Publish Respondus Quiz to Moodle

Training Documentation

This document explains the process of creating and publishing a Respondus quiz to Moodle.
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Formatting Quiz Questions

Your quiz questions need to be properly formatted before they can be imported to Respondus. CETL has created two sample files to assist in this process. Please review the files below to decide how you would like to format your document.

- Correct answer identified by asterisk
- Answer key listed at the end of the document

Once you have formatted your document correctly, begin the process of requesting and installing Respondus Quiz Builder on your computer to publish your quiz to Moodle.

Requesting Respondus software

You will need to request Respondus Quiz builder to be installed on your campus computer. You will need assistance from your college ITC to complete the installation. An additional copy of Respondus Quiz Builder can be installed on your personal computer for home use. Additional information on Respondus use at Cal State L.A. can be found online.

Update Respondus

Make sure that your current version of Respondus has been updated. Follow the steps below after you have launched the software. This will need to be done prior to beginning the quiz Publish to Moodle process. Installing updates will require College ITC assistance.

1. Click on the Help menu
2. Select the Check For Update option
Respondus quiz imported to Moodle

Before beginning the quiz creation process, please select Moodle as the Current Personality. Select the Import Questions from a text file option to begin the Publish quiz to Moodle process.

Importing Questions

Follow the steps on the Import Questions dialog window to import quiz questions to Respondus.

Note: Enable the Use “stem” plus question number to create title option to maintain the question order when the quiz is imported into Moodle. Include a “0” in the available field.
Quiz settings

Randomly select questions for a quiz

Follow these steps to have quiz questions randomly selected and included in the quiz.

1. Select the Settings tab
2. Click on the Random Blocks button
3. Click on the Random Blocks button on the main screen
4. Click on the Add New Set button when settings have been entered.
5. Click on the OK button to complete

General quiz settings

General quiz settings should be updated by clicking on the General button. The highlighted areas are recommended settings.
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Note: The time setting uses military time. Please pay close attention to the disable and enable checkboxes, questions per page, and the number of attempts.

Displaying quiz results to students

Use the **Results** button to display quiz scores to your students. The recommended options below should be enabled. You may consider only enabling the options under the **After the quiz is closed** section if you do not want quiz questions to be shared with students who have yet to take the quiz.

![Screenshot of Respondus settings showing quiz results options](image)

Publish to Moodle

You will need to first establish a server connection to the Cal State L.A. Moodle system before publishing the quiz to Moodle.

Add New Server

1. Select the **Preview & Publish** tab
2. Click on the **Publish to Moodle** button
3. Click on the **Publish Wizard** button
4. Select the **Add New Server** option from the Publish Wizard window
Select the **Yes, check for preconfigured server settings** option and click the **Next** button.

Choose the preconfigure server settings for Cal State L.A.’s system highlighted below.
On the following Preconfigured Server Settings Wizard window:

a. Enter a desired name to describe the Moodle server
b. Include your Cal State L.A. username
c. Click on the **Save my User Name and Password on this computer** checkbox

Click the **Next** button to continue
A browser login window will appear. Enter your AD network credentials. This window will disappear after your login credentials have been authenticated.

Click the **Next** button to continue

Click on the **Finish** button to complete testing the connection
Publish your quiz to Moodle

The server you added will now be selected on the Publish Wizard window.

1. Click on the **Next** button to continue to the next window

Follow the instructions on the Publish Wizard window. It is important that you select the **Section** where the quiz will be located.

Click on the **Next** button
Publish Respondus Quiz to Moodle

Click on the **Finish** button once the quiz has been successfully Published to the course. Log in to Moodle and access your course to review the published quiz. By default the published quiz is hidden to students.