Changing the default answer numbering setting in Respondus 4.0

In Blackboard Learn 9.1, the system behind HuskyCT, the default setting for answer numbering in Multiple Choice, Multiple Answer, Ordering, Opinion Scale, and Matching questions is “none”. Therefore, to insure that the tests and question pools you are publishing to HuskyCT retain the answer numbering you have used in your Word document when importing questions to Respondus, you need to change the default setting in Respondus. This only needs to be done once if you choose to make the setting the new default. The instructions below illustrate the 6 steps needed to change the default to lowercase letters, but you could also choose one of the other numbering options.

1. In Respondus, go to the Settings tab

2. Click on “Other Settings”

3. Click arrow for “Answer Numbering” drop-down menu

4. Choose Lower Case Letters from the menu

5. Click on “Use as New Default”
6. Click on the **OK** button in the pop-up window
Click OK to save current settings and use them when creating new files.