

# 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 navigate to the [UTD Respondus page](#) to find the information on how to download and request a license for the tool.

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

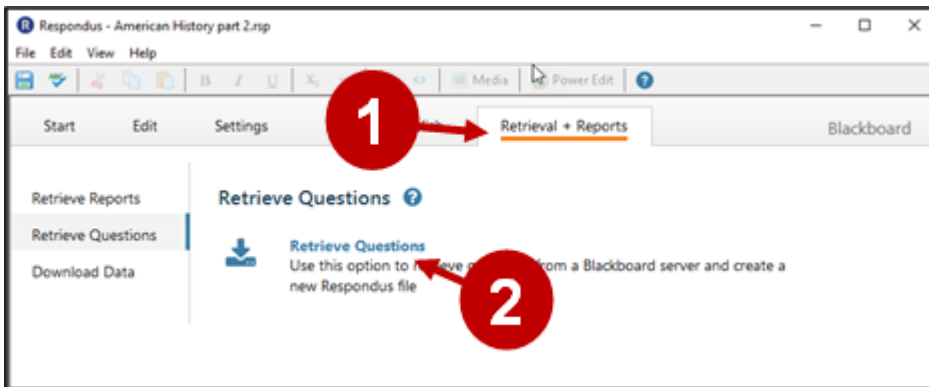
For training on using this tool, please complete a [Faculty Training and Support](#) request.

For questions and support on using this tool, please email [elearning@utdallas.edu](mailto:elearning@utdallas.edu).

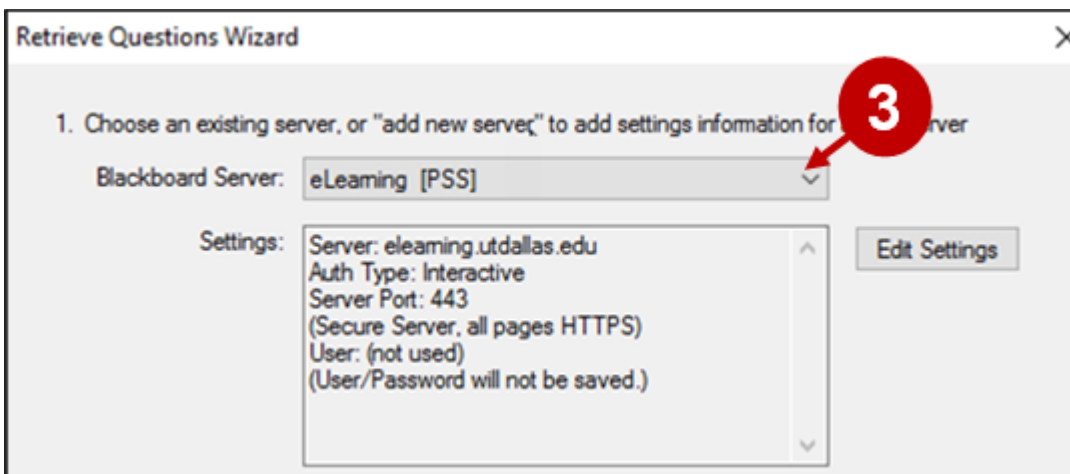
## Retrieving an eLearning Exam

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.



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

Retrieve Questions Wizard

1. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server: eLearning [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.)

2. Press [Next] to connect to server

Back Next Cancel Help

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

Blackboard Authorization

Continue After Login

UTD  
THE UNIVERSITY OF TEXAS AT DALLAS

NetID  
Enter Your NetID

Password  
Enter Your Password

Login

Need Help? Contact the Help Desk  
Forgot Password? Reset Your Password

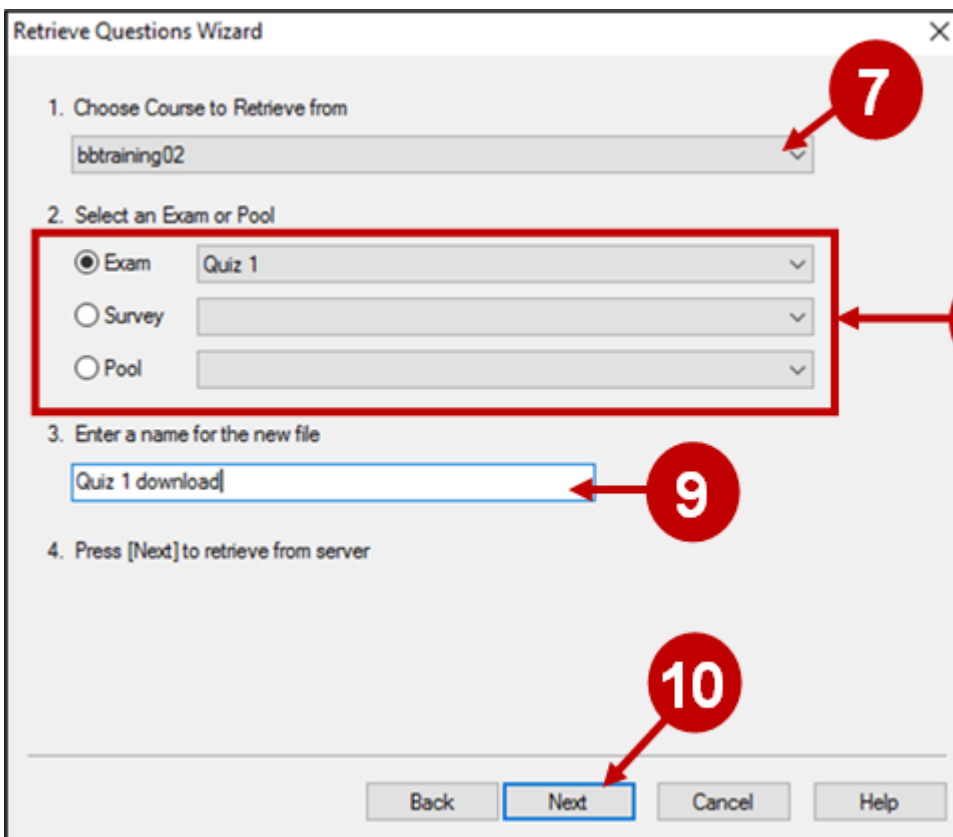
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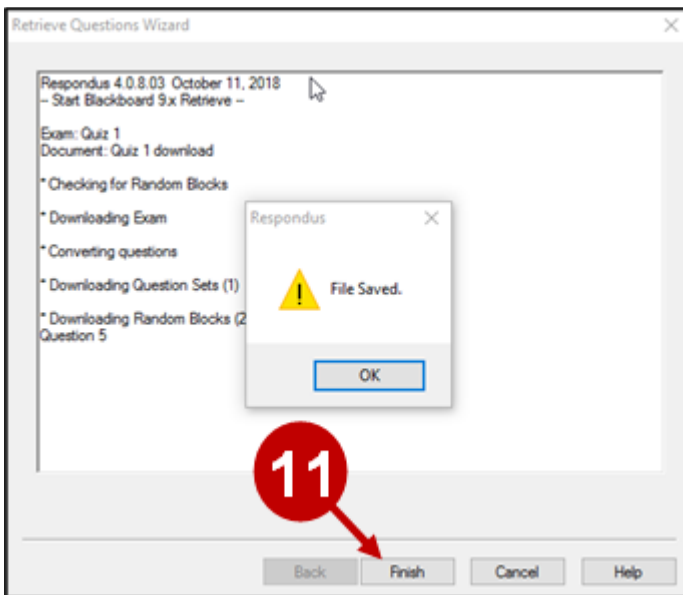
**Step 6:** After logging into eLearning, select **Close After Login**.



**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**.

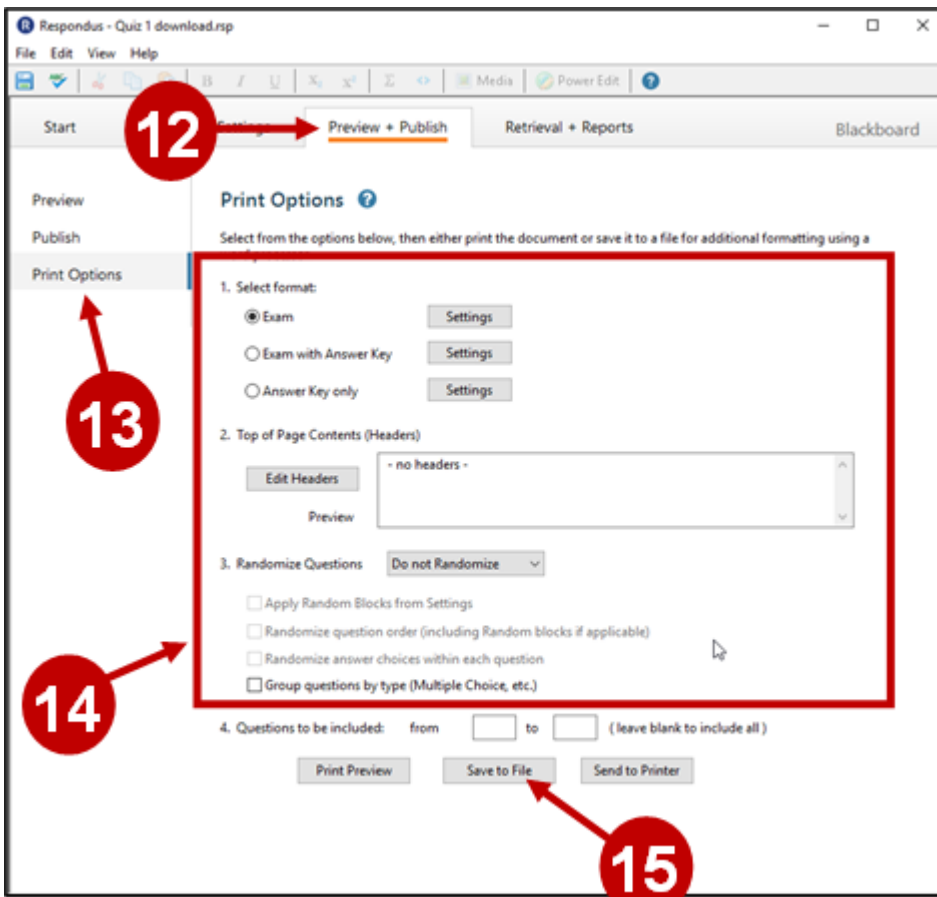


**Step 11:** On next screen, it will show the exam retrieving status, when completed, select **OK** and then select **Finish**.



## 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.



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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.