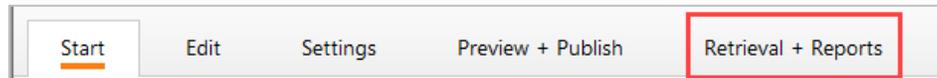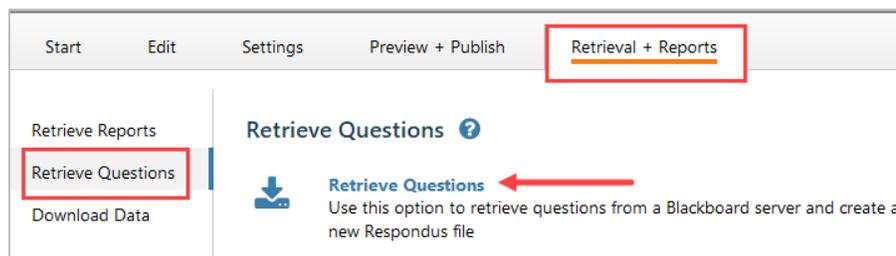# RESPONDUS: RETRIEVE ULEARN TEST

Instructors can retrieve a test published in ulearn for a variety of reasons – to print a hard copy or to make edits in Respondus and republish to ulearn.
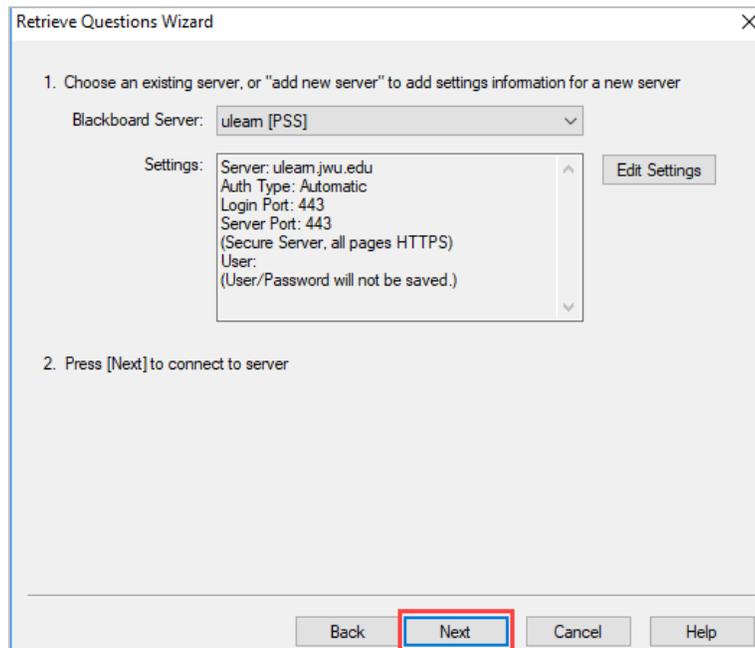
## Instructions

1. Locate and open Respondus on y our computer and click on the **Retrieval & Reports** tab.



2. Select **Retrieve Questions** from the left menu and then select the **Retrieve Questions Wizard** button.



3. From the Blackboard Server drop down menu, select the ulearn server connection. Click **Next.**
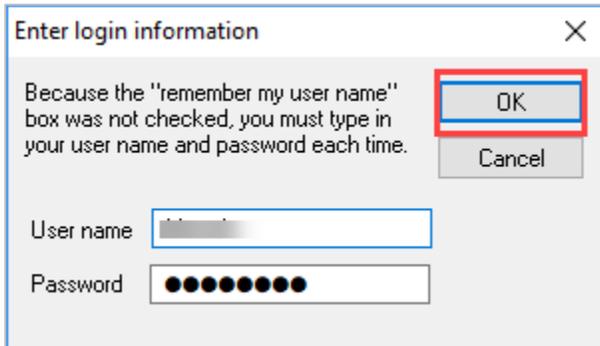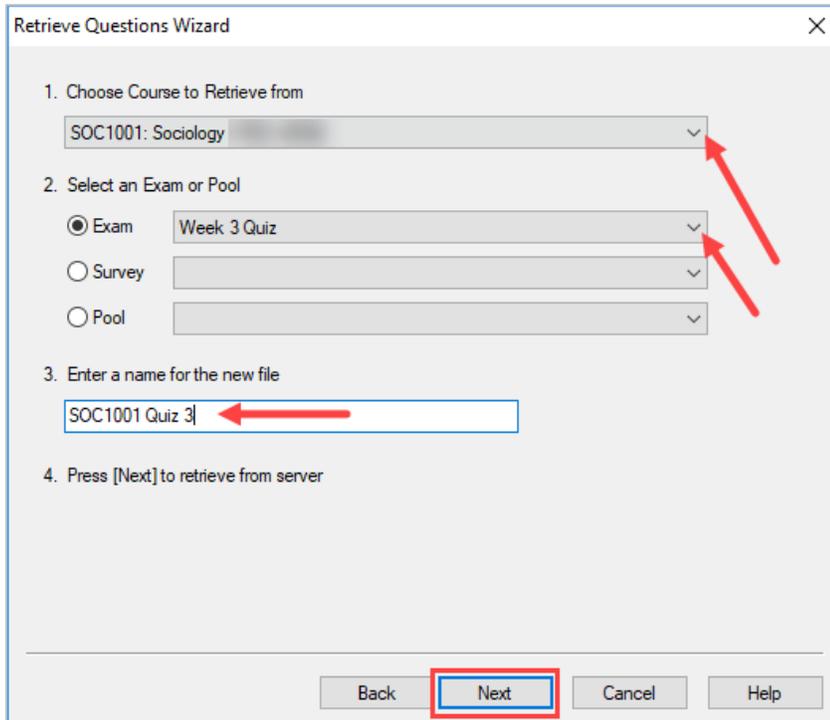
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> **Note:**
>
> The connection between Respondus and ulearn has already been configured in these instructions. To delete a connection, click **Edit Settings** and **Delete**. Then select **Add New Server** from the drop down menu to add a new connection.

4. If prompted to enter your credentials, enter your user name and password.



5. Select the **course** from the Exam drop down menu. Then select the **exam**. Finally, enter a **new name** for the file. Click **next** to proceed.
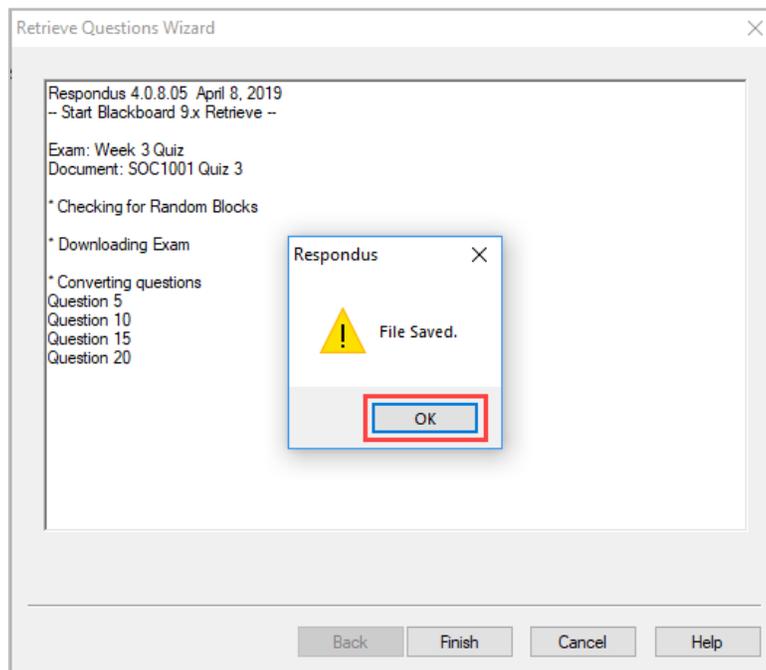
6. Click **OK** when the completion window pops up when the retrieval process is completed and the file is saved. Click **Finish**.



7. The file is saved in the Respondus Projects folder on the 'C: Drive' of the computer.
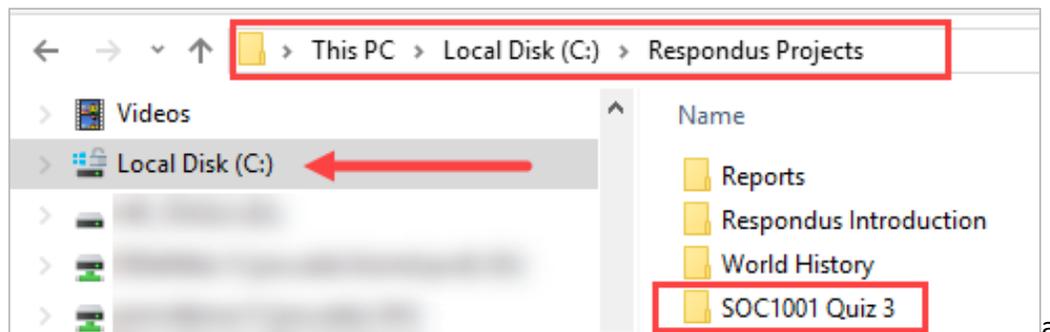


To edit the file in Respondus, refer to this user guide for editing a test in Respondus. Refer to these instructions to print a hard copy of the test once it has been retrieved from ulearn.