Convert a Respondus File to a Text File

By Ryan Hanley

When creating an exam on Respondus, it is possible to save the exam as a text file (Word document, Rich Text file, or Plain Text file) by going through the **Print Options**.
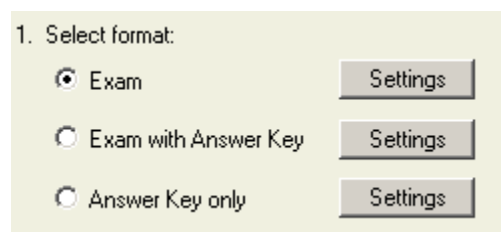
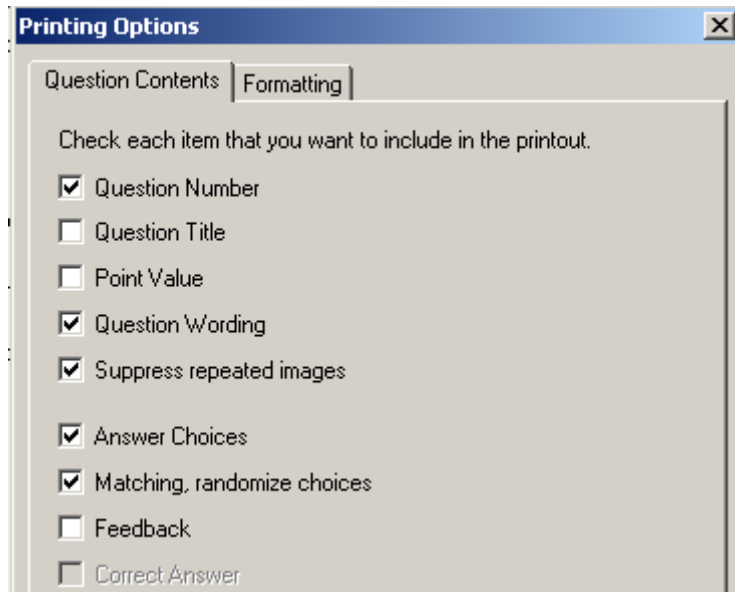Here is how to save an exam as a text file:

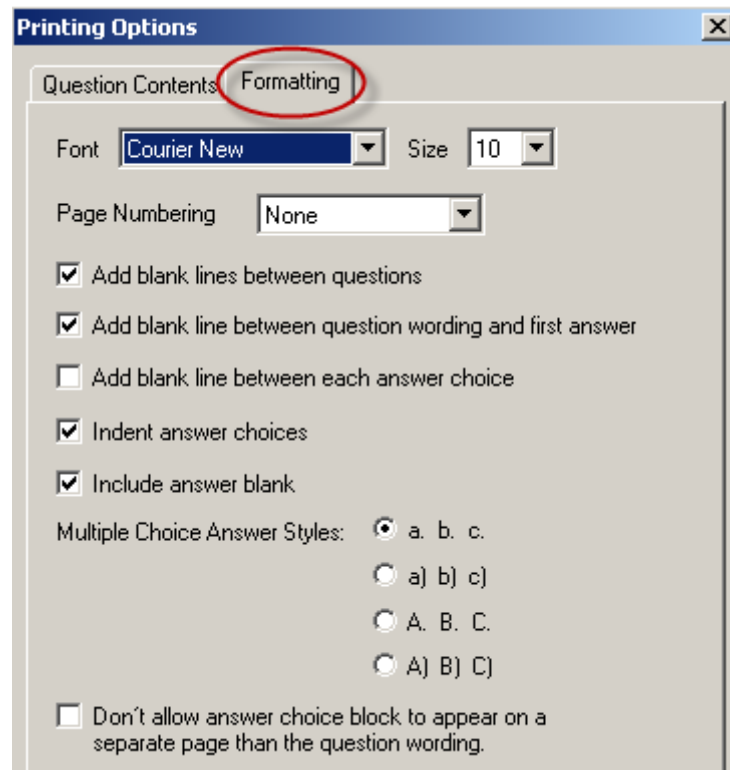1. While you have an exam open, click on the **Preview & Publish** tab.

2. Click on **Print Options**.

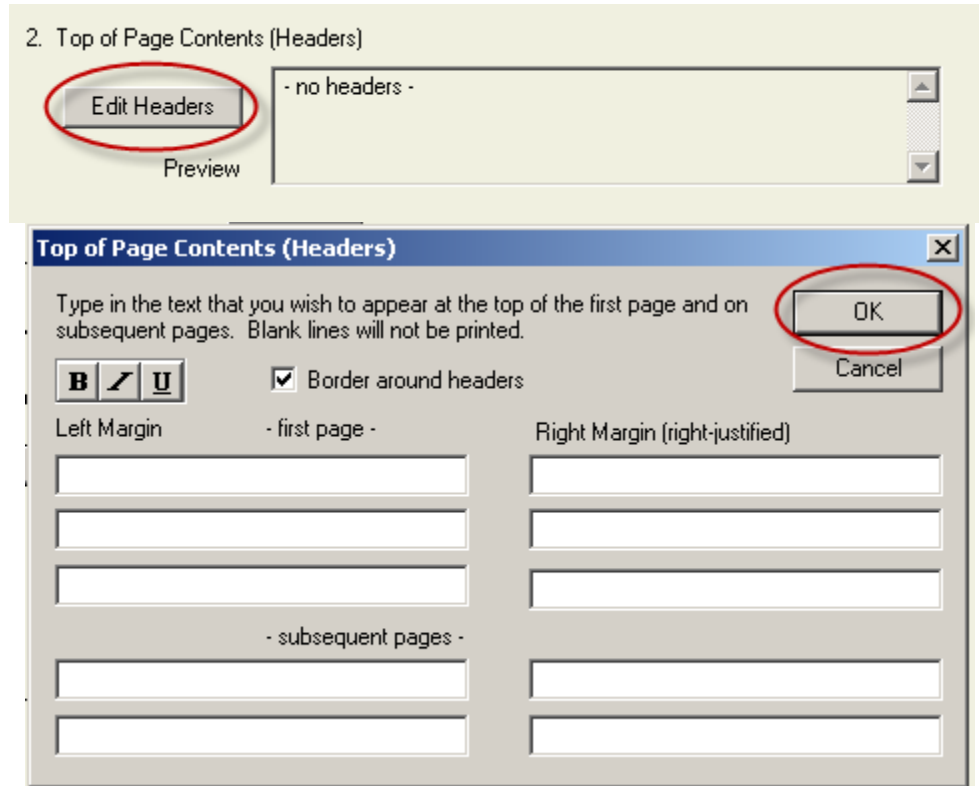3. Select the format you would like to save/print.

- Depending on the format, the **Question Contents** will vary in the **Settings**. However you can add and remove contents as you see fit by clicking **Settings** next to the format.
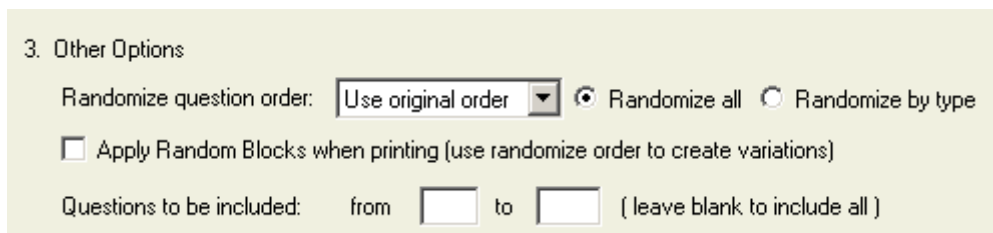

- You can also click the **Formatting** tab to adjust the formatting for the print/text version.
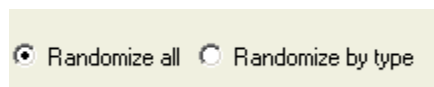
- Click **OK** to close the window.

- If you want to add headers, click on the **Edit Headers** button and fill out the information in the pop-up window. Click **OK** when finished.
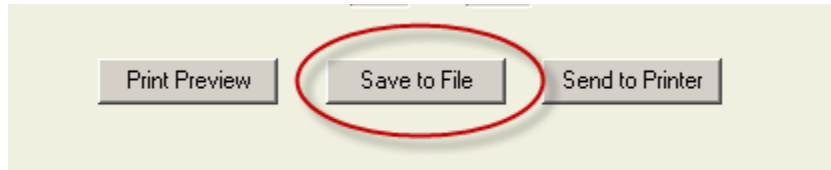

- You also have the options of randomizing the questions and excluding certain questions.
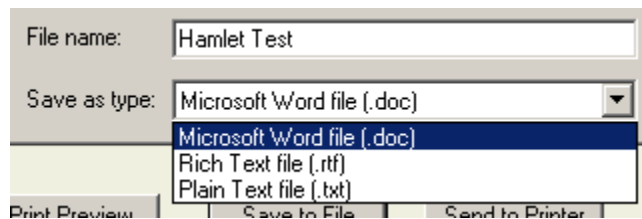

a. **Randomize all** will randomize every question, while **Randomize by type** will randomize questions, but keep all question types together (i.e. matching, essay, etc.).

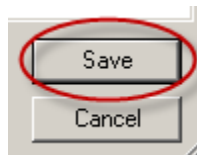Questions to be included: from 1   to 5   (leave blank to include all)

b. To exclude question, type in the question range that you would like to include. Leave the space blank to include all questions.
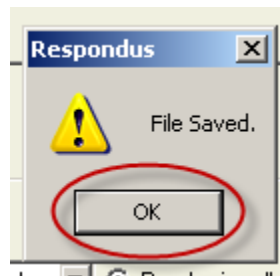
Print Preview   Save to File   Send to Printer

4. To save the file as a text document, click **Save to File**. You also have the options of a **Print Preview** and **Send to Printer**.

File name: Hamlet Test

Save as type: Microsoft Word file (.doc)
               Microsoft Word file (.doc)
               Rich Text file (.rtf)
               Plain Text file (.txt)
Print Preview   Save to File   Send to Printer

5. Name the file and choose a file type.

Save

Cancel

6. Click **Save**.

Respondus   ✕

⚠   File Saved.

OK

7. Click **OK** at the prompt.

1. Claudius is Hamlet's...

    a. Father
    b. Uncle
    c. Cousin
    d. Brother

Answer: _____

2. "Get thee to a _____"

    a. church
    b. priest
    c. sanctuary
    d. nunnery

Answer: _____

3. The skull Hamlet was holding belonged to...

    a. Yorick
    b. Osric
    c. Ophelia
    d. Romeo

Answer: _____

Your exam will now be in text form.