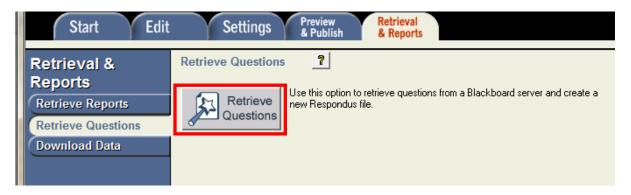
## Printing a Blackboard Test using Respondus

- 1. Begin by launching Respondus.
- 2. From the Respondus Retrieval & Reports tab, click on the Retrieve Questions button.



3. The Retrieve Question Wizard will appear. Using the drop down list Choose-**add new Server**, if this is the first time you are using Respondus (if you have already entered UCM Blackboard Server Information, skip to step 9). Click **Next**.

Retrieve Questions Wizard	<b></b> X	×
1. Choose an existing server, or "add new server" to add settings informat Blackboard Server: Settings: Choose "add new server" or an existing server above		<b>•</b>
2. Press [Next] to connect to server		

4. In the add New Server Settings window that opens, select, **Yes, check for preconfigured server settings** and click **Next.** 

Add New Server Settings
Preconfigured server settings may be available for: University of Central Missouri
• Yes, check for preconfigured server settings
C No, I want to enter the server settings manually

- 5. Enter a name for the server (UCM Bb Server).
- 6. Enter you Bb username and password in the appropriate fields.
- 7. Make sure Run Connection test is selected and click Next.

Preconfigured Server Settings Wizard	23
Success! The server settings have been downloaded for: University of Central Missouri 1. Enter a name to describe this Blackboard server (e.g. "My Bb Courses") UCM Bb Server	
<ul> <li>2. Enter your login information for this Blackboard server</li> <li>User name sbeasley Password</li> <li>Save my User Name and Password on this computer. (If this is a shared computer, don't select this box!)</li> </ul>	
<ul> <li>Respondus can run a connection test using the above settings to make sure it can communicate with your online course</li> <li>Run connection test</li> <li>Skip connection test</li> </ul>	
Back Next Cancel Hel;	2

- 8. Respondus will test the connection to the server. You should see a success message and then be prompted to click **Next** to continue. Click **Finish** in the next dialog box to return to the Retrieve Question Wizard.
- 9. The server you just added (UCM Blackboard Server) should be selected in the **Retrieve Question Wizard** window. If it is not, select it now and click **Next**.

10. The Retrieve Question Wizard will appear once Respondus has connected to the server. You will be provided a list of courses you are the instructor of (you should only need to set the server up once, you will not need to set it up for each course you teach).

Retrieve Questions Wizard	X
1. Choose Course to Retrieve from	
2. Select an Exam or Pool	
🕫 Exam	
C Survey	
C Pool	
3. Enter a name for the new file	
4. Press [Next] to retrieve from server	
Back Next Cancel	
	Help

- a. Step 1. Choose Course to Retrieve from using drop down list.
- b. Step 2. Select an **Exam** using the drop down list.
- c. Step 3. Enter a name for the new file and click Next.
- 11. Respondus will retrieve the exam and you will receive a confirmation once the file has been saved, click **OK** and then click **Finish**.
- 12. From the Start Menu, click Open.



13. From the list, select the Exam that you retrieved from your Blackboard course and click **Open**.

Open Respondus	File		<b>—</b> X—
Projects Projects Archive Browse Test Bank Network	Name  Copy  R Bandom Blocks  R Bespondus Introduction  Sample Test  Typed in Respondus  World History	Date 12/01/10 09:52 AM 2/14/11 03:21 PM 7/30/10 04:34 PM 2/16/11 02:04 PM 2/14/11 03:34 PM 12/09/02 04:40 PM	Image: Selected File         Retrieved from: Sample Test         Type: Test         CMS Personality: Blackboard 7.x - 9.x         10 Questions         C:\Respondus Projects\Sample Test\Sample Test.rsp         Last Modified: 2/16/11 02:04 PM         File Created: 2/16/11 02:04 PM         Size: 11 K
	Sample Test		Open Cancel Search

14. Next, select the **Preview & Publish Tab** and choose **Print Options**.

Start Edit	Settings Preview Retrieval & Reports
Preview & Publish Preview Publish to Blackboard Update Settings Print Options	Print Options       Image: Content of the options below, then either print the document or save it to a file for additional formatting using a word processor.         1. Select format:       Image: Content of Exam         Image: Content of Exam       Settings         Image: Content of Exam       Settings         Image: Content of Content of Exam       Settings         Image: Content of Contents (Headers)       Settings
	Edit Headers Preview  3. Randomize Questions Do not Randomize  4. Questions to be included: from to (leave blank to include all)  Print Preview Save to File Send to Printer

15. Choose from the various format options for the exam (if you need an answer key as well as the exam for students, you can do this process twice) and click, **Send to Printer**. Please note, you also have the option to **Save to File**, which will make an electronic copy of your test, allowing you to save it as a .doc file.