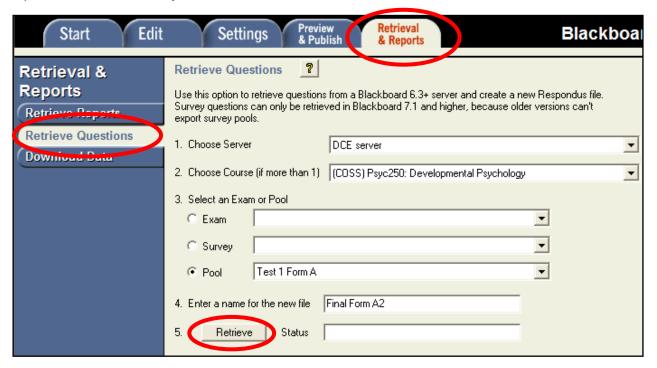
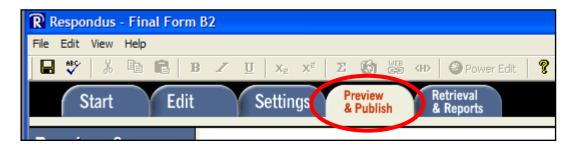
Respondus

Convert from Blackboard to Word

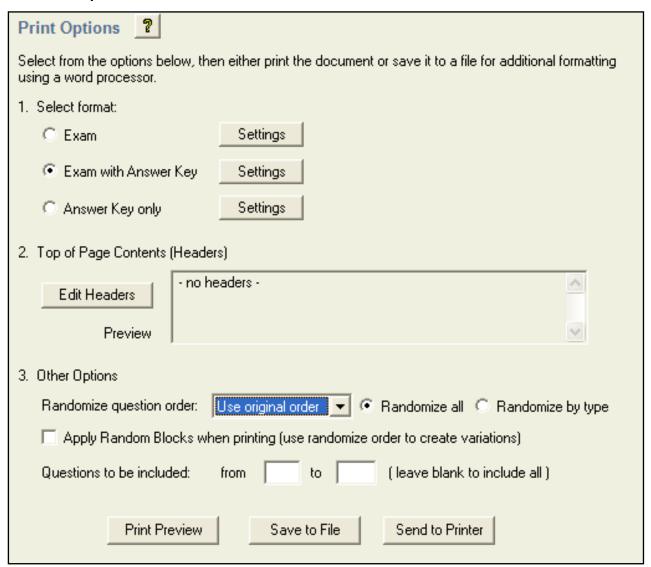
- 1. Open Respondus.
 - This can be used to make a publisher's test bank, import it into Blackboard, and then back to Word to add feedback or editing.
- 2. Open the **Retrieval & Reports** tab.



- 3. Click Retrieve Questions.
- 4. Fill in the blanks using the arrow and type a unique name.
- 5. Click Retrieve.
- 6. Close the File Saved window.
- 7. Click on the **Preview & Publish** tab.



8. Click Print Options.



- 9. Choose **Select Format: Exam with Answer Key** (for this answer format: *a. correct answer.)
 - Leave Top of Page Contents (Headers) and Other Options as shown.
- 2. Click Save to File.
- 3. Choose a file name.