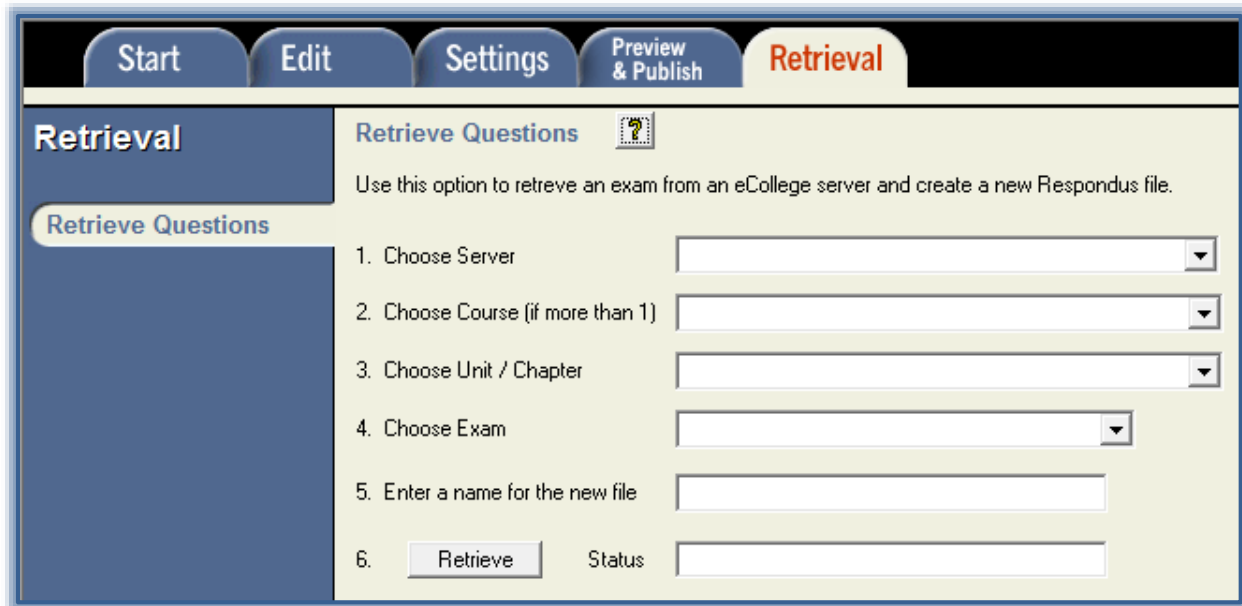


RESPONDUS-RETRIEVE EXAM FROM eCOLLEGE

With Respondus it is possible to retrieve an exam from an eCollege course. Once the exam is retrieved, it can be saved, revised, and then re-uploaded to an eCollege Course. The process is similar to publishing an exam, except you choose the Retrieval Tab instead of the Preview and Publish tab.

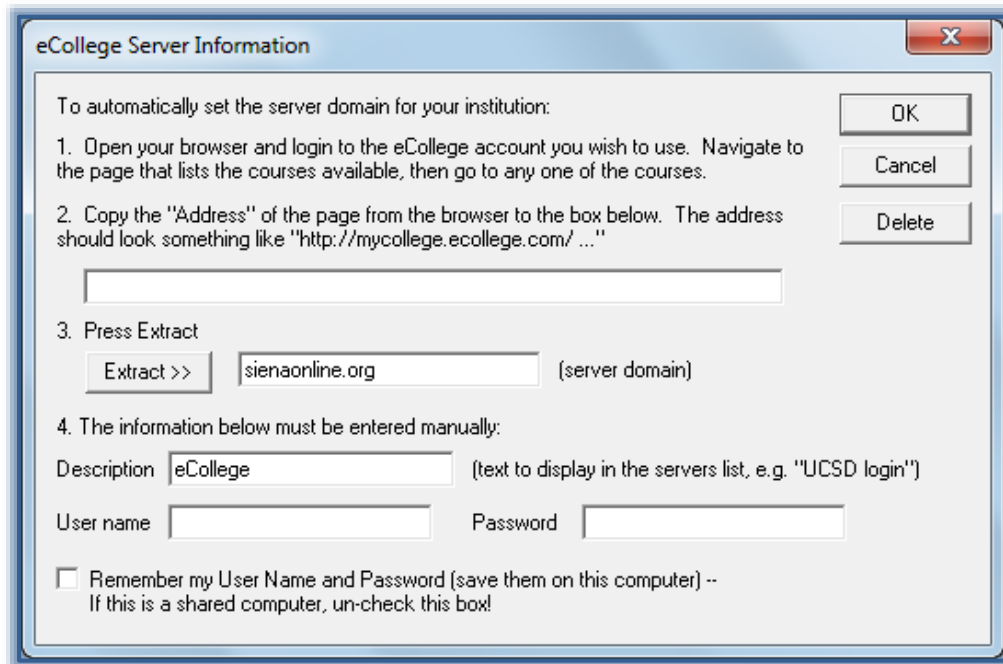
† Click the **Retrieval** tab in Respondus.



† The **Retrieve Questions** window will display (see illustration below).

† Click the **Choose Server** list arrow and choose the server that you set up earlier.

† The **eCollege Server Information** window will display (see illustration below).



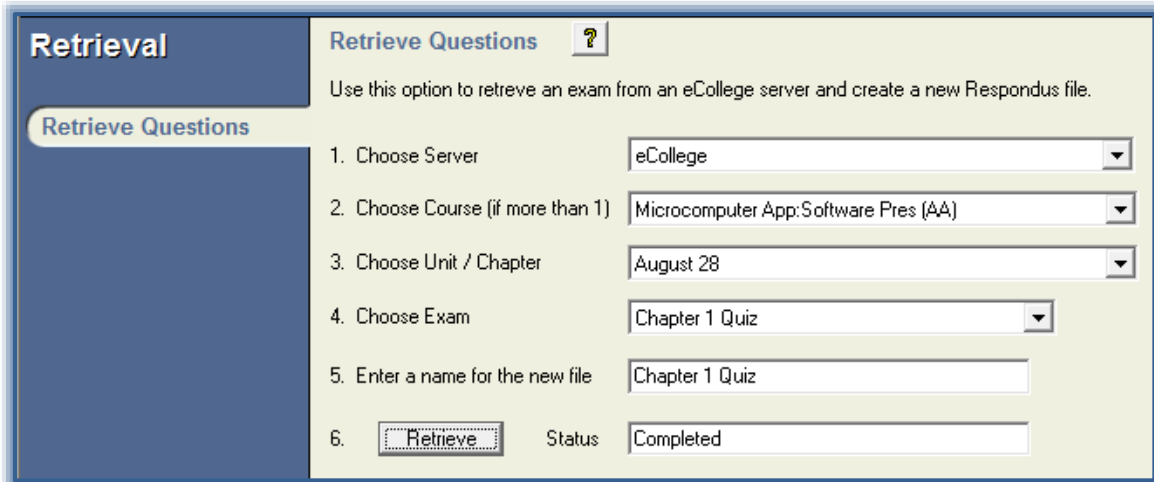
† Input your **User Name** and **Password**.

† The rest of the information should all be completed.

† Click **OK** to move back to the **Retrieve Questions** window.

† Select the course from which the exam is to be retrieved from the **Choose Course** list.

- † A Windows hour-glass will appear.
- † When the hour-glass disappears, click the **Choose Unit/Chapter** list arrow.
- † Select the **Week/Unit/Chapter** from which the exam is to be retrieved.
- † Click the list arrow for **Choose Exam** to select the exam that is to be retrieved.
- † In the **Enter a Name for the New File** box, input the name for the exam.
- † Click the **Retrieve** button.
- † A **Retrieving from eCollege** message will appear in the **Status** box.
- † A **File Saved** message will appear when the process is complete.
- † **Completed** will appear in the **Status** box as shown in the illustration below.



Retrieval

Retrieve Questions ?

Use this option to retrieve an exam from an eCollege server and create a new Respondus file.

1. Choose Server: eCollege
2. Choose Course (if more than 1): Microcomputer App: Software Pres (AA)
3. Choose Unit / Chapter: August 28
4. Choose Exam: Chapter 1 Quiz
5. Enter a name for the new file: Chapter 1 Quiz
6. Status: Completed

- † The **Exam** will be saved to the **Respondus Projects** folder on your computer.