

Respondus 4.0 - Test Creator

Respondus 4.0® is a powerful tool for creating and managing questions for online exams. Exams can be created offline using a familiar Windows environment, then published directly to a Canvas course. Whether you are a veteran of online testing or relatively new to it, Respondus 4 will save you hours on each project.

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Lockdown Browser vs. Test Manager

Respondus 4.0 Campus-wide (Test Manager) is a test management software used by faculty to create tests, quizzes, exams, and surveys to administer to students. Respondus Lockdown Browser is a web browser used by students to access and take Canvas quizzes, tests, or exams.

How do they work?

Respondus 4.0 and Canvas both allow the instructor to create/originate tests within their respective applications. Where Respondus 4.0 excels is in its ability to automatically convert **properly formatted** Word documents into an online exam format. The Canvas quiz system is better when creating new individual questions. Mostly because using the Respondus test manager requires the additional step of uploading the exam into the Canvas course shell. Once uploaded to Canvas, the exam is indistinguishable from ones created in Canvas. If not done when uploading from Respondus 4.0, the exams can then be deployed in the course for students to take.

Regardless of where a test originates, when it is deployed in a course, it can have Respondus Lockdown Browser enabled to work with it. You can set or reset enablement by selecting the Lockdown Browser option in the Course menu. On your first visit, you will be presented with some information on how the Browser works. You can then select Continue to LockDown Browser to see the list of all deployed exams in your class. You can then modify the setting of the test selected to require the LockDown Browser or not. This process will automatically add "MUST BE TAKEN WITH RESPONDUS LOCKDOWN BROWSER" to the test title.

Note: This name will carry over if a course is copied, but the setting to require Respondus doesn't always. You will either need to go through the process to enable the LockDown Browser for the exam again in the new class or click the Fix It button in the Course Tool for the exam to be properly registered in the new class.

When Respondus LockDown Browser is enabled, a student will not be allowed to take the test without it. New Quizzes in Canvas will force the LockDown Browser program to launch when starting an exam. For Classic Quizzes, the students will need to log into Canvas from the LockDown Browser before they can begin.

How do they work together?

In summary, the steps are as follows:

- Create the test. Either in Canvas or Respondus 4.0 Campus-wide (Test Manager) and upload it to Canvas.
- Deploy the exam to a content area and set the test availability. Either in Canvas or when uploading the test from Respondus 4.0.
- The student then takes the test on the chosen day through the Respondus Lockdown browser.

System Requirements

Operating Systems

Only works with Windows. It does not work with any of the Mac OS.

Memory

32 MB RAM minimum

Hard Disk Space

10 MB of free hard disk space for program files

Monitor

1024x768 or 1280x720 minimum resolution

Download Time

The file size is approximately 10 MB

Installation and Setup

Only instructors can download and install Respondus 4.0 on their computers. To download Respondus Test Manager,

1. https://astate-my.sharepoint.com/personal/kdownum_astate_edu/_layouts/15/embed.aspx?UniqueId=cf79f08d-32d7-4342-a0eb-37adb2c3339d

2. Note the Institution Name and Local Support Contact.

Institution Name:	Arkansas State University
Local Support Contact(s):	Antonia Jones anjones@astate.edu
	Canvas Team canvas@astate.edu

- You will need this information when you begin installing Respondus 4.0
 - We recommend that you do not close this web page, so that you can copy and paste the required information when installing Respondus 4.0
3. Once saved to your computer, run the file and follow the installation instructions.
 4. When installing the software, you will require an Installation Password.
 - To receive the current password, email CETL@AState.edu or the Local Support Contacts from your A-State account.
 - You will need to update this password once a year in July.

Support Resources

Quick Start Guide

[Respondus 4.0 Quick Start Guide \(PDF\)](#)

User Guides

[User Guides \(pdf\)](#)

This Respondus 4.0 User Guide: Blackboard Learn Personality covers the features and functions common to Blackboard Learn 9.1 learning management system.

[Test Creation](#) (word)

This word document extracts just ***The Standard Format for Importing*** from the Appendix of the User Guide.

Video Tutorials

See the [Support Resources page](#). It provides demonstration movies for Respondus 4.0, they are also available on the [Respondus YouTube channel](#).

Technical Support

Visit our [Support page](#) for technical questions or to submit a ticket.