Using the Exam Wizard – Copy Questions from other Respondus files

1) Select <Exam Wizard> from the Start menu.

2) Select the first option: Create a new exam and then copy questions to it from other Respondus files. Then click <Next>.
3) Fill out the title, description, and click <Next>. 
4) Highlight the files to pull questions from and click <Select>. Click <Next> when finished.
5) Choose one of the files selected in the Source Files drop down menu. If Automatic Selection is chosen then in the Number to Select column put the amount of questions to be pulled from each question type.
6) Click <Add to End of List> to add the questions to your Exam.
7) After selecting all the questions desired from the different files click <Next>.

8) If making Manual Selection click under the checkmark for each question from the top window, click <Add to End of List> and select <Next> when finished.
9) In the next window select the appropriate option and click <Finish>.
The questions you selected are now included in the exam. The file will be saved once you choose an option below and click Finish.

**Edit and Print Options**
- Go to the Edit menu to create new questions or to modify existing questions
- Go to the Print menu to print the exam or to save it to a rich text file

**Blackboard Options**
- Go to the Settings menu to determine the settings for a Blackboard administered exam
- Go to the Preview menu to see how the exam will look in Blackboard
- Go to the “Publish to Blackboard” menu to upload the exam to a Blackboard course

**Wizard Options**
- Create another exam using this wizard
- Exit the Exam Wizard and return to Respondus