

# 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.

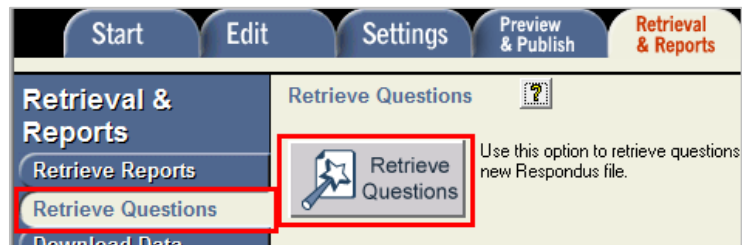
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## Instructions

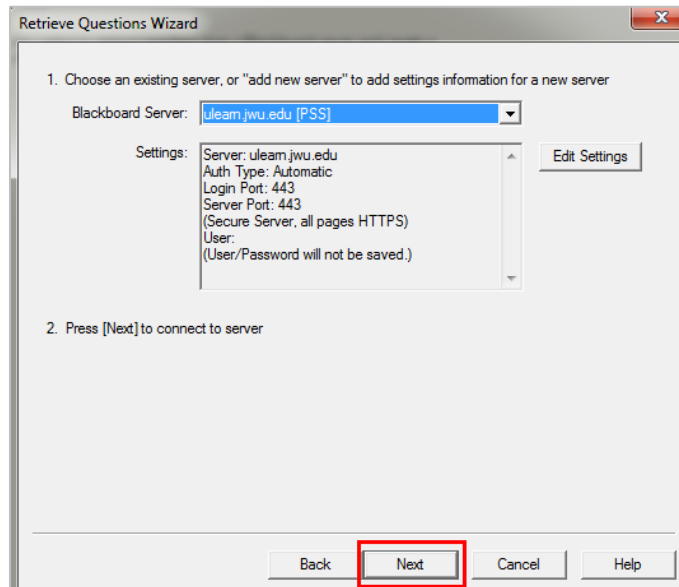
1. Locate and open Respondus on your computer and click on the **Retrieval & Reports** tab.



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**.

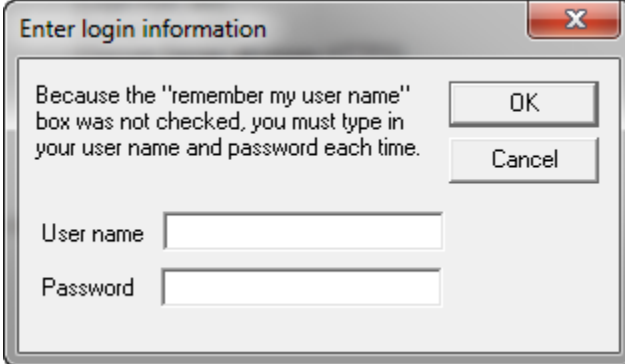


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## Note:

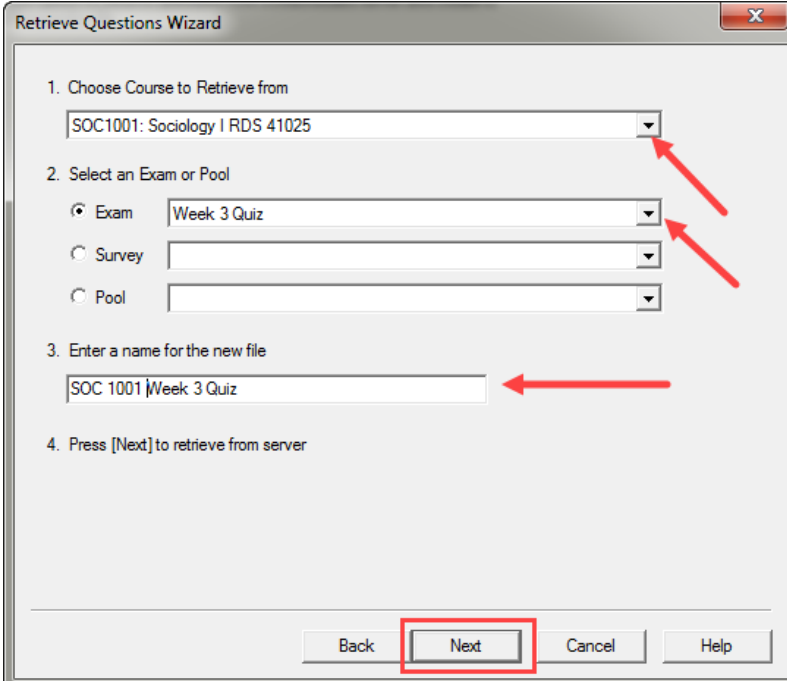
The connection between Respondus and ulearn has already been configured in these instructions. To delete a connection, click **Edit Settings** and **Delete**. Then select **Add New Server** from the drop down menu to add a new connection.

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



The screenshot shows a dialog box titled "Enter login information" with a close button (X) in the top right corner. The text inside reads: "Because the 'remember my user name' box was not checked, you must type in your user name and password each time." Below the text are two input fields: "User name" and "Password". To the right of the text are two buttons: "OK" and "Cancel".

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.



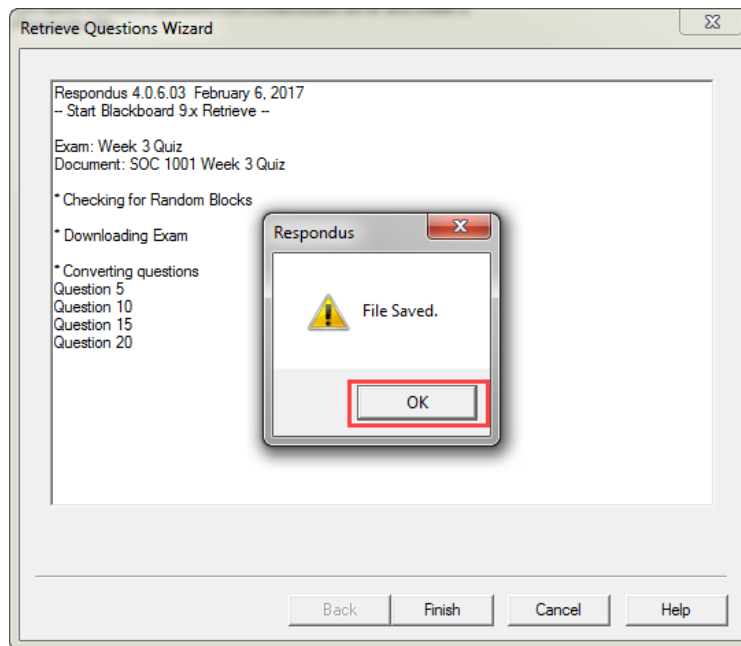
The screenshot shows a "Retrieve Questions Wizard" dialog box with a close button (X) in the top right corner. It contains four steps:

1. Choose Course to Retrieve from: A dropdown menu showing "SOC1001: Sociology I RDS 41025".
2. Select an Exam or Pool: Three radio buttons are present: "Exam" (selected), "Survey", and "Pool". Each has a corresponding dropdown menu. The "Exam" dropdown shows "Week 3 Quiz".
3. Enter a name for the new file: A text input field containing "SOC 1001 | Week 3 Quiz".
4. Press [Next] to retrieve from server.

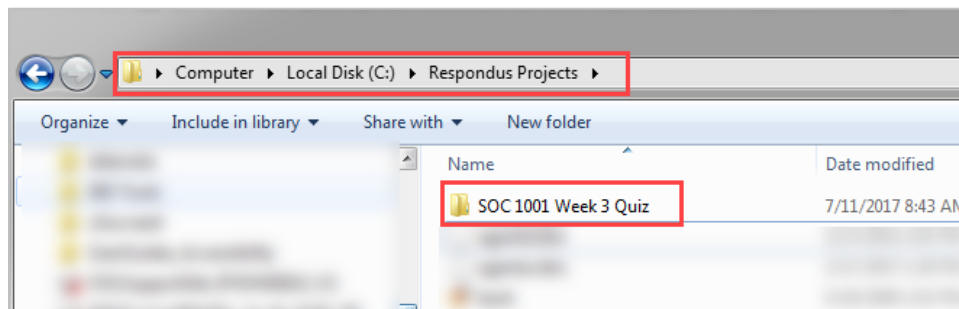
At the bottom, there are four buttons: "Back", "Next", "Cancel", and "Help". The "Next" button is highlighted with a red box. Red arrows point to the dropdown menus in steps 1, 2, and 3.

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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.