

## 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**”

The image shows a screenshot of the Blackboard 'Settings' page. At the top, there are navigation buttons: 'Start', 'Edit', 'Settings' (highlighted with a red box and a '1' callout), 'Preview & Publish', and 'Retrieval & Reports'. On the left sidebar, under 'Blackboard Settings', there are buttons for 'Random Blocks', 'Availability', 'Other Settings' (highlighted with a red box and a '2' callout), 'Use As New Default' (checked, highlighted with a red box and a '5' callout), and 'Restore Default Settings'. The main content area is titled 'Other Settings' (with a '?' icon, highlighted with a red box and a '1' callout) and contains sections for 'Self-Assessment', 'Feedback Options', and 'Question Presentation'. The 'Feedback Options' section is divided into 'Blackboard 9.1 Service Pack 12 and later' and 'Earlier versions of Blackboard'. Under 'Blackboard 9.1...', there are two 'Rule' sections, each with a dropdown menu (Rule 1 and Rule 2) and checkboxes for 'Score Per Question', 'All Answers', 'Correct', and 'Sub'. Under 'Earlier versions of Blackboard', there are checkboxes for 'Score', 'Submitted answers', and 'Correct answers'. The 'Question Presentation' section has radio buttons for 'All at once' (selected) and 'One question at a time', and a checkbox for 'Randomize Questions'. The 'Answer Numbering' dropdown menu is open, showing options: 'Default/None', 'Arabic Numerals (1, 2, 3)', 'Roman Numerals (I, II, III)', 'Uppercase Letters (A, B, C)', and 'Lowercase Letters (a, b, c)' (highlighted with a red box and a '4' callout). A red circle with a '3' callout is around the dropdown arrow.

6. Click on the **OK** button in the pop-up window

