

Topic: Basic Process

This is an overview of what you will do to create a web-ready exam that can be uploaded into a course management system:

Step 1: Choose **Desire2Learn** (for D2L Brightspace) from the dropdown next to **Current Personality**.

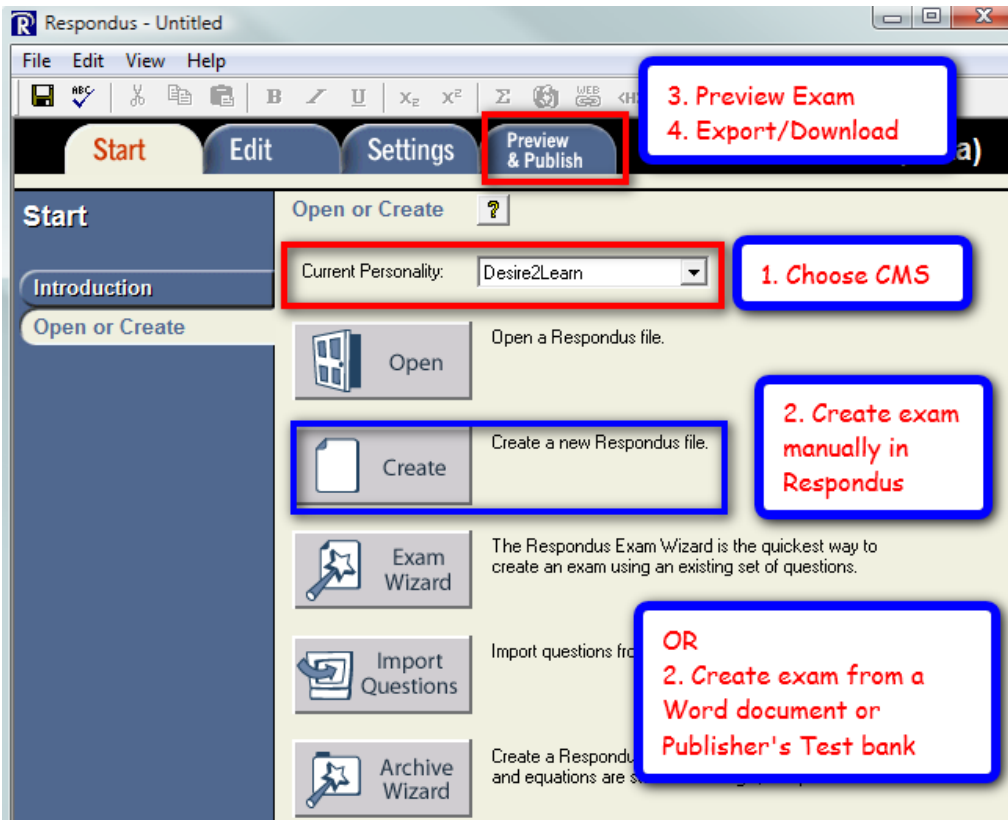
Step 2: Create your exam

- Create your questions in Respondus or
- Import an exam that you've prepared using Microsoft Word into Respondus or
- Import questions from a publisher's test bank into Respondus.

Step 3: Open a File

Step 4: Preview your exam

Step 5: Export/Download (either to print or to export.) For export, under the Publish Wizard, select the option, **Export QTI XML for manual upload to Desire2Learn**. Select an assessment type: Quiz, Self-Assessment, & Question Library Section. Then valid assessment options include Apply Settings and Apply Random Sections. Click the **Save As** button & browse to a location for saving the file.



For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.