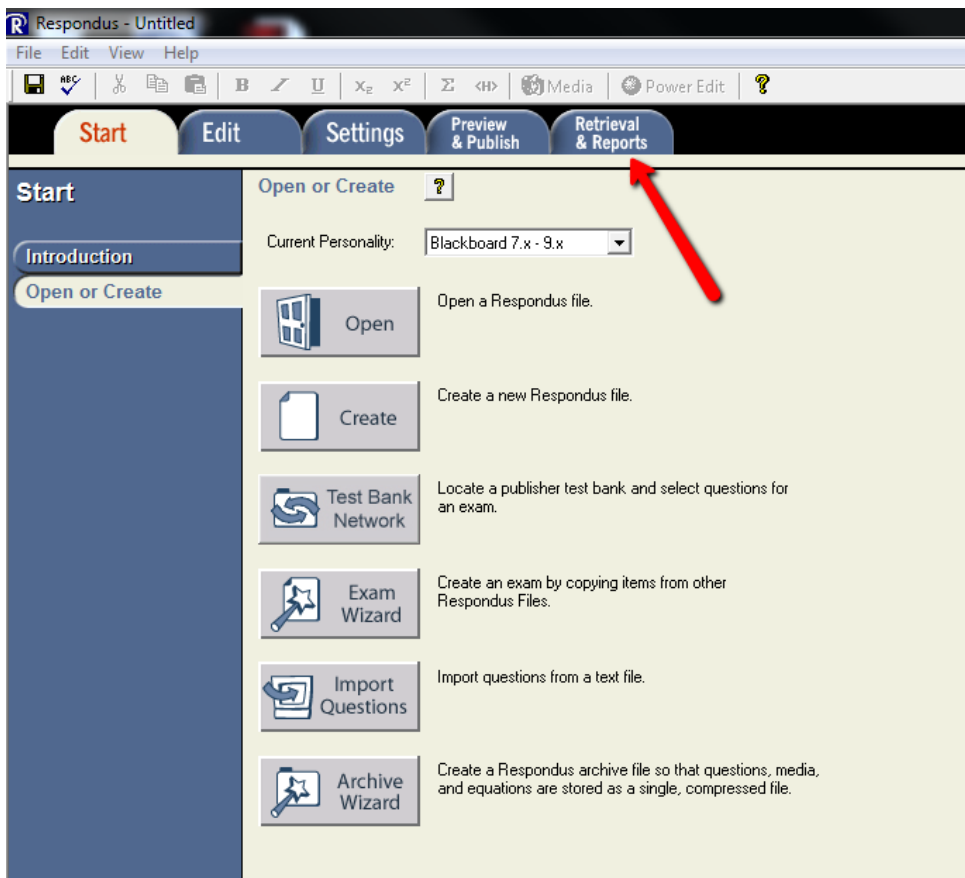


Extracting a Word Version of a Blackboard Quiz/Exam Via RESPONDUS

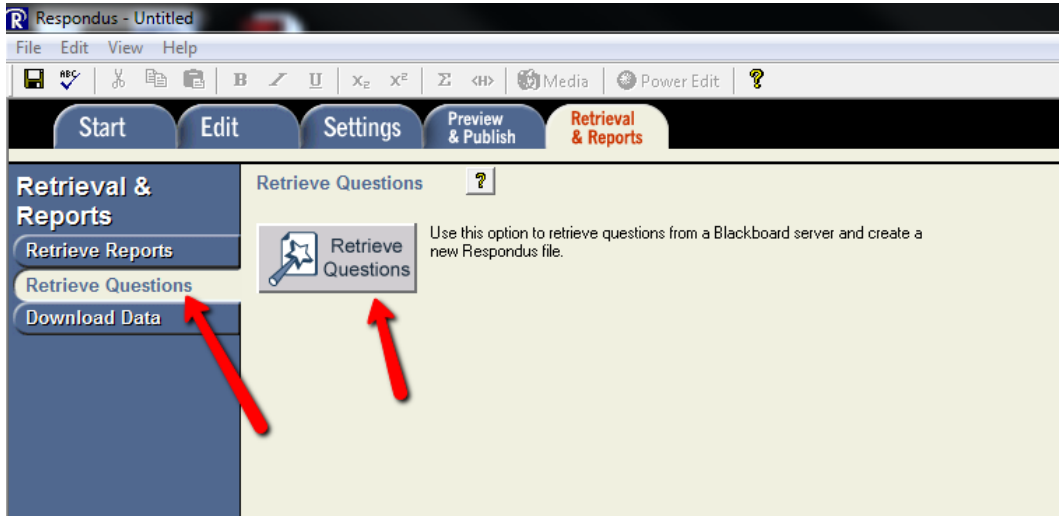
This tutorial assumes that the user has already installed the RESPONDUS application and completed the initial set up process to connect RESPONDUS to UHCL's Blackboard server. If you have not yet done so, please visit the university's RESPONDUS web site, located at http://prtl.uhcl.edu/portal/page/portal/UCT/New_UCT/documentation/Respondus and follow the instructions provided on that page before beginning the process below. The procedure presented here is in two parts: (1) extracting the exam/quiz from Blackboard into RESPONDUS, and (2) saving the extracted file as a Word document.

Extracting the Exam/Quiz from Blackboard

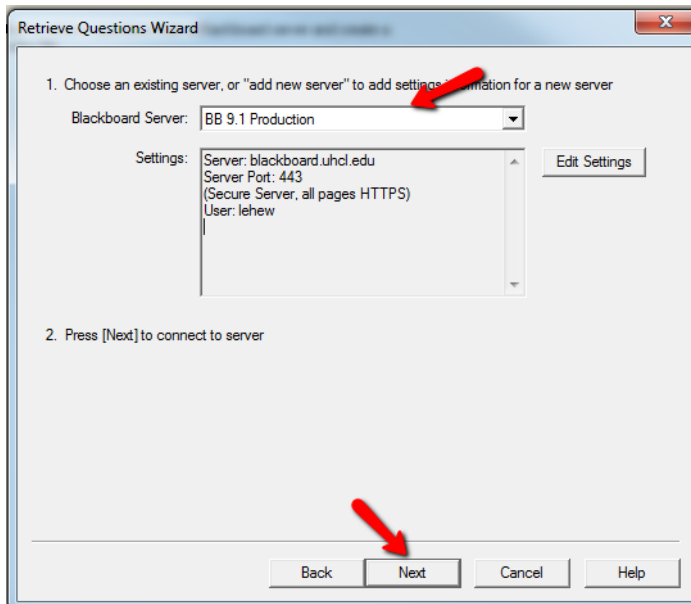
1. Open the RESPONDUS application and click on the Retrieval & Reports tab.



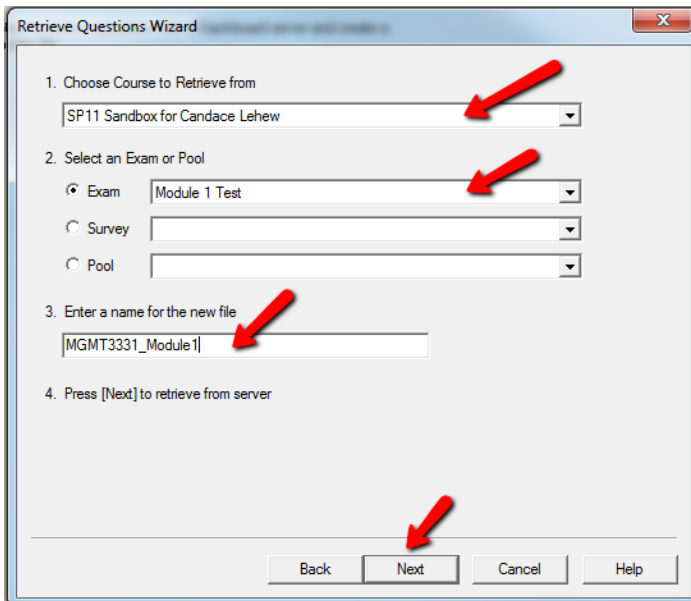
- At the Retrieval & Reports screen, make sure that the Retrieve Questions menu option is selected and then click the Retrieve Questions button to proceed.



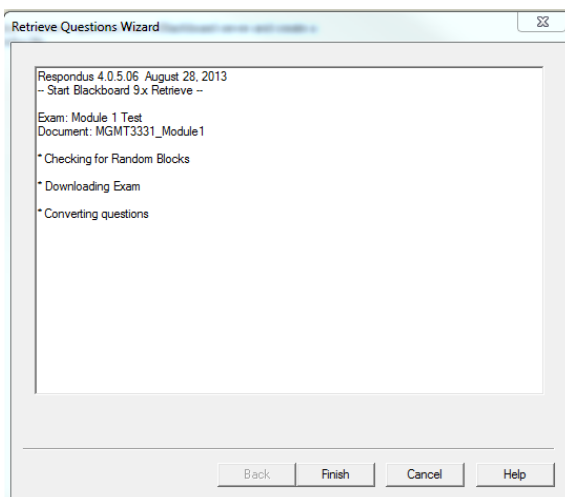
- At the Retrieve Questions Wizard, click the arrow for the Blackboard Server field and select the name that you assigned to the Blackboard server when you installed and set up RESPONDUS on your computer. Then click the Next button to proceed.



4. At this point, it will take several minutes for RESPONDUS to connect with Blackboard and you may see a “Not Responding” message in the dialog box. Please disregard the message and wait for the following screen to appear. When it does, complete the following four steps:
 - a. Use the drop-down menu in item 1 to select the course from which you wish to extract the quiz/exam.
 - b. In section 2, select the exam that you wish to extract. NOTE: It may take a minute or two for this option to become available, while RESPONDUS is accessing the course that you have just specified.
 - c. In section 3, give the extracted exam file a name.
 - d. Click the Next button to process this request.



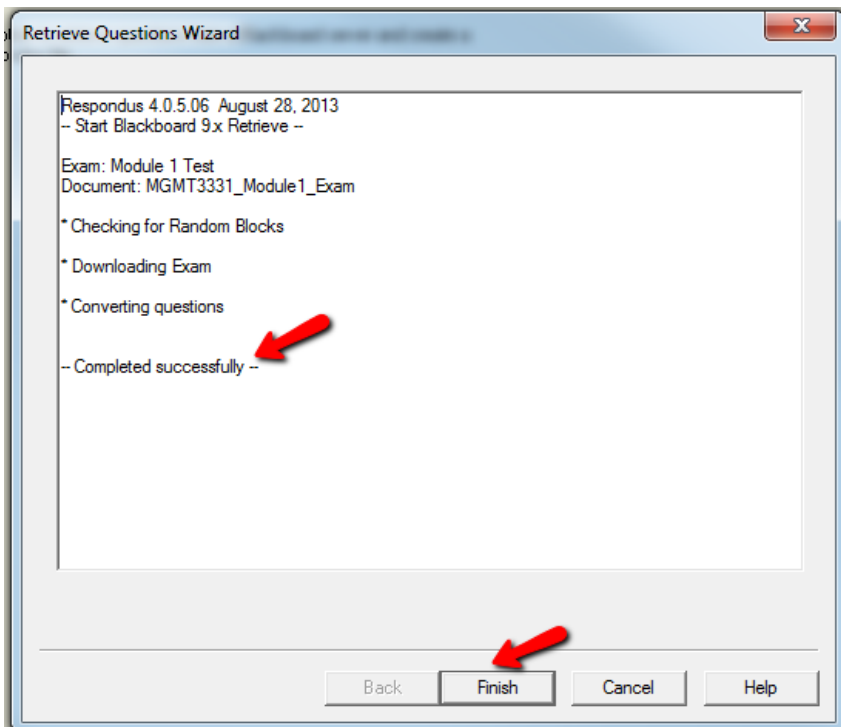
5. You should then begin to see some status messages appearing in the Retrieve Questions Wizard dialog box, as shown below. Please be patient while your request is processed.



- When the File Saved box appears, click the OK button to continue.



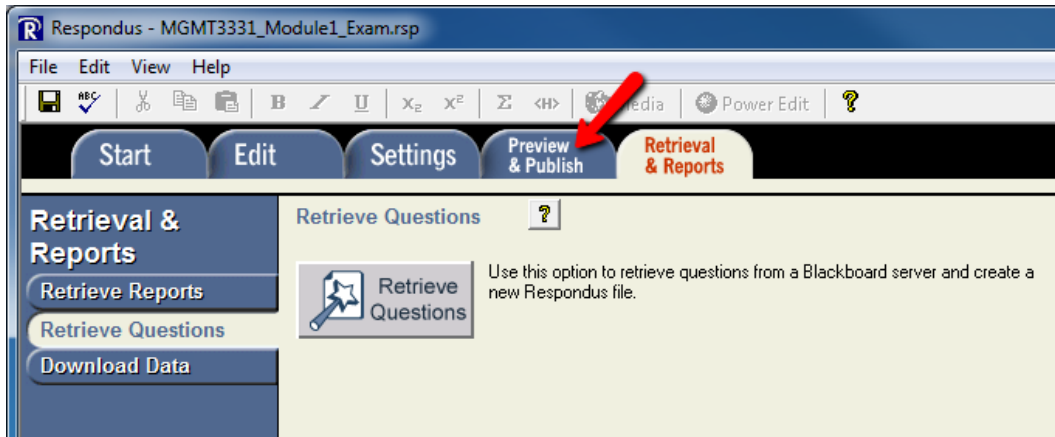
- Wait again until “—Completed successfully—” appears in the Retrieve Questions Wizard dialog box. Then click the Finish button.



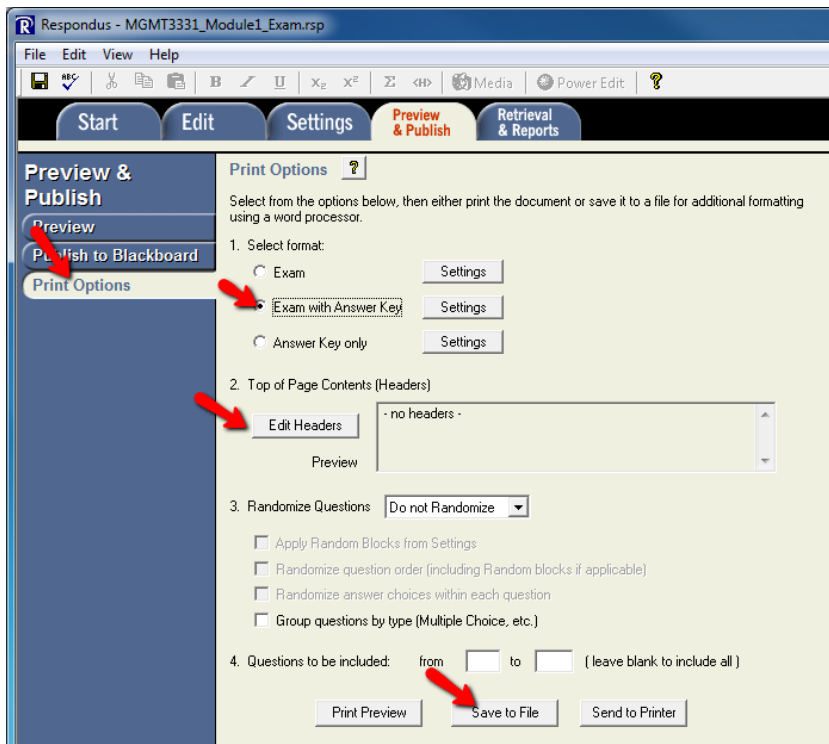
You will then be returned to the Retrieval & Reports screen, marking the end of the first part of this two-step procedure.

Saving the Extracted Exam/Quiz as a Word Document

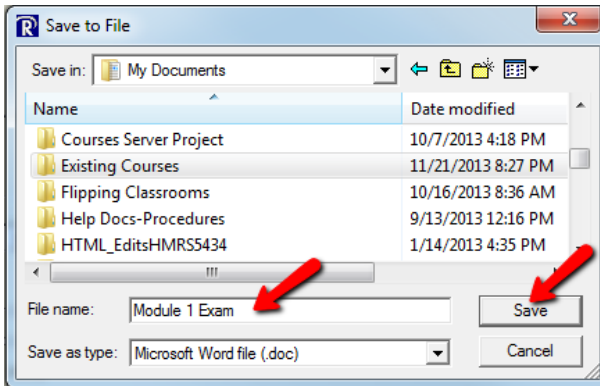
1. At the Retrieval & Reports screen, click the Publish & Preview tab to begin.



2. At the Preview & Publish screen, first ensure that the Print Options menu item is selected. Then complete the following steps:
 - a. Click the radio button located to the left of "Exam with Answer Key" in section 1.
 - b. [Optional] If desired, click the Edit Headers button and add a header to the resulting Word file.
 - c. Click the Save to File button.



3. At the resulting Save to File screen, select the location on your computer at which you want to save the new Word file. Edit the File name field, if needed, and then click the Save button.



4. At the File Saved screen, click the OK button.



You may then either start the process again to extract another exam or use File>Exit to quit RESPONDUS.