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

UTD eLearning Team supports the <u>Respondus</u> 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 navigate to the <u>UTD Respondus page</u> to find the information on how to download and request a license for the tool.

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

For training on using this tool, please complete a Faculty Training and Support request.

For questions and support on using this tool, please email <u>elearning@utdallas.edu</u>.

Retrieving an eLearning Exam

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

Steps 1 and 2: Open Respondus to click the "Retrieval & Report" tab, then click the "Retrieve Questions" command.



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.

Retrieve Questions Wizard	l	×
1. Choose an existing se	rver, or "add new serveç" to add settings inf	ormation for 3 rver
Blackboard Server:	eLearning [PSS]	<u>~</u>
Settings:	Server: elearning.utdallas.edu Auth Type: Interactive Server Port: 443 (Secure Server, all pages HTTPS) User: (not used) (User/Password will not be saved.)	
		~

If a server connection has already been set up, just select the server's name from the drop-down list and click "Next".

Blackboard Server:	eLeaming [PSS]	~	
Settings:	Server: elearning.utdallas.edu Auth Type: Interactive Server Port: 443 (Secure Server, all pages HTTPS) User: (not used) (User/Password will not be saved.)	^	Edit Settings
		~	
Press [Next] to conne	ct to server		

Step 5-6: When prompted, enter your NetID and Password, and select Login.



Step 6: After logging into eLearning, select Close After Login.



Step 7-10: 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**.

Re	trie	ve Questions	Wizard							×	
	1.	Choose Court bbtraining02	se to Retrieve from	n					•	7	
Ι.	2.	Select an Exa	am or Pool								
		Exam	Quiz 1						~		
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	3.	Enter a name Quiz 1 downl Press [Next] t	for the new file oad o retrieve from ser	ver		•	•••				
-					Back	Next		Cancel		Help	

Step 11: On next screen, it will show the exam retrieving status, when completed, select **OK** and then select **Finish**.

Retrieve Questions Wizard	×
Respondus 4.0.8.03 October 11, 2018 - Start Blackboard 9.x Retrieve Exam: Quiz 1 Document: Quiz 1 download * Checking for Random Blocks	
Downloading Exam Converting questions Downloading Question Sets (1) Downloading Random Blocks (2 Question 5 OK	
Back Finish Cancel Help	

Publishing Randomized Exams

Step 12-14: Now click the **Preview & Publish** tab, then click **Print Options**, select the desired format etc., and click **Save to File** button. You'll then be able to save the exam as a Word document.

Respondus - Quiz 1 do	wnload.rsp	- 0 X
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Start	2 Preview + Publish Retrieval + Reports	Blackboard
Preview	Print Options 🔞	
Publish	Select from the options below, then either print the document or save it to a file for additional	formatting using a
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	Exam Settings	
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	O taxe in the second se	
	Answer Key only Settings	
	2. Top of Page Contents (Headers)	
	- no headers -	~
	Prevew	×
	3. Randomize Questions Do not Randomize V	
	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)
	Print Preview Save to File Send to Printer	
	15	

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Special Training Requests:

If you have a special training request for you or your area, please complete the Faculty Training and Support request.