. The publisher receives the request and will send you a File Code and Password via email within 1-3 days.
4. When the File Code/Password are received, start Respondus LE and select "Open." Click "Download Test Bank".
5. Enter the information requested and click "Download" (you'll need an internet connection). Once the download is complete, the test bank will be located in your "Projects" folder.

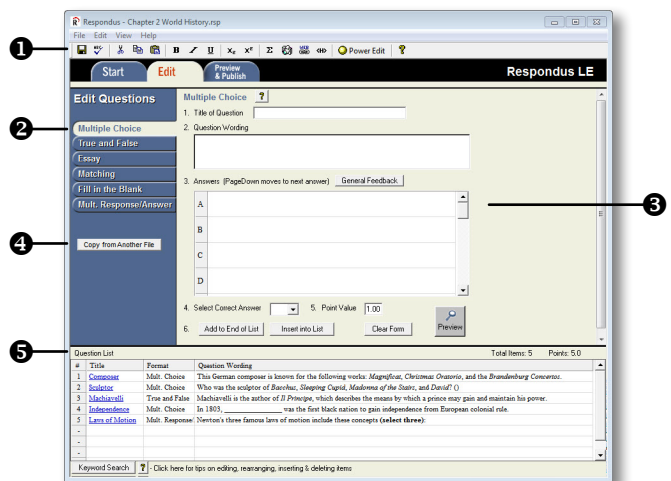
Questions can now be copied from the test bank to the currently open Respondus file.

### USING THE EXAM WIZARD

Use the Exam Wizard to create a new exam by copying questions from other Respondus files.

1. From the Start menu, select the **Exam Wizard**.
2. Select the first option to Create a new exam and copy questions to it. Click **Next**.
3. Enter a name and description for the new file. Click **Next**.
4. Select the Respondus "source" files from where the exam questions will be copied. Click **Next**.
5. From the pull-down list, select one of the source files from the previous step.
6. Select either the **Automatic Selection** or **Manual Selection** option and then select questions from the source file.
7. Add the selected questions to the list in the lower section by selecting **Add to End of List** or **Insert into List**.
8. Repeat steps 5 to 7 until the desired questions are selected. Click **Next**.
9. The new file has been created. Choose from the options shown and click **Finish**.

### OVERVIEW OF EDIT MENU



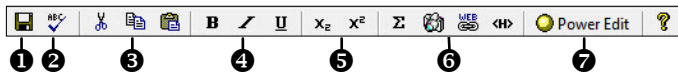
- 1 **Toolbar** - provides tools for formatting a question or adding equations, images or media files.
- 2 **Question Types** - click a tab to view the template for a question type.
- 3 **Question Template** - the question wording and content are entered in a template.
- 4 **Copy from another file** - a tool for copying questions from another Respondus file.
- 5 **Question List** - lists the questions in the file.

## USING THE EDIT MENU

Use the Edit menu to create or edit questions.

1. Select a question type from the tabs along the left.
2. Enter the question text in the question template.
3. Add formatting to the question text using the toolbar options.
4. Specify the correct answer (if applicable) and the point value.
5. Click the **Preview** button to preview the question.
6. When ready, click the **Add to End of List** or **Insert into List** button.
7. The question will appear in the **Question List** at the bottom of the screen.

## THE EDIT TOOLBAR

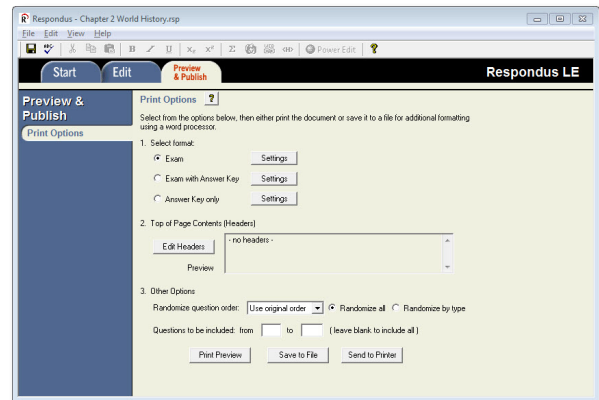


The Edit Toolbar provides tools for formatting text.

- 1 **Save File**
- 2 **Spell Check**
- 3 **Cut, Copy and Paste**
- 4 **Bold, Italic, Underline**
- 5 **Superscript and Subscript**
- 6 **Equation Editor, Insert Picture or File, Web Link, & HTML Editor** (these features are only available in the full version of Respondus).
- 7 **Power Edit** - provides a larger edit window and includes other tools like bulleted lists, fonts, tables, etc.

## PRINTING AN EXAM

Respondus allows you to format and print exams/surveys directly from the software. It is also possible to save an exam to Word or text format (**Save to File**) for further enhancement and printing.



1. Open the **Preview & Publish** tab to **Print Options**.
2. Select an option: **Exam**, **Exam with Answer Key** or **Answer Key only**. Click the **Settings** button to the right to further adjust the settings.
3. Click the edit headers button to modify the text that will appear at the top of each page.
4. To print multiple variations of the exam (with randomized question orders in each), change the pull-down list to the desired number of exam variations.
5. Click the **Print Preview** button to display the exam output in a window.
6. Click the **Save to File** button to save the exam to Word, Rich Text Format or Text format. Or, click the **Send to Printer** button to print the exam directly.

## RESOURCES

- **Embedded Help** - press F1 or the [?] in Respondus LE to get context-sensitive help
- **User Guide** - download the Respondus LE user guide from [www.respondus.com/LE](http://www.respondus.com/LE)
- **Respondus 4.0** - for additional features, including the ability to publish an exam to an LMS, download a free, 30-day trial of the full version of Respondus at [www.respondus.com/download](http://www.respondus.com/download)

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