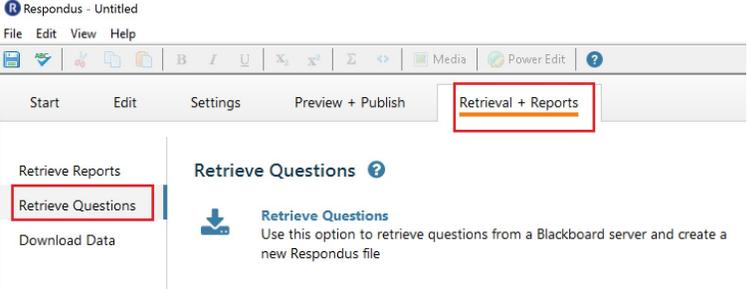
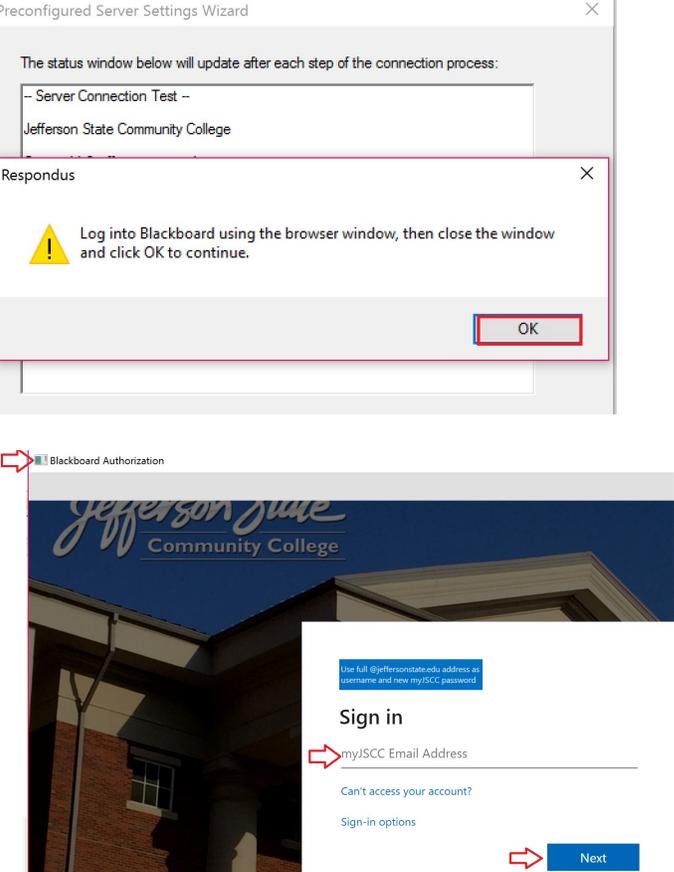


Using Respondus to Retrieve and Print Bb Tests

Download/Install Respondus

<https://www.jeffersonstate.edu/resources-for-instructors-de-about-campus-4/>

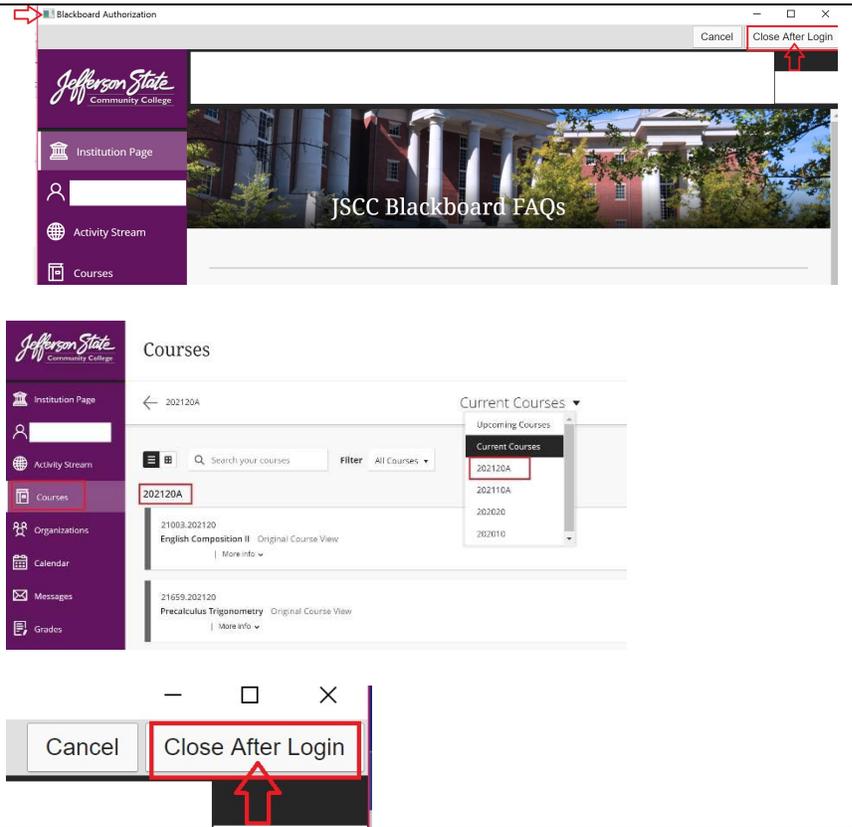
IMPORTANT: Follow handout on How to Install and “Add Server Connection” to Jeff State’s BB LMS and Check for Updates. You only have to download ,install, and add server connection once.

<p>Double click on Respondus Icon.</p>	
<p>Select “Retrieval + Reports” from the Respondus Menu.</p>	
<p>Note: This will open new Window to login using Jeff State user name and password.</p> <p>Keep the screen in Respondus (shown at the right) open until login is complete to select OK.</p> <p>Sign in using myJSCC full email address and password.</p> <p>Select Next.</p>	

IMPORTANT:

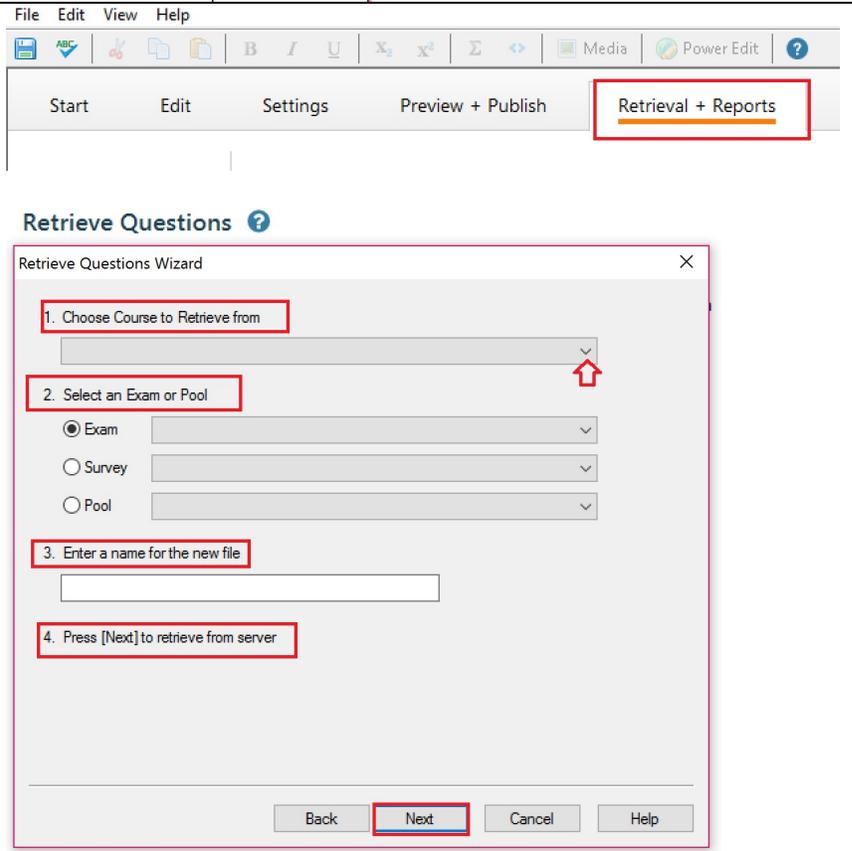
Select the Courses Link and Go to Course where the Test resides.

Select "Close After Login."



Once the Connection from Respondus and Bb is complete select from "Retrieve Questions" the following screen:

- Course
- Exam or Pool
- Enter Name for New File
- Select Next to Save to local computer.



Example shown on the right.

The screenshot shows the 'Retrieve Questions Wizard' dialog box with the following steps:

1. Choose Course to Retrieve from: TRN101: TRN101
2. Select an Exam or Pool: Exam (selected), Participation Quiz
3. Enter a name for the new file: My Participation Quiz
4. Press [Next] to retrieve from server

Buttons at the bottom: Back, Next (highlighted with a red arrow), Cancel, Help.

Remain in Respondus.

Go to the "Preview + Publish" screen.

- Select "Print Option."
- Select Format and Review Settings (i.e. "Exam with Answer Key.")
- Select "Save to File."
- Save to local computer.
-



The screenshot shows the 'Respondus - My Participation Quiz' application window. The 'Preview + Publish' tab is active and highlighted with a red box. The 'Print Options' section is selected in the left sidebar, also highlighted with a red box. The 'Print Options' section includes:

- 1. Select format: Exam with Answer Key (selected, highlighted with a red arrow), Exam, Answer Key only.
- 2. Top of Page Contents (Headers): Edit Headers, Preview.
- 3. Randomize Questions: Do not Randomize (selected).
- 4. Questions to be included: from [] to [] (leave blank to include all).

Buttons at the bottom: Print Preview, Save to File (highlighted with a red arrow), Send to Printer.