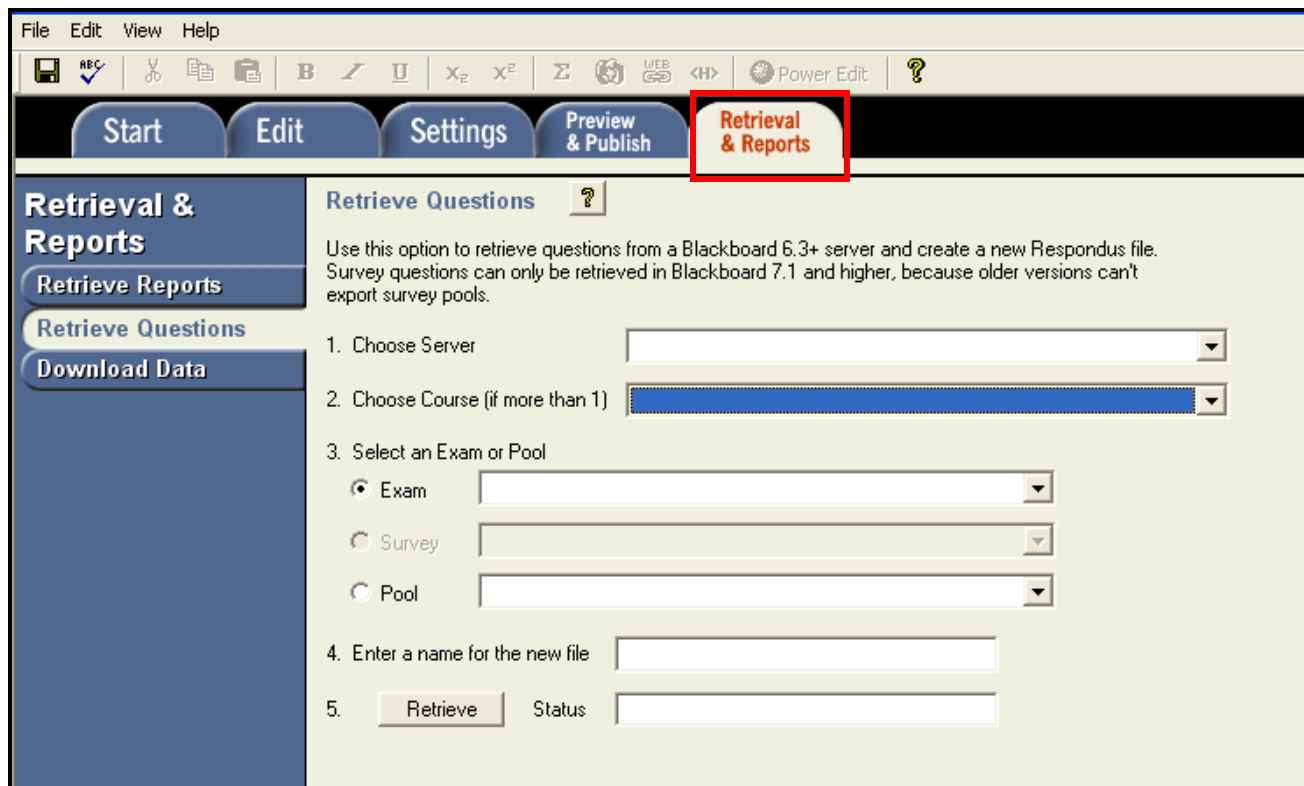


To export test questions out of Blackboard and into a word document, you need to do the following:

1. Open up the Respondus application
2. Go to the **Retrieval & Reports** tab



3. Follow steps 1 to 5 under this tab

Choose Server – select a server from the drop down menu

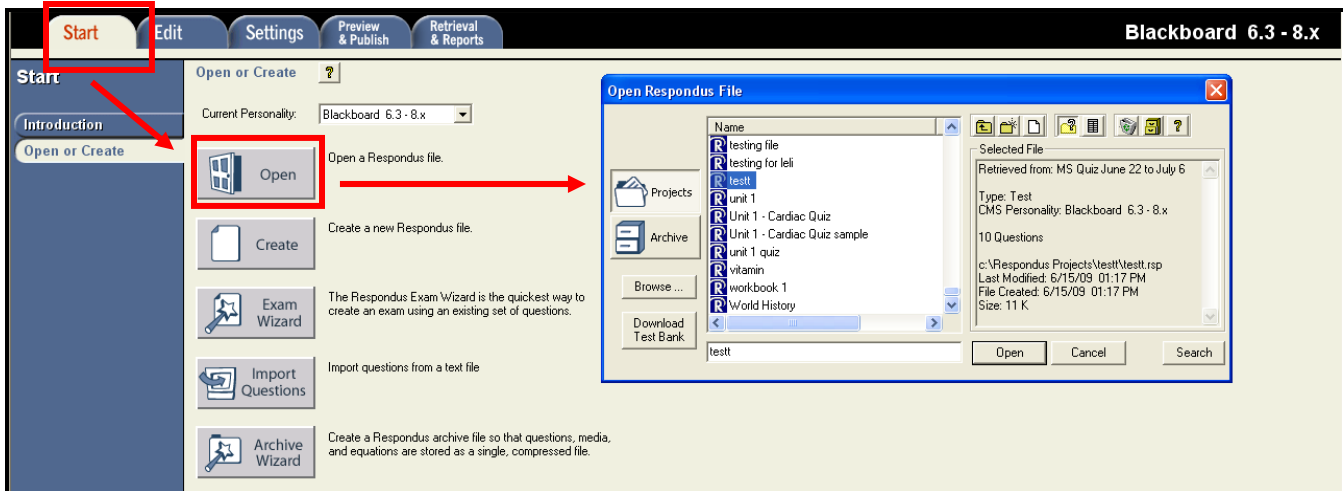
Choose Course – select the course you will to pull the exam questions from

Select an Exam or Pool – select either Exam, or Survey or Pool that contains the questions to be pulled from

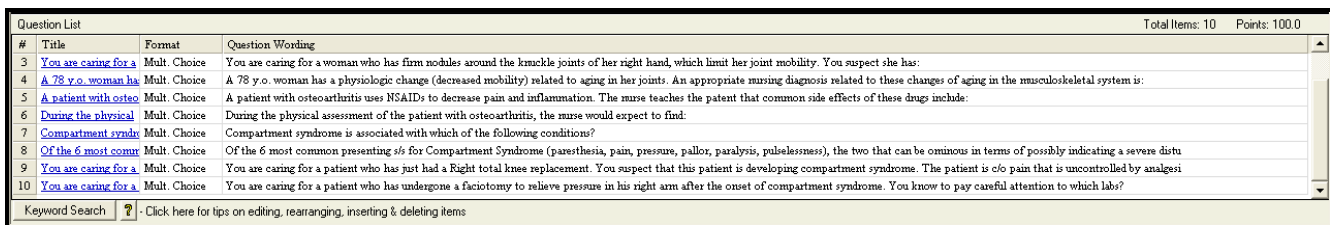
Enter a name for the new file – select a name you wish to name the new file

Retrieve – click the Retrieve button to start the process. In the status box, you will see the message “Successfully Completed”

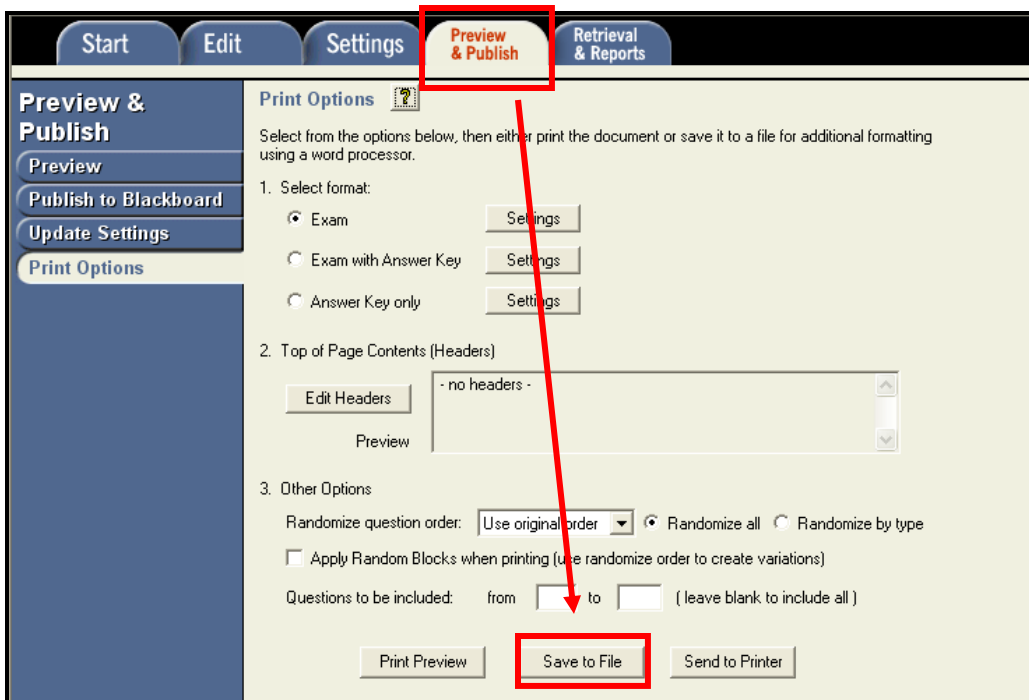
4. Click on the **Start** tab and then **Open** to retrieve the file. You will automatically be taken to the **Edit** tab



5. Once the file has been retrieve, it will display all of the questions



6. Next select the **Preview & Publish** tab, then the **Save to File** icon



7. A pop up window will be displayed. Select a **File name** and from the drop down menu, select the **file type** you wish to save as, then click the **Save** icon

