

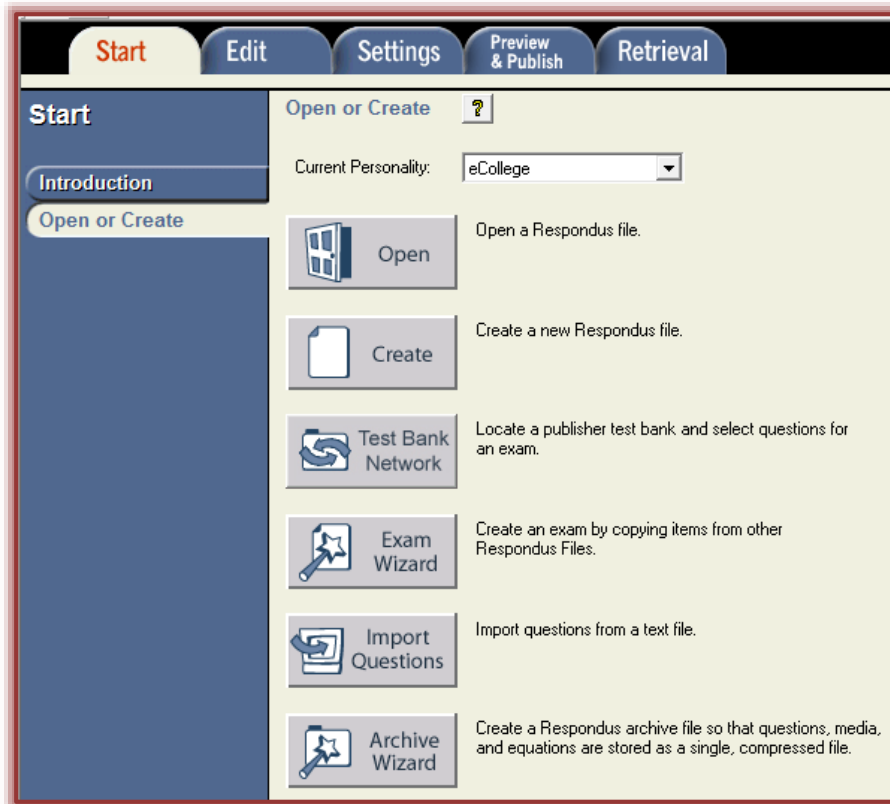
Respondus-Exam Wizard

Open an Existing Respondus File

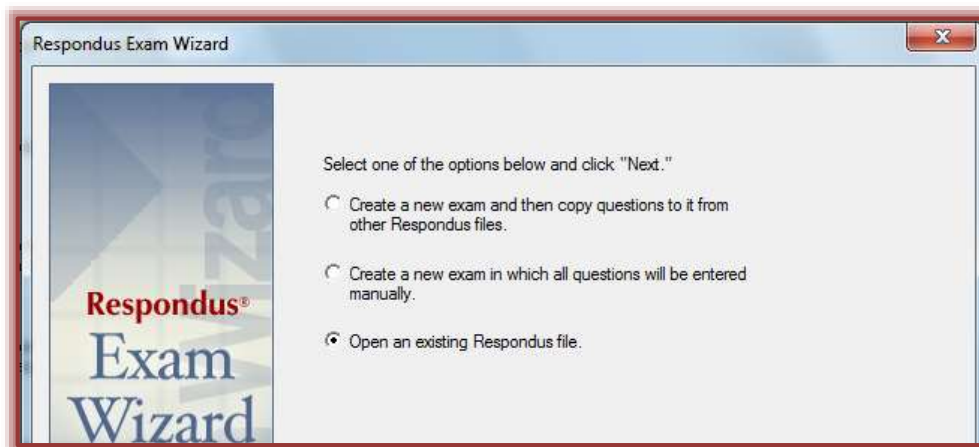
This wizard helps familiarize new users with the basics of Respondus. This is also the best way to create an exam using questions contained in one or more Respondus files. The Wizard can be used to randomly select from files. Point values can be assigned across the entire question type.

This option is used to create an exam from a previously created Respondus file.

- ✦ Click the **Exam Wizard** button on the **Start Menu** (see illustration below).

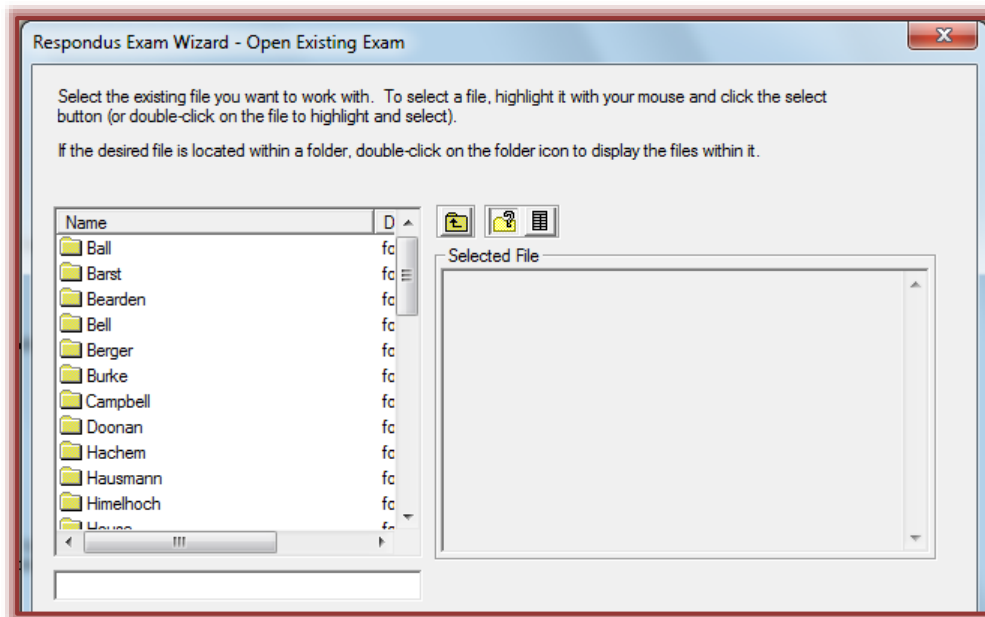


- ✦ The **Respondus Exam Wizard** window will display.
- ✦ Select the **Open an existing Respondus file** option (see illustration below).

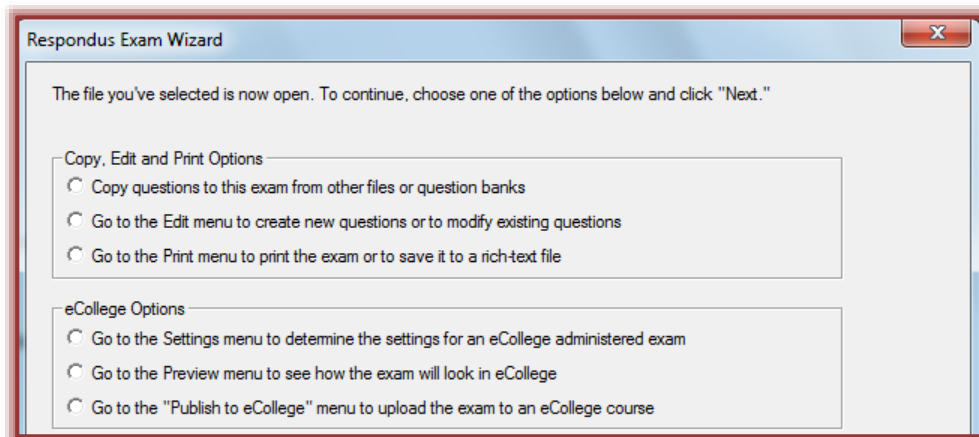


- ✦ Click the **Next** button to move to the second step in the wizard.

- ✦ The **Open Existing Exam** window will display (see illustration below).



- ✦ Select an exam from the list that appears on the left side of the window.
- ✦ Click the **Next** button to move to the next step in the wizard.
- ✦ Select one of the available options from either of the categories (see illustration below).



- ✦ Click the **Next** button to move to the last step in the wizard.
- ✦ Choose one of the available options. The window that appears at this point in the wizard is determined by the option chosen in the previous window.
- ✦ Click the **Finish** button. What happens at this point will be determined by the options chosen in this step of the wizard.