

Respondus

Convert from Blackboard to Word

1. Open **Respondus**.
 - This can be used to make a publisher's test bank, import it into Blackboard, and then back to Word to add feedback or editing.
2. Open the **Retrieval & Reports** tab.

Start Edit Settings Preview & Publish **Retrieval & Reports** Blackboard

Retrieval & Reports

Retrieve Reports
Retrieve Questions
Download Data

Retrieve Questions ?

Use this option to retrieve questions from a Blackboard 6.3+ server and create a new Respondus file. Survey questions can only be retrieved in Blackboard 7.1 and higher, because older versions can't export survey pools.

1. Choose Server DCE server

2. Choose Course (if more than 1) [COSS] Psyc250: Developmental Psychology

3. Select an Exam or Pool

Exam

Survey

Pool Test 1 Form A

4. Enter a name for the new file Final Form A2

5. **Retrieve** Status

3. Click **Retrieve Questions**.
4. Fill in the blanks using the arrow and type a unique name.
5. Click **Retrieve**.
6. Close the **File Saved** window.
7. Click on the **Preview & Publish** tab.

Respondus - Final Form B2

File Edit View Help

Save ABC Scissors Copy Bold / Underline X₂ X² Σ GLOBE Refresh <H> Power Edit ?

Start Edit Settings **Preview & Publish** Retrieval & Reports

8. Click **Print Options**.

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 -

3. Other Options

Randomize question order: Randomize all Randomize by type

Apply Random Blocks when printing (use randomize order to create variations)

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

9. Choose **Select Format: Exam with Answer Key** (for this answer format: *a. correct answer.)

- Leave **Top of Page Contents (Headers)** and **Other Options** as shown.

2. Click **Save to File**.

3. Choose a file name.