

## Importing and customizing Test banks – A step-by-step guide

<b>Overview</b> .....	2
<b>Questionmark Qpack import</b> .....	3
Importing a version 3 Qpack into Questionmark 3 .....	3
Importing a version 3 Qpack into Questionmark 4 or 5 .....	4
Importing a version 4 Qpack into Questionmark 4 or 5 .....	6
<b>Questionmark customization</b> .....	7
Editing assessments in version 3 .....	7
Editing questions in an assessment in version 3 .....	8
Editing assessments in version 4 or 5 .....	9
Editing questions in an assessment in version 4 or 5 .....	9
<b>Respondus import</b> .....	11
Step one – downloading to Respondus .....	11
Step two – uploading to the VLE .....	11
<b>Respondus customization</b> .....	12
Editing assessments .....	12
Editing questions in an assessment .....	13

## Overview

1. Find the Online Resource Centre for the title you are using.
2. Click on the 'Test bank' link in the left hand navigation or on the body of the page.
3. Enter password details.  
(These lecturer resources are password-protected and for adopting lecturers' use only. If you already have a username and password, please enter them. If not, complete the registration form and your access will be granted within three working days, subject to verification of your adoption.)
4. Select the appropriate Test bank version from those listed.  
(Lecturers who are not sure which version to use should ask their ICT support staff. Institutions using bespoke software that conforms to international QTI XML standards can download a QTI XML file or email [orc.help@oup.com](mailto:orc.help@oup.com) to request the file if this is not available.)
5. View the system-specific instructions on the following pages for:

Questionmark Perception  
Respondus

The screenshot shows the Oxford University Press Online Resource Centres website. The header includes the OUP logo, 'online resource centres', a search bar, and a user login for 'Fiona Goodall'. The breadcrumb trail is 'Home » Loveless: Complete Criminal Law: Text, Cases and Materials » Lecturer resources » Test bank'. The main content area is titled 'Loveless: Complete Criminal Law: Text, Cases and Materials' and 'Test bank'. It provides a description of test banks and offers four download options: Questionmark Perception format (version 4), QTI XML format, Respondus format, and Word format. A sidebar on the left contains navigation links for student and lecturer resources. The footer includes a helpdesk email: [orc.help@oup.com](mailto:orc.help@oup.com).

## Questionmark Qpack import

---

### Importing a version 3 Qpack into Questionmark 3

1. On the 'Questionmark Perception Test bank' page of the Online Resource Centre that you are interested in, click on the link to download the Qpack.

**Note:** This Qpack is a zip file created solely for importing into Questionmark. In order for the import to work you should **not** 'unzip' the file or add and/or remove files.

2. When the prompt box appears choose the 'Save' option and save the Qpack onto your desktop (or anywhere convenient on your C: drive) leaving the file name as it is and changing the 'Save as type' to 'All files'.
3. Return to the Online Resource Centre to download the images, if applicable.
4. Open your Questionmark Perception Question Manager.
5. Create a new question database (and give the new database a name of your choosing). Do not add any topics as the database should be empty.
6. Open your Questionmark Perception Assessment Manager.
7. Create a new blank assessment database (and give the new database a name of your choosing, ensuring the database is linked to the question database you have just created).
8. Select 'Assessment' then 'Import from Qpack' from the drop-down list.
9. When prompted to 'Select the Qpack file to import', find and select the Qpack which you downloaded.
10. The licence agreement will appear. Choose either to accept or reject the agreement. (If you do not accept the agreement you will be presented with a finish button which you can click to return to the Assessment Manager without importing the Qpack).
11. You can now customize and/or use the Test bank assessment in your teaching.

## Importing a version 3 Qpack into Questionmark 4 or 5

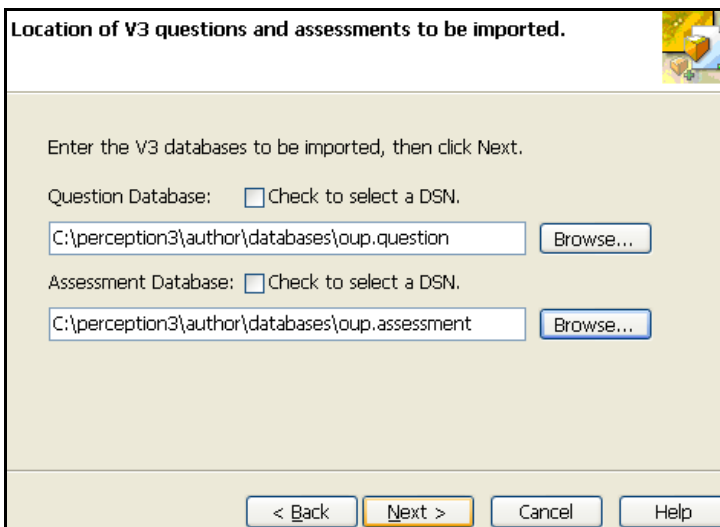
The Qpack format changed between version 3 and version 4 to allow Qpacks to contain different kinds of material, but this means that Perception version 4 and 5 cannot directly read version 3 Qpacks. To import a version 3 Qpack into Questionmark 4 or 5, follow the steps below:

1. Run the desktop *Question Manager* (version 3) and create a blank question database.
2. Run the desktop *Assessment Manager* (version 3) and create a blank assessment database.
3. Set the blank question database as the default question database for *Assessment Manager*.
4. Import the version 3 Qpack into *Assessment Manager*.
5. If you have more than one Qpack, repeat the step above.
6. Run *Authoring Manager* (version 4 or 5).
7. Create a new local repository in *Authoring Manager*, importing from the version 3 databases made above:

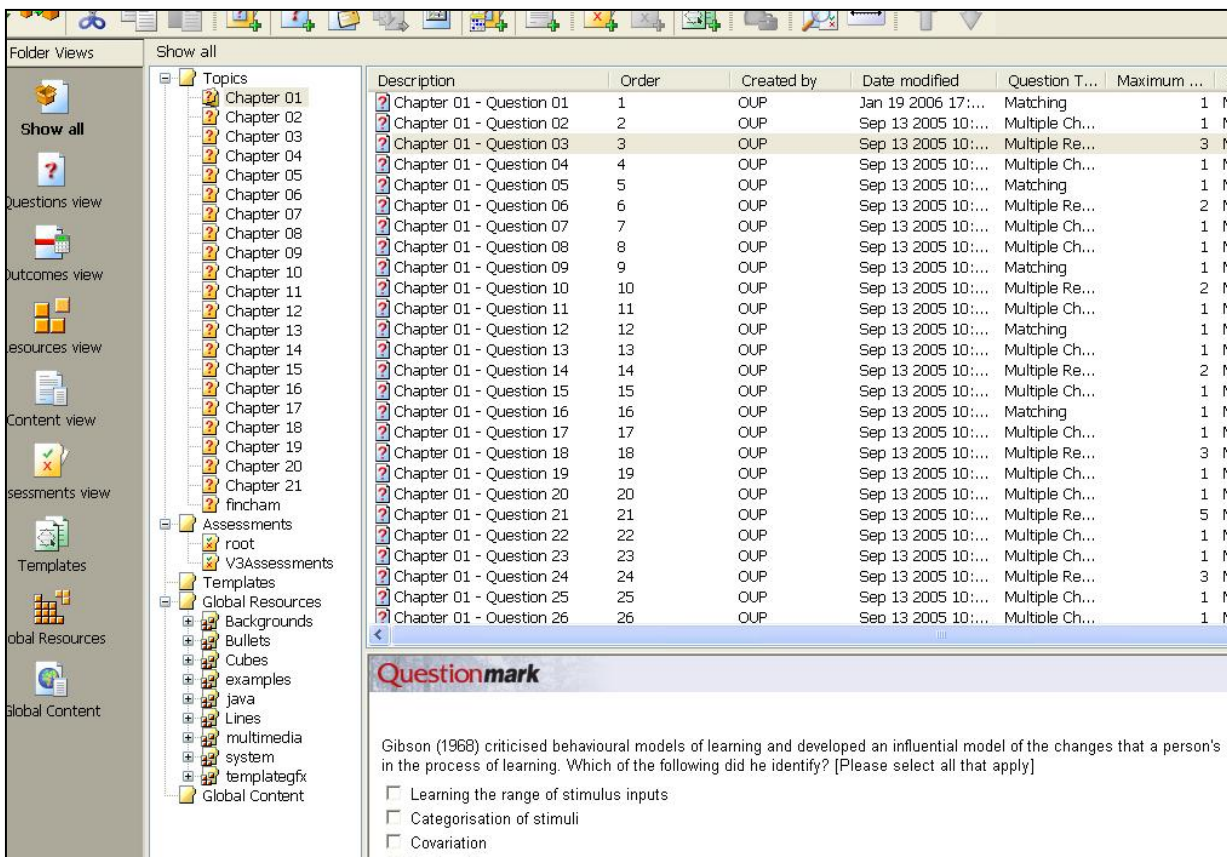


Enter the full name of the new repository file (or click browse), then click Next. Then select whether to import data from version 3.

Finally, select the location of the version 3 questions and assessments to be imported.



Once you have completed the wizard, the Qpacks will then be in a version 4 repository and you can move the questions and assessments elsewhere by copying and pasting or making version 4 Qpacks.



**Importing a version 4 Qpack into Questionmark 4 or 5**

1. On the 'Questionmark Perception Test bank' page of the Online Resource Centre that you are interested in, click on the link to download the Qpack.

**Note:** This Qpack is a zip file created solely for importing into Questionmark. In order for the import to work you should **not** 'unzip' the file or add and/or remove files.

2. When the prompt box appears choose the 'Save' option and save the Qpack onto your desktop (or anywhere convenient on your C: drive) leaving the file name as it is and changing the 'Save as type' to 'All files'.
3. Return to the Online Resource Centre to download the images, if applicable.
4. Open your Questionmark Perception *Authoring Manager*.
5. On the top menu bar, go to File > Import > Import from Qpack. This will launch the Import Qpack wizard.
6. Browse to find and select the Qpack you wish to import. Click 'Next'.
7. On the following screen, the licence agreement will appear. Read the agreement and choose either to accept or reject the agreement. (If you do not accept the agreement you will be presented with a finish button which you can click to return to the Authoring Manager without importing the Qpack).
8. You can now customize and/or use the Test bank assessment in your teaching.

For general information about Questionmark Perception and how it can be used in your teaching, please visit: <http://www.questionmark.com/uk> or email: [info@questionmark.com](mailto:info@questionmark.com).

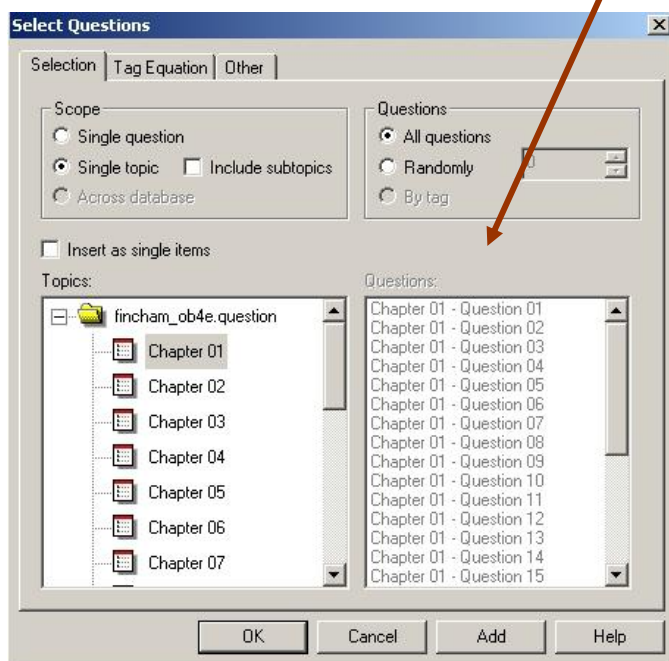
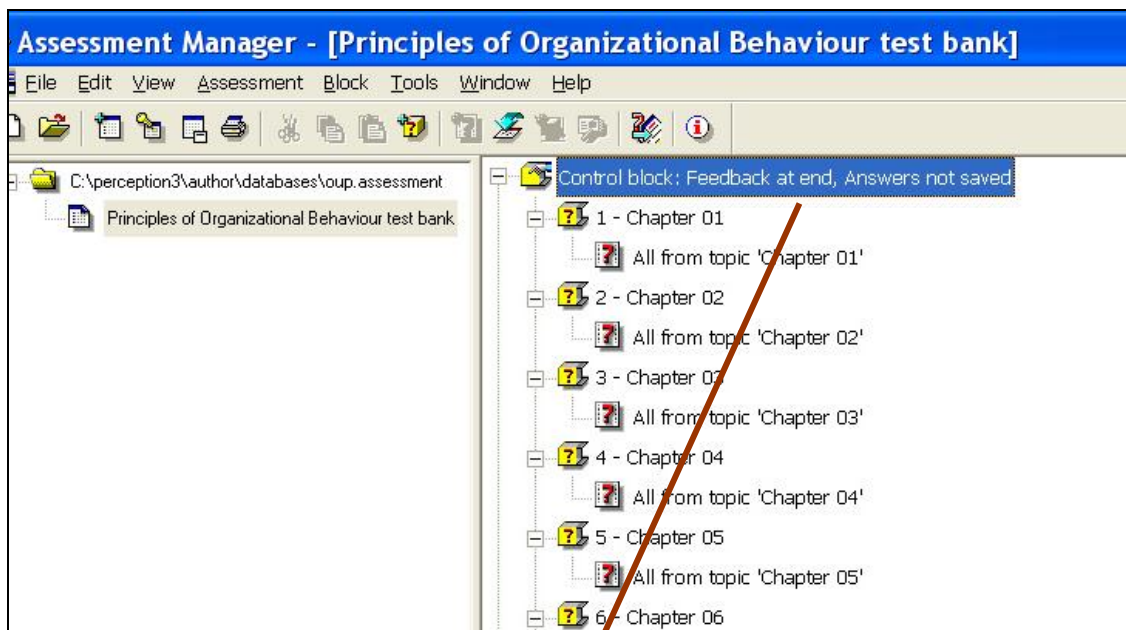
---

## Questionmark customization

You can tailor the resources imported to match the way your course is organized and add your own content to meet your teaching needs. Below are some suggestions for customization. Please note that this is just a selection of the many ways that you can use Questionmark to organize and deliver your course.

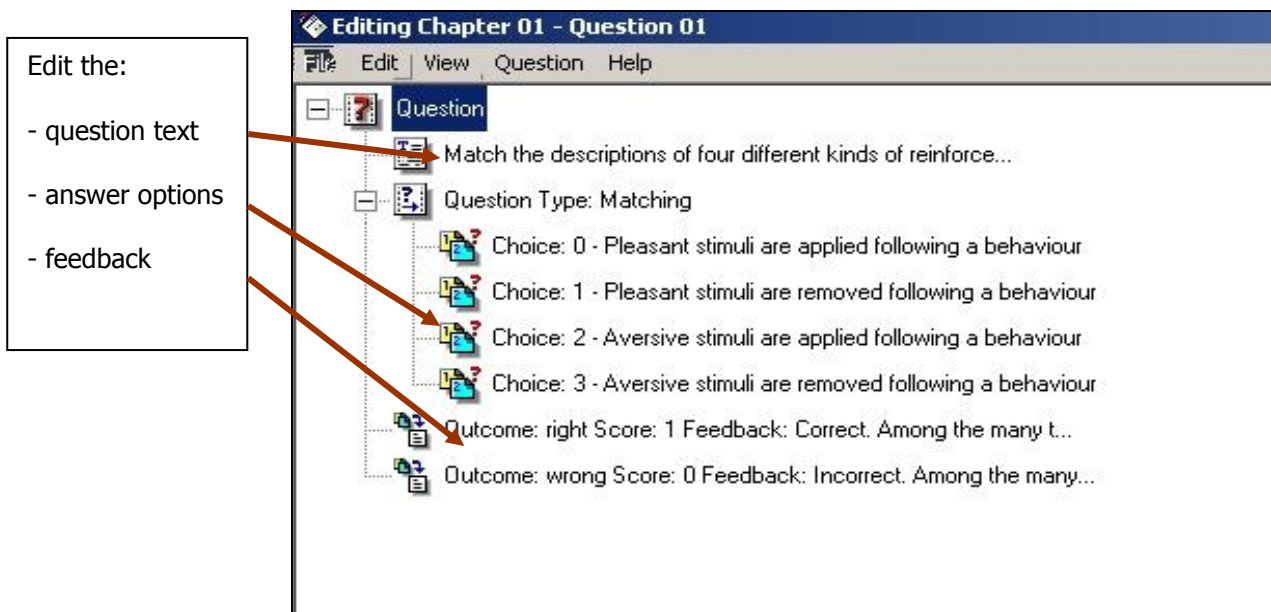
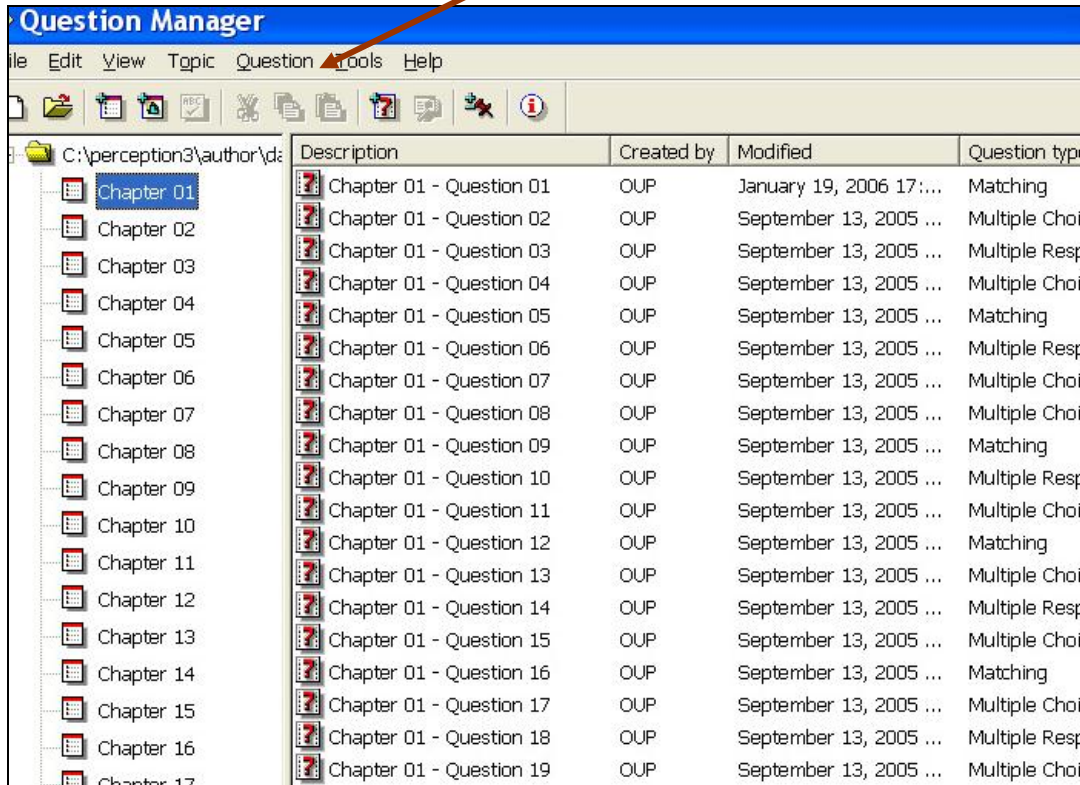
### Editing assessments in version 3

Enter the **Assessment Manager database** to edit each assessment. Double click on the block of questions you wish to edit and use the menu that appears to add, amend or remove questions in the block.



### Editing questions in an assessment in version 3

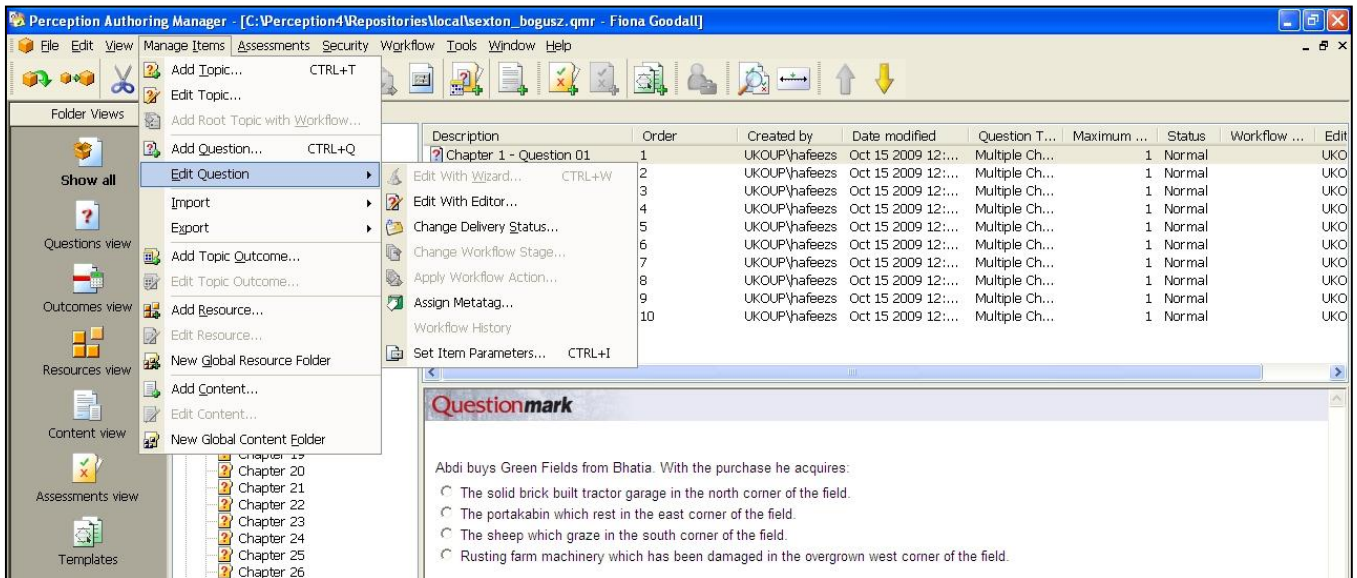
Enter the **Question Manager database** to edit specific questions in each assessment. Highlight the question you wish to edit and use the **Question** option in the drop-down menu to edit, add, and delete question content.



### Editing assessments in version 4 or 5

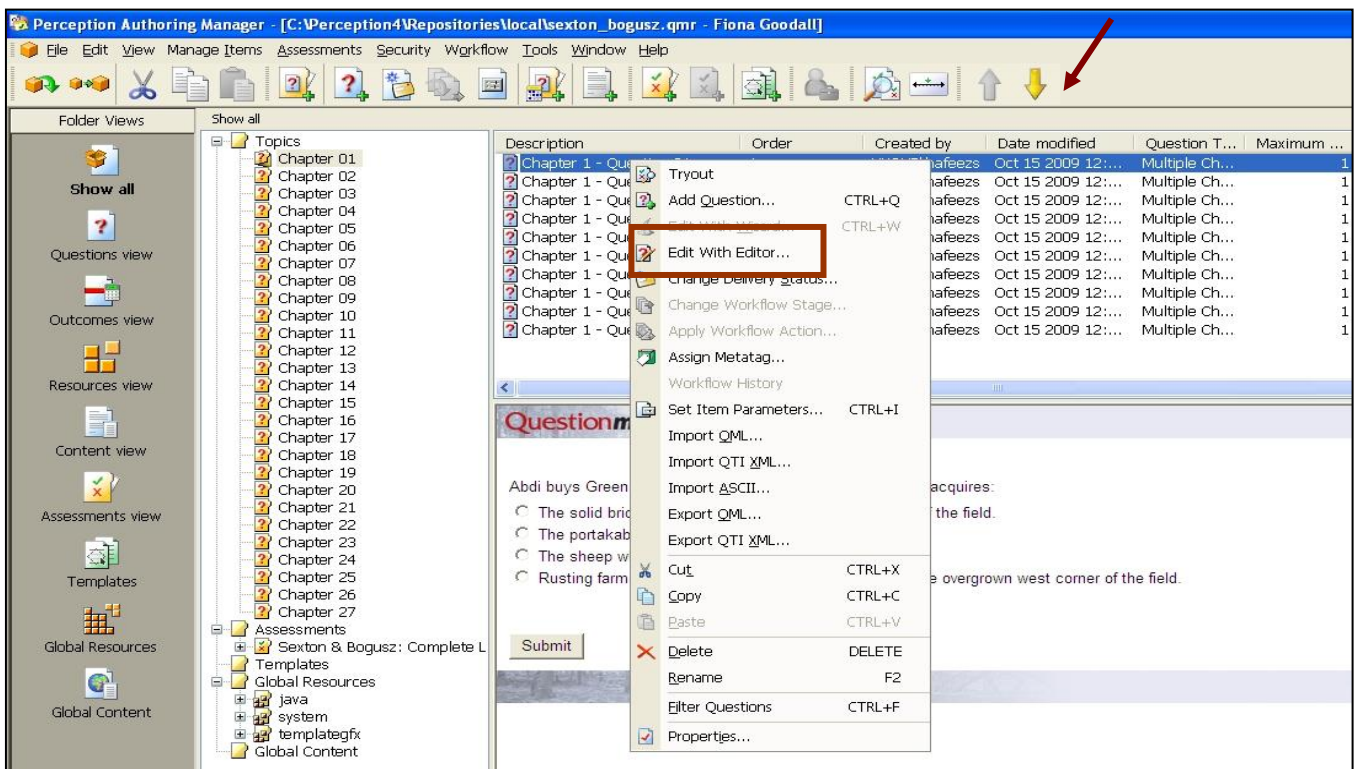
Open the **Authoring Manager**.

Click on 'Mange Items' from the menu toolbar. From here, you can add and/or edit a topic, add questions and export the assessment.



### Editing questions in an assessment in version 4 or 5

Highlight the question you wish to edit, right-click and use the 'Edit with Editor' option to edit, add, and delete question content. You can also change the order of questions by clicking on the arrows in the toolbar.



**Edit the:**

- question text
- answer options
- feedback

The screenshot displays a question editor window. The top section is a tree view showing the structure of the question: a 'Question' folder containing a 'Stimulus' folder with the text 'Abdi buys Green Fields from Bhatia. With the purchase he acquires:', a 'Question Type: Multiple Choice' folder with four choice options, and an 'Outcomes' folder with four feedback entries. Red arrows from the 'Edit the:' box point to the stimulus text, the choice options, and the feedback text. The bottom section is a preview of the question as it would appear to a student, showing the stimulus text, four radio button options, and a 'Submit' button.

## Respondus import

---

### Step one – downloading to Respondus

1. On the 'Respondus Test bank' page of the Online Resource Centre that you are interested in, click on the link provided to download the Respondus file to your computer. Save it in a memorable location.
2. Start Respondus, select 'Open', and browse to the .rpa file you just downloaded. When prompted enter the password, which can be found on the Respondus Test bank page of the Online Resource Centre.
3. The test bank will now be available from the Respondus Projects folder.
4. You can now either customize the Test bank within Respondus then upload it to your institution's VLE, or upload it to the VLE straight away (where it can also be customized).

### Step two – uploading to the VLE

5. To upload a Test bank to a VLE, first select your institutional VLE's 'personality' in the drop-down menu in Respondus (eg. Blackboard 5.6, WebCT 4.1 etc.).
6. Open the relevant Test bank file from the Respondus Projects folder.
7. Go to the 'Preview & publish' tab.
8. Click the link in the left-hand navigation which says 'Publish to Blackboard'/'Publish to WebCT'.
9. There is the option to *save pool to a local file for manual uploading* or to submit to a server. You will probably need to ask your ICT support staff/e-learning co-ordinator for help filling in the server details as prompted. If you are saving the file for manual uploading, next choose the location you wish to save the file to, and select the relevant option, for example, 'Test with points'. You should then be able to import the files via the Test Manager area of the control panel in your VLE.
10. Once uploaded, you can now customize and/or use the Test bank assessment in teaching.

For general information about Respondus and how it can be used in teaching, please visit:

<http://www.respondus.com>. To view a step-by-step movie that shows how to download a Test bank using Respondus, go to: <http://www.respondus.com/products/demos.shtml>

---

## Respondus customization

You can tailor the resources imported to match the way your course is organized and add your own content to meet your teaching needs. Below are some suggestions for customization. Please note that this is just a selection of the many ways that you can use Respondus to organize and deliver your course.

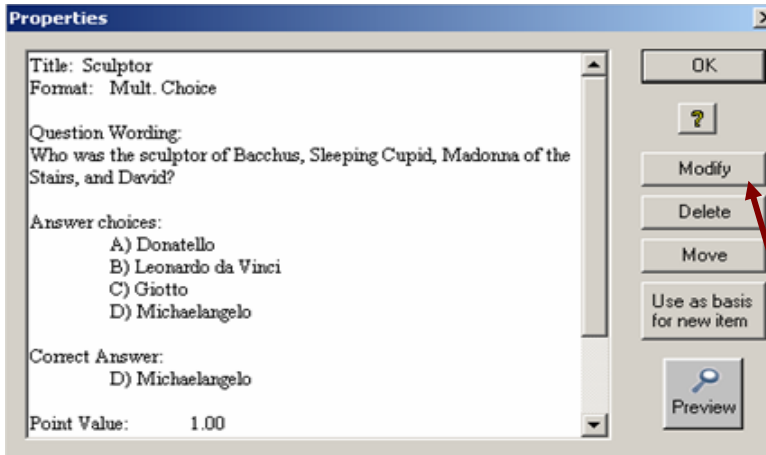
As Test banks created in Respondus are ultimately destined for a VLE, you can also edit them within the VLE (for guidance on this please see the document 'Importing and customizing VLE cartridges', available from: <http://www.oup.com/uk/orc/learnvle/>).

## Editing assessments

Go to the 'Edit' tab. If you click on any question in the question list, a pop-up window appears where you can choose to modify, delete or move a question, or use it as a basis for a new item. You can also preview the questions from here.

The screenshot shows the Respondus software interface. At the top, there are tabs for 'Start', 'Edit', 'Settings', 'Preview & Publish', and 'Retrieval & Reports'. The 'Edit' tab is active. Below the tabs is a sidebar with various question formats: Multiple Choice, True and False, Paragraph, Matching, Short Answer, Multiple Response, and Calculated. The 'Multiple Choice' format is selected. The main area shows the 'Edit Questions' form for a 'Multiple Choice' question. The form includes fields for 'Title of Question', 'Question Wording', 'Answers' (A, B, C, D), 'Select Correct Answer', 'Point Value' (set to 1.00), and buttons for 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'. Below the form is a 'Question List' table with 8 rows. A red arrow points from the 'Sculptor' question in the table to the 'Title of Question' field in the form.

#	Title	Format	Question Wording
1	<a href="#">Sculptor</a>	Mult. Choice	Who was the sculptor of <i>Bacchus</i> , <i>Sleeping Cupid</i> , <i>Madonna of the Stairs</i> , and <i>David</i> ?
2	<a href="#">Composer</a>	Mult. Choice	This German composer is known for the following works: <i>Magnificat</i> , <i>Christmas Oratorio</i> , and the <i>Brandenburg Concertos</i> .
3	<a href="#">Summa theologica</a>	Mult. Choice	Who authored <i>Summa theologica</i> ?
4	<a href="#">Machiavelli</a>	True - False	Machiavelli is the author of <i>Il Principe</i> , which describes the means by which a prince may gain and maintain his power.
5	<a href="#">Laws of Motion</a>	Mult. Response	Newton's three famous laws of motion include these concepts ( <b>select three</b> ):
6	<a href="#">Smallpox</a>	Mult. Choice	Who discovered the vaccine for smallpox?
7	<a href="#">Penicillin</a>	Mult. Choice	Who is credited for discovering the antibacterial medicine penicillin?
8	<a href="#">Psychoanalysis</a>	Mult. Choice	Who is considered to be the founder of <i>psychoanalysis</i> ?



**Editing questions in an assessment**

When you click 'modify', the question appears in the top half of the screen ready for you to edit.

- Edit the:
- question text
  - answer options
  - feedback

