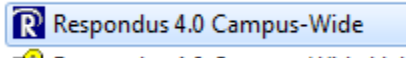
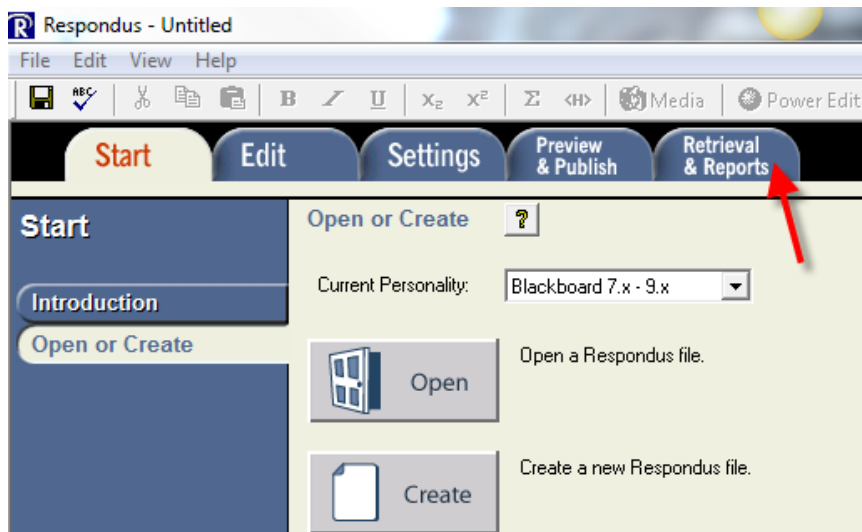


How to Print and Save Your Blackboard Tests

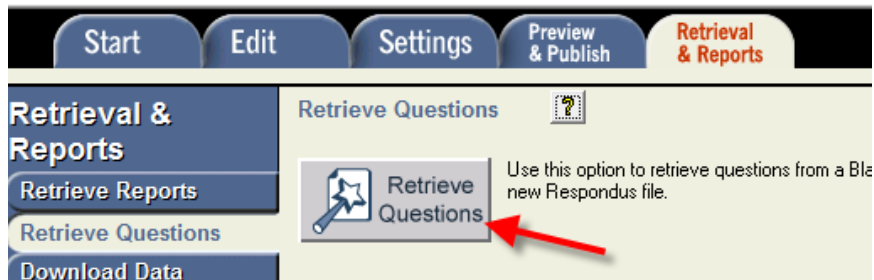
By Scott Badger



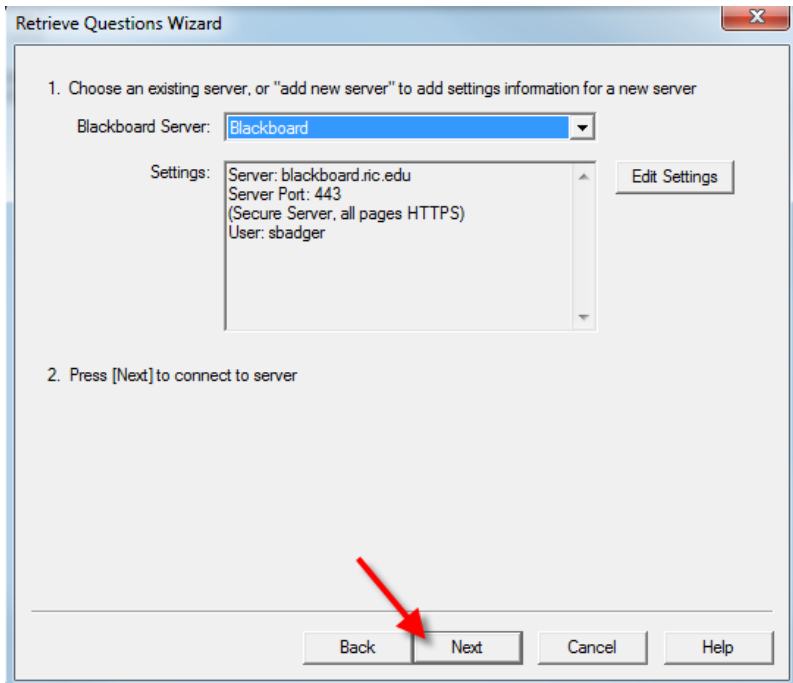
1. Start Respondus.



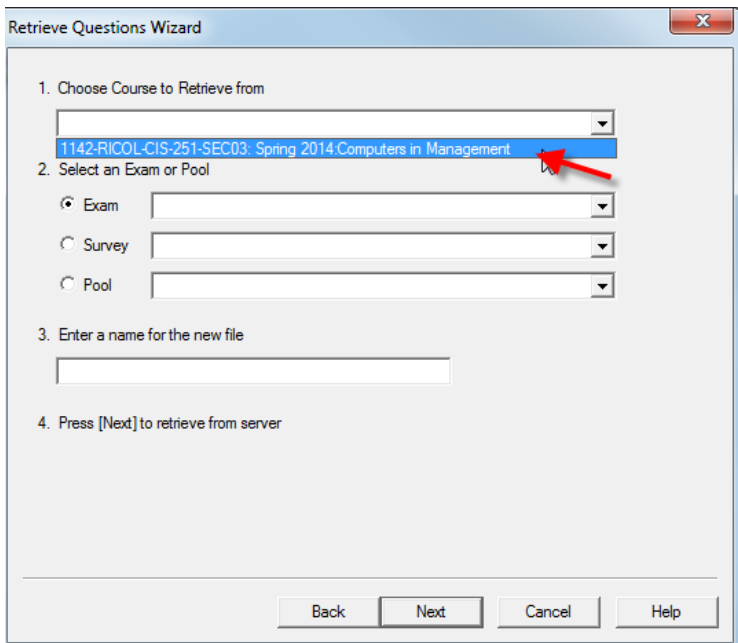
2. Click the Retrieval & Reports tab.



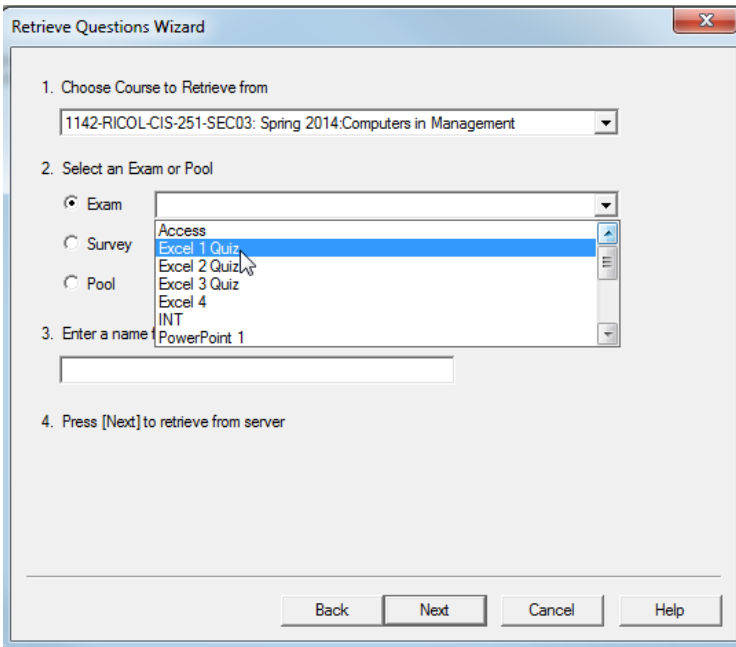
3. Click Retrieve Questions.



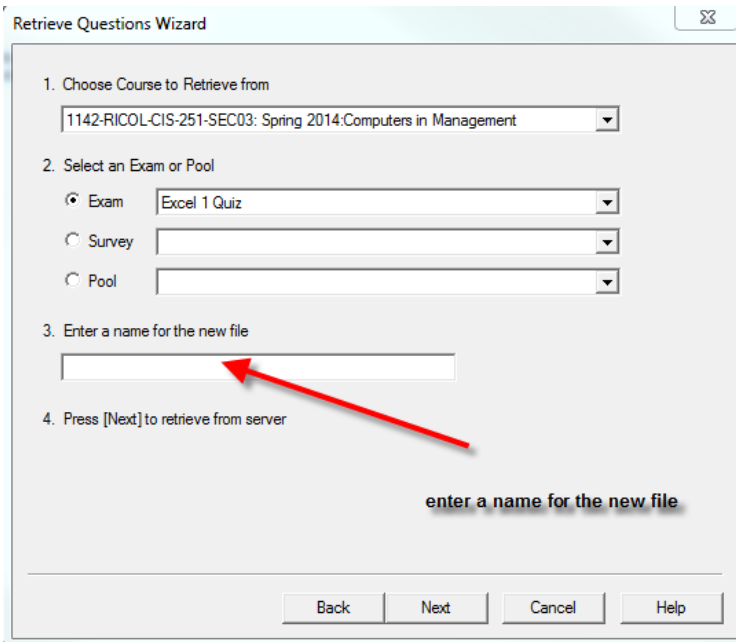
4. Click Next.



5. Select your available course. (Note: You will not see any of your unavailable courses from the drop down list.)

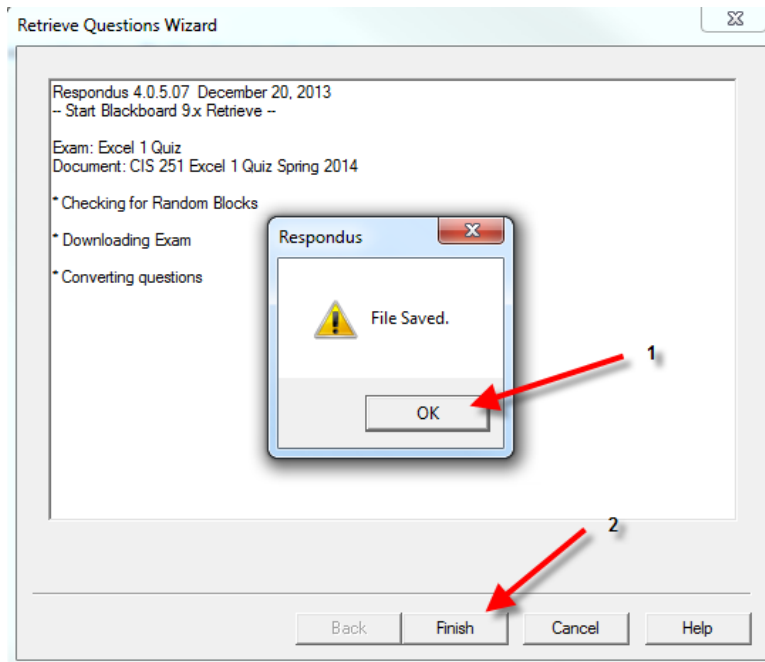


6. Select the quiz/test from the drop down list.

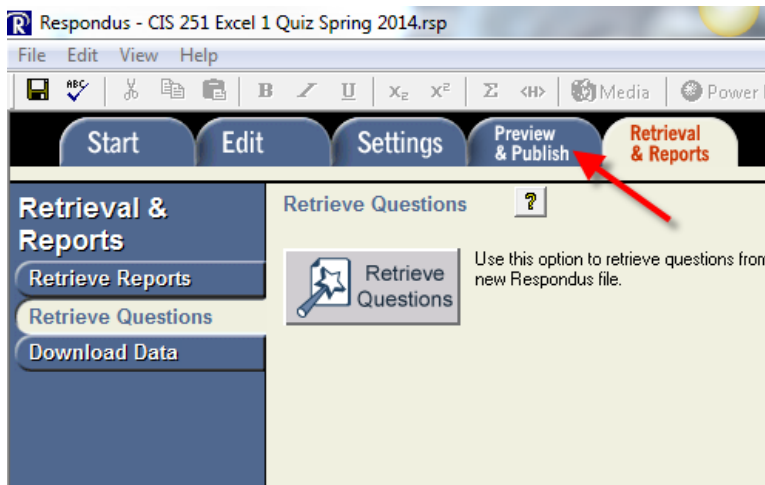


7. In step 3 – Enter a name for the new file.

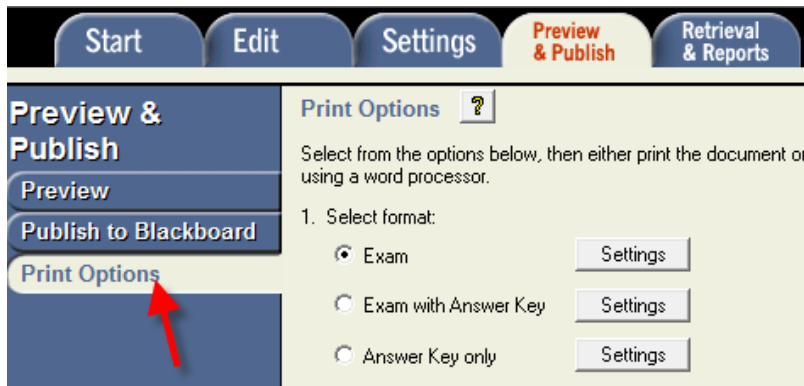
8. Click Next.



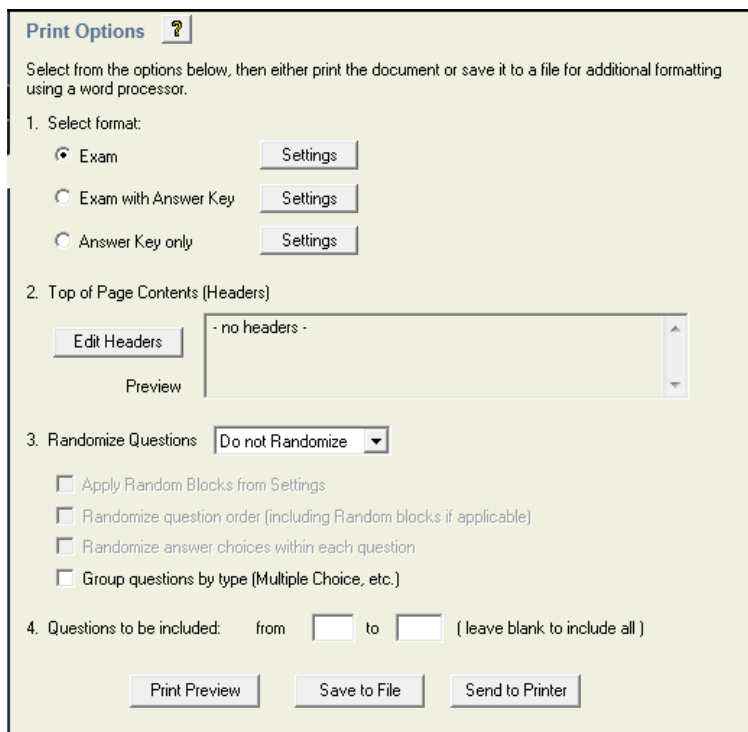
- 9. Click Ok.
- 10. Click Finish.



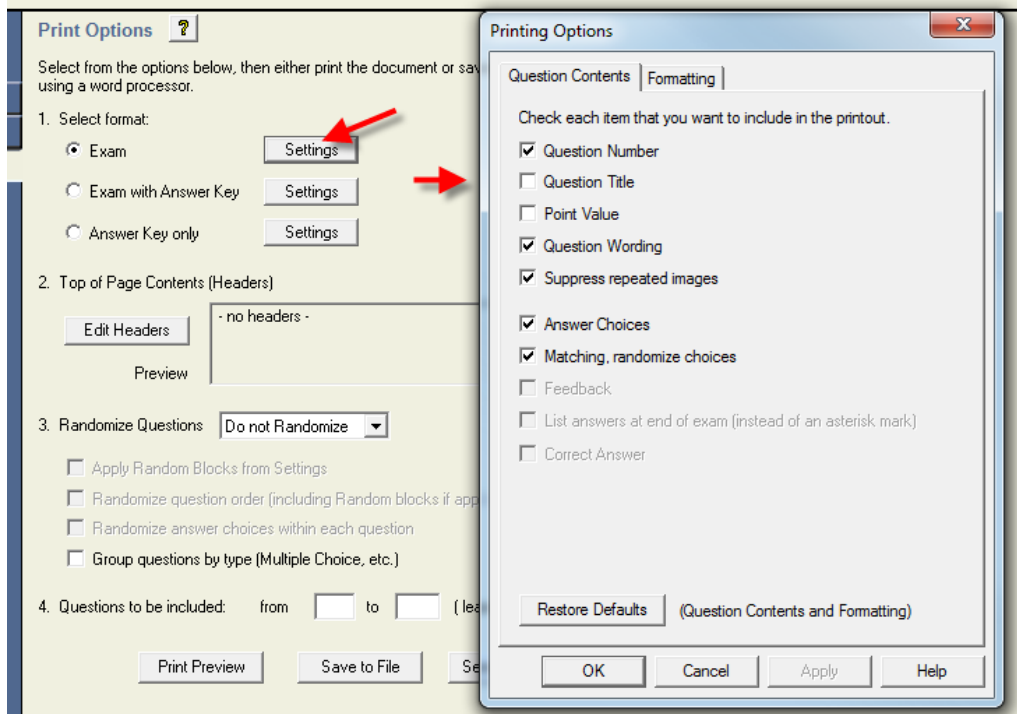
- 11. Click the Preview & Publish tab.



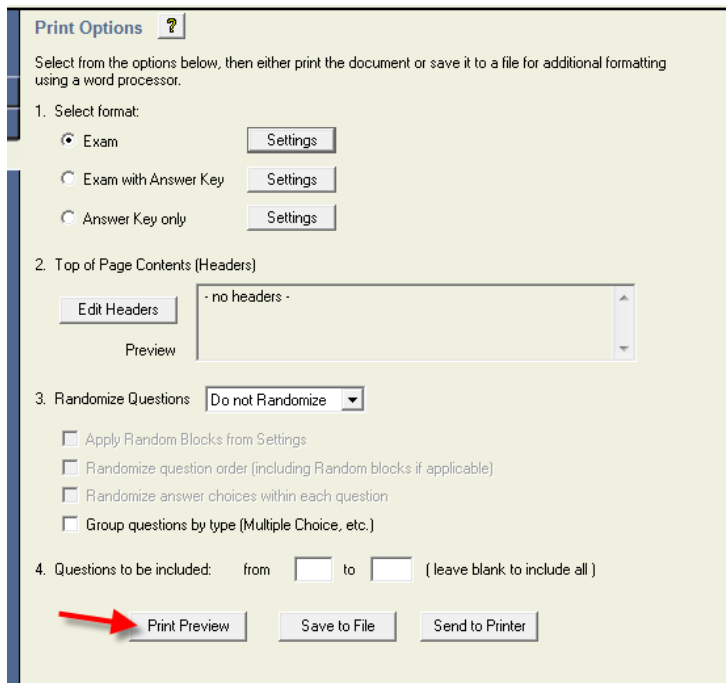
12. Click Print Options.



13. In step 1, select the format
- Exam
 - Exam with Answer Key
 - Answer Key only



14. (Optional) Click the Settings button associated with the format you have selected.



15. (Optional) Click the Print Preview to see what the file will look like.

Print Document

Print Options ?

Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.

1. Select format:

- Exam
- Exam with Answer Key
- Answer Key only

2. Top of Page Contents (Headers)

- no headers -

Preview

3. Randomize Questions

- Apply Random Blocks from Settings
- Randomize question order (including Random blocks if applicable)
- Randomize answer choices within each question
- Group questions by type (Multiple Choice, etc.)

4. Questions to be included: from to (leave blank to include all)

1. Click Send to Printer.

Print

Printer

Name:

Status: Toner low; 0 documents waiting

Type: HP LaserJet P4010_P4510 Series PCL 6

Where: HMTC Faculty Area

Comment: HMTC Faculty Area

Print range

- All
- Pages from: to:
- Selection

Copies

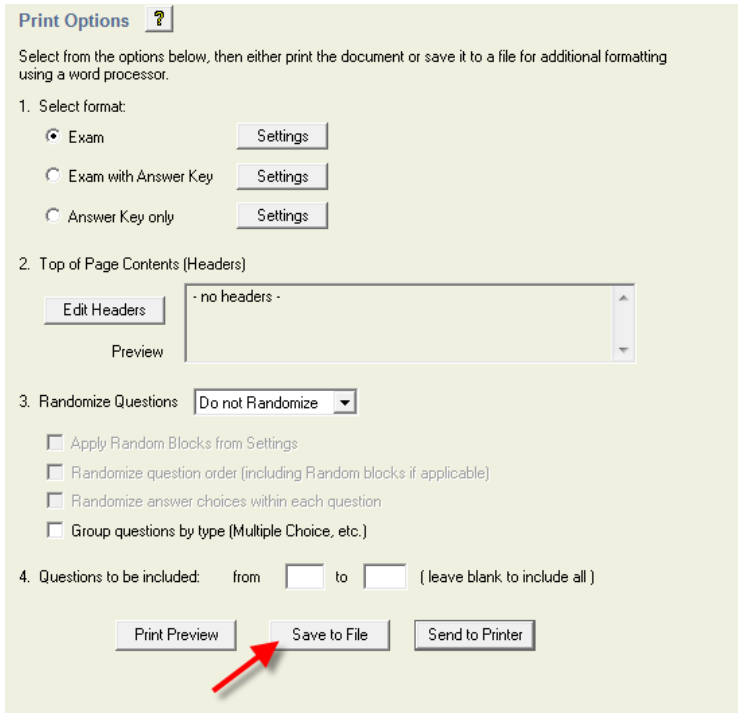
Number of copies:

Collate

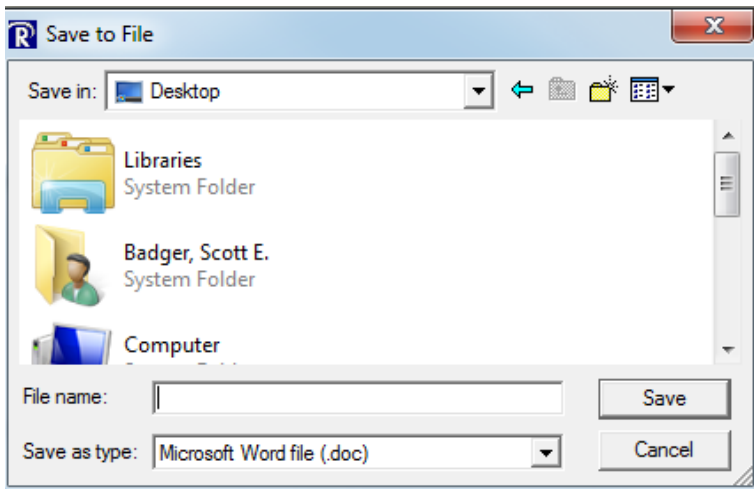
2. Click Ok.

Save to File

Note: If your quiz or test includes images, the images maybe too large and could be cut off on the printed copy and file. It is strongly recommended that you save to a file and then decrease the images sizes.



1. Click Save to File.



2. Select the save in location and then enter in a file name.
3. Click Save.
4. Click Ok.