

Respondus allows the retrieval of exams, surveys, and question pools from a Blackboard course. After the exam is retrieved to Respondus from Blackboard, it can be saved to a user's computer and printed out.

### **Retrieve the Exam from Blackboard**

To begin, go to the *Retrieval and Reports* menu in Respondus and select *Retrieve Questions*. The first couple of steps to retrieving an exam or pool are identical to those used for publishing one to Blackboard (see the earlier discussion for a detailed explanation).

- Select the Blackboard course
- Select the appropriate button for retrieving an exam, survey or pool
- Select the specific file you want to retrieve from the pull-down list
- Enter a name for the new Respondus file you are creating

Once all selections have been made, click the **[Retrieve]** button. The retrieval process will take between 15 seconds and several minutes, depending on several factors: the speed of your connection, the load on the server, the size of the multimedia elements that are being retrieved, and so forth. You will know that the retrieval is successful by the statement **“Successfully completed”** that appears in the *Status* box.

(For information on the carryover of multimedia objects and math equations from Blackboard, see the *Respondus 4.0 User Guide* > Retrieval and Reports > Retrieving and Exam, Survey or Pool from Blackboard.)

### **Save the Exam to User's Computer and Print a Copy**

Respondus allows you to format and print exams/surveys directly from the software. It is also possible to save an exam to MS Word format for further enhancement and printing. To begin, go to the *Preview and Publish* menu in Respondus and select the *Print Options* tab.

The screen now displays the printing options available in Respondus. There are three formatting templates from which to select: Exam, Exam with Answer Key, Answer Key Only. Once a template is selected, you can further modify it by clicking the Settings button to its right. If the exam being printed has matching questions, be sure to select the checkbox labeled "Matching, randomize answers" if you want the second set of answers to be randomized. Also, if you have sequential questions that refer to the same image or graphic, you will likely want to select the "Suppress Repeated Images" button so that the image is not repeated with each question.

Click the **[Edit Headers]** button to enter the information you want to appear at the top of each page. Different information can be entered for the second and subsequent pages too. The header information might look something as follows:

**Top of Page Contents (Headers)**

Type in the text that you wish to appear at the top of the first page and on subsequent pages. Blank lines will not be printed.

**B** */* U

Left Margin - first page -

Professor Jonathon Smith

History 101 - Spring 2001

Test 2

Right Margin (right-justified)

Name: \_\_\_\_\_

Section #: \_\_\_\_\_

- subsequent pages -

Professor Smith

Name: \_\_\_\_\_

\_\_\_\_\_

OK

Cancel

The next section allows up to 10 variations of the exam to be generated. You have the ability to “randomize all” questions in the exam or to have the questions randomized according to question type (i.e., all the multiple choice questions are randomized within a group, all the essay questions are randomized within a second group, and so forth). If Calculated questions are contained in the file, each Exam Variation will have a unique set of variables for the Calculated questions. If you don’t want multiple exam variations, simply retain the “Original Order” option from the pull-down list. (Note: As long as the questions in the exam file remain unchanged, a particular “Exam Variation” will have the same question order each time it is printed or saved to MS Word format. However, if you add or insert new questions, the Exam Variation will differ the next time you print/save an exam or answer key.)

It is also possible to specify a range of questions to be included in the exam. If both fields are left blank, all questions will be included.

At the bottom of the screen there are three options: *Print Preview*, *Save to File*, and *Send to Printer*. The *Print Preview* button allows you to preview the contents of the file in a pop-up window. We recommend that you use this option before printing the exam/survey or saving the contents to a file--it is a quick way to identify mistakes. The *Save to File* option allows the creation of a MS Word file (.doc), a “rich text file” (.rtf), or a standard text file (.txt). The MS Word and .rtf formats will retain enhanced formatting such as bold, italics, and underlining, whereas the .txt format will strip such information. Once a file is saved, it can be opened with a word processor for further formatting and modification. Finally, the *Send to Printer* option permits you to print directly from Respondus. This task works similar to the printing function in other Windows programs.