Create Respondus Quiz

- Create Respondus Quiz
- Multiple Choice
- True/False
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Part I. Create Respondus Quiz

Open Respondus. At the Start tab, under Open or Create, click “Create”. Fill in the appropriate name and the description and click “OK”.

![Creating a new Respondus file](image)
Part II. Multiple Choice Questions

1. At the Edit tab, click “Multiple Choice” from the left side column.

2. Enter the title, wording and answers of the question, choose a correct answer and enter the point value for the question. Click “Add to End of List”.

![Image showing multiple choice question editor]
3. The multiple choice question will then be added to the end of the question list.

### Part III. True/False

1. At the *Edit* tab, click “*True/False*” from the left side column.

2. This step is similar to the multiple choice questions. Enter the title, wording and answers of the question, choose a correct answer and enter the point value for the question. Click “*Add to End of List*”.

![Image of True/False question creation process]
Part IV. Matching

1. At the Edit tab, click “Matching” from the left side column.

2. Fill in the title and the wording of the question.

3. As the program indicated, you may either leave the leftmost column blank and enter matching pairs, or enter right column in any order with correct answer letter in the left most column.
4. Assign the appropriate *Point Value*, and choose the correct *Credit Given* type. Most frequently, we choose the *Credit Given* type as *Proportional to # Correct*, and the *Point Value* divisible by the number of the matching pairs. Click "**Add to End of List**".

**Part V. Short Answer**

1. At the *Edit* tab, click "**Short Answer**" from the left side column.

2. Fill in the title and the wording of the question.
3. Enter all acceptable answers and spellings, and choose an appropriate *Point Value*, then select “**Equals (exact match)**” for *Credit Given*. Click “**Add to End of List**”.

**Part VI. Save Respondus Quiz**

At Respondus window, click “**File**” then select “**Save**”.

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