

Retrieve and Print Tests from Blackboard

Respondus allows the easy retrieval of tests, surveys, or pools from a Blackboard course. The file can be saved or printed, and can include the answer key.

PART 1: Retrieve the Questions

1. Open Respondus.
2. On the **Retrieval and Reports** tab select the **Retrieve Questions** button to start the Retrieve Questions Wizard.

The screenshot shows the Respondus software interface. The 'Retrieval & Reports' tab is active, and the 'Retrieve Questions' button is highlighted with a red box. A text box explains that the first time you use Respondus, you need to set up the connection to Blackboard using the 'Edit Settings' option. Below this, the 'Retrieve Questions Wizard' dialog box is shown with the 'Next' button highlighted in red.

Retrieval & Reports

Retrieve Reports

Retrieve Questions

Download Data

Retrieve Questions

Use this option to retrieve questions from a Blackboard server and create a new Respondus file.

The first time you use Respondus, you will need to set up the connection to Blackboard using the Edit Settings option.

Retrieve Questions Wizard

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

Blackboard Server: Blackboard

Settings: Server: blackboardlearn.tarleton.edu
Server Port: 443
(Secure Server, all pages HTTPS)
User: dsudman

Edit Settings

2. Press [Next] to connect to server

Back Next Cancel Help

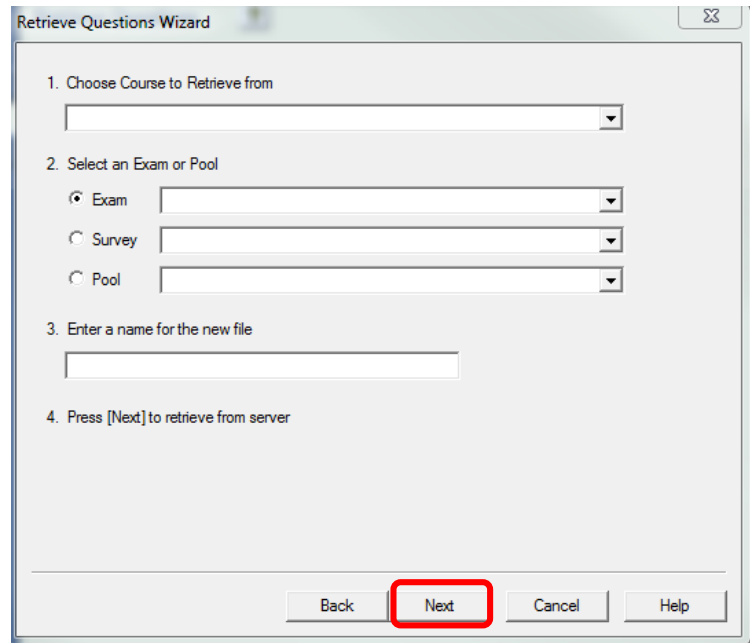
3. Make sure the server information is correct and select **Next** to continue.

1. Select the course from your list of Blackboard courses using the drop down menu.

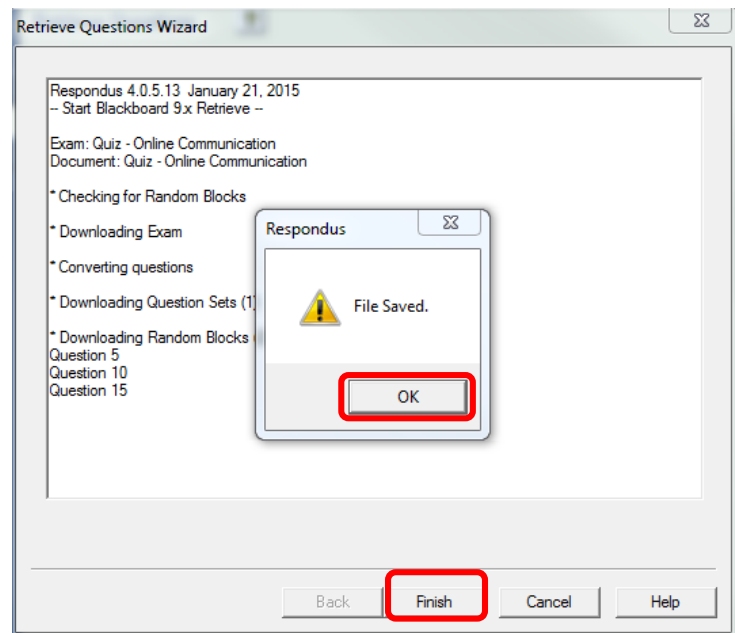
2. Select whether you are retrieving a test, survey, or pool, and then select the actual instrument using the dropdown menu in that section.

3. Enter a name for the new file.

4. Select **Next** to continue.



When the File Saved message appears, select **OK** and then **Finish**.



PART 2: Save and Print the File

On the Preview and Publish tab, select Print Options on the left menu.

1. Select whether you wish to have just the exam questions, questions with the answer key, or just the answer key. Use the **Settings** buttons to set your preferences.

2. Select **Save to File** to retain a copy.

3. The file is saved as a MS Word document. The formatting is often a bit messy, so before printing you may want to open the document and touch up the formatting.

