

The initial time you do this it takes a bit of time and work. But once established it goes very quickly and easily.

1. Basic format of a word document exam:

- The document should have the questions numbered, with a period after the number, and at least one space before the question text.
- The answers should have a letter followed by a period and a space before the text. The correct answer should be demarcated with a * in front of the corresponding letter.

1. The emergency department staff decides to use a collective bargaining model for negotiation, rather than a traditional trade union model. A traditional trade union model is characterized by:

*a. An adversarial relationship.

- b. Management support of labor's initiatives.
- c. A spirit of trust between management and labor.
- d. An ability to resolve complaints.

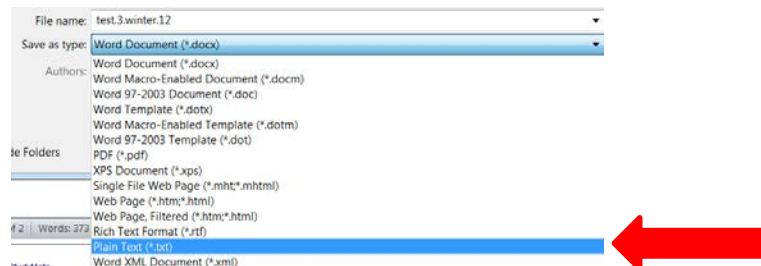
2. The emergency department staff members are concerned that working long hours without rest puts patient safety at risk. One staff member decides that she will risk her job and become a whistleblower. Whistle-blowing is an appropriate recourse when management:

- a. Disregards due process when disciplining a nurse.
- *b. Delays responding to repeated efforts to provide safe care.
- c. Hires nurses who are not a part of the union during a strike.
- d. Refuses to bargain in good faith with the elected bargaining agent.

3. Awareness and use of power have been challenging for nurses in general because of:

- a. Incidences of punishment by authority figures.
- b. Too little time in the workplace to collectively develop power strategies.
- c. Lack of cohesiveness and unity among nurses.
- *d. A tradition of obedience to authority.

Now save the document as a .txt file (remember where you saved it).



2. Acquiring Respondus software

Once you format the document you will need to upload it into Respondus. To put Respondus on your computer you will need administrative permission (personal computer for example), or you will need IT to place the program or give you permission to place it.

In Blackboard go to the VC toolbox

Find "Respondus" on the menu and click

The second item is the executable file you want to download

Once downloaded, you will be asked to register this product. You will need the Institution name, one support contact and the Installation password (see schematic below). It is best to "cut and paste" the password so no errors occur.

The screenshot displays the Blackboard Virtual Campus interface. On the left, a red sidebar menu lists various tools, with 'Respondus' circled in red. The main content area is titled 'Respondus' and contains three sections:

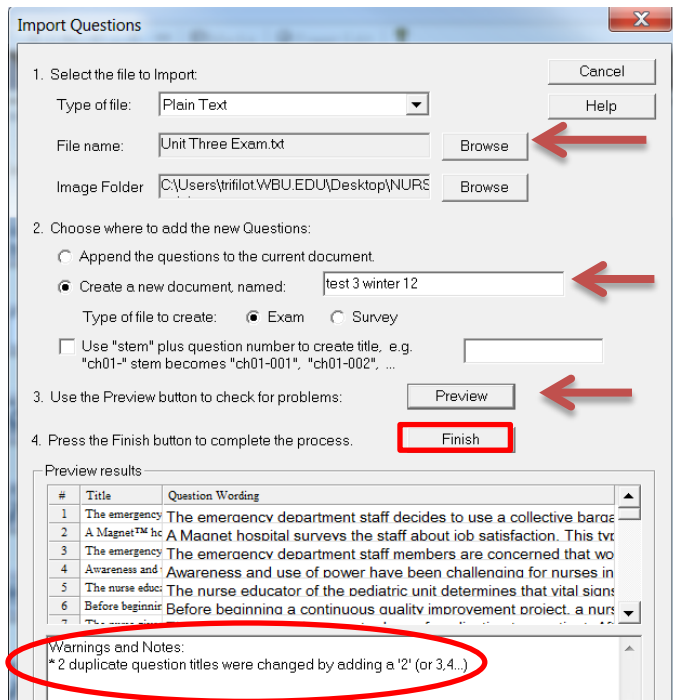
- Password for Respondus and StudyMate:** This section provides the installation password and licensing information. It includes the institution name (Wayland Baptist University - Virtual Campus), local support contacts (Leslie Bussong and Scott Franklin), and the installation password (ZB328411054-288915092). It also provides instructions for updating the password.
- Respondus Executable File:** This section shows an attached file named 'Respondus4Campus.exe (12.458 MB)' with a red arrow pointing to it. Below the file name, there is a link to download the program.
- StudyMate:** This section has a link to download the file and password for StudyMate.

Importing txt files to Respondus

Open Respondus program

- Click on 'Import questions'
- Under #1, browse to find the txt file you want to import
- Under #2, name your test
- Click the preview button
- A common error message is "duplicate questions". This refers to questions that begin with the same wording. (Find the correct....; In photosynthesis the....) IT is fine. Ignore the message
- Click 'Finish'

(see below)



Importing the exam into Blackboard

You can view and edit the test in Respondus or edit it in Blackboard. IT is a personal preference.

To import the exam into Blackboard:

- Click on the 'Preview and Publish' tab at the top of the page
- Click Publish Wizard
- The first time you use it you must establish a connection to our WBU Blackboard
 - #1 Publish to a single course
 - #2 Add a new server
 - It will ask for the university info.
 - Give this server a name (maybe WBU Bb)
 - Then let Respondus find the settings
 - Add your user name and login password (this is your respondus so no one else sees this)
 - Once set up it will automatically search for your courses
- The second time you use this software just choose WBU Bb for the server (click next)
- It will take a few seconds, then choose a course from the list
- Create exam or pool depending where you want to place the questions.
- Uncheck number 3 items.
- Click next and it will begin uploading questions to Blackboard course. IT will tell you when it is complete and successful (~30 seconds)
- Go into your Blackboard course > course management tools > tests, surveys, pools > tests
- Open test to edit using the action button to the right of it's name