



## WEBCT — RESPONDUS PRINTING

In this section you learn about publishing and printing quizzes.

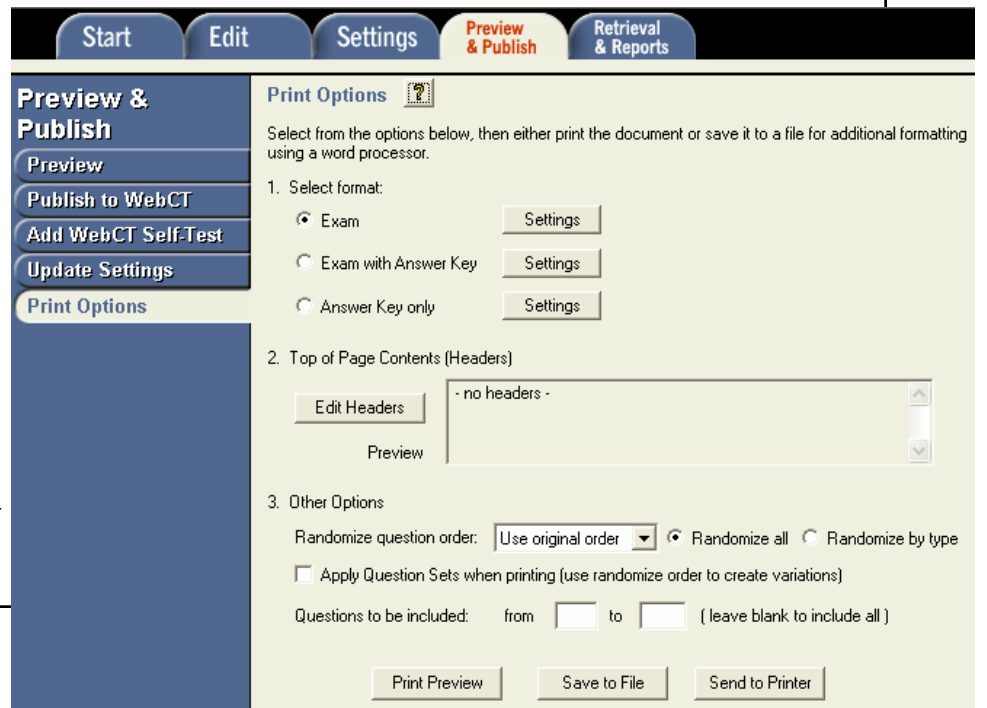
### Printing Quizzes

Before you can print or publish a quiz, you must either open or create a new quiz. Once you have done this, go to the Preview & Publish tab.

	<b>Open</b>	Open a Respondus file.
	<b>Create</b>	Create a new Respondus file.

### Select and enter the printing options.

1. Be sure **Print Options** is selected from the left menu.
2. Choose the format you want to print. Click on settings to choose preferences.
3. You can use the headers to put in a line for the student's name, date, etc.
4. Choose the question options.
5. Preview, save to file, or print!



The screenshot shows the Respondus software interface with the following elements:

- Navigation Tabs:** Start, Edit, Settings, **Preview & Publish** (highlighted), Retrieval & Reports.
- Left Menu:** Preview & Publish, Preview, Publish to WebCT, Add WebCT Self-Test, Update Settings, **Print Options** (highlighted).
- Print Options Section:**
  - Print Options** (with help icon)
  - Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.
  - 1. Select format:**
    - Exam (Settings)
    - Exam with Answer Key (Settings)
    - Answer Key only (Settings)
  - 2. Top of Page Contents (Headers):**
    - Edit Headers
    - Preview: - no headers -
  - 3. Other Options:**
    - Randomize question order: Use original order (dropdown),  Randomize all,  Randomize by type
    - Apply Question Sets when printing (use randomize order to create variations)
    - Questions to be included: from [ ] to [ ] (leave blank to include all)
- Buttons:** Print Preview, Save to File, Send to Printer