The Archive Wizard

By Ryan Hanley



The **Archive Wizard** allows you to create a **Respondus archive file**. This file is a compressed version of an exam, and it includes all questions, media, and equations associated with the exam. Archiving a file is not only useful for saving disk space, but for sending the file in email or saving the file to a flash drive as well.

Using the Archive Wizard

Follow these steps to use the Archive Wizard:



1. From the **Start** tab, click **Archive Wizard**.

	Name	Date	E		
	<u>R</u> Exam	9/30/09_04:26 PM			
	R Exam 2	9/30/09 04:43 PM	Imported from: Hamlet Test.doc		
(麗 Hamlet Test 🌖	10/09/09 12:32 PM			
	Respondus Introduction	3/10/05 12:16 PM	Type: Test		
	<u> R</u> Test 1	9/25/09 11:33 AM	5 Questions		
	<u>R</u> Test 2	9/25/09_01:22 PM	c:\Respondus Projects\Hamlet Test\Hamle		
	R World History	9/30/09 11:20 AM	Test.rsp		
			Last Modified: 10/09/09 12:32 PM File Created: 10/09/09 12:32 PM		
			Size: 7 K		
	•	•	J		
Hamlet Test					
_					
	< Back (Next > Cancel				

2. Click on the exam you would like to archive, then click **Next**.

Archiving this Respondus file:				
c:\Respondus Projects\Hamlet Test\Hamlet Test.rsp				
The archive file will be saved to the location shown below. To choose a different nan location, click the [Browse] button.				
Browse] c:\Respondus Projects\Archives\Hamlet Test.rsa				
< Back Next > Cancel				

3. Verify the file name and location, and then click **Next**. If you want to change the file name or location, click **Browse**.

lotes					
Archive file created.					<u></u>
The archive file can	be copied to diske	ette or e-mailed to	o another Respon	dus user.	
The archive file can 'Archive'' tab, and (on the hard drive.)					vhere
in the hald drive.)					<u> </u>

4. Verify that the file was created, and then click **Finish**.

Open an Archive File

Follow these steps to open an archive file:



1. From the **Start** tab, click **Open**.



2. Click Archive.

Name Date Hamlet Test 10/09/09 04:16 PM	Selected File C:\Respondus Projects\Archives\Hamlet Test.rsa Archive Created: 10/09/09 04:16 PM Size: 2 K
Hamlet Test	Open Cancel Search

3. Click on the archive file, and then click **Open**.



4. The Respondus file will be restored to the given location. Press **OK** to close the window.

Open Respondus	File		×
Open Respondus Projects Archive Browse	File Name R Exam R Exam R Exam 2 R Hamlet Test Bespondue introduction R Test 1 R Test 2 R World History	Date 9/30/09 04:26 PM 9/30/09 04:43 PM 10/09/09 12:32 PM 3/10/05 12:16 PM 9/25/09 11:33 AM 9/25/09 01:22 PM 9/30/09 11:20 AM	Selected File Selected File Imported from: Hamlet Test.doc Type: Test CMS Personality: Blackboard 6.3 - 9.x 5 Questions c:\Respondus Projects\Hamlet Test\Hamlet Test.rsp Last Modified: 10/09/09 12:32 PM File Created: 10/09/09 12:32 PM
Download Test Bank		•	
	Hamlet Test		Open Cancel Search

As you can see, the archive file will restore the full Respondus file, which can now be opened and utilized.

Rename or Replace	×		
There is already a folder in Respondus Projects with the same name as the folder that you are restoring.	OK Cancel		
C Write over the existing folder. This will ERASE the current Re and replace it with the Respondus Archive contents.	spondus file,		
Restore to a different folder. The name of the Respondus file in the Archive will be changed to the name you enter below:			
Hamlet Test 2			

If the file already exists, you have the options of replacing the old file, or you can create a brand new file.