a. Select Add New Set. In our example, we will be randomizing the first thirteen questions.

b. Enter the number of the question to be used at the beginning of the group (i.e. 1).

c. Enter the number of questions to be used at the end of the group (i.e. 13).

d. Determine how many of the questions will be displayed or used when the test is delivered to the student. Select All to include all questions or select Select Number and enter the number of questions to include.

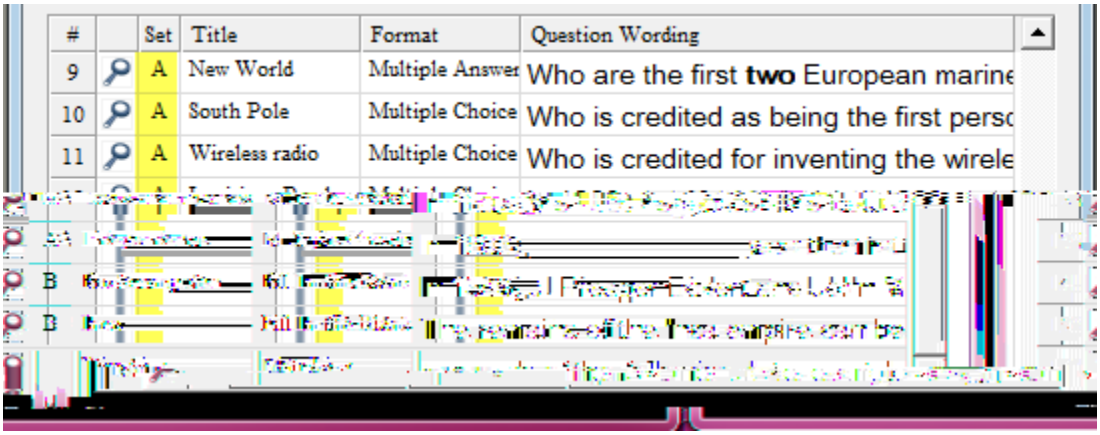
   For example, if you have a test bank of 20 questions for a chapter quiz and only want the students to receive 10 questions, you would use Select Number and then enter the number 10. Each student will not receive the same set of 10 questions during the examination.

e. Enter the point value for each of the questions in the group. Remember they must all have the same point value.

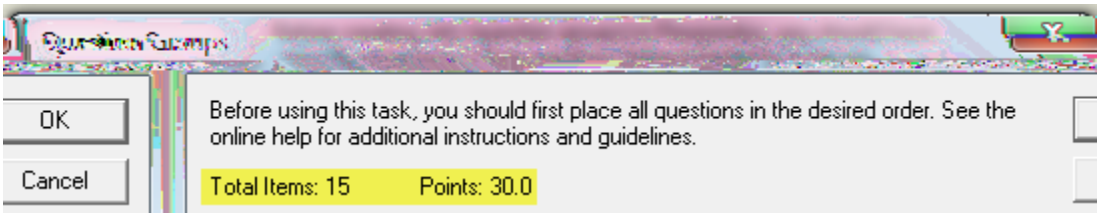
4. Select Add New Set

5. You will then see a list of the newly created Question Group/Set, indicated by Set letter "A."

6. Repeat the steps above if you'd like to add another question group, when completed these will be indicated by another letter.




7. Review the point value at the top of the page for the number of questions that will be displayed to students.




8. Click OK to return to the Settings tab in Respondus.