

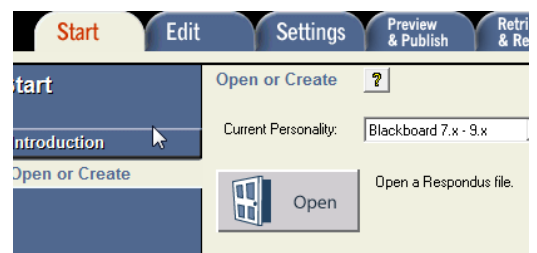
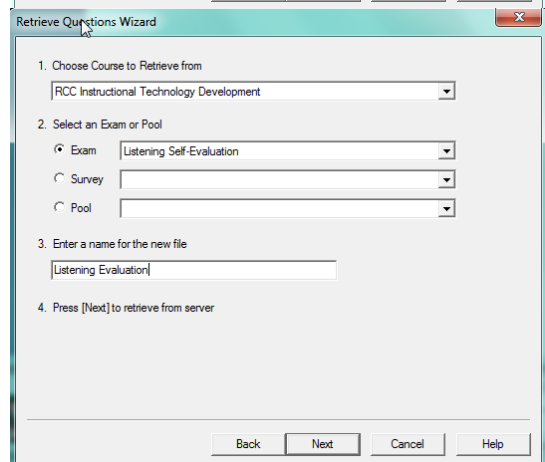
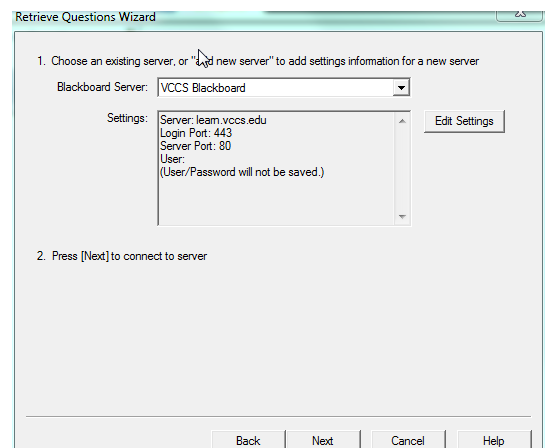
# Exporting a Test from Blackboard to Word

Occasionally you will need to export a test from Blackboard to another format – such as Adobe PDF or Word for keeping a printed copy off line. You cannot easily do this directly out of Blackboard, it is not designed with that in mind. You CAN do so through Respondus.

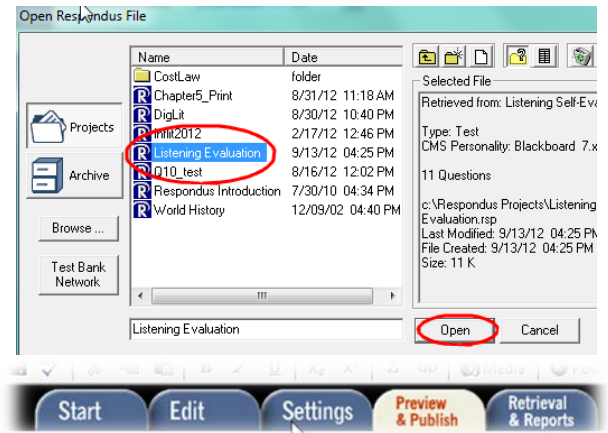
First – Install and configure Respondus on your machine. You may have it installed already; it is a test generating tool available from the VCCS on the Teach tab in Blackboard.

Once Respondus is set up and running on your machine, follow this procedure:

- 1) Click the **Retrieval & Reports** tab in Respondus.
- 2) Click the **Retrieve Questions** button
- 3) Verify the sever settings in the Wizard window. They should be set for the VCCS Blackboard server:  
learn.vccs.edu  
Click **Next**
- 4) When prompted, enter your Blackboard username and Password.
- 5) In the appropriate drop downs, select :
  - 1- the Course to retrieve questions from
  - 2- Which Exam (test)/Survey/Pool you wish to pull from
  - 3- Name for the file you are creatingClick **Next** when ready
- 6) Respondus will talk to Blackboard, retrieve your questions, then notify you that the File is Saved with a pop-up. Click **OK** on the popup.
- 7) When the message –Completed Successfully— appears in the Respondus window, click the **Finish** button.
- 8) Go to the Start tab in Respondus. Click the **Open** button.



- 9) Select your file (named in step 5-3) can click the **Open** button.  
\*\* Important – you will **NOT** receive a message or see anything when the file is open, it will just do it and wait for you.



- 10) Go to the *Preview & Publish* tab.

- 11) At the bottom of the window you will see two main options.  
1 - **Save to File** – will allow you to save as a text (TXT) Rich Text (RTF) or Word (DOC) file.  
2 – **Send to Printer** will allow you to print a hard copy or “print” to a PDF file if that option is installed on your machine.

