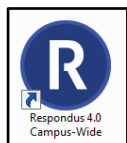


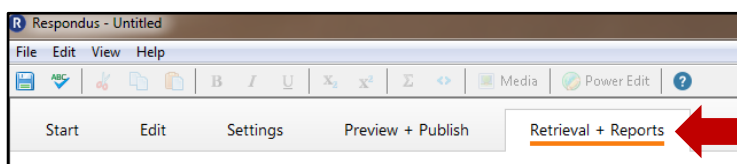
## Retrieving and Printing Exams Using Respondus

Instructors can use Respondus to retrieve and create a printable copy of an exam (exam, exam with answer key, or answer key only). Instructors must use the latest version of Respondus (downloaded from the Faculty Resources – Site License Downloads course). You need to set up Respondus to connect to your Blackboard course before you can retrieve and print exams (please reference our step-by-step for Installing and Setting Up Respondus for Blackboard).

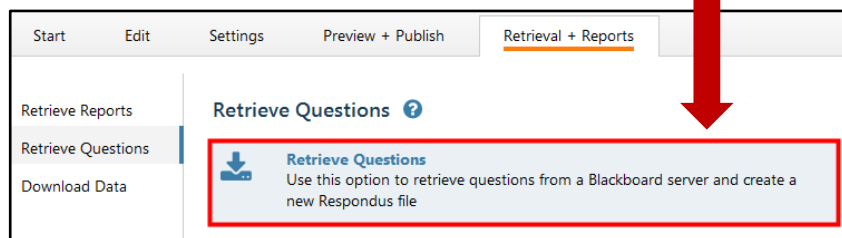
1. Open **Respondus 4.0** on your computer.



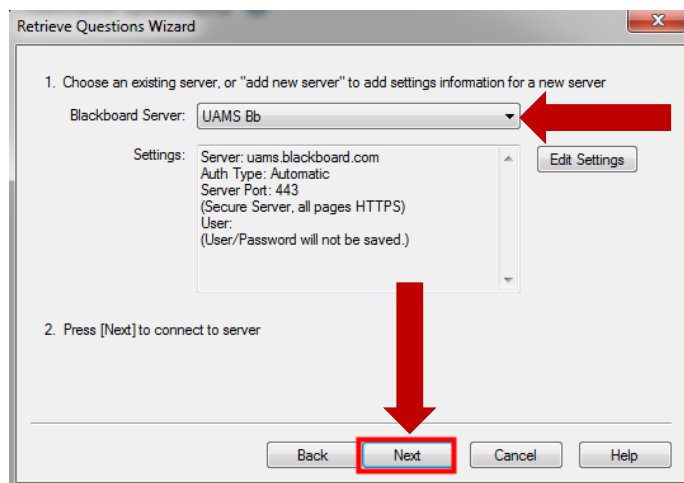
2. On the Respondus home page, click the **Retrieval + Reports** tab.



3. Click the **Retrieve Questions** button.



4. The **Retrieve Question Wizard** window displays. The Blackboard server name should display in the **Blackboard Server** drop-down box. Click the **Next** button to continue.



## Retrieving and Printing Exams Using Respondus

5. If you did not save your username and password at Respondus setup, enter the required information and click **OK**.

**Note:** You need to be enrolled as an instructor in the course. Use the same username and password you use for Blackboard. Edit mode must be ON in your Blackboard course.

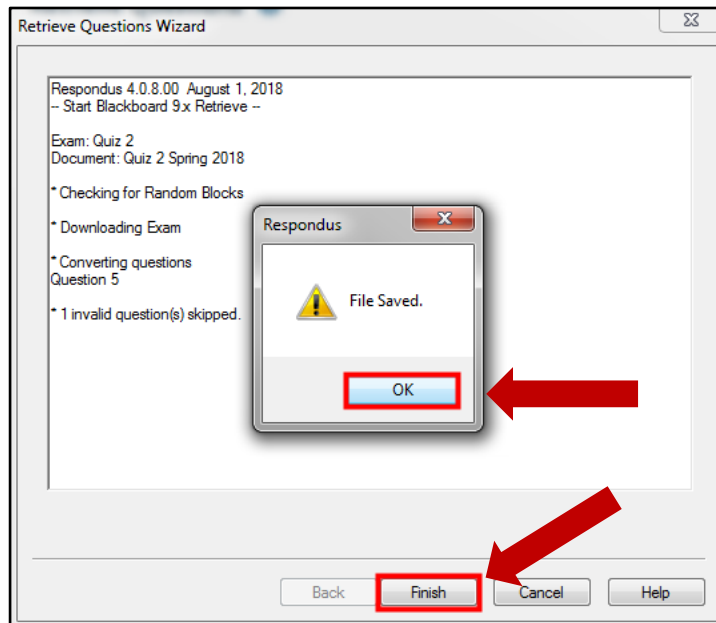
6. From the **Choose Course to Retrieve from** drop-down menu, select the course where your test is located.

7. In the **Select an Exam or Pool** drop-down menu, select your test.

8. In the **Enter a name for the new file** field, enter a name for the new file, and click **Next**.

## Retrieving and Printing Exams Using Respondus

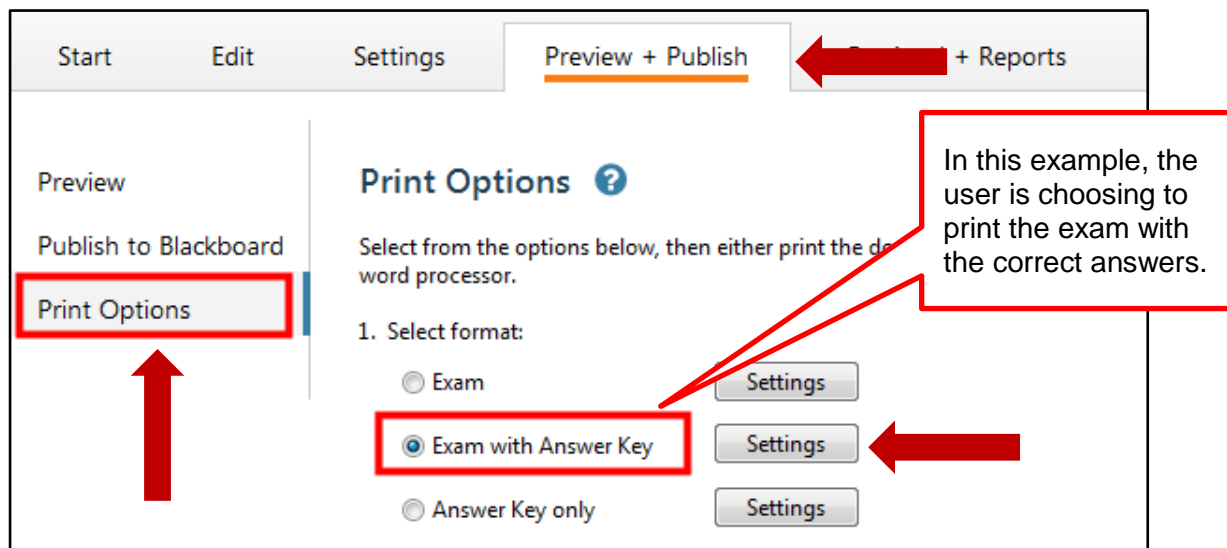
9. A progress screen displays as the file download occurs. When the file is retrieved, the **File Saved** message displays. Click the **OK** and **Finish** buttons.



10. Click the **Preview & Publish** tab. Select **Print Options**. You can choose to print the following:

- **Exam** (questions and answer choices)
- **Exam with Answer Key** (questions and answers, correct answers marked)
- **Answer Key only** (question numbers and correct answer only)

Click the **Settings** button to select options for each format.



## Retrieving and Printing Exams Using Respondus

11. You can make selections for **Edit Headers** (what prints at the top of each page), **Randomize Questions**, and **Questions to be included**.

When you are done, select **Print Preview**, **Save to File**, or **Send to Printer**.

The screenshot shows the Respondus interface for a quiz titled "Quiz 2 Spring 2018.rsp". The "Print Options" tab is selected and highlighted with a red box. The "Print Options" section includes the following settings:

- 1. Select format:**
  - Exam
  - Exam with Answer Key (highlighted with a red box)
  - Answer Key only
- 2. Top of Page Contents (Headers):**
  - 
  - Preview: - no headers -
- 3. Randomize Questions:** Do not Randomize (highlighted with a red arrow).
  - Apply Random Blocks from Settings
  - Randomize question order (including Random blocks if applicable)
  - Randomize answer choices within each question
  - Group questions by type (Multiple Choice, etc.)
- 4. Questions to be included:** from [ ] to [ ] (leave blank to include all) (highlighted with a red arrow).

At the bottom, there are three buttons: