

INSTRUCTIONAL TECHNOLOGY

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Pensacola Junior College

Respondus 3.5.4  
for ANGEL

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## About Respondus

Respondus 3.0 is a powerful tool used to build exams, create surveys, or expand question databases. Once created, Respondus will upload the questions and the exam or survey directly to your ANGEL course. Respondus also has the ability to retrieve questions, exams, surveys, and statistical information from ANGEL.

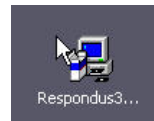
## Why Use Respondus

Respondus simplifies the process of creating quizzes and surveys to be used with your ANGEL course.

## Getting Started: Installing and Setting Up Respondus

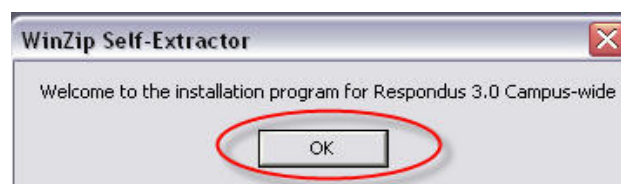
To get a copy of the Respondus software, contact the Instructional Technology department. They will send you the executable file (respondus.exe) as well as the registration information. Save the file to your desktop then follow these directions:

1. Double-click on the respondus.exe icon.

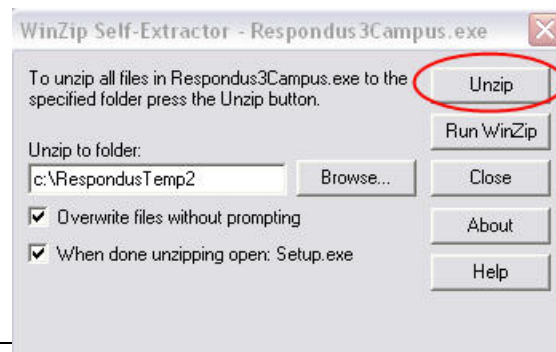


2. An Open File—Security Warning window may or may not open. Click the **Run** button if it does. If it doesn't, go to step 3.

3. A WinZip Self Extractor window will open. Click **OK**.



4. When the WinZip window opens, select the **Unzip** button.



5. Click **OK** when the files are all unzipped. The Respondus set program will open.
6. Throughout the installation process, click **Next** whenever asked.
7. Click **Yes** to accept the license agreement.
8. Click **Finished** when asked. A Respondus icon will be placed on your desktop.
9. Double-click the icon to launch the application.
10. Enter the registration information, then click the **License** button.
11. A window will open asking if you'd like to receive a newsletter. After you've made your choice, the Respondus program will open.



Respondus follows a five-step procedure to build and upload exam and survey files. These steps are listed on tabs that are located at the top of the Respondus window.



## Start Menu Overview

The Start menu contains five options.

### Open

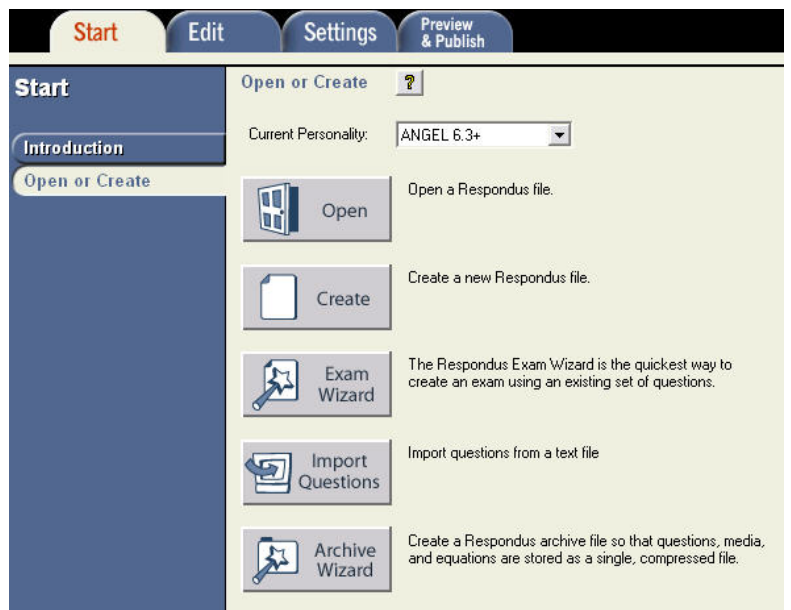
Allows the user to open an existing Respondus file.

1. Click on the Open button
2. Select the file to be viewed.
3. Click Open.
4. This will automatically open the file in the Edit window.

### Create

Allows the user to create a new exam or survey from scratch.

1. Click the Create button



2. Name the file and give a brief description.
3. Select Exam or Survey.
4. Click OK.

## Exam Wizard

The Exam Wizard allows the user to go through their question database or a publisher's test bank and create an exam based on any combination of questions chosen.

## Import Questions

Respondus allows you to import multiple choice, true-false, paragraphs, short answers, matching and multiple response questions from a file. Before importing into Respondus, the questions must be organized into a standard format that is understood by Respondus. Respondus is capable of importing text (.txt), rich-text (.rtf), Microsoft Word (.doc), and Comma Delimited (.csv) files.

## Archive Wizard

The Archive Wizard allows you to archive an exam or survey, including all media components and equations that may be associated with it, in a compressed file that can be downloaded and saved.

## Edit Menu

Selecting Open or Create from the start menu automatically launches the Edit menu. The Edit menu allows questions to be added to the currently open file, edit and modify existing questions, and search for questions in a database. The Edit menu is split into two sections. The question types are listed on the left, and the corresponding input screen for each question type appears on the right.

## Common Features among All Question Types

All questions types require you to enter a **Title**. If you do not enter a title, Respondus will use the first 20 characters from the "Question Wording" section for it.

The **Question Wording** section is where the main body of the question is entered.

**Feedback** for each question can be provided. If feedback is enabled for a particular exam, students will see the feedback for the answers they selected when they view their graded quiz. To enter feedback for a question, select the "Enable Feedback" checkbox on the left side of the screen. The form will then display fields where the feedback can be entered.

Four buttons appear at the bottom of all question edit forms.

- **Add to End of List** places the current question to the end of the "Question List" located at the bottom of the screen.
- **Insert Into List** lets you insert the current question into the Question List at a specified location.

- **Clear Form** erases all data that currently shows in the form.
- **Preview** opens a browser-like window that lets you view how the question will display in the final exam. Feedback and scoring information is also shown in this window. The preview button can be selected at any stage in the editing process.

The **Question List** displays the title, question type, and question wording for each question in the file. The total number of questions and point values is shown at the top of the list. By clicking on the **Title** of a question, a window containing the properties for the question is displayed. Here you can modify, delete, or move questions, as well as use the question as the basis for an entirely new item.

## Multiple Choice

Multiple choice questions allow up to 26 answer choices, but only one correct answer can (and must) be selected.

1. Enter the Title, or if you choose, bypass this section and go to Question Wording. The first 20 characters of the question will be used as the title.
2. Enter the question.
3. Enter the answer options.
4. Select the correct answer by using the dropdown menu next to the Select Correct Answer box.
5. Assign a point value.
6. Click Add to End of List OR Insert Into List.

The screenshot shows the 'Edit Questions' interface for a Multiple Choice question. At the top, there are navigation buttons: 'Start', 'Edit', 'Settings', and 'Preview & Publish'. The main area is titled 'Edit Questions' and has a dropdown menu set to 'Multiple Choice'. Below this, there are several question type options: 'Multiple Choice', 'Drop-down List', 'Multiple Select', 'True False', 'Matching', 'Fill-in-the-Blank', 'Essay / Short Answer', and 'Algorithmic'. There is also a checkbox for 'Enable Feedback' and a button for 'Copy from Another File'. The main form fields include:
 

- 1. Title of Question: A text input field.
- 2. Question Wording: A large text area.
- 3. Answers (PageDown moves to next answer): A list of four answer options labeled A, B, C, and D. There is a checkbox for 'Never Scramble'.
- 4. Select Correct Answer: A dropdown menu.
- 5. Point Value: A text input field with '1.00' entered.
- 6. Action buttons: 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'.

## Drop-down List

1. Enter the Title, or if you choose, bypass this section and go to Question Wording. The first 20 characters of the question will be used as the title.
2. Enter the question.
3. Enter the answer options.
4. Select the correct answer by using the dropdown menu next to the Select Correct Answer box.
5. Assign a point value.
6. Click Add to End of List OR Insert Into List.

**NOTE:** this option does not allow for the addition of images.

## Multiple Select

1. Enter the Title, or if you choose, bypass this section and go to Question Wording. The first 20 characters of the question will be used as the title.
2. Enter the question.
3. Enter the answer options.
4. In the small left column, type the letter “X” for correct answers.
5. Choose whether the answers should be scrambled.
7. Assign a point value.
6. Click Add to End of List OR Insert Into List.

## True - False

1. Enter the Title, or if you choose, bypass this section and go to Question Wording. The first 20 characters of the question will be used as the title.
2. Enter the question.
3. Select True or False as the correct answer.
4. Assign a point value.
5. Click Add to End of List OR Insert Into List.

## Matching

Matching questions require students to match items from two columns. First, you may specify the matching pairs for both the left and right columns – specifically, the correct match for the left column must be placed in the field immediately to the right. If this procedure is followed, it is not necessary to indicate the correct answer in the small column located at the far left. It is possible to place extra answers in the right column that do not match any items in the left column.

In a matching question, the left column will be displayed to the student in the order the information was entered. The right column appears as a list of drop-down menus that the student can use to select the appropriate match. Answers in the drop down menu are randomized.

You must then assign a point value for each correct match. For example, if the question is worth 1 point and you have 4 pairs that must be matched; you would assign the point value as 0.25.

### Fill-in-the-Blank

1. Enter the Title, or if you choose, bypass this section and go to Question Wording. The first 20 characters of the question will be used as the title.
2. Enter the question.
3. Enter all acceptable answers and spellings in the boxes provided. Note that capitalization will be ignored in this format.
4. Assign a point value.
5. Click Add to End of List OR Insert Into List.

### Essay/Short Answer

1. Enter the Title, or if you choose, bypass this section and go to Question Wording. The first 20 characters of the question will be used as the title.
2. Enter the question.
3. Choose whether to publish the question as a Short Answer instead of an Essay. Leaving this box blank will publish the question as an essay allowing students more room for their answers.
4. If you choose to Enable Feedback, enter the correct answer in appropriate box.
5. Assign a point value.
6. Click Add to End of List OR Insert Into List.

NOTE: These questions must be graded manually in ANGEL. This is not necessarily a bad thing, though as essay questions provide good insight into what a student understands, and printed type is much easier to read than a student's handwriting.

### Algorithmic

1. Enter the Title, or if you choose, bypass this section and go to Question Wording. The first 20 characters of the question will be used as the title.
2. Enter the question.
3. Enter the formula by either manually typing it into the space provided or by using the dropdown boxes. Use the Answer Properties option to assign requirements for the answer, i.e. correct unit or the number of decimal spaces.
4. Create Value sets for variables listed in the question.
5. Assign a point value.
6. Click Add to End of List OR Insert Into List.

## Adding Bold, Italics, Underline, and Super/Subscript

Respondus makes it easy to add enhanced formatting to question wordings, answers and feedback. The bold, italics, and underlining tasks work just like a standard word processor. Simply highlight the text you want to modify and click the appropriate [B], [I], or [U] button on the toolbar. The text will immediately change to the selected formatting. The superscript [X<sup>2</sup>] and subscript [X<sub>2</sub>] tools function in the same manner. To remove any of the above-mentioned formatting, simply highlight the text again and reselect the corresponding button from the toolbar.

## Adding Images, Media, and Attachments to Questions

One of the more powerful features in Respondus is the ease in which media (e.g., images, audio clips, video clips) and attachments (e.g., spreadsheets) can be added to quizzes. Media content can be added to question wordings, answer choices, and feedback without writing or viewing HTML. In addition, the media objects can be previewed offline, and everything is automatically uploaded to the ANGEL server during the Publish process.

1. From the Edit menu, position the cursor at the place in the question where you want the media item added.
2. Click the “Insert Picture or File” icon on the toolbar which is represented by a camera icon.
3. Navigate to and select the media element

The default “file type” setting will display only the bitmap, jpeg, gif, and pcx files. To display .wav, .avi, and other audio/video files, select the “Audio-Video” option from the pull-down menu labeled “Files of Type.” The third option on the list (All Files) allows you to select other types of media files, as well as attachments (such as a spreadsheet or word processor document).

Most graphical images on the web are stored in .jpeg or .gif format. If you have a graphic that is in another format (such as bitmap or pcx), Respondus will allow you to convert it to a jpeg file with a click of a button. Similarly, if the graphic you select is over 600 x 450 pixels in size, Respondus will allow you to convert it to more suitable dimensions.

## Settings Menu

Respondus allows the selection of settings for a quiz or survey prior to it being uploaded into ANGEL. Although this step is optional, it provides the ability to create “Question Sets” and to determine the settings for the quiz offline.

The Settings menu section is divided into four sections. Question Sets, Basic & Availability, Security and Submissions, and Results. The “Question Sets” task has an entirely unique approach and design to that used by ANGEL. However, the three other sections in the Settings menu are designed almost identically to how they appear in ANGEL.

## Question Sets

ANGEL supports the creation of "Question Sets" which are groupings of questions that are randomly selected. Before creating question sets in Respondus, it is important that the questions intended for a question set are organized and grouped properly. For example, if the fifth question in the exam is going to be randomly selected from a question set having three questions, then those three questions should be grouped together at 5, 6, and 7 in the file. Make sure your questions are organized in this manner before continuing.

Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.

Total Items: 25    Points: 100.0

Add New Set     Modify or Delete Existing Set:

Enter the number of the FIRST question to be used in the set

Enter the number of the LAST question to be used in the set

How many questions in this set should be randomly selected during the exam?

All     Select Number:

Enter the point value that should be used for questions in this set

#	Set	Title	Format	Question Wording
11		<a href="#">Question 50</a>	Mult. Choice	Which of the following is NOT a characteristic of monop
12		<a href="#">Question 51</a>	Mult. Choice	Of the following, which is a way in which monopolistic cc
13		<a href="#">Question 52</a>	Mult. Choice	In the market for breakfasts, a few large producers, such a
14		<a href="#">Question 73</a>	Mult. Choice	A good definition of a business is an organization that pro
15		<a href="#">Question 74</a>	Mult. Choice	The difference between a business's revenues and its exper
16		<a href="#">Question 75</a>	Mult. Choice	Advertising is one of the factors of production in an adva

To create a question set, go to the Settings menu and select the "Question Sets" tab.

Then select the option "Add New Set" and enter the first and last numbers -- that is, the range -- of the questions that will comprise the question set. For instance, if you want questions 5, 6, and 7 to be the basis of a question set, you would enter 5 as the first question and 7 as the last question in the set.

If you want all of the questions in the set to be shown during the exam, select the "All" option. If, however, you want a smaller number of questions from the set asked during the exam, choose the "Select Number" option and provide the desired number. For example, if you want only one question from questions 5-7

asked during the exam, you would enter the number 1. You are then asked to provide a point value for the question set. (All questions in a question set must have the same point value.)

Finally, click the "Add New Set" button to finish the creation of the question set. In the list below, a letter representing the question set will appear next to each question that is contained in the question set. This allows you to easily see which questions are grouped together.

The letters representing each question set also provide the basis for editing a question set. For instance, if the letter "C" appears next to a set of questions, and you want to edit this particular question set, select the option "Modify or Delete Existing Set" and select "C" from the pull-down list. The current settings for that question set will be displayed and several new options will appear in the lower section of the screen: Save Changes, Cancel Changes, and Delete Set.

In order for question sets to be included with the quiz when it is published to ANGEL, you must select the checkbox "Add Question Sets to Quiz" on the Publish to ANGEL menu. Conversely, if you do not want question sets included with the quiz when it is published to ANGEL, leave this box unchecked.

## Basic Settings

The Basic and Availability settings are like those used in ANGEL and include settings that must be considered for most quizzes and surveys.

**Basic Settings**

Question Titles:  Show question titles (short names) when students view the quiz.

Question delivery:  Deliver all the questions at once.  
 Deliver questions one at a time, where questions can be revisited.  
 One at a time, where students cannot revisit answered or skipped items.

Quiz Duration:  unlimited   Disallow submission if time has expired.

Attempts Allowed:   Separation, a minimum of

### Question Titles

Select this check box to allow students to see the titles or short names used when questions were first created.

### Question Delivery

There are three options available for question delivery.

The first option (Deliver all questions at once) corresponds to the standard option, which is to display all of the questions simultaneously on the screen. This method follows the delivery method of a paper exam where a student may view and answer questions in any order.

The second option (Deliver questions one at a time, where questions can be revisited) provides the same flexibility to the student as option one, but displays only one question on the screen at a time.

The third option (One at a time, where students cannot revisit answered or skipped items) is very different from the first two options. Like the second option, this option displays one question at a time; however, students must answer or skip each question before proceeding to the next question. Once a question has been answered or skipped, the student cannot revisit the question.

### Quiz Duration

The duration is the length of time the student has to complete the quiz. The clock starts when a student first accesses the quiz.

To set the duration for the quiz, select the units (day(s), hour(s), or minute(s)) from the drop-down menu and then type the number of desired units in the text box. To give students unlimited time on a quiz, select the "unlimited" option from the pull-down menu and do not specify any units in the text box.

Normally, the student may submit answers after time has expired. All of these events are logged so that it is easy to determine which students exceeded the set time limit, and by how much. You may set the quiz so that students cannot submit answers after their time is up. To do this, click the check box labeled Disallow submission if time has expired.

### Attempts Allowed (Quizzes only)

This setting determines the number of times a student may complete a quiz—this may be set from one to five, or to unlimited. Select your choice from the drop-down menu.

Note: For the purpose of compiling question statistics, only the first attempt is recorded.

### Attempts Separation (Quizzes only)

For quizzes that allow multiple attempts, you can set a minimum time that the student must wait before retaking the test. To set the duration, select the units (day(s), hour(s), or minute(s)) from the drop-down menu, and enter the number of units in the text box. If you do not enter a value, then there is no waiting period before a student can retake a test.

## Availability Settings

The Availability Settings must be considered for every quiz and survey. These settings describe the time period in which the quiz or survey will be available to the students.

<b>Availability</b>	MM/DD/YYYY	HH:MM	WebCT servers use "UTC" date & time
Available After:	<input type="text"/>	<input type="text"/>	(No limits if you leave all boxes blank)
Available Until:	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Allow access as soon as the quiz is published.			

### Available After

To set the start point of the quiz/survey availability period, fill in the text boxes for day, month, and year, and choose a time from the selection boxes for hour and minute. If any of the values for day, month, and

year are zero, then the quiz/survey will not be released. However, if you want to activate the quiz/survey as soon as it is published to ANGEL, select the option "Allow access as soon as the quiz/survey is submitted."

### Available Until

To set the end point of the quiz/survey availability period, fill in the text boxes for day, month, and year, and choose a time from the selection boxes for hour and minute. If any of the values for day, month, and year are zero, the quiz availability will be Unlimited.

To make a quiz/survey immediately unavailable, you will need to go to the Quiz Settings section in ANGEL and select the "Deny Access Now" button.

### Security Settings

The Security Settings are optional. They may be used to restrict access to the quiz/survey for security purposes. The settings do not change the availability of the quiz/survey, they only change how it is accessed.

<b>Security</b>	
Leave the Password and IP address boxes blank to disable those features.	
Proctor password:	Students must enter the password <input type="text"/> to gain access.
IP address mask:	Only allow machines that match <input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/>

#### Proctor Password

If nothing is entered in the text box, your students may access the quiz normally. Otherwise, your students will be asked for a password before entering the quiz.

To successfully enter the quiz, the password the student enters must exactly match the text in the text box. This method is often used with proctored exams given in lab settings, as the exam proctor will give out the password at the beginning of the exam. This ensures that the correct students are accessing the quiz at the proper time.

#### IP Address Mask

In order to limit quiz access to those coming from a specific group of computers, an IP address mask may be used.

If nothing is entered in the IP Mask Number text box, then all computers can access a quiz (if available).

## Submission Settings

The Submission Settings are optional. These settings affect the behavior at the time a quiz or survey is submitted by the student.

### Submission Message

Any text entered in the text box will be displayed to the student after the quiz or survey has been submitted.

### E-mail Submissions

If a valid internet e-mail address is entered in the text box, a text only copy of each student's submitted quiz will be sent to the e-mail address.

### Respondus LockDown Browser

This option allows the instructor to choose whether or not to require the use of the lockdown browser provided by Respondus. At present, PJC does not have a license for this software. Leave this option unchecked.

## Results Settings

The Results Settings in this section are required for quizzes. These settings affect how quiz results are released to the students in ANGEL. This screen allows the instructor to choose which score will be used in the gradebook (if multiple attempts are allowed), control the release of student scores, and select how those scores will display for students.

**Results** ?

Student score: If multiple attempts are allowed, use this score: First ▼

Score release:

- Release the score once the quiz has been submitted.
- Release once submitted AND all the questions have been graded.
- Release the score once the availability period has ended \*
- Release once availability ended AND all questions graded \*
- Do not release the score.

Release column:

- Release Quiz column so students can see their grade in MyGrades \*

Results displayed to Student:

- a) Show the question text for each question.
- b) Show the student's response for each question. (requires: a)
  - c) Show evaluation of student's response only. (a,b; not d)
  - d) Show the full evaluation of each question. (a,b; not c)
  - e) Show the correct answer for each question. (a,b)
- f) Show the feedback for each question.
- g) Show the student's score for each question.
- h) Show all the grader comments for the quiz.
- i) Show the student's total score for the quiz.

\* this setting can only be used for WebCT 3.8 and higher.

### Student Score

If you allow your students to attempt the quiz multiple times, then this setting will determine how ANGEL calculates the quiz score. The selection box can be set to use the First, Latest, Highest, or Average score to calculate your students' score for a quiz.

### Student Score Release

This setting is used to set the conditions that will allow a student to view the quiz after it has been submitted. Note that when a student views a quiz, this causes it to be graded.

There are three options available for the release of quiz results to your students.

The first option (Release the score once the quiz has been submitted) releases the quiz results to your students with no restrictions. If the quiz includes questions that cannot be marked automatically, the graded quiz will only be partially graded when viewed by the student.

The second option (Release once submitted AND all of the questions have been graded) releases the quiz to your students only if all the questions have been graded. Thus, if all of the questions in a quiz can be graded

automatically, the student will be able to view the graded quiz immediately. If the quiz includes questions that cannot be graded automatically, then your student can view the graded quiz only when all of the questions have been graded.

The third option (Do not release the score) does not release the quiz results to the students. Thus, the students will not be able to review the quiz after taking it.

It is important to note that these options may be changed at any time in ANGEL.

## Results Displayed to Students

These check boxes determine the amount of quiz information that ANGEL will display to a student.

These settings will not be in effect if you have not released the quiz results. The basic parts of each question that can be toggled on and off are: the text of the question itself, the feedback for the question, and the student's score for the question. If the question text is being displayed, your student's response may also be shown.

If the response is shown, an evaluation of the question may also be shown. For the entire quiz, the total score and any comments entered by a grader may be displayed.

The default configuration shows the student everything. To duplicate the appearance of the quiz as student took it, select only option "A". To show no information about the quiz other than the final score, select only option "I".

## Preview and Publish

Once an exam or survey is created in Respondus, the Preview and Publish menu lets you determine what to do with the file.

Most users will first want to examine the contents of the file using the Preview task. When the questions are ready to be uploaded, the Publish to ANGEL task connects Respondus to our ANGEL server and transfers the exam or survey to it. An exam file can also be published as a "self-test" using the Add ANGEL Self-Test submenu. Finally, the Print task lets you format and print the exam or survey directly from Respondus, or you can bring a file into a word processor for further enhancement and printing.

### Previewing a File

The Preview task is similar to the preview option that appears in the Edit menu. The primary difference is that here you can easily scroll from one question to the next. When the [Preview the File] button is selected, a browser-like window will appear.

The preview window shows the first question in the file. The display is similar to how the question wording and answer choices will appear to students when they take the exam or survey. With exam files, the feedback and correct answer for the question is additionally displayed at the bottom of the window.

There are two ways to scroll back and forth through the question list. First, you can click on [<<Prev] and [Next >>] buttons that appear above the display window. Second, you can click the [Back] and [Continue] buttons that appear within the window itself.

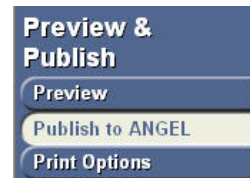
If you want to edit the question being displayed in the Preview window, click the [Modify Item] button. You will immediately jump to the Edit menu, and the properties for the current question will be displayed in the form. Make whatever modifications you like and click [Save Changes]. A pop-up window will then indicate that the file has been saved and that you are being returned to the Preview window.

## Publishing a File

The Publish to ANGEL task is where questions, settings, and point values are transferred to the ANGEL server. You must already have a ANGEL account and password in order to do this task.

(Note: The appearance of the Publish to ANGEL screen is slightly different with survey files, but the same steps are used to publish files.)

1. Select the **Preview & Publish** tab from the top of the Respondus Window.
2. On the far left side of the screen, select the **Publish to ANGEL** option.
3. Click on the **Publish Wizard** icon.



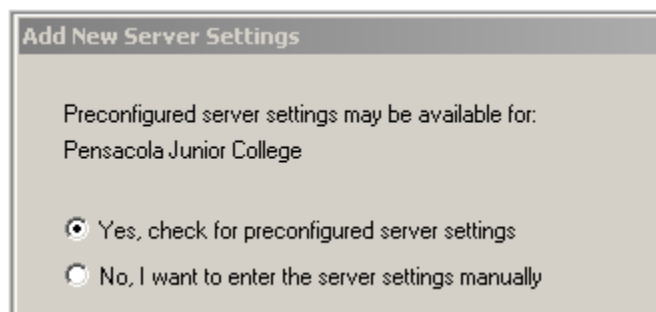
## Connection to the ANGEL Server

The first time you use Respondus to publish files to ANGEL, you must enter information about the location of the ANGEL Server and provide information about your user account. You will only need to complete this step once if you save your settings as described in Step 3 below.

From the pull-down list labeled "ANGEL Server" select the "Add New Server" option.

The Add New Server Settings box will appear stating that preconfigured server settings may be available for PJC. Follow the steps below to set up Respondus to connect to our ANGEL server.

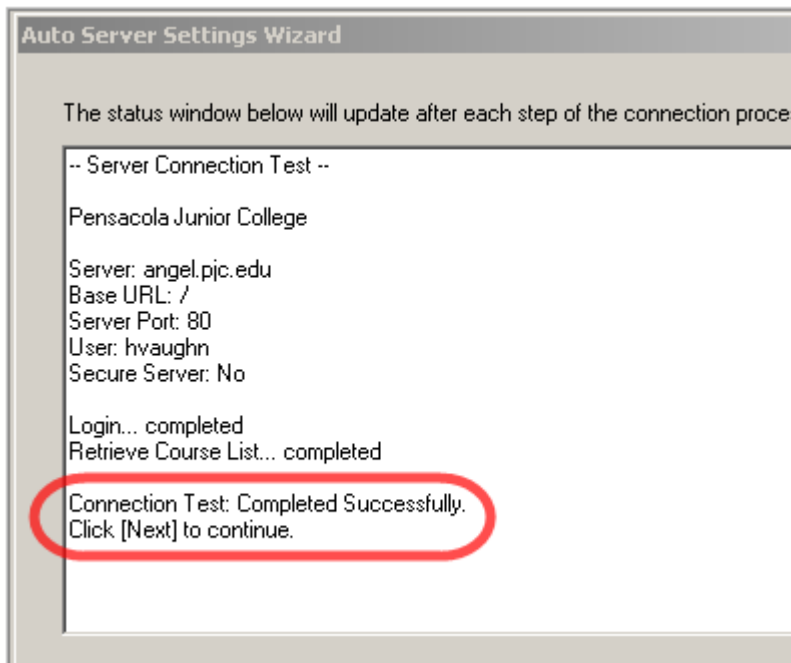
1. Select **Yes, check for preconfigured server settings** and then click the **Next** button.



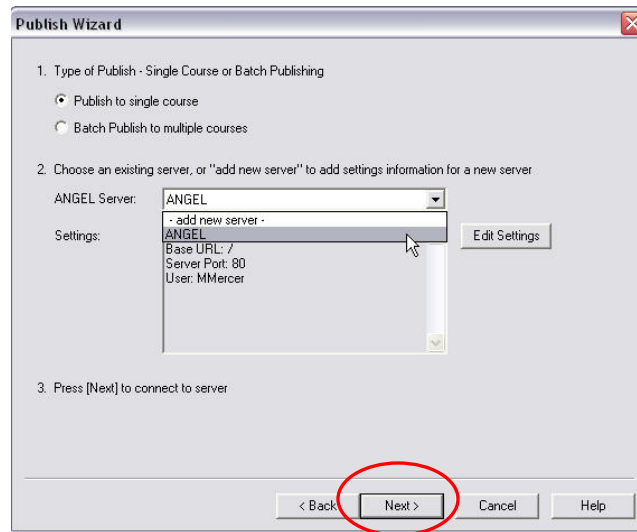
2. At the next window, type in a name for the server (e.g., ANGEL) and **type in your ANGEL user name and password.**
3. If you are working on your office or home computer, you can opt to have Respondus remember your ANGEL User Name and password by selecting the checkbox.
4. Make sure **Run connection test** is selected and then click **Next**.



5. You should see a message that the connection test was completed successfully. See image below.

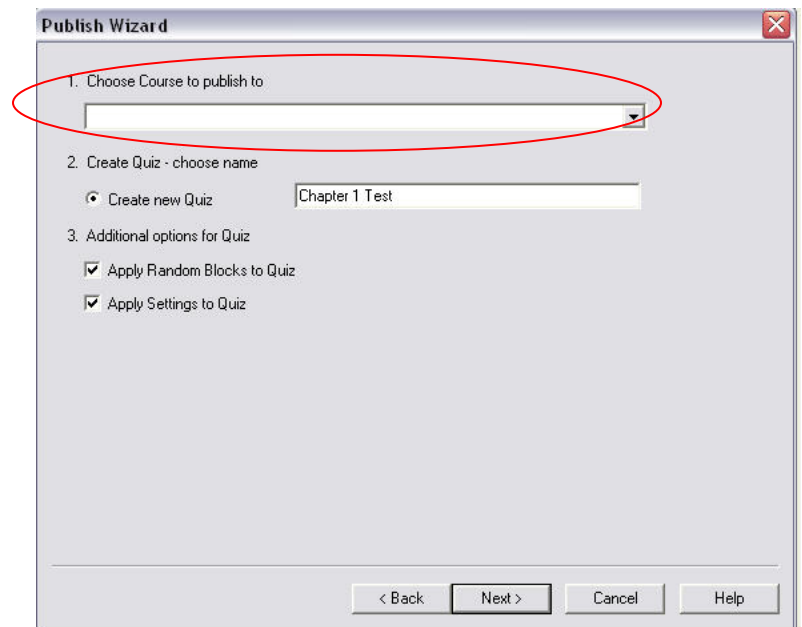


6. Click the Next button and then click the Finish button.
7. Once you have finished entering the server information and have successfully run the server connection test, the screen will return to the Publish Wizard and the server you added will be listed under ANGEL Server.
8. Click **Next**.



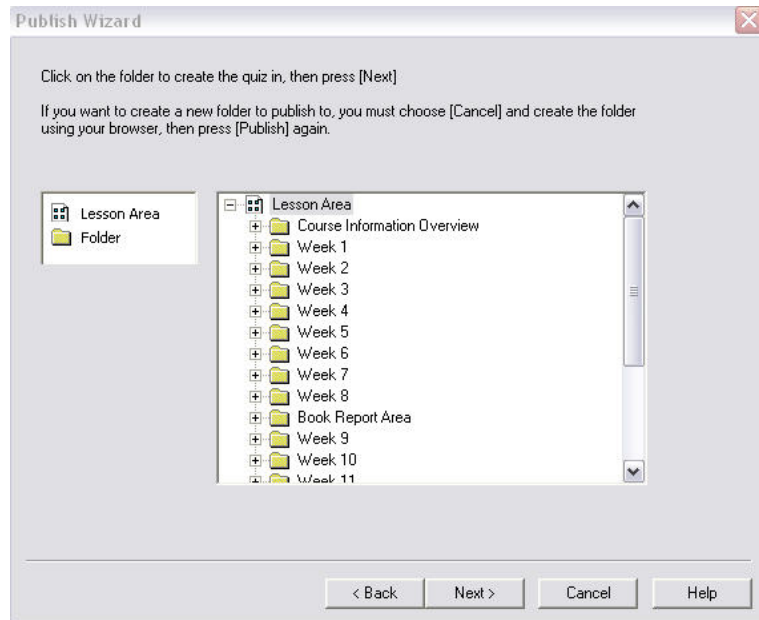
### Select the Course

1. Choose the course to which you would like to publish the quiz by dropping down the menu.
2. Enter a name for the quiz.
3. Determine whether to apply random blocks or settings to the quiz. If you decide not to add these settings, ANGEL provides similar tools for adding them later.
4. Click Next.
- 5.



Choose the Area in which to Place the Quiz

1. Click on the folder to which the quiz belongs.
2. Click Next to upload the exam/quiz to the course you selected.



### **Publish**

Wait for the process to run completely. The status bar will display indicating when the process is complete. Once complete you will be able to see the quiz in your ANGEL course.