

Secure Online Testing with Respondus Development Checklist

—	<p>1. For initial testing, verify your course is eligible to use the Testing Center because only Distance Learning courses and lecture exempt courses are eligible. http://www.austincc.edu/testctr/facstaffarea.php</p>
—	<p>2. Obtain and install the Respondus Authoring tool http://irt.austincc.edu/blackboard/respondus/processProcedure.html</p>
—	<p>3. Establish a connection to Bb for the first time http://irt.austincc.edu/blackboard/respondus/configureBbUpload.html</p>
—	<p>4. If you import an existing exam file into Respondus, you will first need to update the codes and it is also recommended that you make your existing document file into a text file. Print out the following document and refer to it during the document preparation or file conversion process: http://irt.austincc.edu/blackboard/respondus/QuestionImport.pdf</p>
—	<p>5. Create or import your exam in Respondus http://irt.austincc.edu/blackboard/respondus/create.html</p>
—	<p>6. Publish the questions into Bb as a Pool http://irt.austincc.edu/blackboard/respondus/publish.html. Be sure to select the Pool option before you upload the file to Bb. For more information on how to work with question pools within Blackboard, refer to the following URL: http://irt.austincc.edu/blackboard/respondus/pool.html</p>
—	<p>7. Use Blackboard's Test Manager feature to create an exam from the pool of questions.</p>
—	<p>8. Create a course content area in Bb called Exams. http://irt.austincc.edu/blackboard/respondus/BbContentArea.html</p>
—	<p>9. Add the test to your Exams content area within Blackboard.</p>
—	<p>10. Use the Update Settings option in Respondus to make the exam secure http://irt.austincc.edu/blackboard/respondus/create.html#repurpose</p>
—	<p>11. Make the link to the exam available in Blackboard and add any additional settings you want for the exam (i.e. date range, # of attempts, etc.). Use the Modify Test Options feature in Blackboard to make the changes to the exam. Note: Do not use Force Completion or Time Limits.</p>
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—	<p>13. Visit any Testing Center (except FBG and SMC) and test your exam to ensure proper operation for your students and inform the staff in the center that the exam is ready.</p>
—	<p>14. Inform your student of the secure online test and provide them with reference information on how to take a secure test in the Testing Center. http://irt.austincc.edu/blackboard/respondus/students.html</p>