Step by Step: Retrieving Blackboard Questions Through Respondus

1. Click the **Respondus icon** on your desktop to open it.

2. Click the **Retrieval & Reports** tab.

3. Click the **Retrieve Questions** button.

4. The **Retrieve Questions Wizard** screen displays. The current UAMS Blackboard server should be selected. Click **Next** to continue.
5. If you did not set the “remember my user name” option when installing Respondus, a login window will appear. Enter your Blackboard **User name** and **Password**.

6. On the next window, choose the **course** from the drop-down list. Any course in which you are the instructor should appear.

7. Choose the **exam**, **survey**, or **pool** from the drop-down list.

8. Enter a **name** for the new file.

9. Click the **Next** button.

10. The window will display messages as the retrieval progresses. When you see “**Completed successfully**”, click the **Finish** button.
11. The **Retrieval & Reports** tab screen appears. Click the **Edit** tab to see your retrieved questions.

The retrieved test and questions display. Revise and republish to Blackboard as needed.