

# Printing a Blackboard Test through Respondus

## Intermediate

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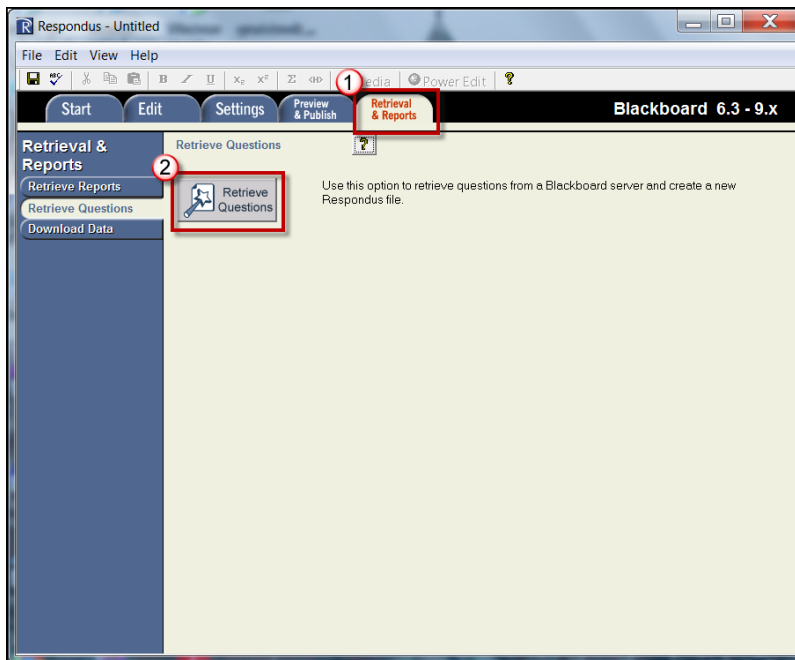
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**Note:** Follow the instructions in the Installing & Configuring Respondus document to setup your server connection before attempting to Retrieve Questions.

### Retrieving the Questions

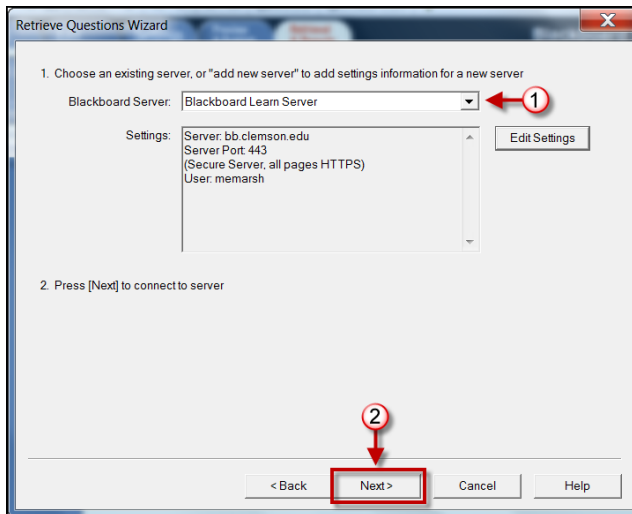
To retrieve or import your Blackboard Learn test questions into Respondus:

1. Double-click the Respondus 4.0 Campus-Wide icon on your desktop or through the Windows Start menu. Respondus will open and display the Start page.
2. Click the **Retrieval & Reports** tab.

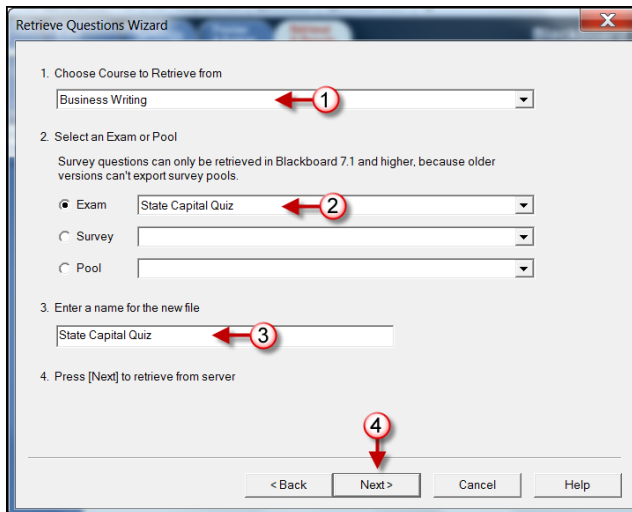


3. Then click the **Retrieve Questions** button.
4. The Retrieve Questions Wizard is displayed.

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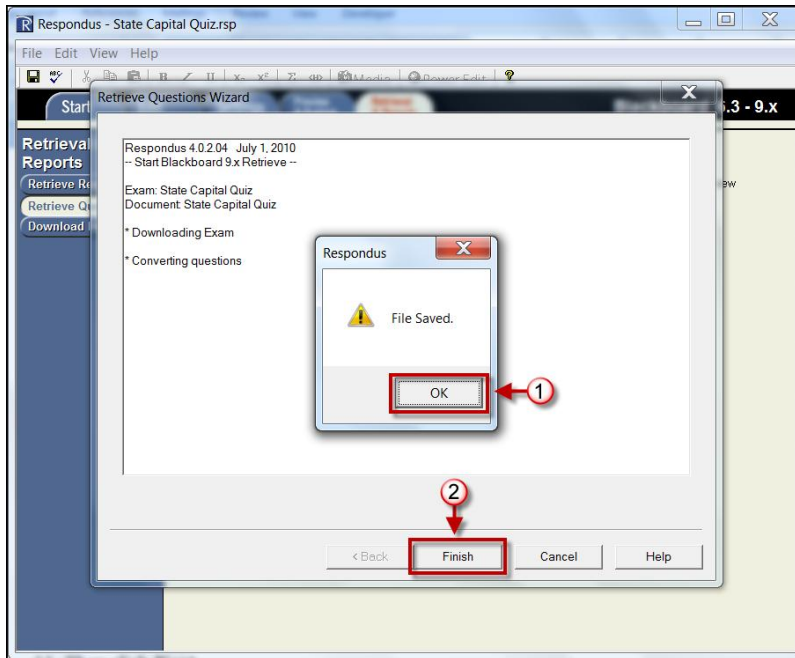


5. Select the **Blackboard Server** to download the test from.
6. Then click **Next**.
7. Select the Blackboard Course or Workgroup where the test resides from the **Choose Course to Retrieve from** drop down list.



8. Select the **Exam** radio button.
9. Then select the Quiz/Exam/Test to download from the available drop down list.
10. **Enter a name for the new file** in the field provided.
11. Then click **Next**. The test will begin downloading.

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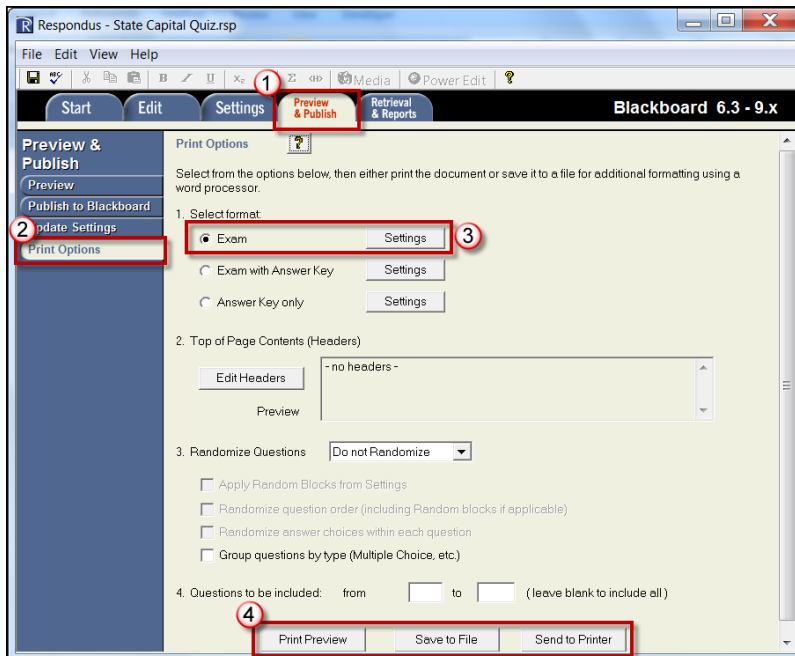
12. Once the file has completed downloading, click the **OK** button.

13. Then click the **Finish** button.

## Printing the Test through Respondus

To print the test through Respondus:

1. Once you complete the steps for Retrieving the Questions, click the **Preview & Publish** tab.

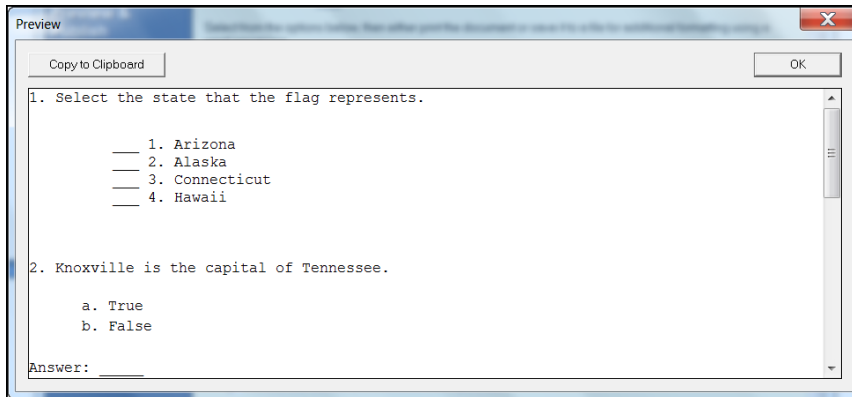


2. Then click the **Print Options** tab.

## Option A – Print Preview

From the Print Options page:

1. Select the **Exam** radio button to print only the exam.
2. Select the **Exam with Answers** to print the exam with the answers.
3. Select the **Answer Key Only** to print the answers only.
4. Then click the **Print Preview** button to see what the test will look like when it is printed.



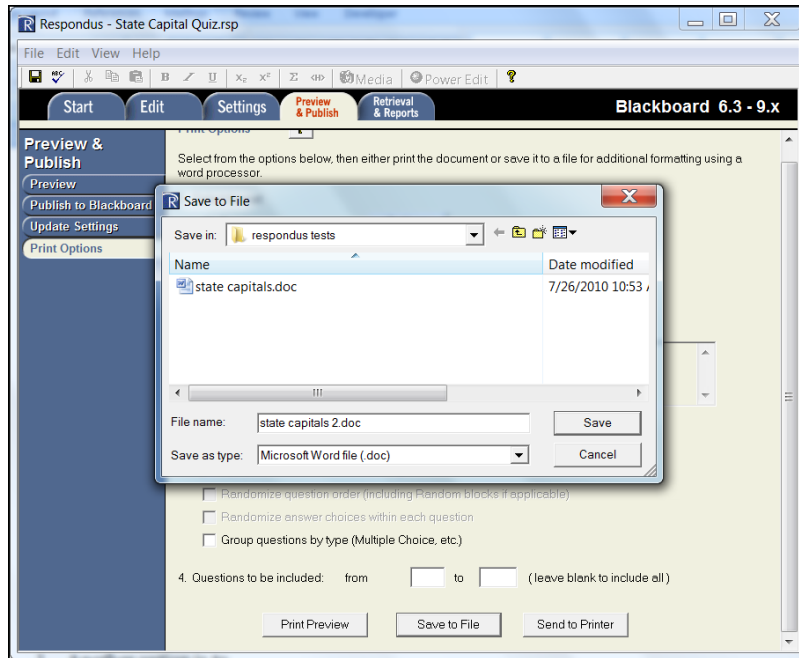
5. From the Preview screen you can click **Copy to Clipboard** and then paste the text of the test into a word processing document.
6. You can click **OK** to return to the Print Options page.

## Option B – Save to File

From the Print Options page:

1. Select the **Exam** radio button to print only the exam.
2. Select the **Exam with Answers** to print the exam with the answers.
3. Select the **Answer Key Only** to print the answers only.
4. Then click the **Save to File** button.

## Printing a Blackboard Learn Test through Respondus



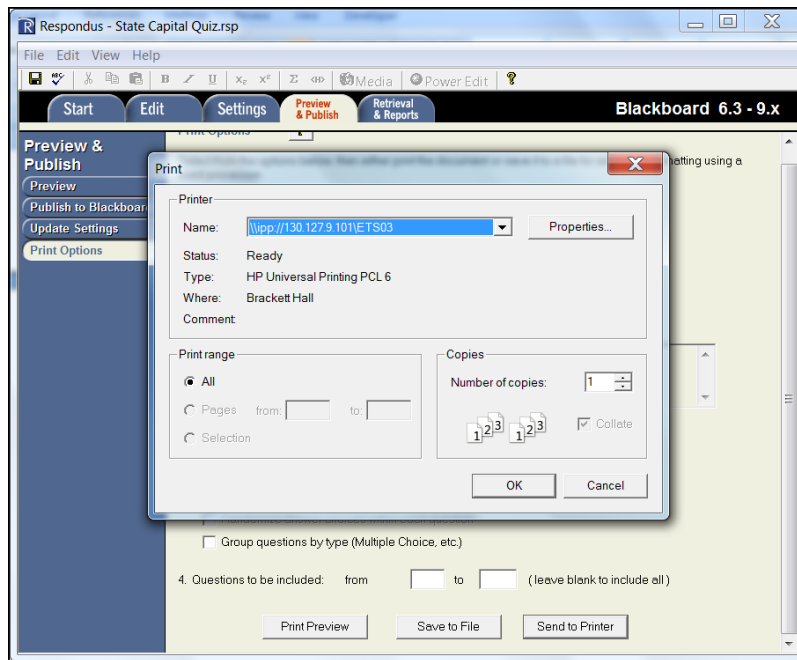
5. Enter a name for the document in the **File Name** field.
6. From the **Save as type** drop down list, select the file format to save the test/quiz. The options are: Microsoft Word file (.doc), Rich Text file (.rtf), or Plain Text file (.txt).
7. Then click the **Save** button.

### Option C – Send to Printer

From the Print Options page:

1. Select the **Exam** radio button to print only the exam.
2. Select the **Exam with Answers** to print the exam with the answers.
3. Select the **Answer Key Only** to print the answers only.
4. Then click the **Send to Printer** button.

## Printing a Blackboard Learn Test through Respondus



5. The Print dialog box is displayed.
6. Select the **Name** of the printer to use.
7. Then set your **Print Range** and **Copies**.
8. Click **OK**.