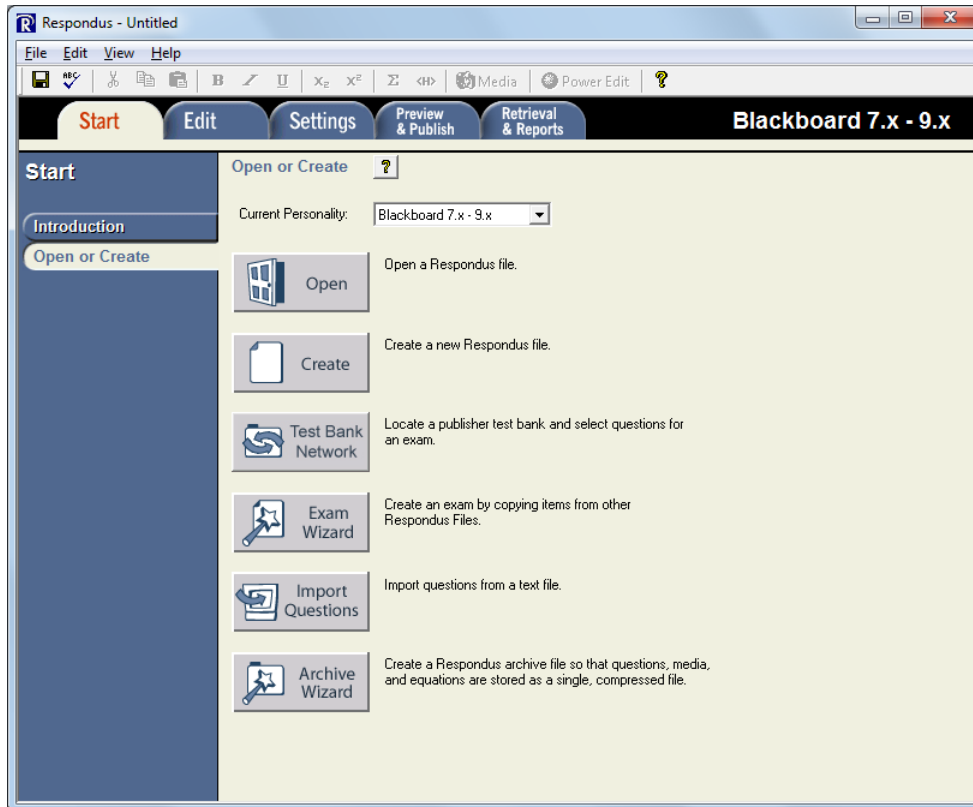


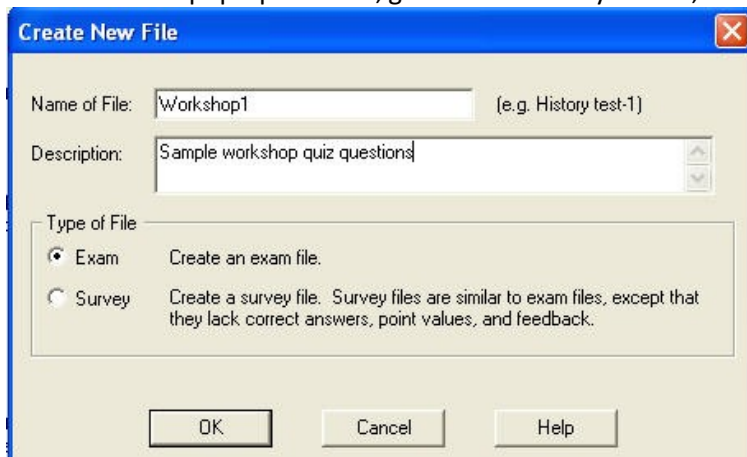
# How to Create Quiz Questions in Respondus

## Step One

1. Open the Respondus Program
2. Choose **Blackboard 7.x – 9.x** as the Current personality.
3. Click “Create” tab.

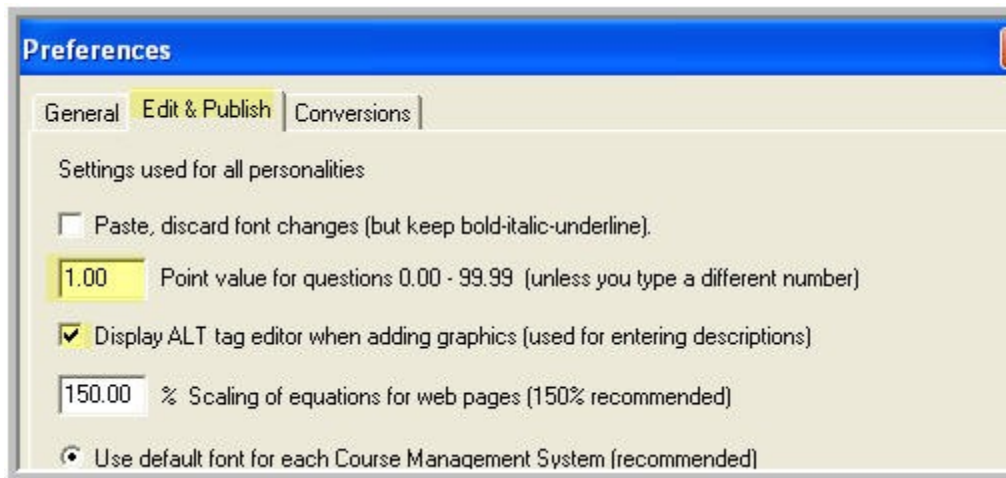


4. In the pop-up window, give the name of your file, choose the type of file and click Ok.



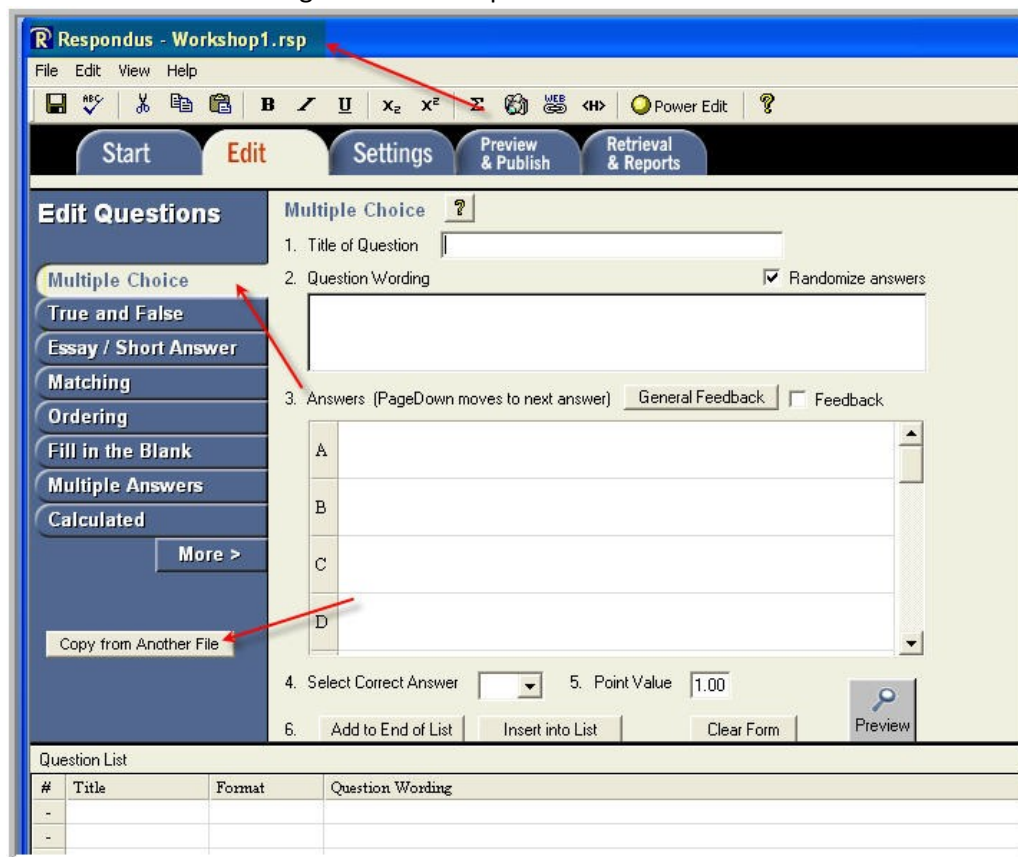
## Step Two

1. Set Value Point for quiz question
2. In Respondus, from File menu -> click Preferences
  - a. You will get the following window. Click Edit & Publish tab -> set the Value Point and click Ok



## Step Three

1. Create questions
  - a. Open the file you just created
  - b. Choose the type of questions you'd like to create
  - c. You can copy questions from another file
  - d. Check the Randomize answers can help to prevent student sharing answers
  - e. Don't forget to save the questions



**Step Four**

1. Don't forget to save your file for uploading to other courses or modifying later a. File Menu -> Save
  - a. Your quiz file will be saved onto your local computer
  - b. Next time when you open Respondus, click the open tab and you will be able to locate the file you saved previously.

YOUR QUIZ IS NOW READY TO PUBLISH.