

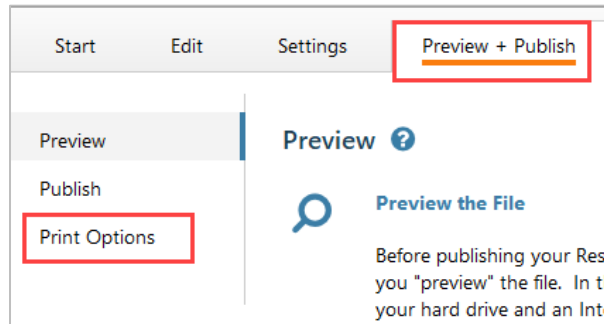
# RESPONDUS: PRINT A TEST

Instructors can print a hard copy of a test created with Respondus or a test that was [retrieved from ulearn](#).

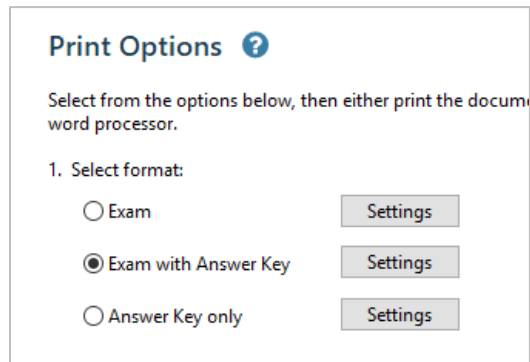
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## Instructions

1. Open Respondus, then click the Preview & Publish tab and click **Print Options** from the left menu.

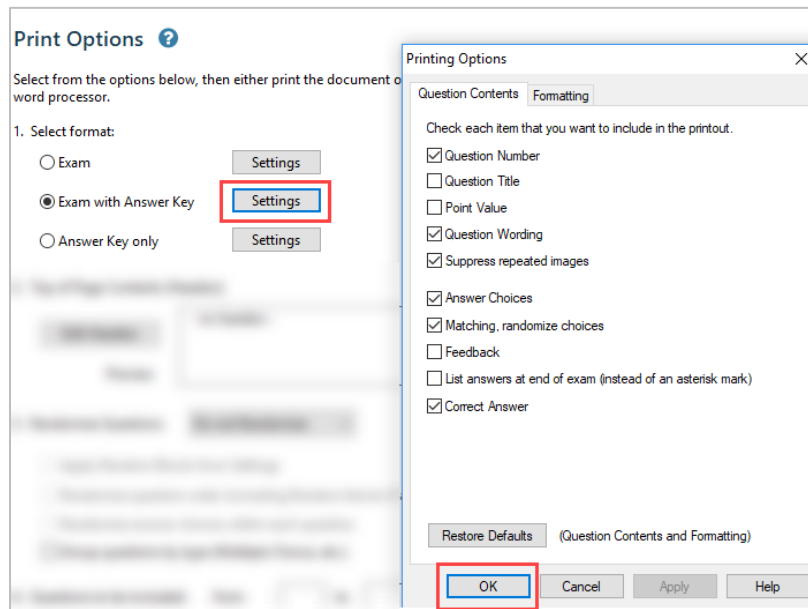


2. Select the format for the **Exam**:
  - a. Exam (usually for students who need a hard copy of the exam)
  - b. Exam with Answer Key (usually for instructors only)
  - c. Answer Key only (usually for instructors only)

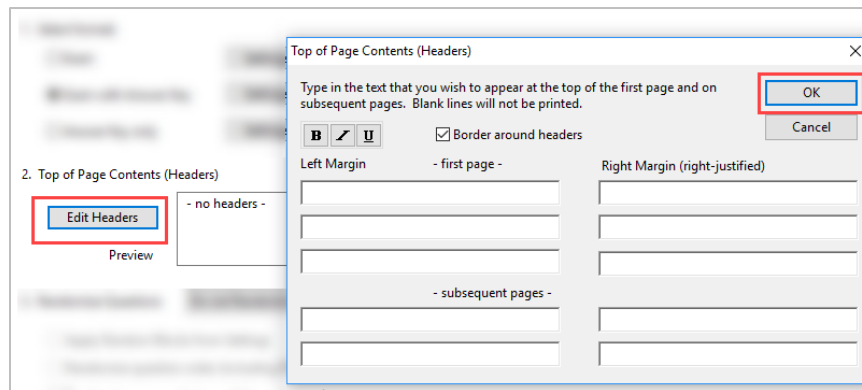


3. (Optional) To change the format settings, click **Settings**. In the Printing Options window, check/uncheck options and click **OK** when done.

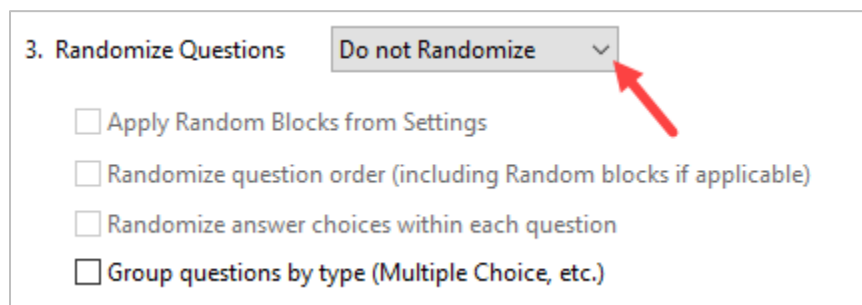
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4. (Optional) In the Top of Page Contents (Headers) section, click the **Edit Headers** button to add headers to the top of the exam in MS Word.



5. (Optional) In the Randomize Questions section, click on the dropdown box to add randomization to the test questions.



6. (Optional) In the Number of questions to be included, type the number of questions to be included. Leave this section blank to include all questions.

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

7. When finished formatting the test:
  - a. Click **Save to File** to save the test as a MS Word document on your computer.
  - b. Click **Send to Printer** to send the test file directly to the printer.

Print Preview

Save to File

Send to Printer