

Respondus 4.0 Campus-Wide: Retrieving a Digital Copy of a Test in Blackboard

Introduction

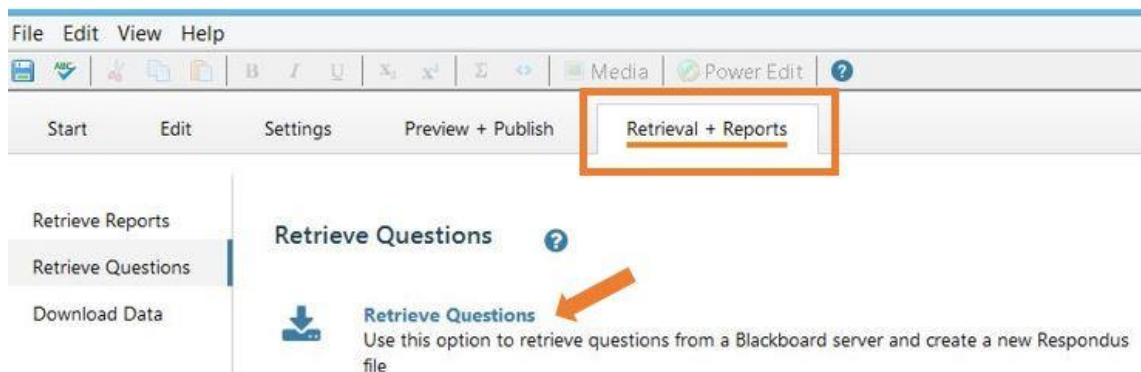
This document outlines the steps to follow to retrieve a digital copy (e.g. in Microsoft Word) of a test that was created in Blackboard using Respondus 4.0 Campus-Wide.

Notes:

- For questions related to obtaining a current version of the Respondus 4.0 Campus-Wide software, contact [IT Services](#)
- For training, contact teachingandlearning@ontariotechu.ca

A. Accessing Retrieval & Reports Options

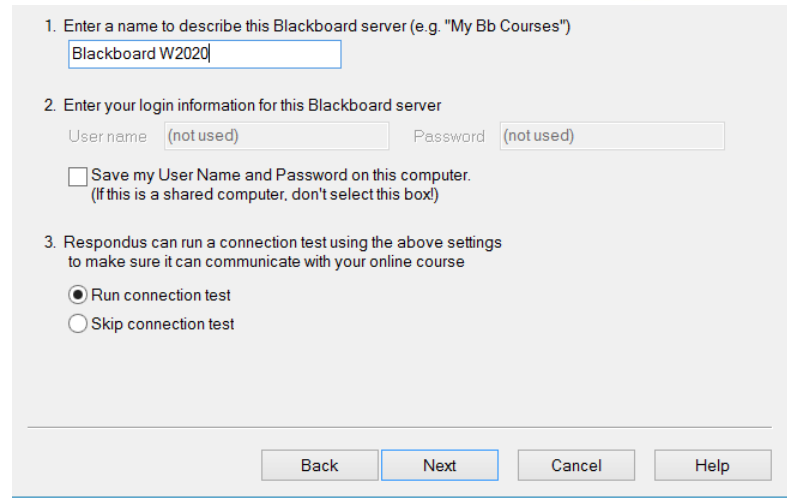
1. In your Windows Start Menu, search for “Respondus 4.0 Campus-Wide”
2. Select the **Retrieval & Reports** tab near the top of the page
3. Select **Retrieve Questions**



B. Configuring Server Settings

*This is only required the first time you use Respondus 4.0 Campus-Wide. Skip to part C (below) if you have previously configured server settings.

1. Next to Blackboard Server, select **Add New Server** in the drop-down menu (**you may be asked to choose the particular ‘personality’ – select Blackboard Server*)
2. Select **‘Yes, check for preconfigured server settings’** and select **Next**
3. Type a name to describe the server



4. Do not select 'Save my User Name and Password on this computer'
5. Keep 'Run connection test' selected.
6. Select **Next**
7. A pop-up window will appear instructing you to log into Blackboard using the browser window – select **OK** in this pop-up message (ignore if this message appears an additional time)
8. Log into Blackboard using the browser window that automatically opens using your Banner ID and network password
9. Once you have logged in, select **Close After Login** near the top right corner of the screen



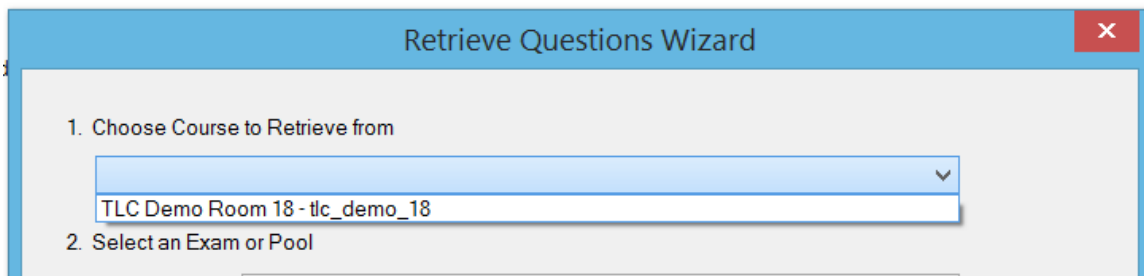
**If the pop-window instructing you to log into Blackboard, still appears, select the 'x' near the top right of the message box to remove it from your view.*

10. In the Preconfigure Server Settings Wizard, select **Next**
11. Select **Finish**
12. Once you have the newly added Blackboard Server selected, select **Next**
13. You will be prompted to log into Blackboard once more – log in again
14. Select the **Close After Login** button

**If the pop-up window instructing you to log into Blackboard still appears, select the 'x' near the top right of the message box to close the window. If this doesn't remove the message, close the program and re-open it.*

C. Using the Retrieve Questions Wizard

1. In part 1 of the Retrieve Questions Wizard, choose the course in which your test/quiz is posted from the drop-down menu



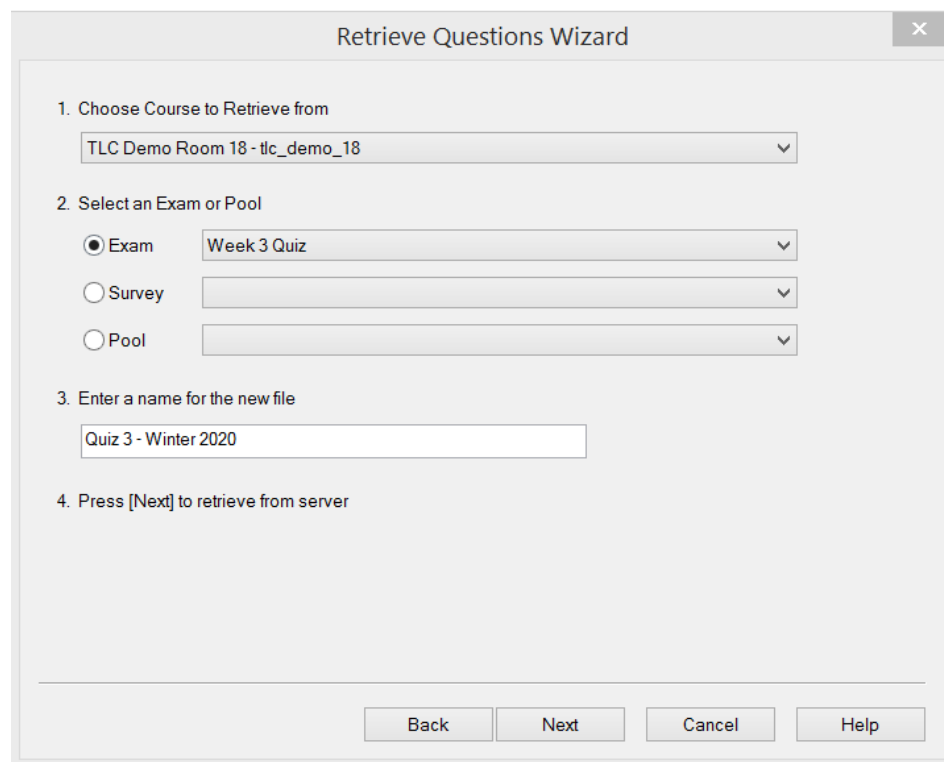
Retrieve Questions Wizard

1. Choose Course to Retrieve from

TLC Demo Room 18 - tlc_demo_18

2. Select an Exam or Pool

2. In part 2 of the wizard, select the specific test/quiz in the 'Exam' drop-down menu - if you are trying to retrieve a survey or pool, select the corresponding option
3. In part 3 of the wizard, type in a name for the file (such as the title of the test/quiz)



Retrieve Questions Wizard

1. Choose Course to Retrieve from

TLC Demo Room 18 - tlc_demo_18

2. Select an Exam or Pool

☒ Exam Week 3 Quiz

☐ Survey

☐ Pool

3. Enter a name for the new file

Quiz 3 - Winter 2020

4. Press [Next] to retrieve from server

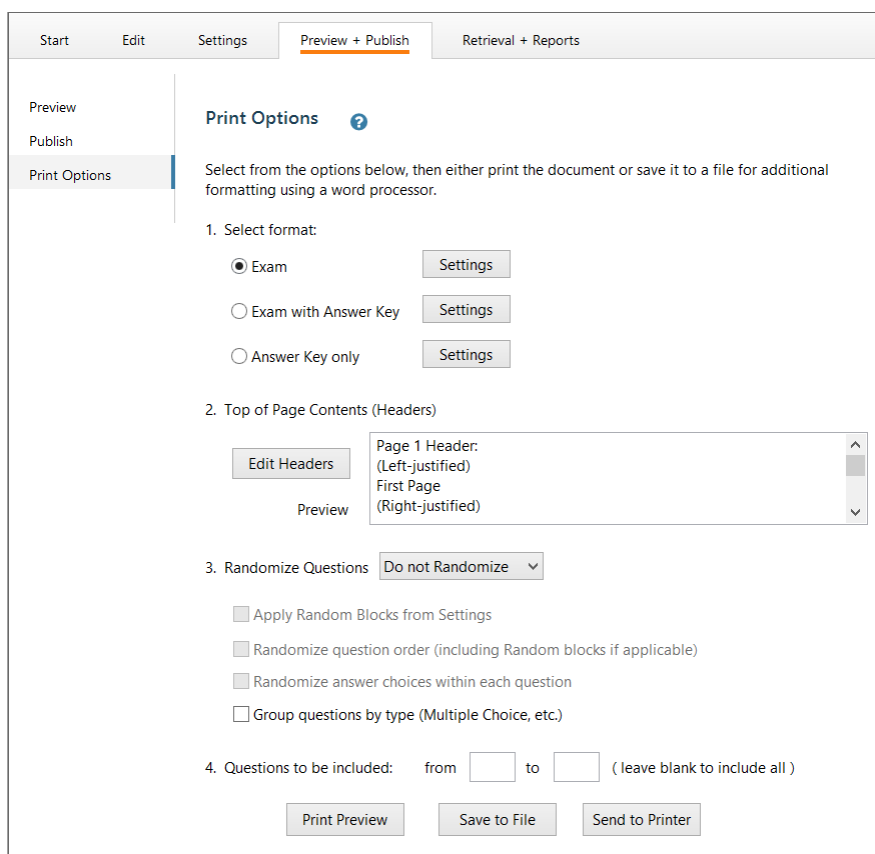
Back Next Cancel Help

4. Select **Next**

5. When you receive a notification that the file is saved, select **OK**
6. Select **Finish**

D. Preview and Publish the File

1. Select the **Preview + Publish** tab
2. Select **Preview the File** to ensure that all questions and answer options are appearing
3. Select the **Print Options** tab along the left side of the screen, and choose whether you'd like the exam only (for example, if creating a digital version of the test or a hard-copy backup), exam with answer key, or answer key only (you can return to this area to save/print other formats)
4. Select **Save to File** to save the test/quiz as a document, such as a Word document (save to a location that you will be able to find on your computer)



**Screenshots provided in these steps retrieved from Respondus 4.0 Campus-Wide and Blackboard.*