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.

Printing Options	X
Question Contents Formatting	
Check each item that you want to include in the printout.	
🔽 Question Number	
🗖 Question Title	
Point Value	
🔽 Question Wording	
Suppress repeated images	
Answer Choices	
🔽 Matching, randomize choices	
Feedback	
Correct Answer	

• 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.

F	Printing Options	×
	Question Contents Formatting	
	Font Courier New Size 10 💌	
	Page Numbering None	
	Add blank lines between questions	
	Add blank line between question wording and first answer	
	Add blank line between each answer choice	
	☑ Indent answer choices	
	Include answer blank	
	Multiple Choice Answer Styles: 📀 a. b. c.	
	🔘 a) b) c)	
	C A. B. C.	
	🔿 A) B) C)	
	Don't allow answer choice block to appear on a separate page than the question wording.	

• You can also click the **Formatting** tab to adjust the formatting for the print/text version.



• Click **OK** to close the window.

2. Top of Page Content	s (Headers)		
Edit Headers Preview	- no headers -		*
Top of Page Conten	ts (Headers)		×
Type in the text that y subsequent pages. B	you wish to appear at the top 31ank lines will not be printed Border around header	o of the first page and on I. s	OK Cancel
Left Margin	- first page -	Right Margin (right-justified)	
·			
1	- subsequent pages -		

• 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.

3. Other Opt	ions	
Randomi	ze question order:	Use original order 💌 📀 Randomize all 🔿 Randomize by type
🗖 Apply	Random Blocks w	hen printing (use randomize order to create variations)
Question	s to be included:	from to (leave blank to include all)

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

Randomize all	0	Randomize	by type
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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.).



b. To exclude question, type in the question range that you would like to include. Leave the space blank to include all questions.



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 Provinu	Save to File Sand to Printer

5. Name the file and choose a file type.



6. Click Save.



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

1 Claudius is Hamlet's
1. Claudius 15 namiet 5
a. Father
b. Uncle
c. Cousin
d. Brother
Answer:
2. "Get thee to a"
a. cnurch
c. sanctuary
d. nunnery
Answer:
3. The skull Hamlet was holding belonged to
of the phale names was notating setonged botte
a. Yorick
b. Osric
c. Ophelia
d. Romeo
Answer:

Your exam will now be in text form.