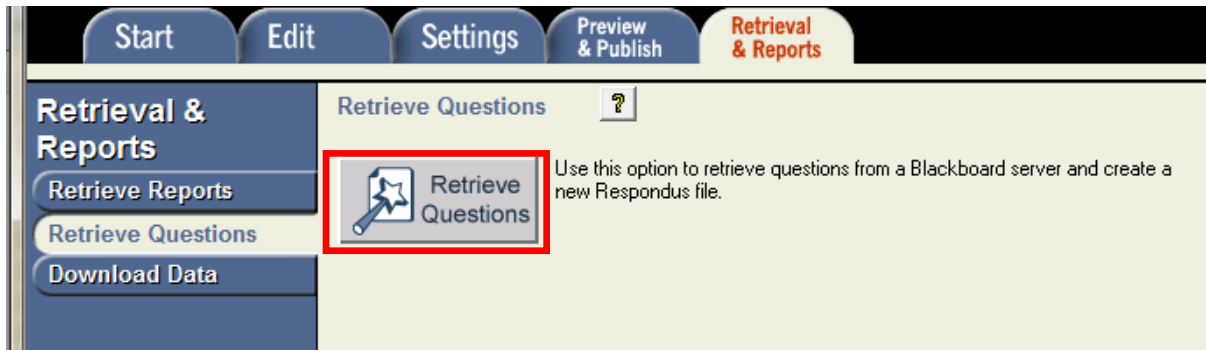# Printing a Blackboard Test using Respondus

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.**
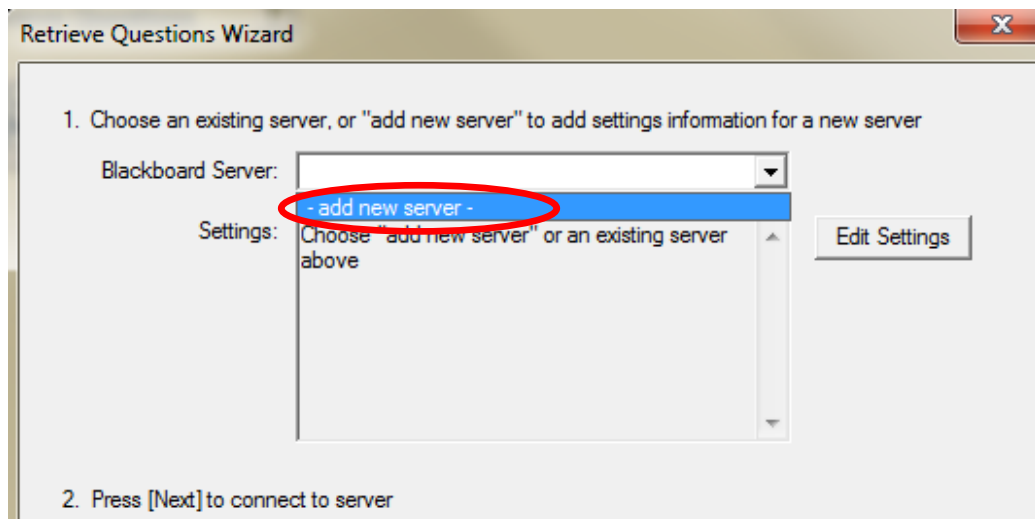
4. In the add New Server Settings window that opens, select, **Yes, check for preconfigured server settings** and click **Next.**
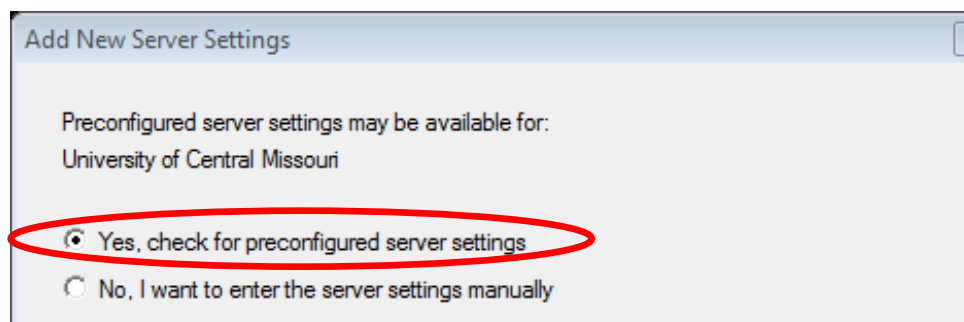
5. Enter a name for the server (UCM Bb Server).

6. Enter you Bb username and password in the appropriate fields.

7. Make sure **Run Connection test** is selected and click **Next**.

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).


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**.
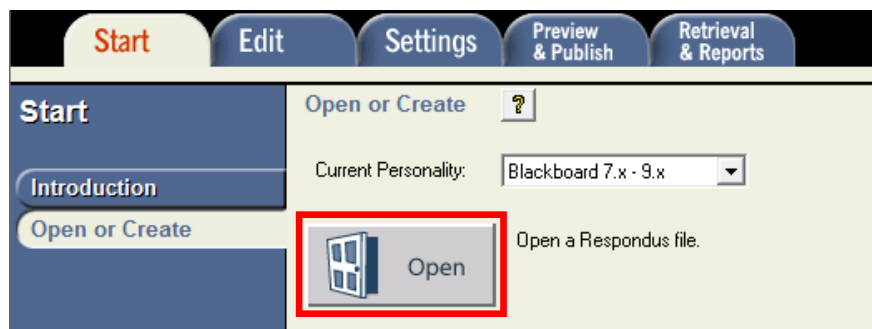
13. From the list, select the Exam that you retrieved from your Blackboard course and click **Open**.
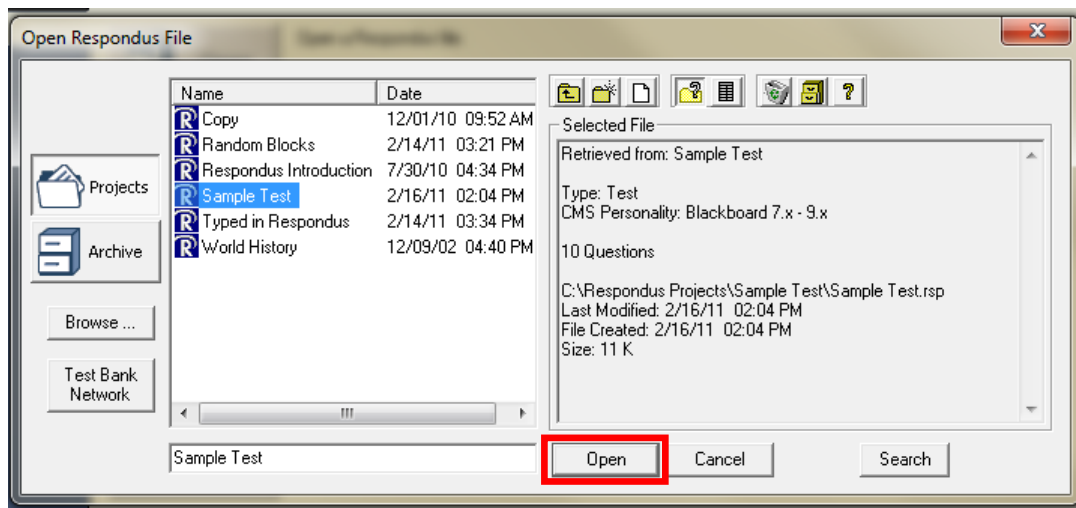
14. Next, select the **Preview & Publish Tab** and choose **Print Options**.

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.