Using Respondus to Retrieve an Exam from eLearning and Save as a Word Document

UTD eLearning Team supports the **Respondus** Quiz tool which can be used to generate and publish exams to eLearning courses and can also be used to retrieve exams and test results from eLearning courses.

Please go to this page to find the information on how to download and request license for the tool:
https://ets.utdallas.edu/elearning/instructors/resources

Please see the **user guide documents** on the page.

For training on using this tool, please send a request here:
https://utdallas.qualtrics.com/jfe/form/SV_55pKnPcPaS8eTRz

For questions and supports on using this tool, please email elearning@utdallas.edu.

Retrieving an eLearning Exam

Below are the steps on how to retrieve an exam from an eLearning course:

Step 1 and 2: Click "**Retrieval & Report**" tab, then click "**Retrieve Questions**" button.
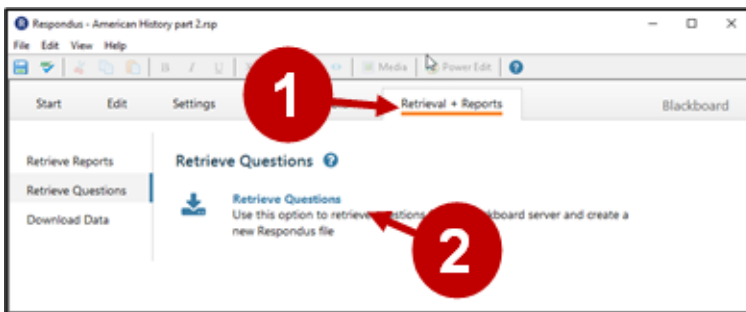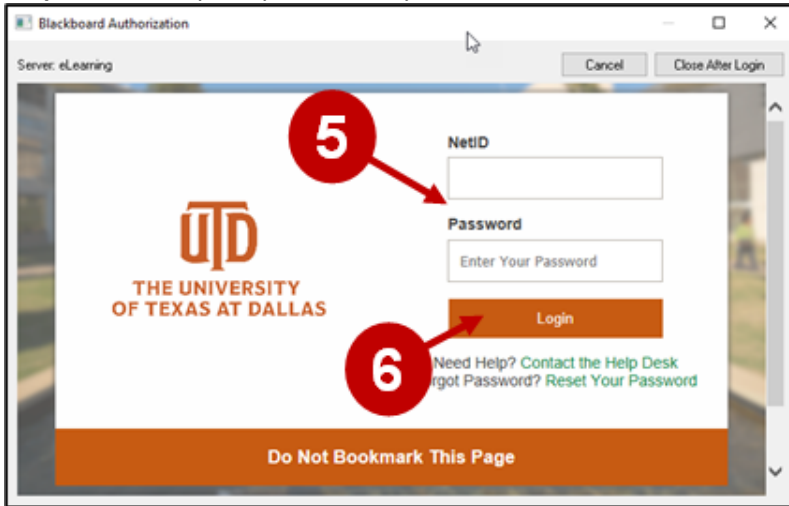

Step 3 and 4: First time users will need to select "**Add new server**" and follow instructions to set up a connection to the eLearning server.
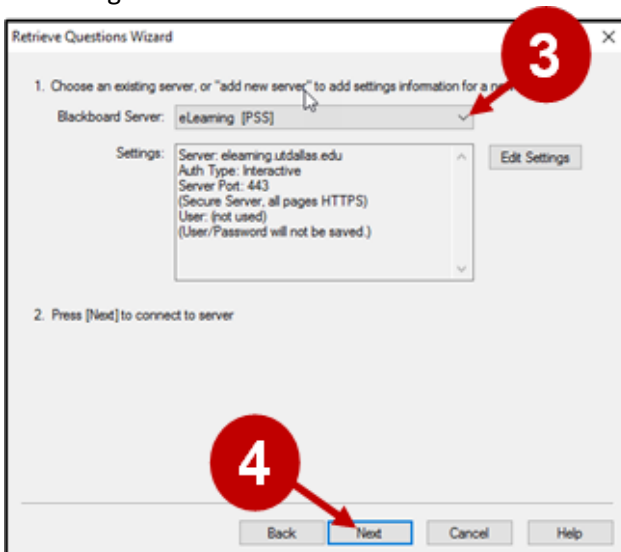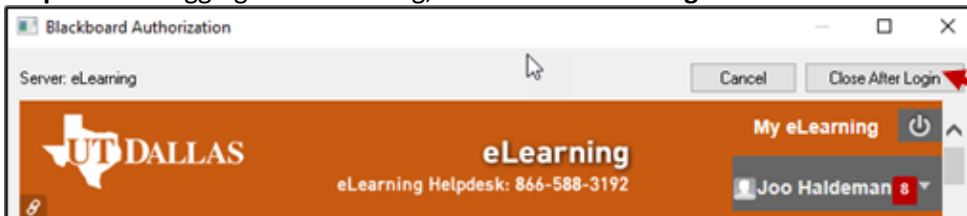
If a server connection has already been set up, just select the server's name from the drop-down list and click "**Next**".
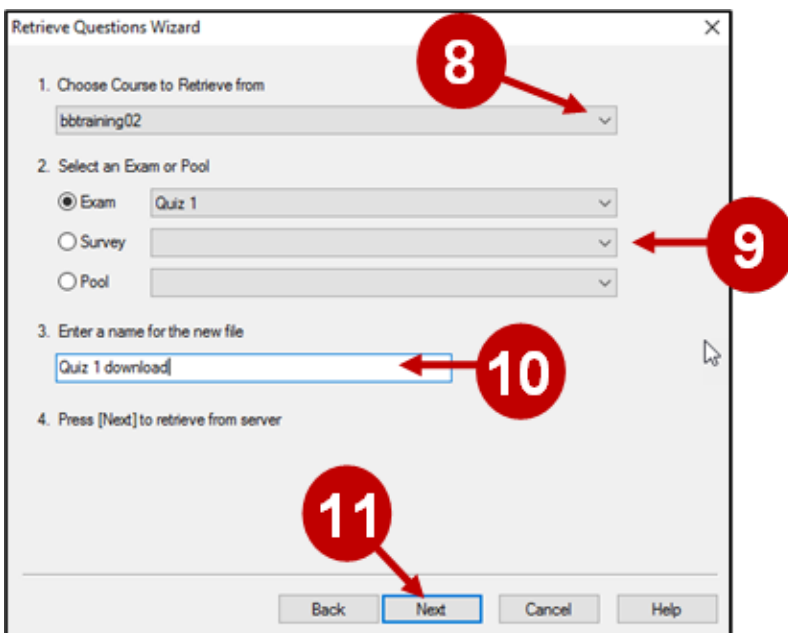
Step 5-6: When prompted, enter your **NetID** and **Password**, and select **Login**.


Step 7: After logging into eLearning, select **Close After Login.**

Step 8-11: After connected, select the course from the drop down list (all your eLearning courses will be showing in the list), select the exam, survey, or pool you want to retrieve, enter a name for the new file, click **Next**.
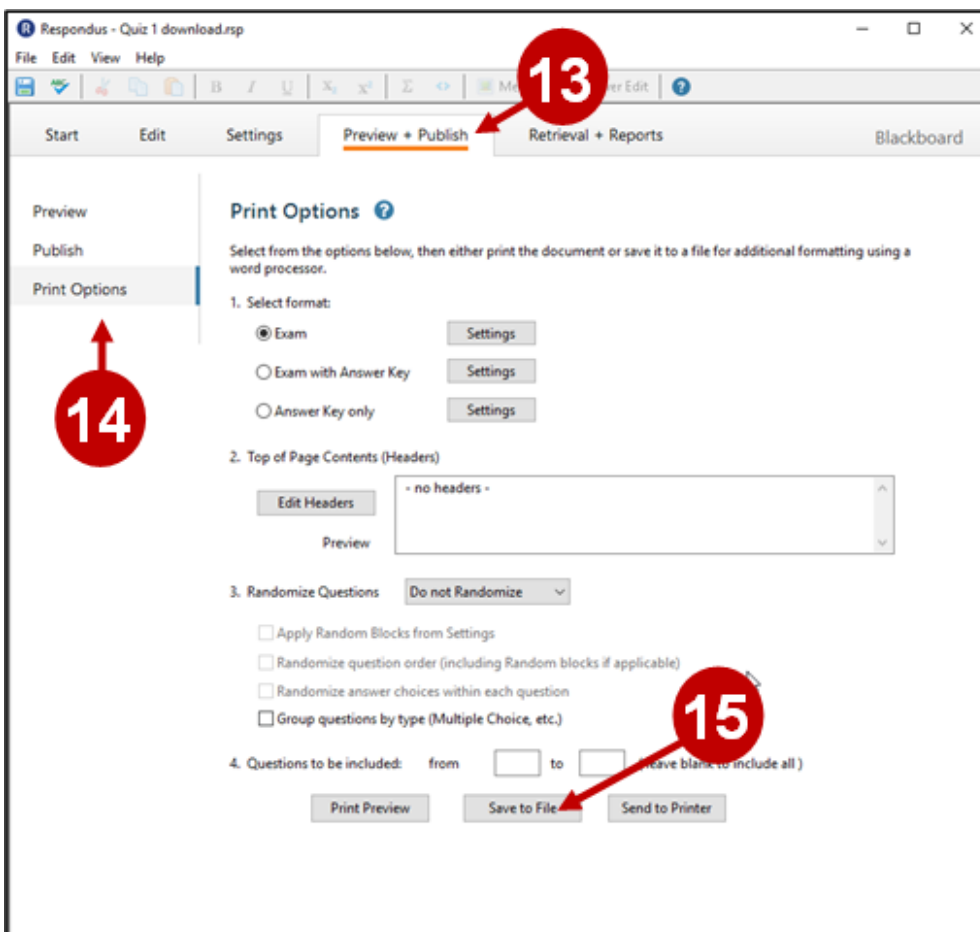
Step 12: On next screen, it will show the exam retrieving status, when completed, select **OK** and then select **Finish**.
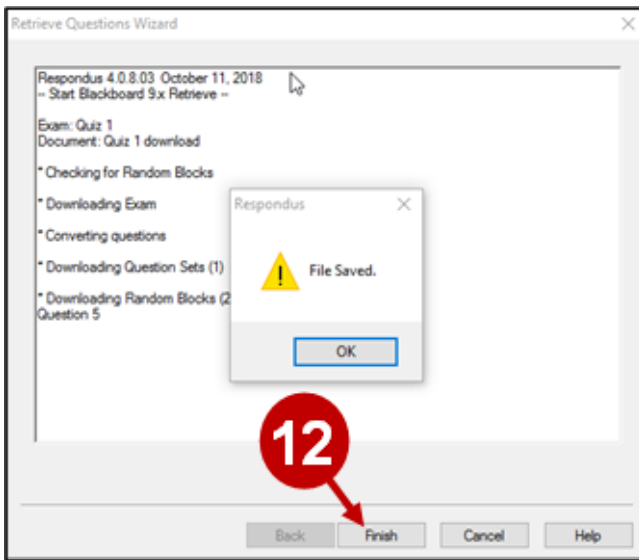
Publishing Randomized Exams

Step 13-15: Now click the **Preview & Publish** tab, then click **Print Options**, select the desired format and etc., and click **Save to File** button. You'll then be able to save the exam as a Word document.

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Special Training Requests:
If you have a special training request for you or your area, please feel free to complete the eLearning Special Training Request form, found at the url below.

eLearning Special Training Request Form:
https://utdallas.qualtrics.com/SE/?SID=SV_55pKnPcPaS8eTRz