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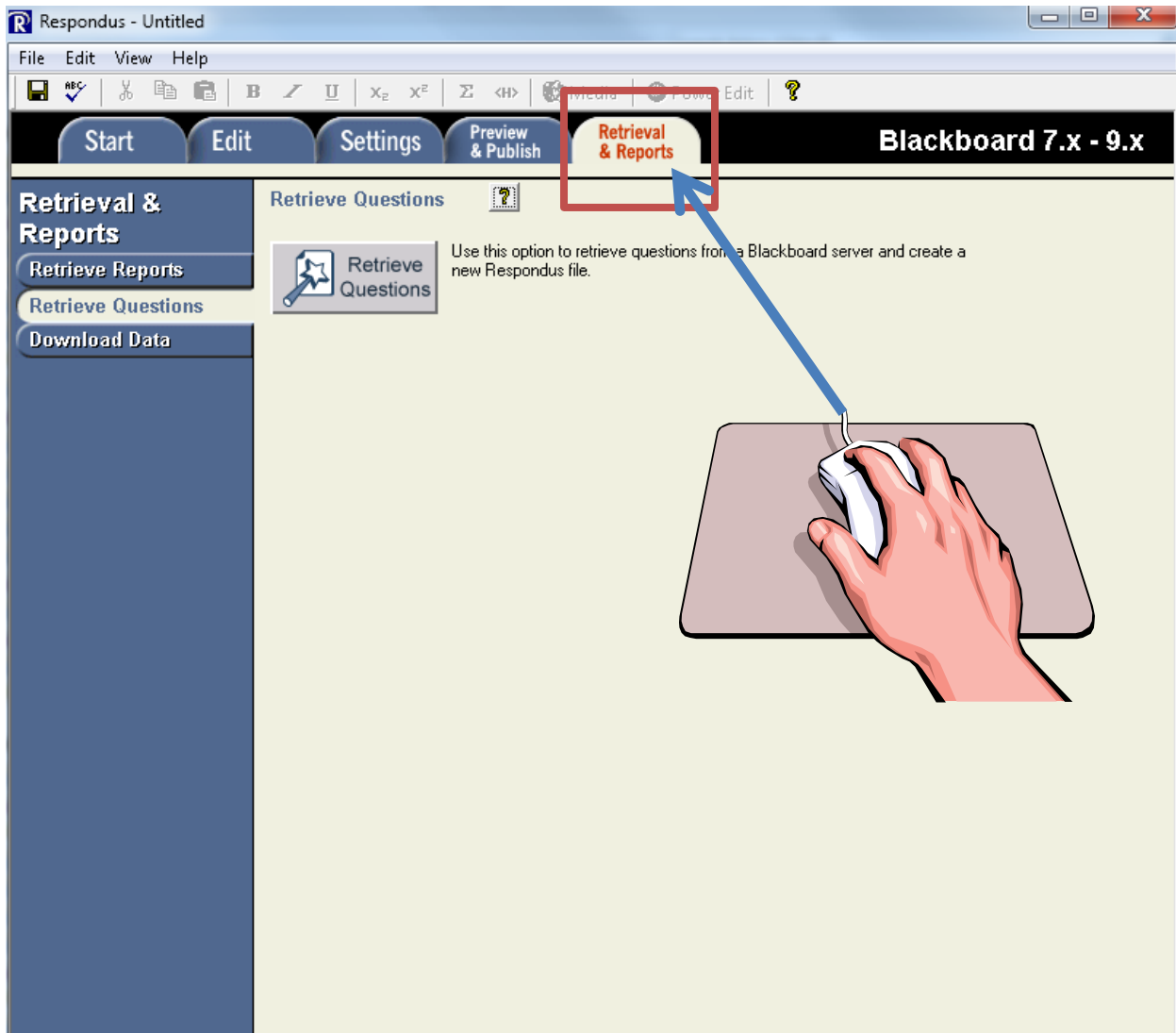
2. Click the button "**Retrieve Questions**" to retrieve questions from the Blackboard server and create a new Respondus file from the **Retrieve Questions Wizard**.

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.
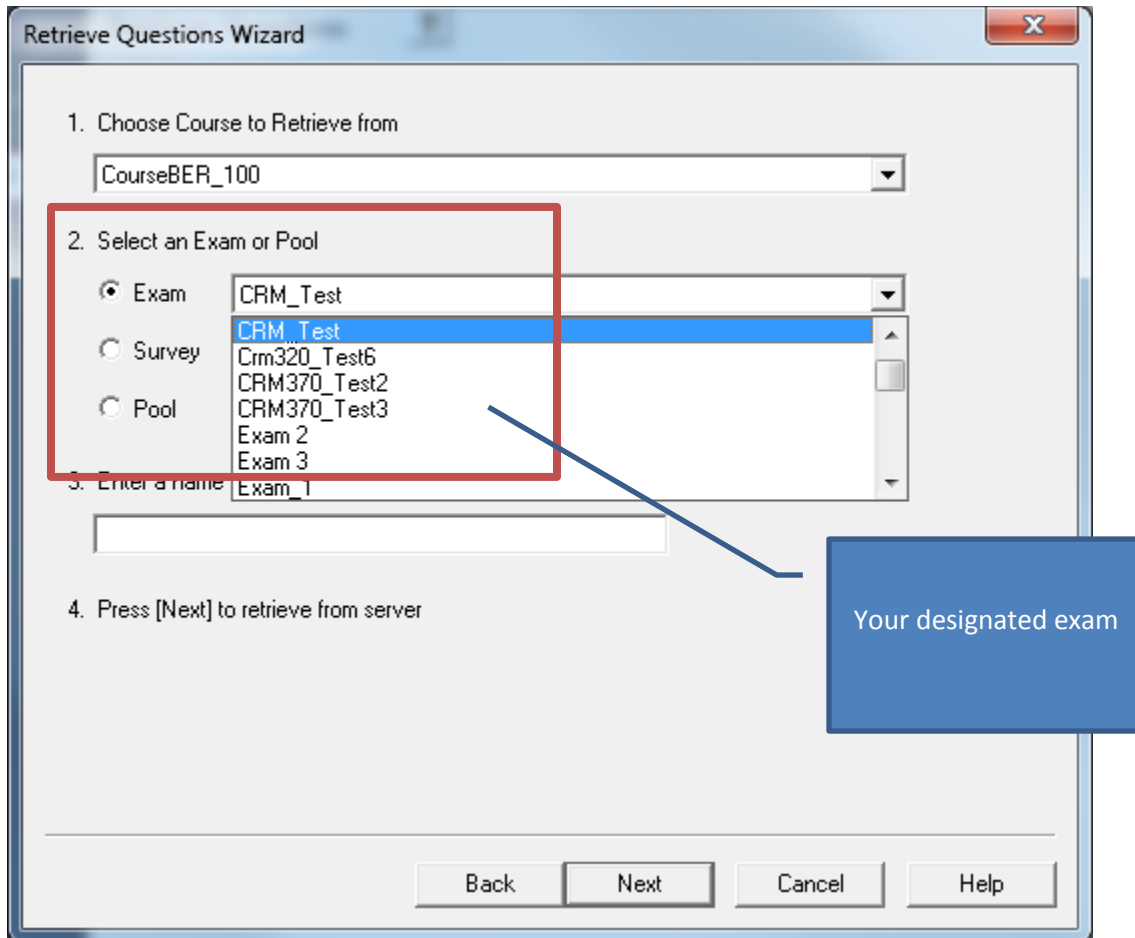

3. Enter your login information to connect to the Blackboard server.

4. From the next screen, choose the course where your exam resides.
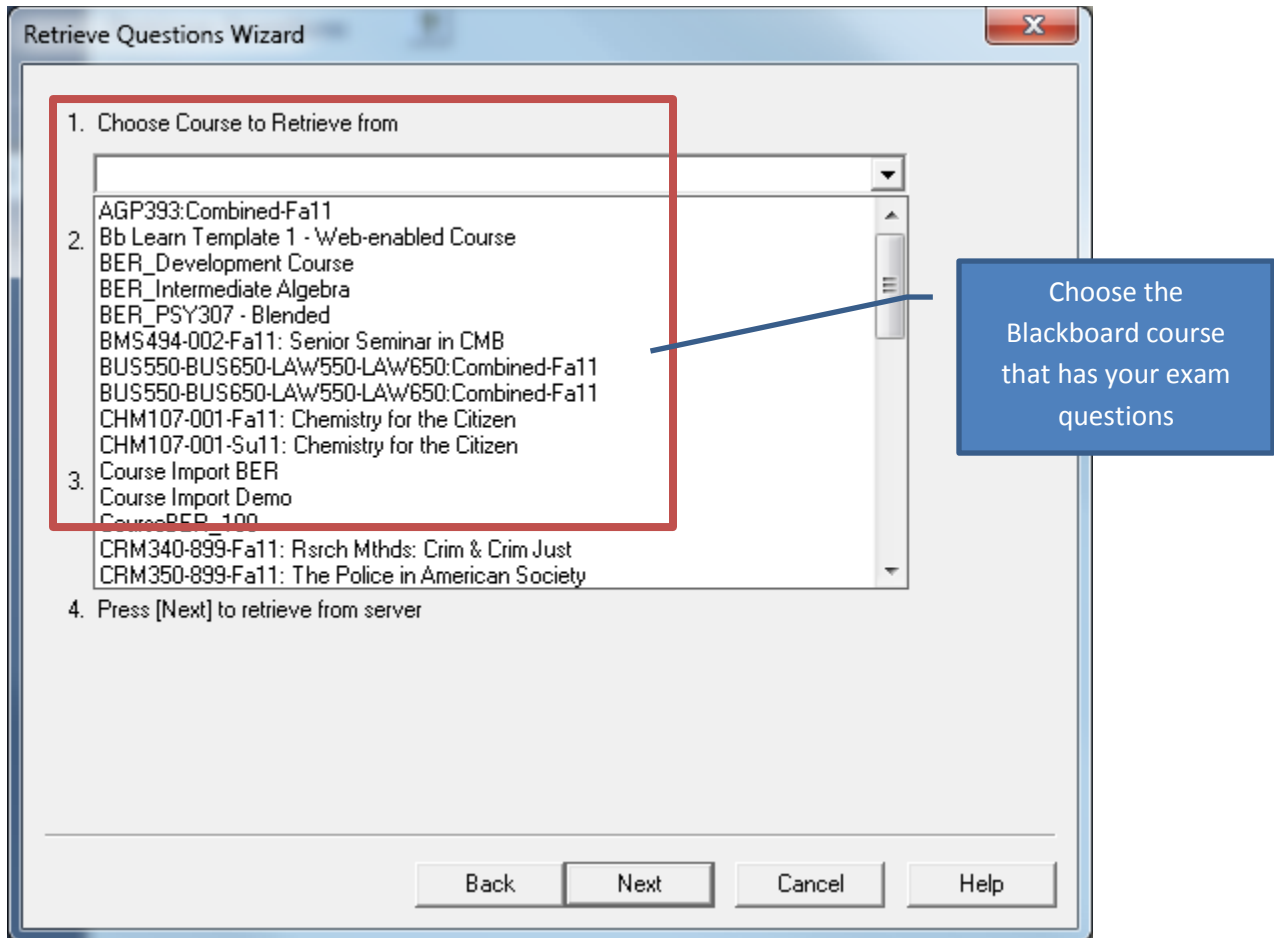
All courses in which you are the designated instructor will appear in the dropdown list. Choose the specific course where your exam resides.

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.

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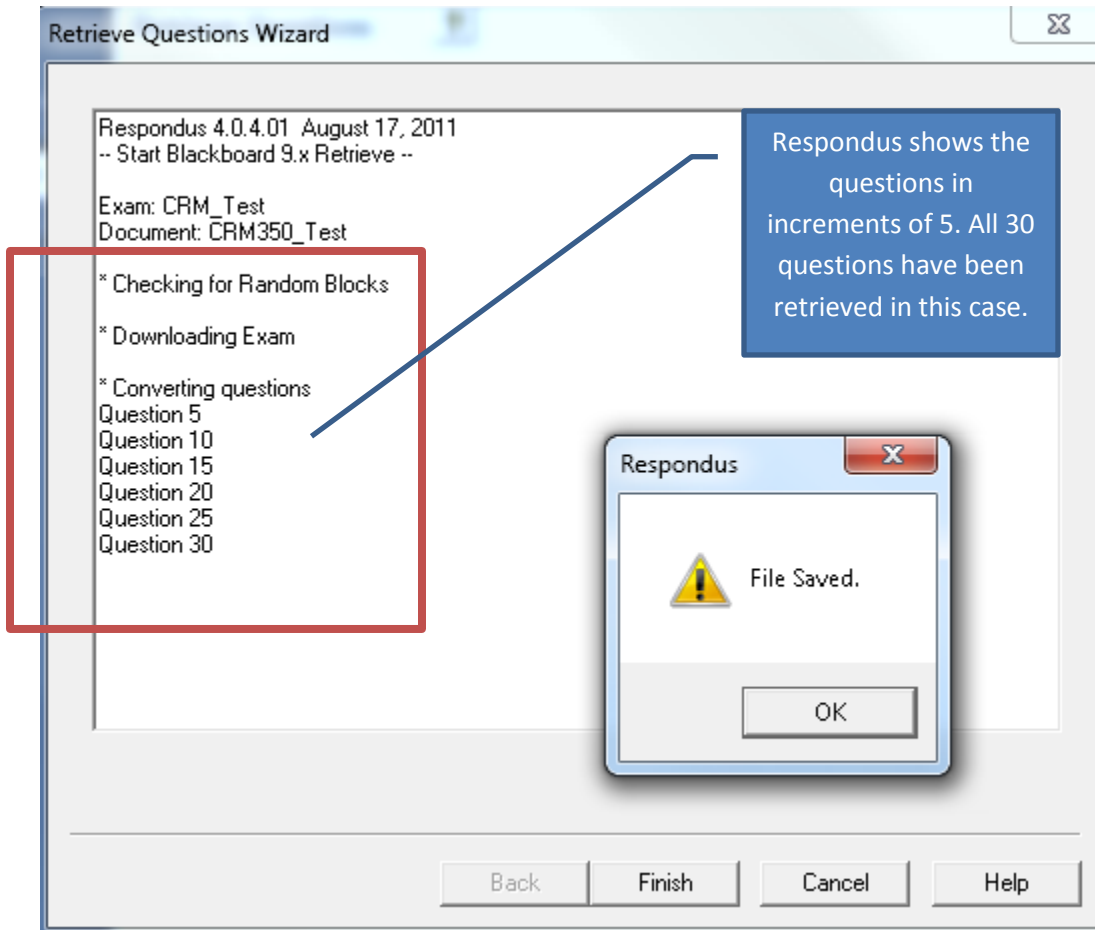
A popup with the message "File Saved" will appear indicating download has successfully completed. If there are any errors in the download, the "Retrieve Questions Message" screen will show the errors. Restart through the retrieval process to correct the errors.

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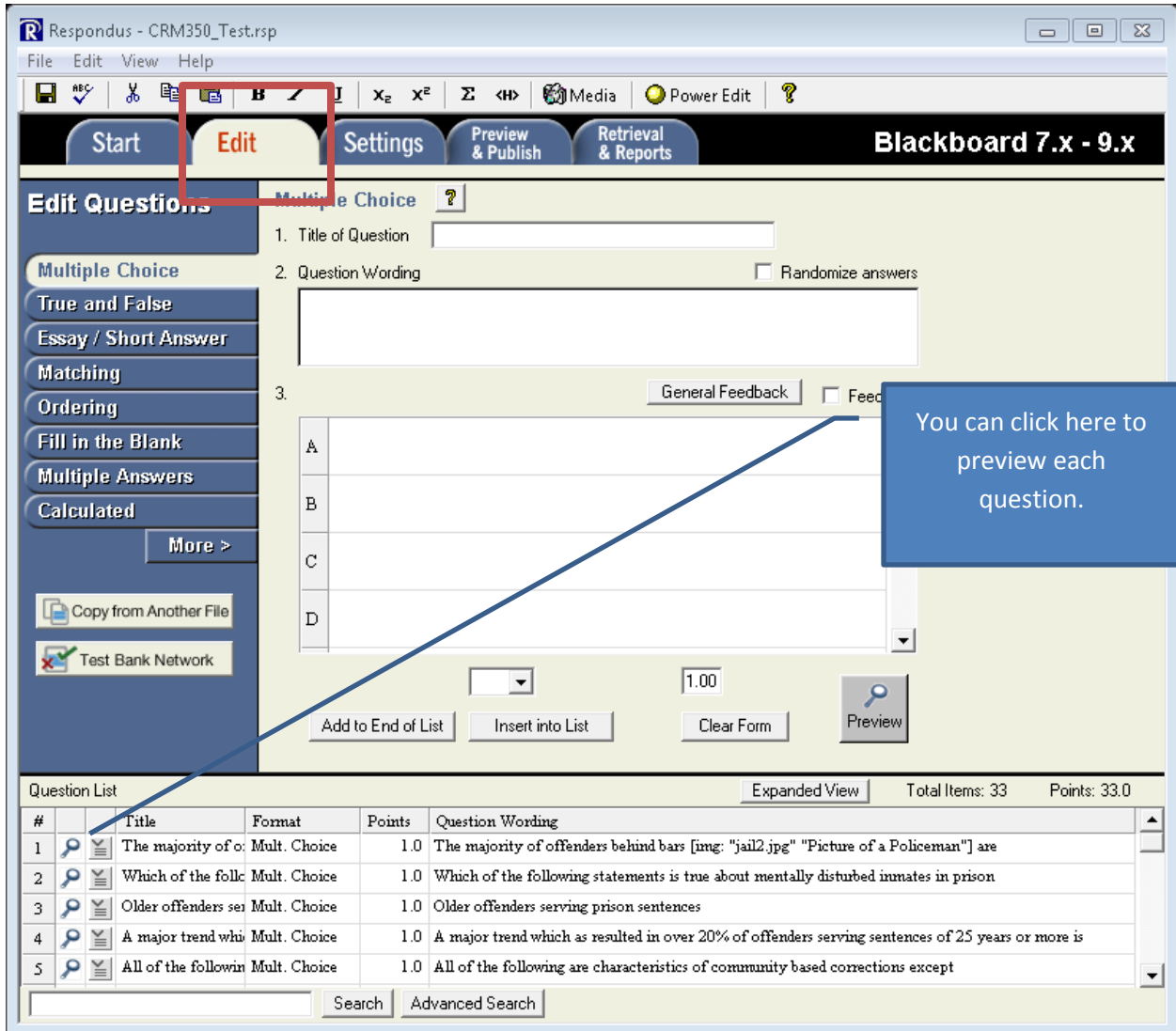
You can preview each question, as well as edit each question for accuracy.

9. To download the exam questions into a Word document, click on the tab "**Preview & Publish"**.
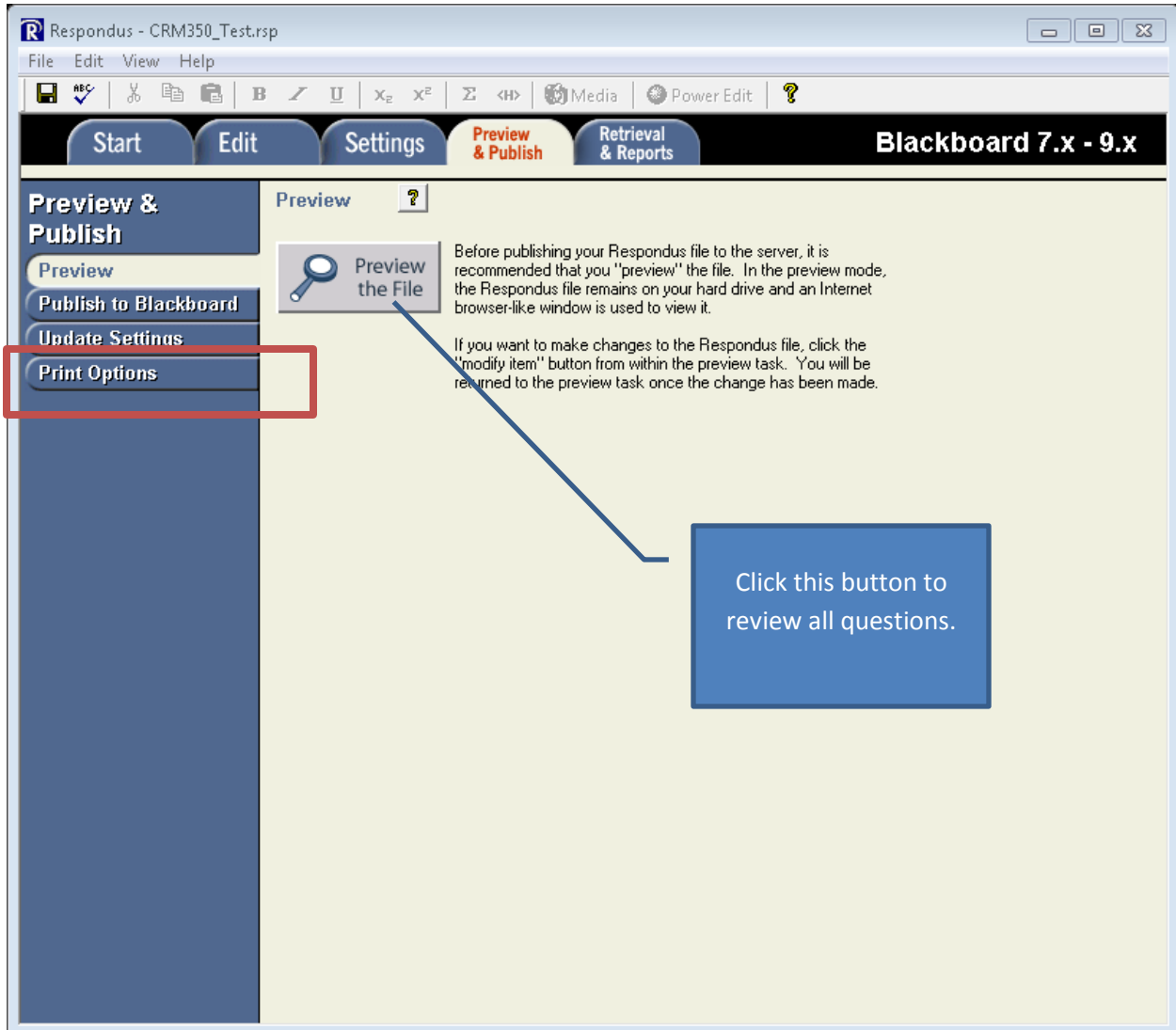
Here you will be able to print the exam questions or save as a Word document.

Click the button "**Print Options**".

10. Click the button "**Print Options**".

✓ 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.

```
Preview                                                                              ⊠

 Copy to Clipboard                                                           OK

1. The majority of offenders behind bars [img: "jail2.jpg" "Picture of a Policeman"] ▲
are

        a. Young males
        b. Mentally ill
        c. Not likely to be recidivists
        d. All of the above

Answer:  _____



2. Which of the following statements is true about mentally disturbed inmates in
prison

        a. The majority are not guilty by reason of insanity                        ▼
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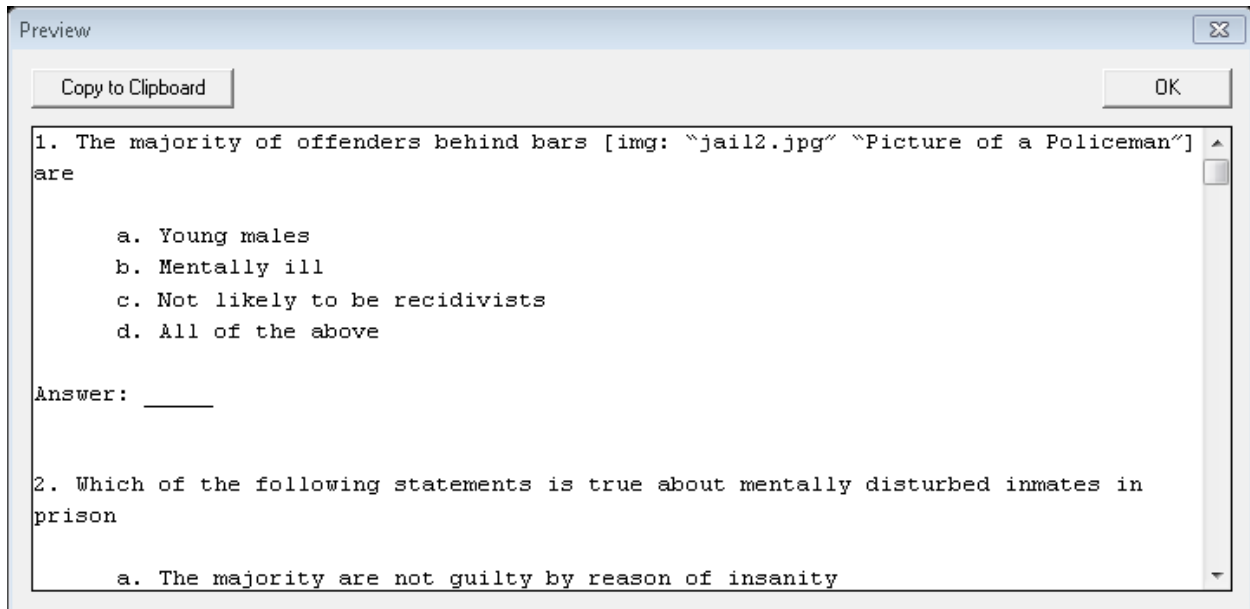
12. By clicking on the button "**Send to Printer**", the document will be sent directly to your configured printer. Click "**OK**" to print.

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Print                                                               ⊠

 ┌ Printer ─────────────────────────────────────────────────┐
 │ Name:     HP Universal Printing PCL 6        ▼   Properties... │
 │ Status:   Ready                                           │
 │ Type:     HP Universal Printing PCL 6                     │
 │ Where:    USB001                                          │
 │ Comment:                                                  │
 └──────────────────────────────────────────────────────────┘

 ┌ Print range ──────────────┐  ┌ Copies ─────────────────┐
 │ ⦿ All                     │  │ Number of copies:  1  ⬍  │
 │ ○ Pages  from:    to:     │  │                          │
 │ ○ Selection               │  │  1¹  2²  3³   □ Collate   │
 └───────────────────────────┘  └──────────────────────────┘

                                        OK        Cancel
```
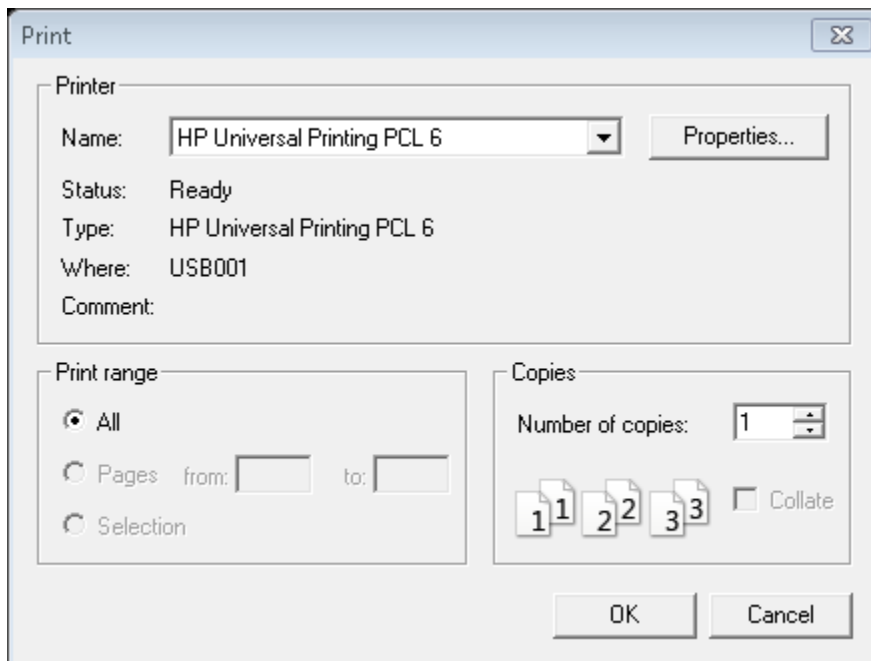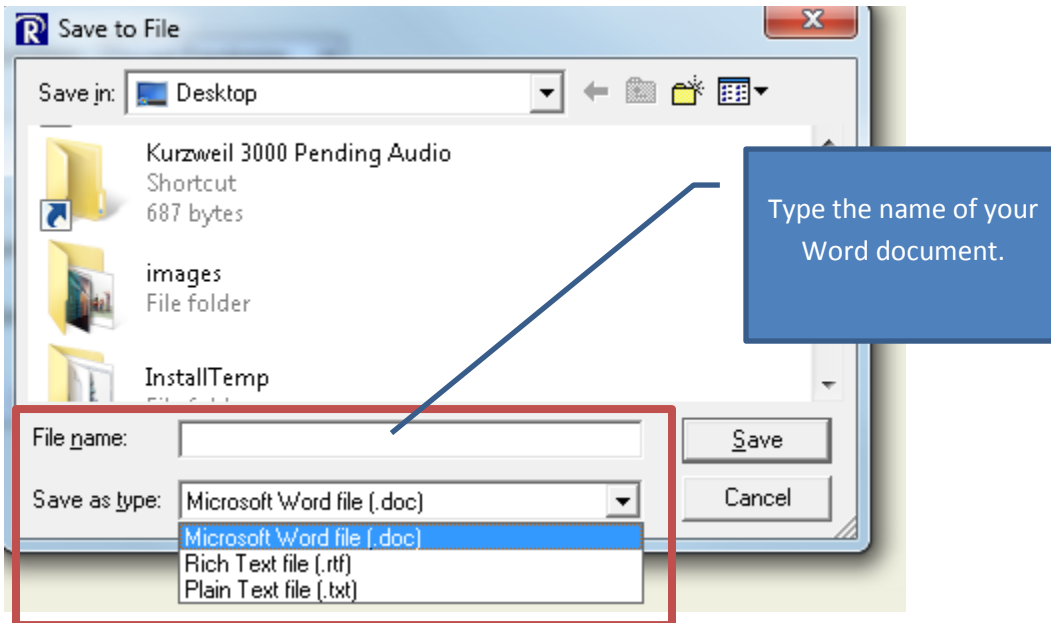
13. To save the exam document as a Word file, click the button "**Save to File**".

Type the name of your Word document.

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.