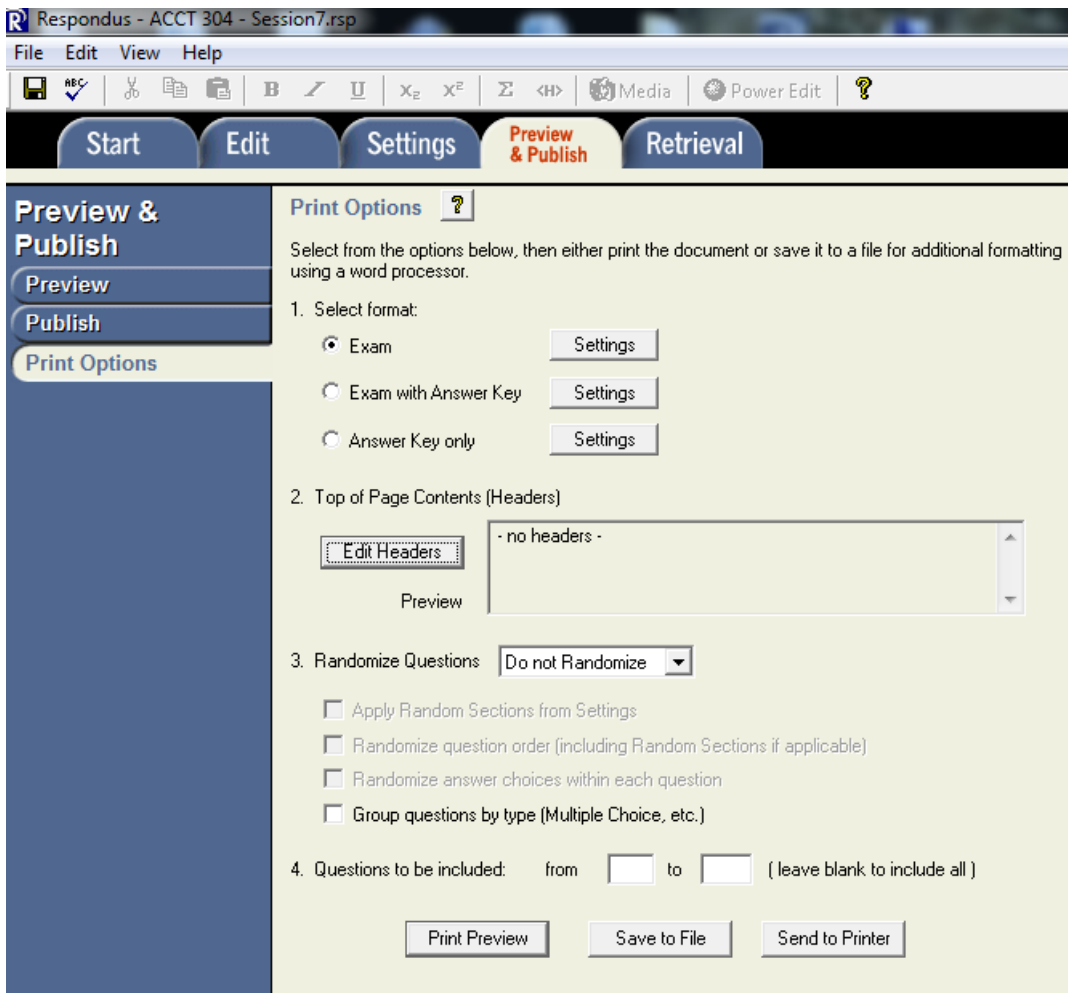


## Topic: Print an Exam

To print an exam from Respondus,



Respondus - ACCT 304 - Session7.rsp

File Edit View Help

ABC | [Clipboard] | [Bold] | [Underline] |  $x_2$   $x^2$  | [Align Left] | [Media] | [Power Edit] | [Help]

Start Edit Settings **Preview & Publish** Retrieval

**Preview & Publish**

Preview

Publish

Print Options

**Print Options** ?

Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.

1. Select format:

Exam

Exam with Answer Key

Answer Key only

2. Top of Page Contents (Headers)

- no headers -

Preview

3. Randomize Questions

Apply Random Sections from Settings

Randomize question order (including Random Sections if applicable)

Randomize answer choices within each question

Group questions by type (Multiple Choice, etc.)

4. Questions to be included: from  to  (leave blank to include all)

- Open Respondus.
- Click the **Open** tab.
- The list of Respondus files opens. Choose an Exam/Survey/Evaluation and double click on it.
- Click the **Preview & Publish** blue tab at the top of the page.
- Click the **Print Options** blue tab on the left side of the screen.
- Choose **1. Select Format** and change settings, **2. Top of Page Contents (Headers)**, click on **Edit header** and add information, and/or **3. Randomize Questions**. Then choose **Questions to be included**.

- Now there are 3 choices, **Print Preview**, **Save to File** or **Send to Printer**.

## For More Information

Please contact the Office of Online & Extended Learning at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.