

Tech Tip: Changing the Point Values in Respondus

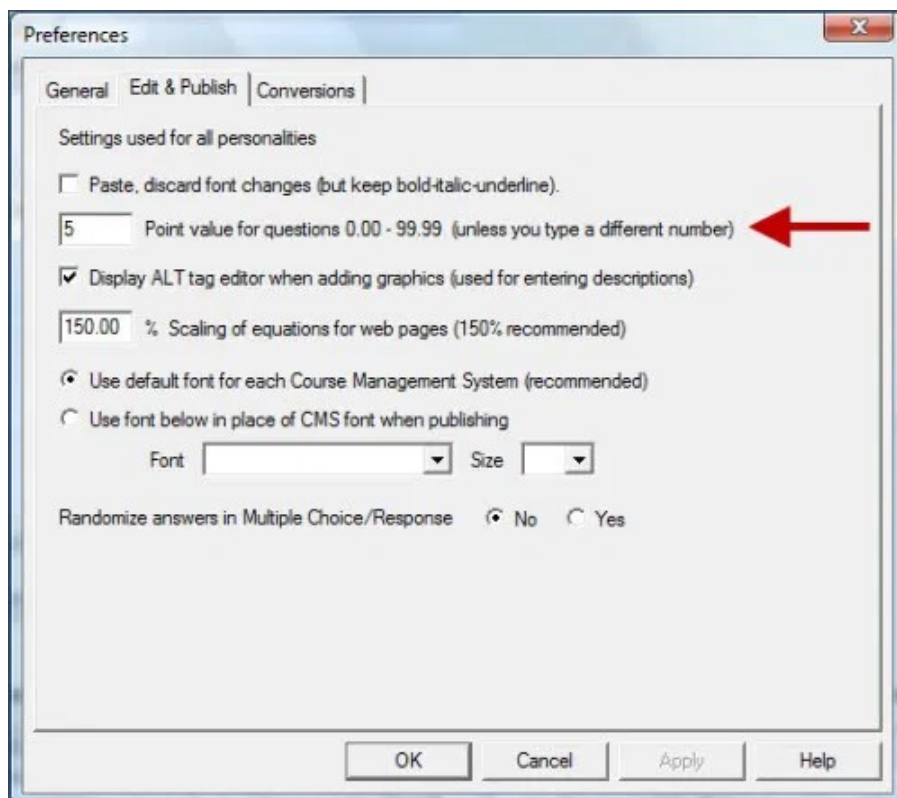
This tech tip has two parts. The first shows how to change the default point value in Respondus (<http://www.respondus.com/products/respondus.shtml>) when importing questions from MS Word or other formats. The second part shows how to change point values across question types that are already in Respondus.

Setting Points Values for Question Imports

When using Respondus to import questions, each question is given a default point value of "1." To change this default value, do the following:

1. Select **File** from the menu bar
2. Select **Preferences**
3. Click the **Edit & Publish** tab
4. Enter the desired value for the item "Point value for questions..."
5. Click **[OK]**

If the learning system supports fractional values, those can be entered as the desired point value.



Changing Point Values for Questions in Respondus

Changing the point value for a question in Respondus is easy – you just edit the question and change the value. But, let's say you have a large Respondus file where you want to make all multiple choice questions worth 5 points, all the essay questions worth 10, and the true-false questions worth 2 points. To accomplish this, you need to create a new Respondus file and then copy questions from the original file to it. During the copy process, you can assign the new point values.

Here are step-by-step directions on how to do this:

1. Select the "Exam Wizard" from the **Start** menu.
2. Select "Create a new exam and copy questions to it..."
3. Provide a name and description for the new file.
4. Select the file in which you want to modify the point values, and click [Next].
5. From the "Source File" pull-down list, select the file again so that the numbers of questions available for each question type are displayed.
6. In the "Number to Select" column for each type of question, enter the same number that appears in the "Available to Select" column. Then enter the desired point value wanted for that question type.
7. Select "Add to End of List" and continue to end of the wizard.

Respondus Exam Wizard - Select Questions

For each source file, select the questions to be added to the currently open file. Questions can be added manually or by using the Auto-selection option.

Source Files: Automatic Selection Manual Selection

Format	Available to Select	Number to Select	Points Per Question
Multiple Choice	10	10	2
True or False	1	1	5
Long Answer	0		
Matching	1	1	10
Short Answer	2		
Multi-Select	2		
Ordering	0		
Fill in the Blanks	0		
Arithmetic	0		
Total	16	12	25.00

Items: 0 Points: 0

#	Title	Points	Format	File	Question Wording
-					
-					
-					
-					
-					
-					

< Back Next > Cancel Help

At the end of the wizard, the questions with the new point values are copied to the new file.

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