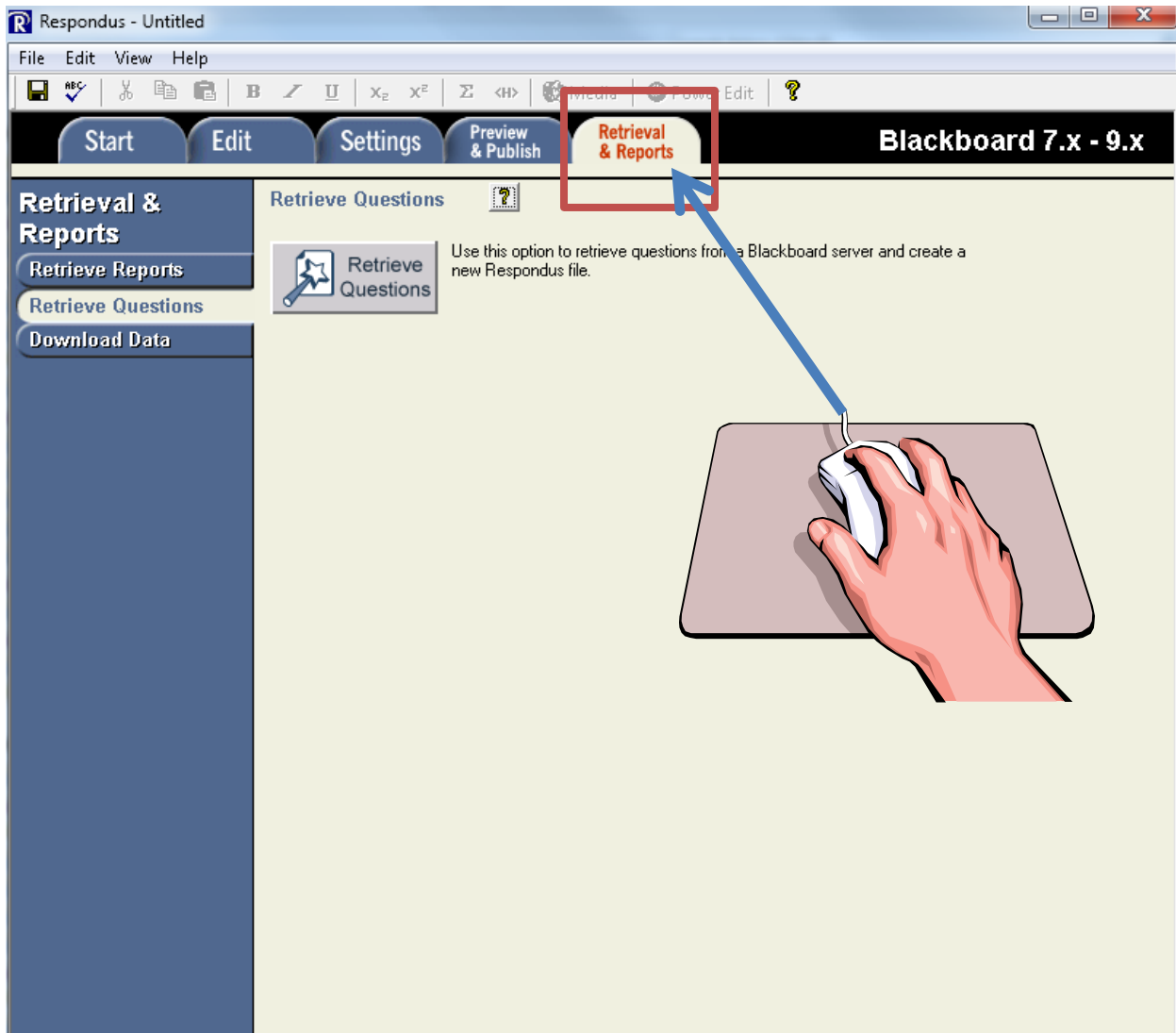


Retrieval of Blackboard Exams using Respondus

In this tutorial, faculty will be able to retrieve a Blackboard Exam using Respondus 4.0 to save as a Word document for editing and archival purposes.

1. Open Respondus 4.0 and click on tab, “**Retrieval & Reports**”.

If you have not installed the Respondus 4.0 software, go to <http://experts.missouristate.edu/> to find instructions to download and configure the software for your computer.



2. Click the button “**Retrieve Questions**” to retrieve questions from the Blackboard server and create a new Respondus file from the **Retrieve Questions Wizard**.

If you have used Respondus to upload exams, pools, or surveys to Blackboard, then use your preconfigured server settings for this section. Otherwise, go ahead and create your settings information for a new server connection to Blackboard.

Retrieve Questions Wizard

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

Blackboard Server: My Bb Courses

Settings: Server: blackboard.missouristate.edu
Server Port: 80
User:
(User/Password will not be saved.)

Edit Settings

2. Press [Next] to connect to server

Back Next Cancel Help

3. Enter your login information to connect to the Blackboard server.

Enter login information

Because the "remember my user name" box was not checked, you must type in your user name and password each time.

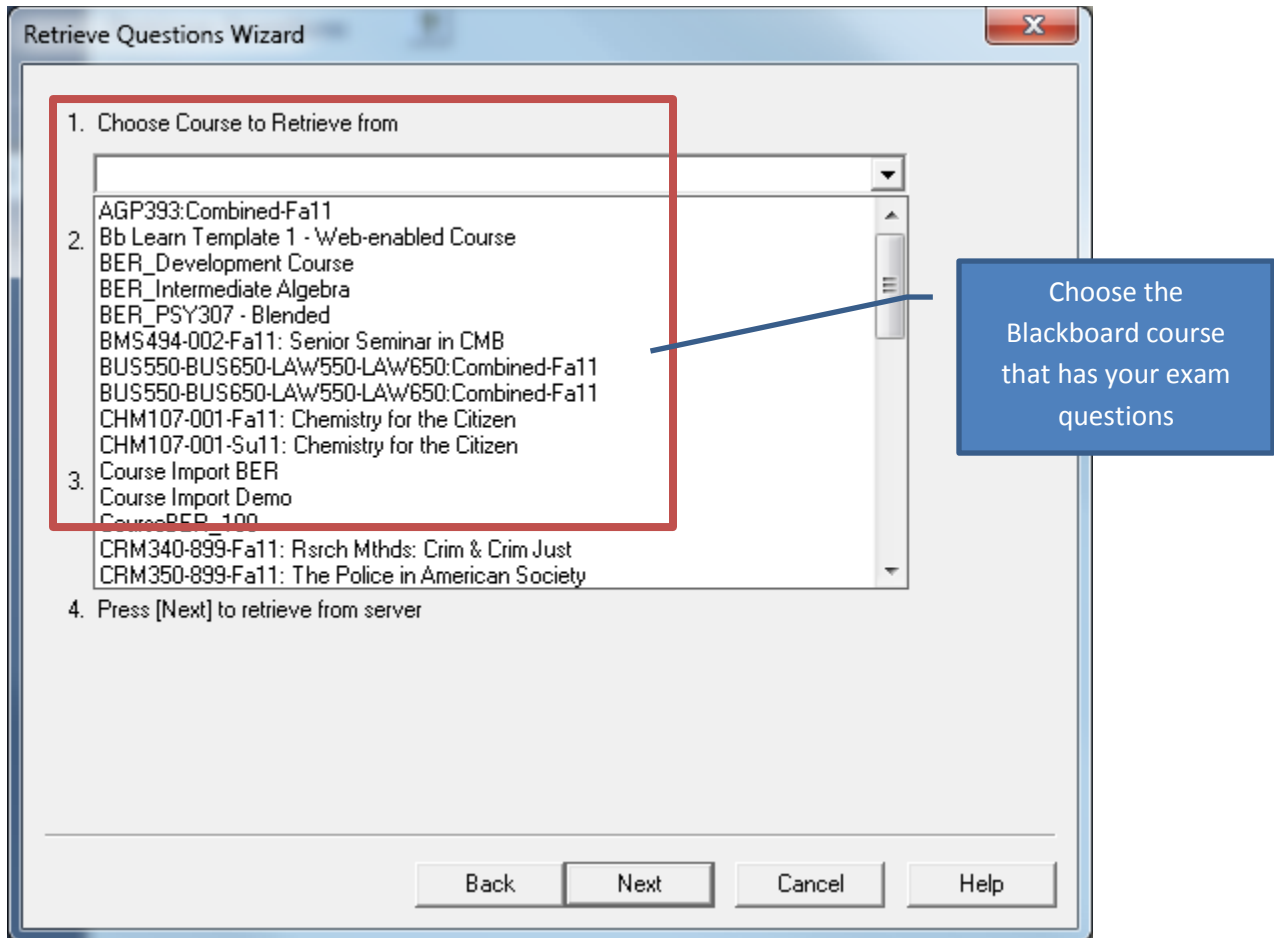
OK Cancel

User name

Password

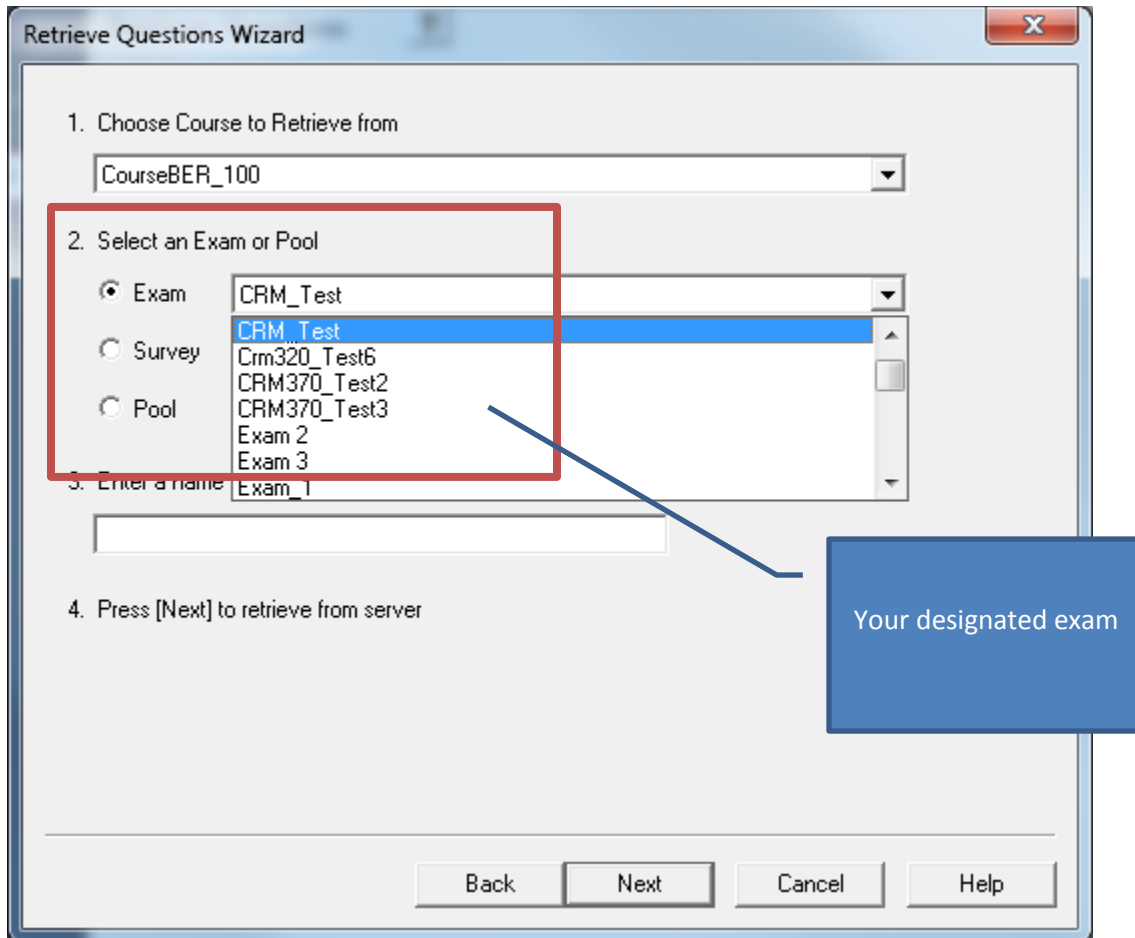
Your system-provided user name and password

4. From the next screen, choose the course where your exam resides.



All courses in which you are the designated instructor will appear in the dropdown list. Choose the specific course where your exam resides.

5. Select the exam or pool you wish to retrieve.



From this screen you can also choose pool of questions or survey to download. If you need all, you will need to do the retrieval one at a time.

6. Enter a name for the new file you are creating for your Blackboard exam retrieval.

Retrieve Questions Wizard

1. Choose Course to Retrieve from
CourseBER_100

2. Select an Exam or Pool
 Exam CRM_Test
 Survey
 Pool

3. Enter a name for the new file
CRM350_Test

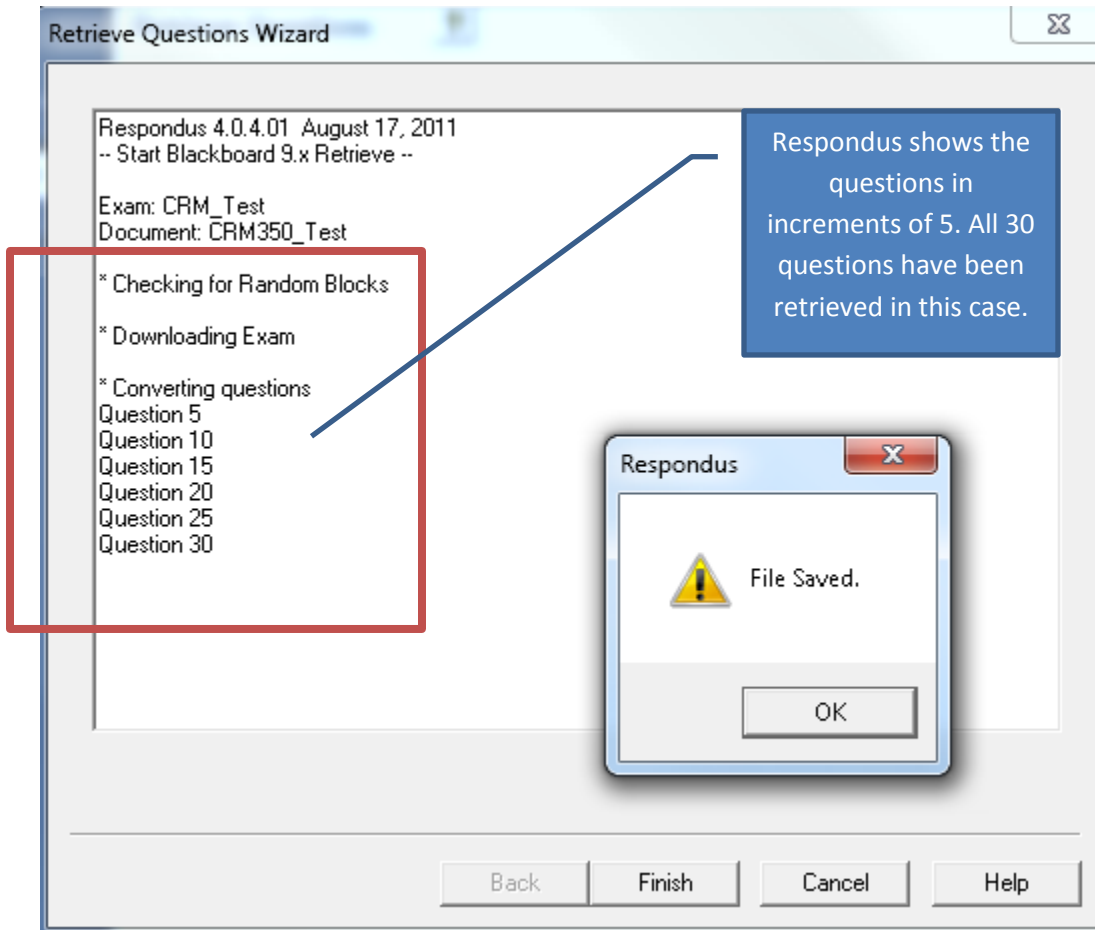
4. Press [Next] to retrieve from server

Type a name for the file. You can always change the name when saving to a Word document.

Back Next Cancel Help

Click “**Next**” to retrieve your exam from the Blackboard server.

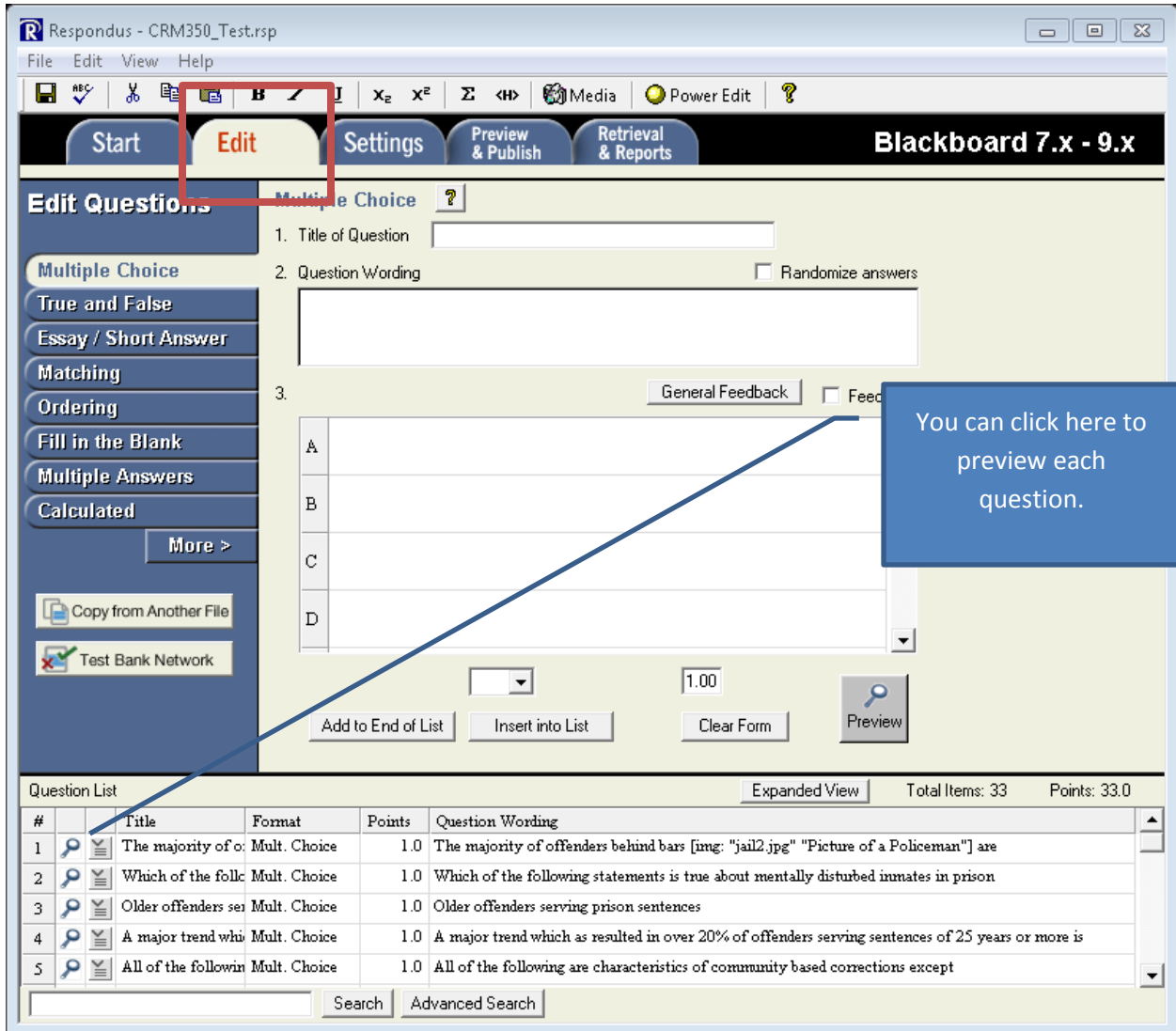
7. Respondus will now check your Blackboard settings for your chosen course and download the exam.



A popup with the message “File Saved” will appear indicating download has successfully completed. If there are any errors in the download, the “Retrieve Questions Message” screen will show the errors. Restart through the retrieval process to correct the errors.

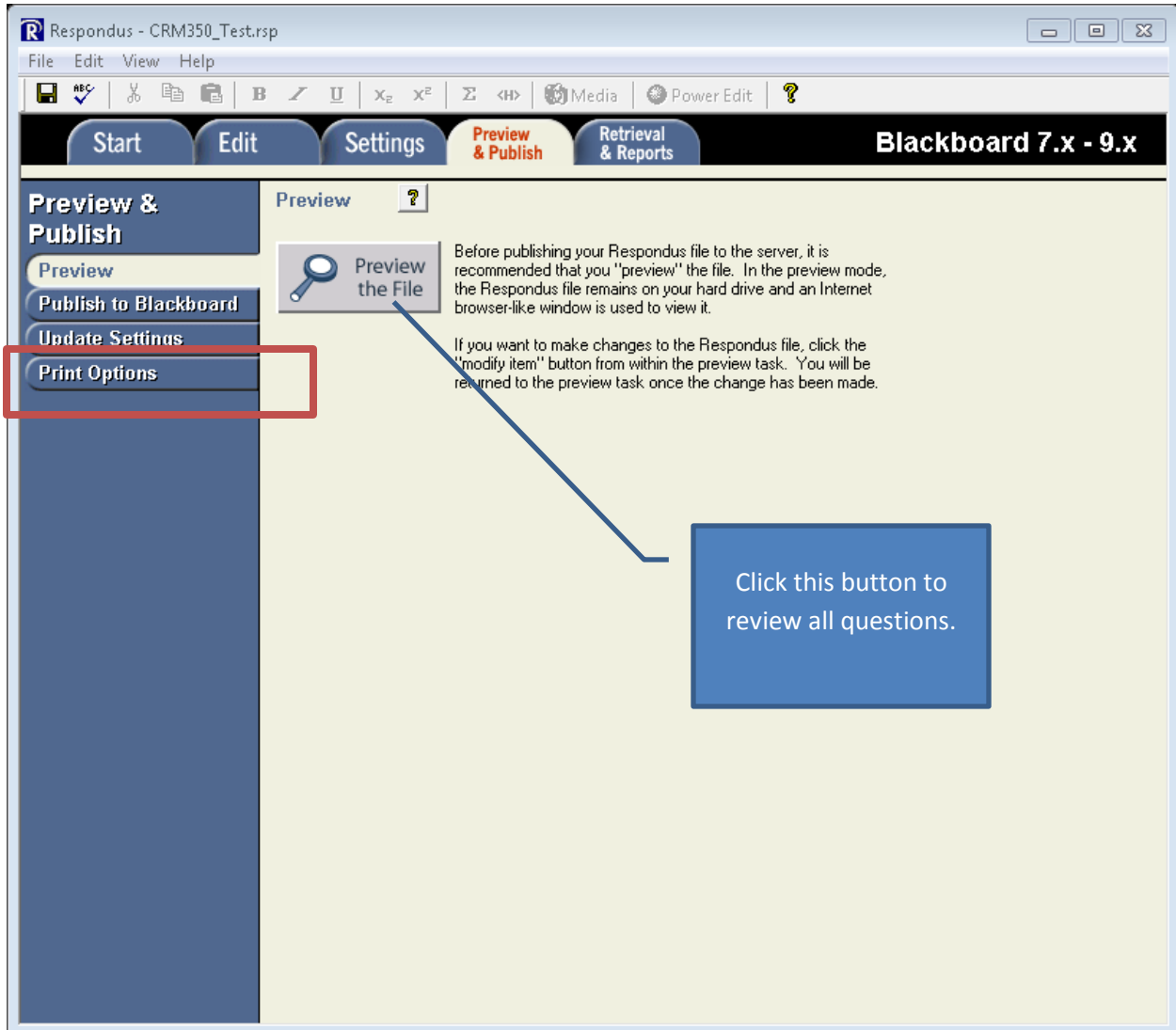
Click “**OK**” to complete the process. Then click “**Finish**” to close the “Retrieve Questions Wizard”.

8. You are now in the Respondus software. Click on the tab “**Edit**” to view the downloaded exam questions.



You can preview each question, as well as edit each question for accuracy.

9. To download the exam questions into a Word document, click on the tab “**Preview & Publish**”.



Here you will be able to print the exam questions or save as a Word document.

Click the button “**Print Options**”.

10. Click the button “**Print Options**”.

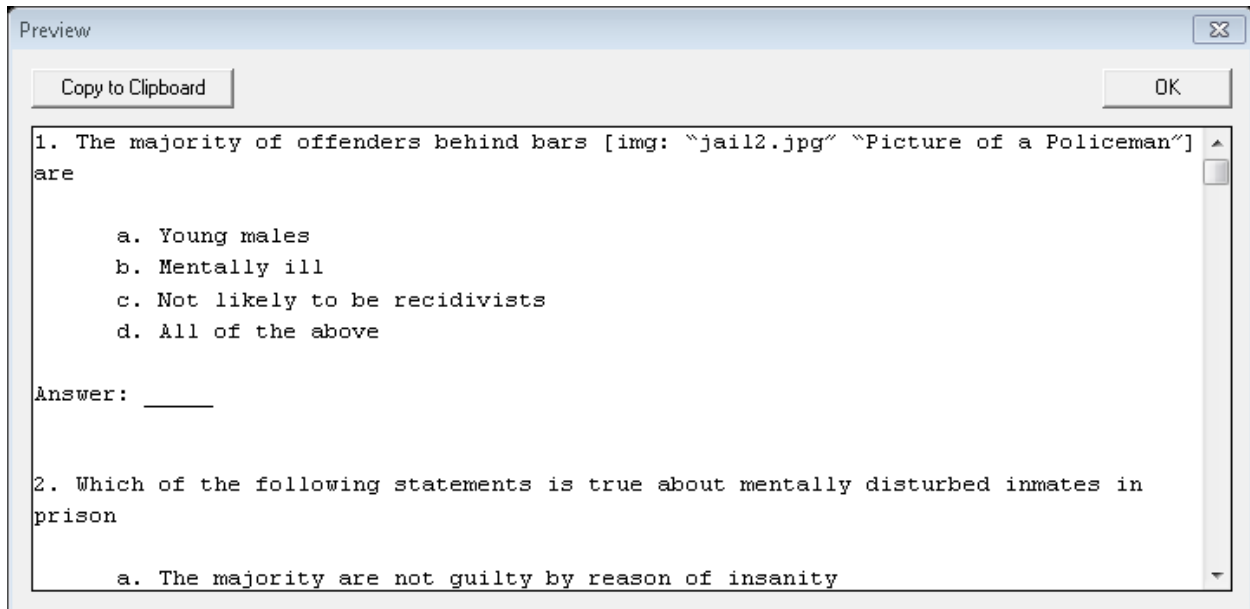
The screenshot shows the Respondus CRM350 Test interface. The top navigation bar includes buttons for Start, Edit, Settings, Preview & Publish, and Retrieval & Reports. The main content area is titled 'Print Options' and contains the following sections:

- 1. Select format:** Radio buttons for Exam (selected), Exam with Answer Key, and Answer Key only. Each has a 'Settings' button.
- 2. Top of Page Contents (Headers):** An 'Edit Headers' button and a dropdown menu currently showing '- no headers -'.
- 3. Randomize Questions:** A dropdown menu set to 'Do not Randomize' and four checkboxes: 'Apply Random Blocks from Settings', 'Randomize question order (including Random blocks, if applicable)', 'Randomize answer choices within each question', and 'Group questions by type (Multiple Choice, etc.)'.
- 4. Questions to be included:** Input fields for 'from' and 'to' with a note '(leave blank to include all)'.

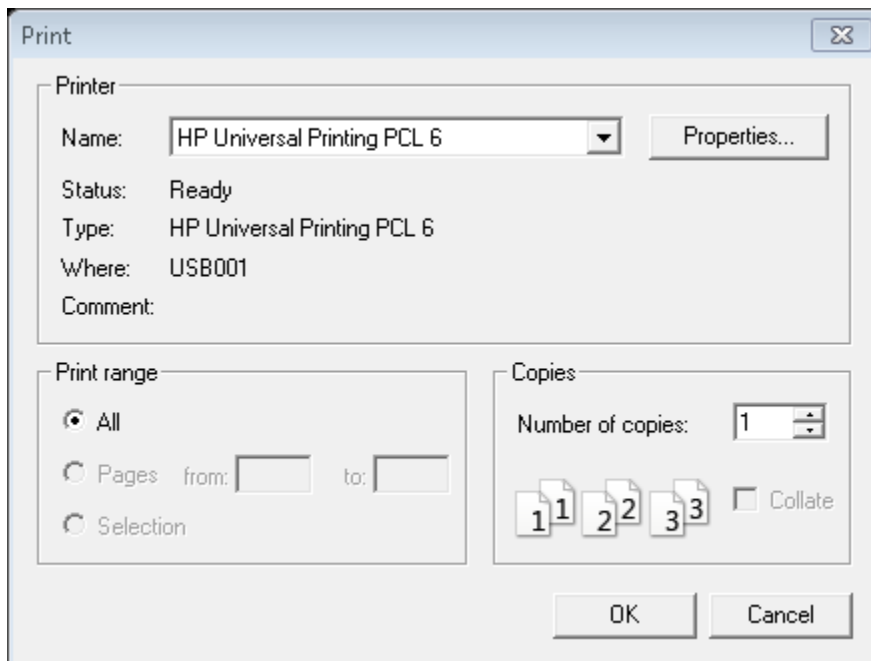
At the bottom, there are three buttons: 'Print Preview', 'Save to File' (highlighted with a red box), and 'Send to Printer'. A blue callout box points to the 'Save to File' button with the text: 'Click to name and save your retrieved Blackboard exam as a Word document.'

- ✓ In the print options, faculty can choose exam or exam with answer key, or answer key only.
- ✓ Faculty can add headers to this document if required. Otherwise add no headers.
- ✓ Faculty can also just save or print questions from a range. Otherwise leave this section blank to download all questions.

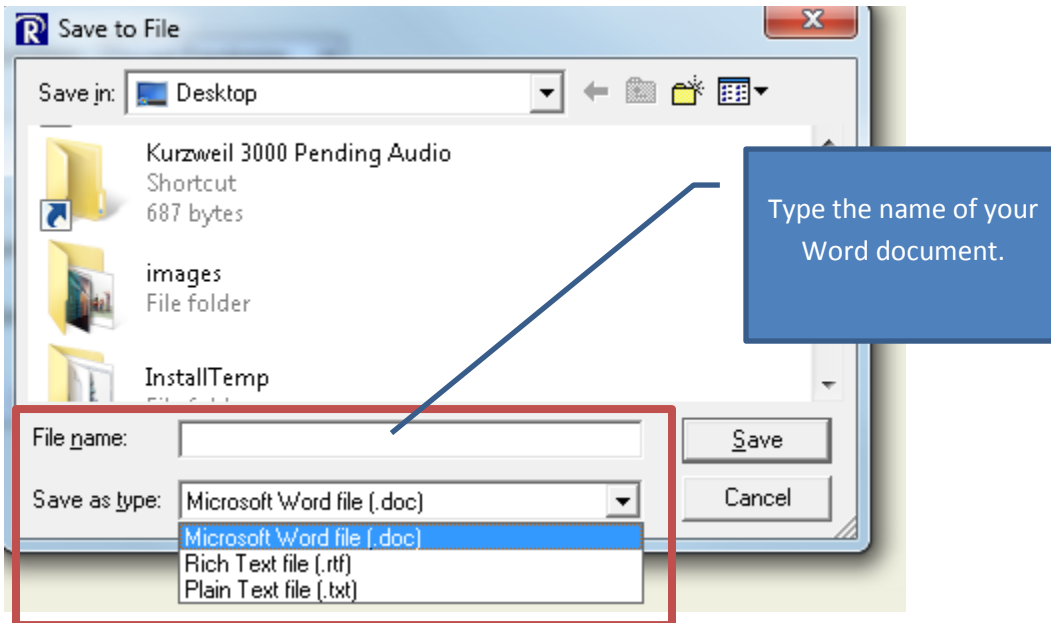
11. By clicking on the button “**Print Preview**”, a view of the output will be seen. You will see a “**Copy to Clipboard**” button that allows for the document to be copied to several different productivity software.



12. By clicking on the button “**Send to Printer**”, the document will be sent directly to your configured printer. Click “**OK**” to print.



13. To save the exam document as a Word file, click the button “**Save to File**”.



You can also save the exam as a Rich or Plain text file.

14. Click “**Save**”.



Conclusion:

You have now completed the process to retrieve a Blackboard Exam using Respondus 4.0 to save as a Word document for editing and archival purposes.