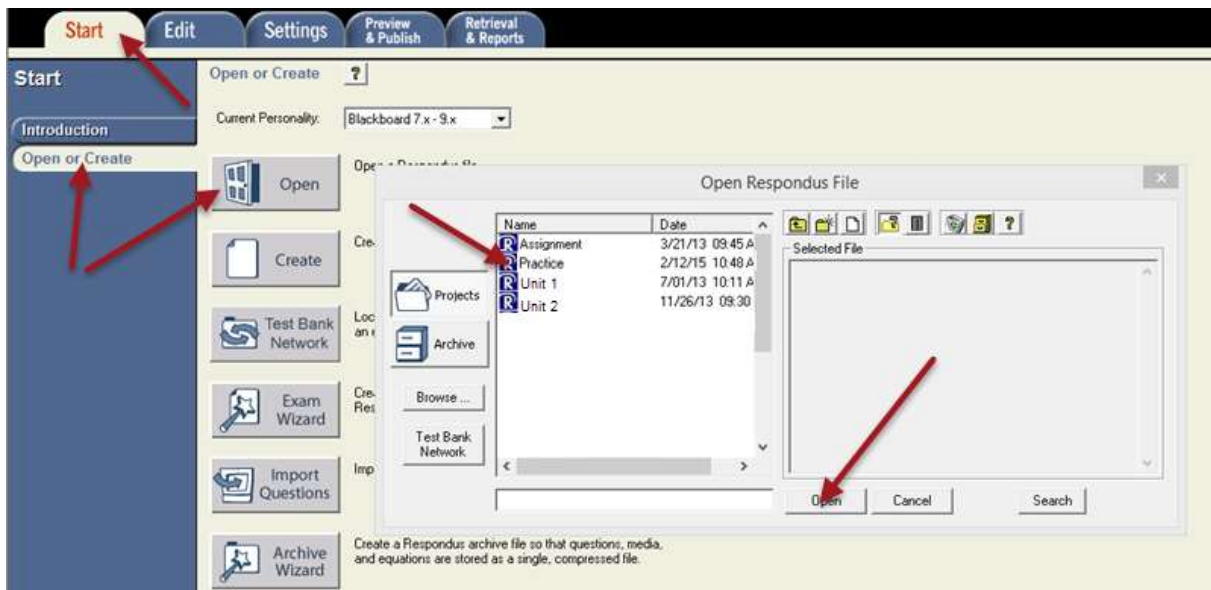


Download Test From Respondus

Backing up a Test is important, because it allows you the opportunity to have a copy of the Test to share with other Instructors or just in case something occurs.

Opening a Test in Respondus that you want to save:

1. Once you have open Respondus, click on the **Open** button located in the **Start Tab**.
2. **Open or Create** button should be selected.
3. Click on the test (**Practice**) that you want to **Open**, and click on **Open** button. The test (**Practice**) should open to the **Edit Tab** screen.



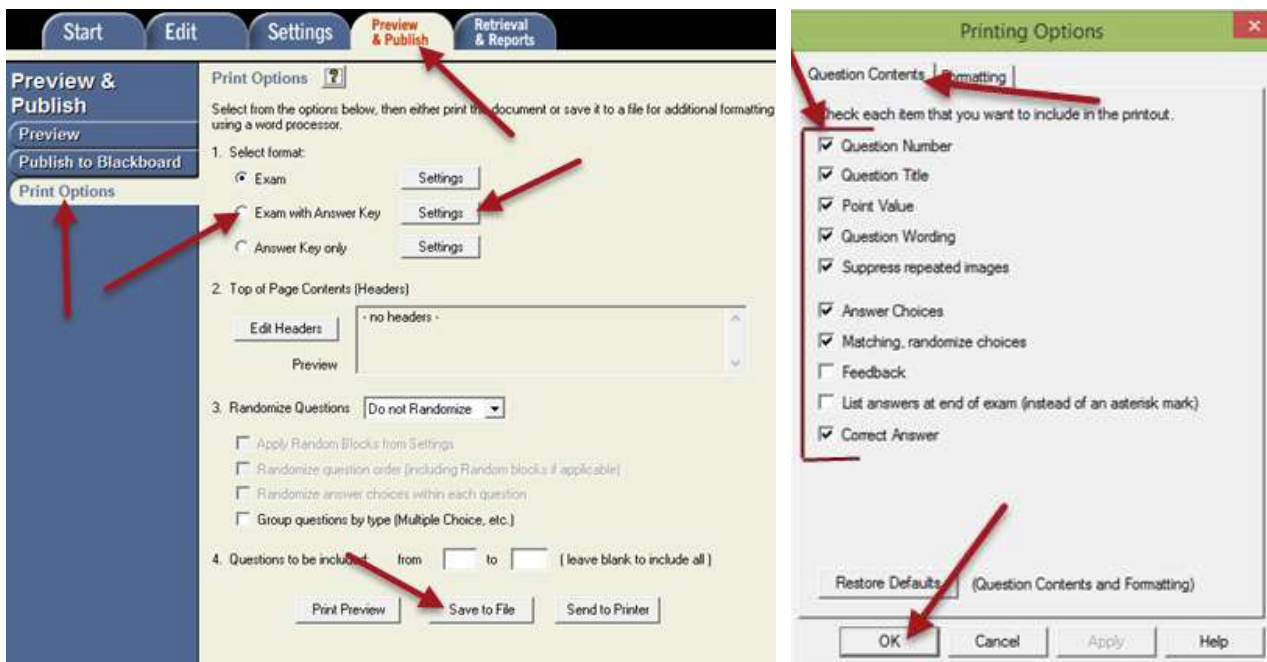
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Saving the Test to Desktop/Saving Device:

1. Click on **Preview & Publish Tab**, and click on **Print Options** button.
2. Click on **Exam with Answer Key** radio button located under **Select format:** section.
3. To choose **Printing/Saving Options**, click on **Setting** button next to **Exam with Answer Key** text.
4. In the **Printing Options** dialog box, click **Question Contents Tab**.
5. In **Check each item that you want to include in the printout/test options**, make sure the following is checked: **Question Number, Question Title, Point Value, Question Wording, Suppress repeated images, Answer Choices, Matching, randomize choices, and Correct Answer**.
6. Click **OK**.
7. Once you are back at the **Preview & Publish Tab**, click **Save to File** button.



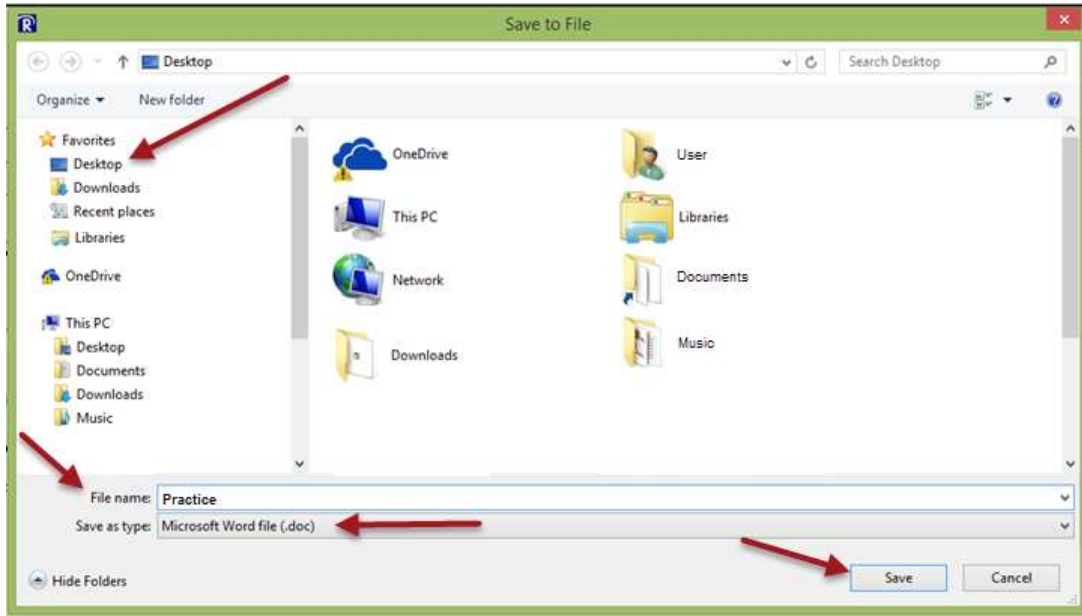
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- Once you see the **Save to File** dialog box appear, Type in the **File name:** that you want to save the test under, and click Save. Notice that the **Save as type:** is showing **Microsoft Word file (.doc)**.

Note: If the **Save to File** dialog box does not go away, you will need to retype the File name, and click **Save** again.



- Check your Desktop/Saving Device to make sure the file has been saved.

For more information about Respondus try the following links:

- [Respondus connection to Blackboard](#)
- [Saving an Exported File to Desktop/SavingDevice](#)
- [Load Self grading Respondus test](#) (Publish to Blackboard/Edit Test Options)
- [Respondus Generated Test created from Test Bank](#)
- [Download Test Bank to Respondus](#)
- [Import Test To Respondus](#)
- [Blackboard Instructor Help](#)



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