

# Print a Copy of an Exam with Answers

Last Modified on 05/10/2024 2:11 pm CDT

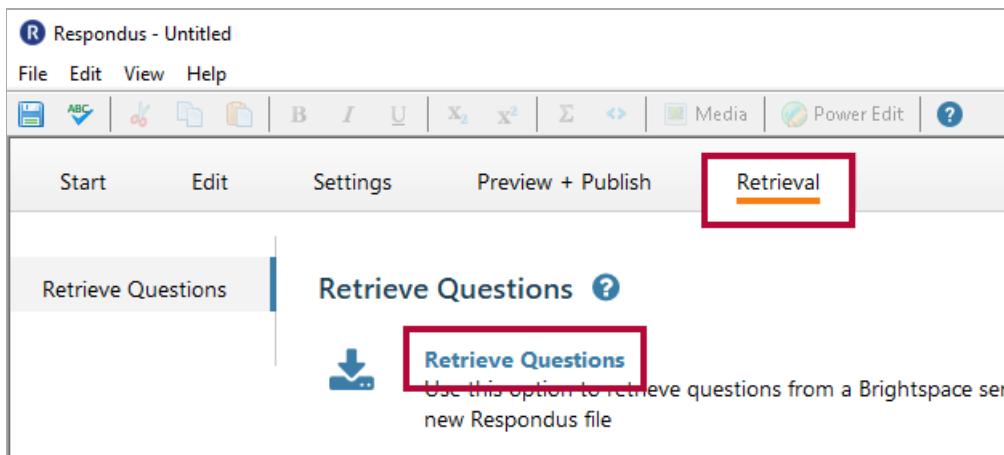
The quickest and best way to print an exam with answers is to use **Respondus 4.0**, a test generation application supported by LSC-Online.

See [Install or Update Respondus 4.0 & StudyMate Author](https://vtac.lonestar.edu/help/update-respondus-license) (https://vtac.lonestar.edu/help/update-respondus-license) for installation information.

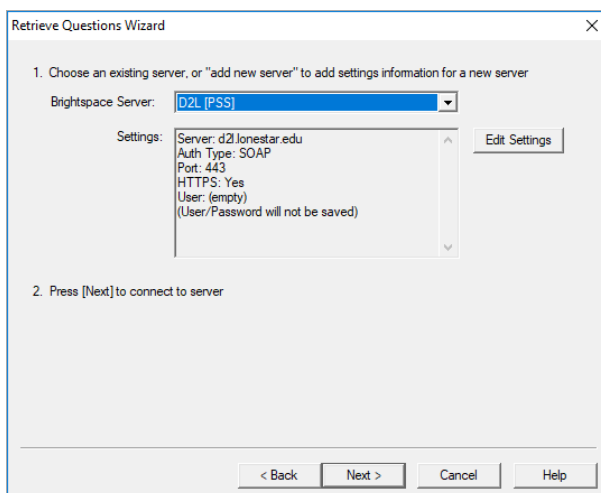
**NOTE:** Respondus 4.0 is **not** available for Mac OS, only for Windows.

Show Video Walkthrough

1. Select the **[Retrieval]** tab, and then click the **[Retrieve Questions]** button.



2. Select the **D2L server** you have previously configured.
  - To set up the server for the first time, skip to [Set up the server for the first time](#) below.



- From the pull-down list, select your online course, and then select the quiz to retrieve. Enter a name for the exam being downloaded, and then click the **[Next]** button.

Retrieve Questions Wizard

1. Choose Course to Retrieve from  
(CG\_180909\_ ) Community Group: [dropdown]

2. Retrieve Assessment Type  
 Quiz [dropdown]  
 Survey [dropdown]  
 Self Assessment [dropdown]  
 Question Library Section [dropdown]

3. Enter a name for the new file  
[text input: Overview Quiz]

4. Press [Next] to retrieve from server

< Back **Next >** Cancel Help

**NOTE:** If there are any quiz questions that are located inside sections or question pools, they will not be retrieved. In order to print those questions, you must move the questions out of the sections/pools using **Add/Edit Questions**.

- A few moments later you will receive a prompt that the exam has been downloaded. Click the **[Finish]** button.

Retrieve Questions Wizard

1. The status window below will update after each step of the Retrieve process.

Respondus 4.0.7.03 February 7, 2018  
Desire2Learn IPR 1.1 May 2018

-- Start Brightspace Retrieve --

\* Retrieving assessment questions...

\* Importing quiz...

\* Opening new Respondus document...

\* Importing question(s)...

\* 5 item(s) did not include a question title and were assigned a default:  
1, 2, 3, 4, 5

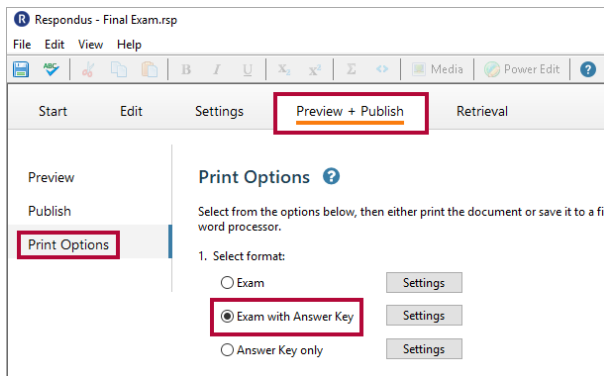
\* Saving new Respondus document...

\* 5 question(s) successfully imported.

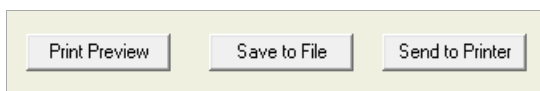
- Completed successfully -

< Back **Finish** Cancel Help

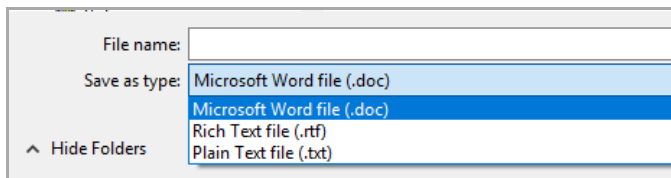
- Select the **[Preview & Publish]** tab at the top. Select the **[Print Options]** tab on the left, and then select the **[Exam with Answer Key]** option.



6. Click either the **[Send to Printer]** button to print the exam directly from Respondus or click the **[Save to File]** button to save your exam in Microsoft Word or rich-text format.



7. From the **Save as Type** menu, choose the desired file format to save as a file.

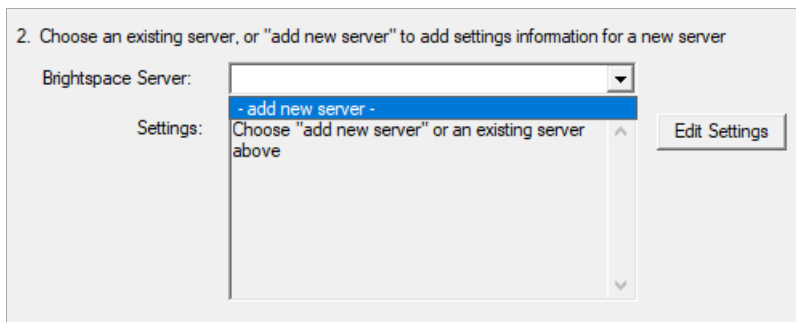


**NOTE:** Some media files and HTML cannot be printed, and certain images may print poorly. It is recommended that you check the printed exam before submitting it to your department.

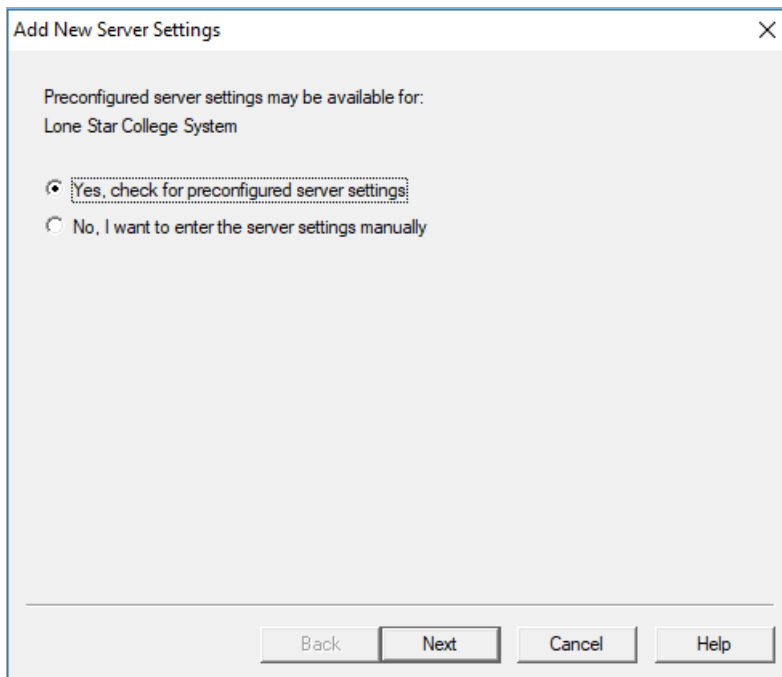
See [Respondus 4.0 Guides & Videos \(https://vtac.lonestar.edu/help/respondus-guides\)](https://vtac.lonestar.edu/help/respondus-guides) for more instructions on using the program.

## Set up the server for the first time

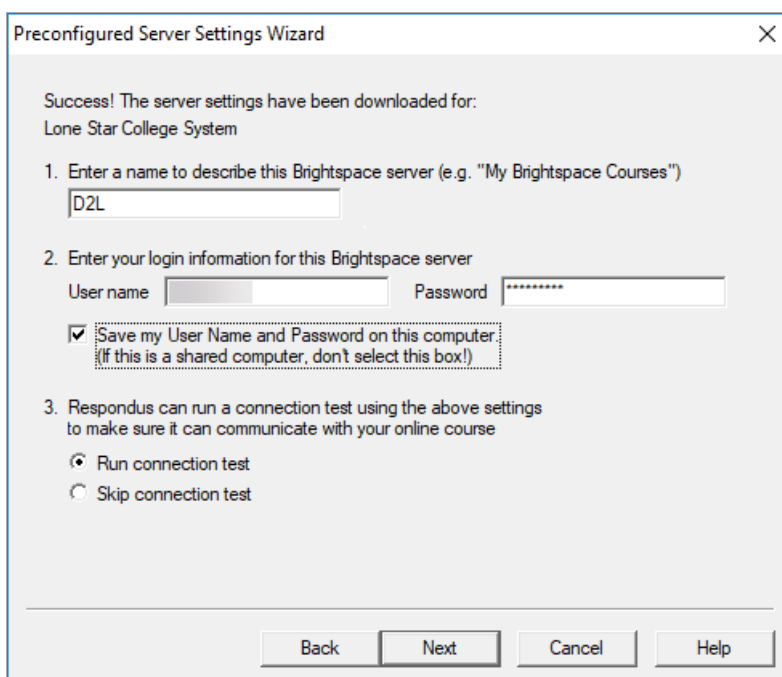
1. Select **[-add new server-]** from the dropdown menu.



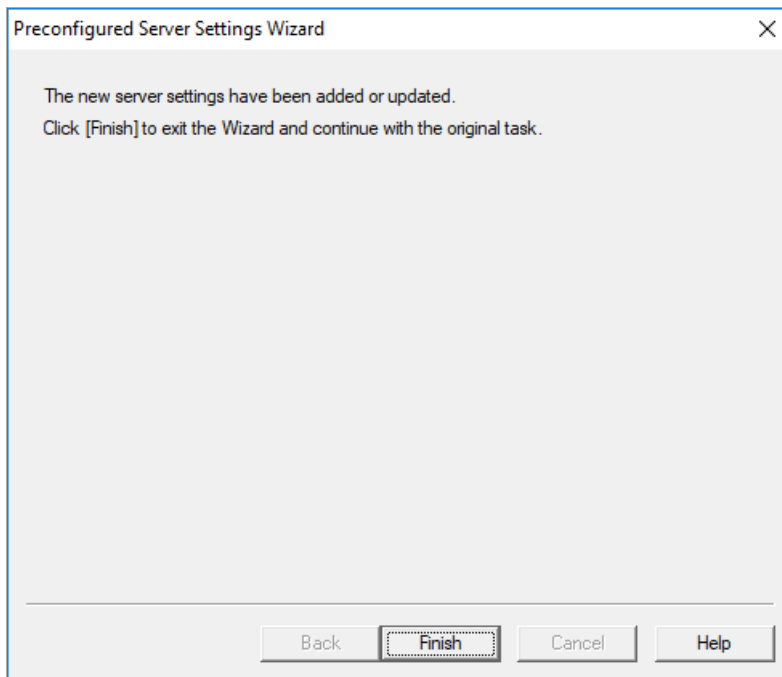
2. Respondus may be preconfigured to connect to D2L. Select **[Yes, check for preconfigured server settings]**. Click **[Next]**.



3. Enter a name for the server, your LSC system username, and your Respondus password. See [Installing or Updating Respondus 4.0 & StudyMate Author \(https://vtac.lonestar.edu/help/update-respondus-license\)](https://vtac.lonestar.edu/help/update-respondus-license) if you do not have the Respondus/D2L password. If Respondus is installed on your computer, and not used by others, you may check **[Save my User Name and Password]**. Choose whether to Run or Skip the connection test. Click **[Next]**.



4. Click **[Finish]**.



5. Click **[Next]** to begin the connection to the server.
6. Return to **Step #2** above to continue.

**NOTE:** If the connection fails, make a **VTAC Support** [appointment](https://app.acuityscheduling.com/schedule.php?owner=12117659&appointmentType=category:Virtual+Teaching+Assistance+Center) (<https://app.acuityscheduling.com/schedule.php?owner=12117659&appointmentType=category:Virtual+Teaching+Assistance+Center>) or email [VTAC@lonestar.edu](mailto:VTAC@lonestar.edu) ().