## **RESPONDUS: PRINT A TEST**



Instructors can print a hard copy of a test created with Respondus or a test that was <u>retrieved from ulearn</u>.

## Instructions

1. Open Respondus, then click the Preview & Publish tab and click **Print Options** from the left menu.

Start	Edit	Settings	Preview + Publish
Preview		Previe	w 😧
Publish	_	Q	Preview the File
Print Option	s		Before publishing your Res you "preview" the file. In th your hard drive and an Inte

- 2. Select the format for the **Exam**:
  - a. Exam (usually for students who need a hard copy of the exam)
  - b. Exam with Answer Key (usually for instructors only)
  - c. Answer Key only (usually for instructors only)

Print Options 🔞	
Select from the options below, th word processor.	en either print the docum
1. Select format:	
◯ Exam	Settings
Exam with Answer Key	Settings
○ Answer Key only	Settings

3. (Optional) To change the format settings, click **Settings**. In the Printing Options window, check/uncheck options and click **OK** when done.

## **RESPONDUS: PRINT A TEST**



Print Options 😮	Printing Options
Select from the options below, then either print the document of word processor.	Question Contents Formatting
1. Select format: Carlos Exam with Answer Key Settings Answer Key only Settings	Check each item that you want to include in the printout.
Constanting on the second	Restore Defaults (Question Contents and Formatting)
interest in the literature	OK Cancel Apply Help

4. (Optional) In the Top of Page Contents (Headers) section, click the **Edit Headers** button to add headers to the top of the exam in MS Word.

	Top of Page Conten	ts (Headers)		×
Barris 199	Type in the text the subsequent pages	at you wish to appear at the Blank lines will not be prin	e top of the first page and on nted.	OK
	<u>в / ц</u>	Border around hea	aders	cuncer
2. Top of Page Contents (Headers)	Left Margin	- first page -	Right Margin (right-justif	ied)
Edit Headers				
Preview	-			
And a second second second		- subsequent pages -		

5. (Optional) In the Randomize Questions section, click on the dropdown box to add randomization to the test questions.

3. Randomize Questions	Do not Randomize 🛛 🗸
Apply Random Block	s from Settings
Randomize question	order (including Random blocks if applicable)
Randomize answer ch	noices within each question
Group questions by t	ype (Multiple Choice, etc.)

6. (Optional) In the Number of questions to be included, type the number of questions to be included. Leave this section blank to include all questions.





4. Questions to be included:	from		to [	( leave blank to include all )
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- 7. When finished formatting the test:
  - a. Click Save to File to save the test as a MS Word document on your computer.
  - b. Click Send to Printer to send the test file directly to the printer.

	Print Preview		Save to File		Send to Printer
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