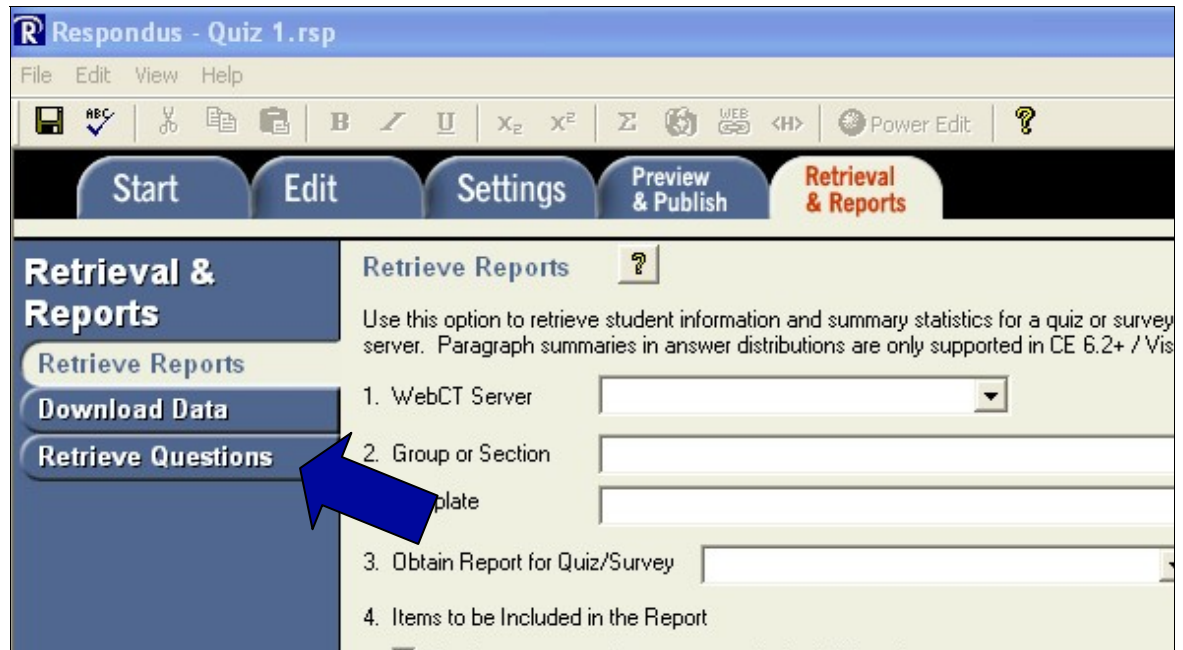
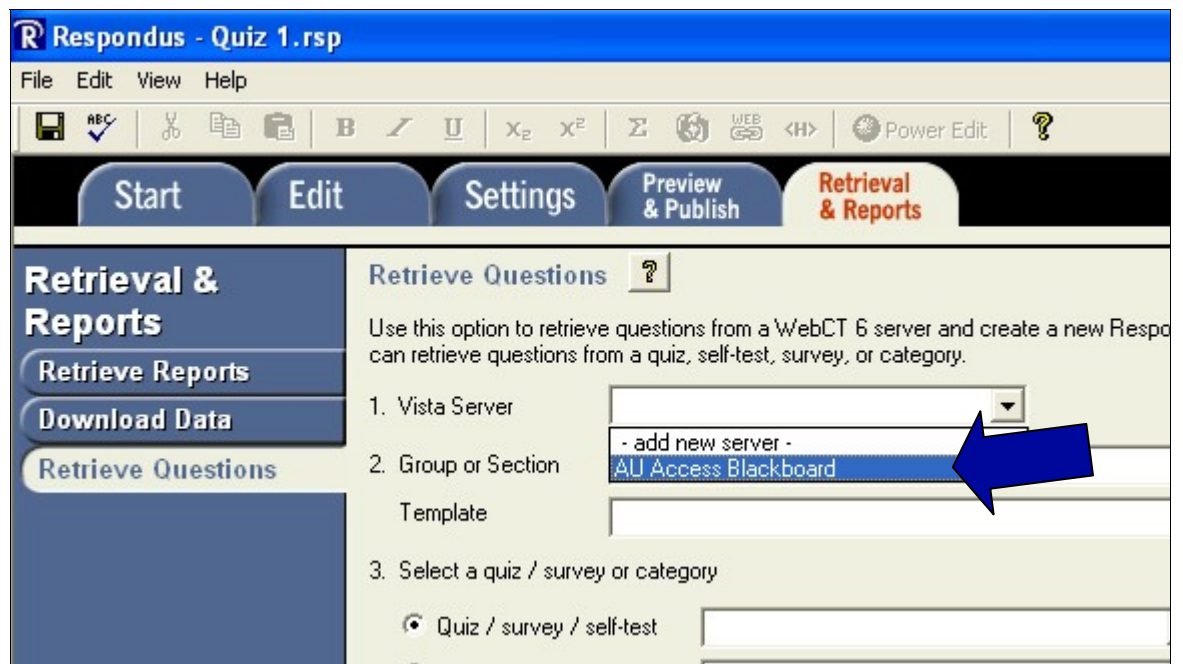


How to Download Questions from Blackboard

1. From the **Retrieval & Reports** tab, click **Retrieve Questions**.



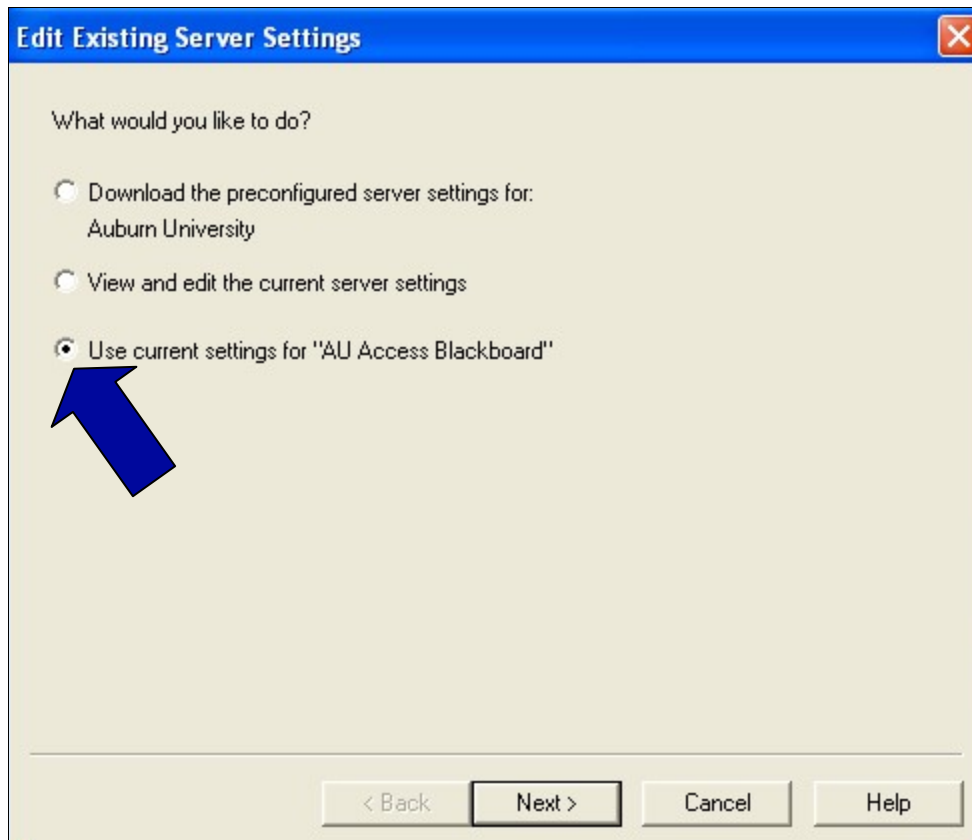
2. Click the **Vista Server** drop-down arrow and select the **AU Access Blackboard** item.



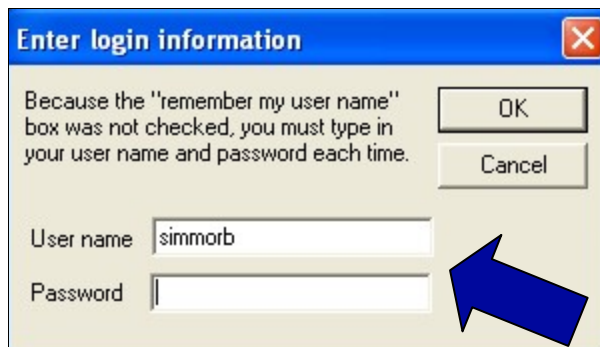
Note: If you need help adding Blackboard as an option, please see the video help “How to Configure Respondus for Blackboard.”

How to Download Questions from Blackboard

3. Ensure the radio button for **Use current settings for "AU Access Blackboard"** is selected. Then click the **Next** button.

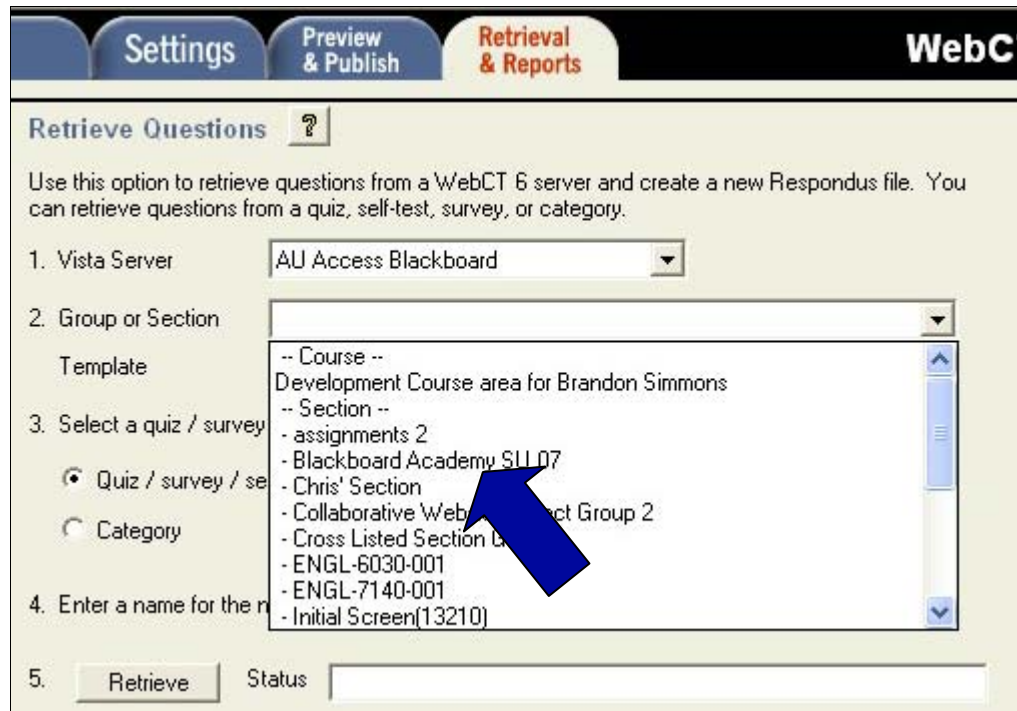


4. Enter your Auburn User name and Password.



How to Download Questions from Blackboard

5. Select the **Group or Section** with the quiz.

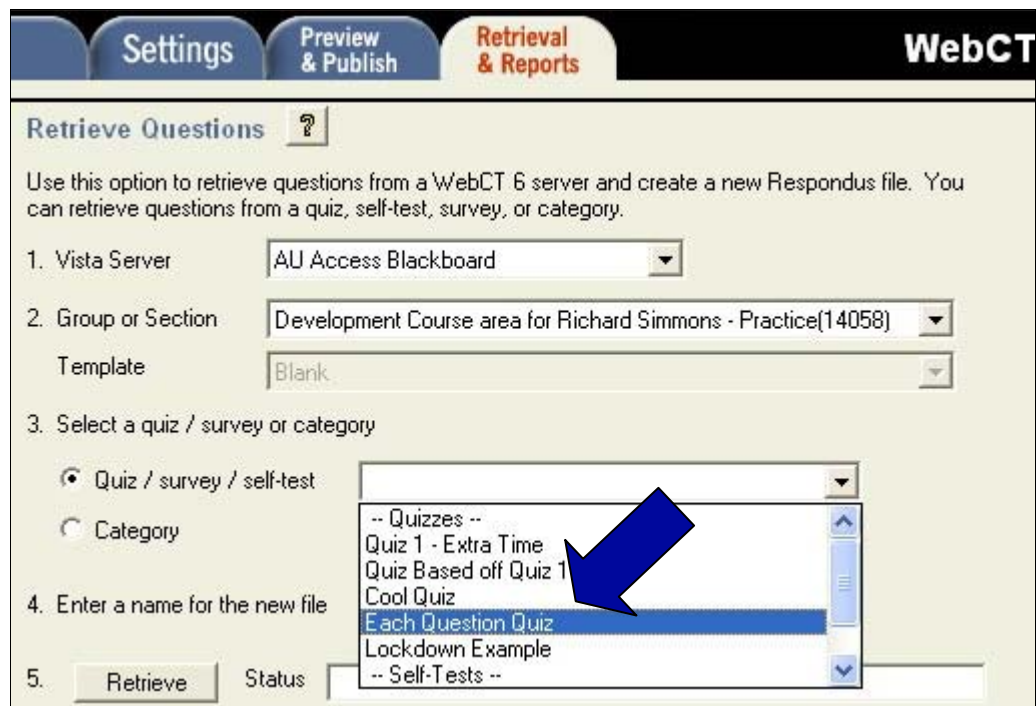


Retrieve Questions ?

Use this option to retrieve questions from a WebCT 6 server and create a new Respondus file. You can retrieve questions from a quiz, self-test, survey, or category.

1. Vista Server: AU Access Blackboard
2. Group or Section:
 - Course --
 - Development Course area for Brandon Simmons
 - Section --
 - assignments 2
 - Blackboard Academy S1107
 - Chris' Section
 - Collaborative Web Object Group 2
 - Cross Listed Section
 - ENGL-6030-001
 - ENGL-7140-001
 - Initial Screen(13210)
3. Select a quiz / survey / self-test / category
 - Quiz / survey / self-test
 - Category
4. Enter a name for the new file: _____
5. Status: _____

6. Select the desired **Quiz/survey/self-test**.

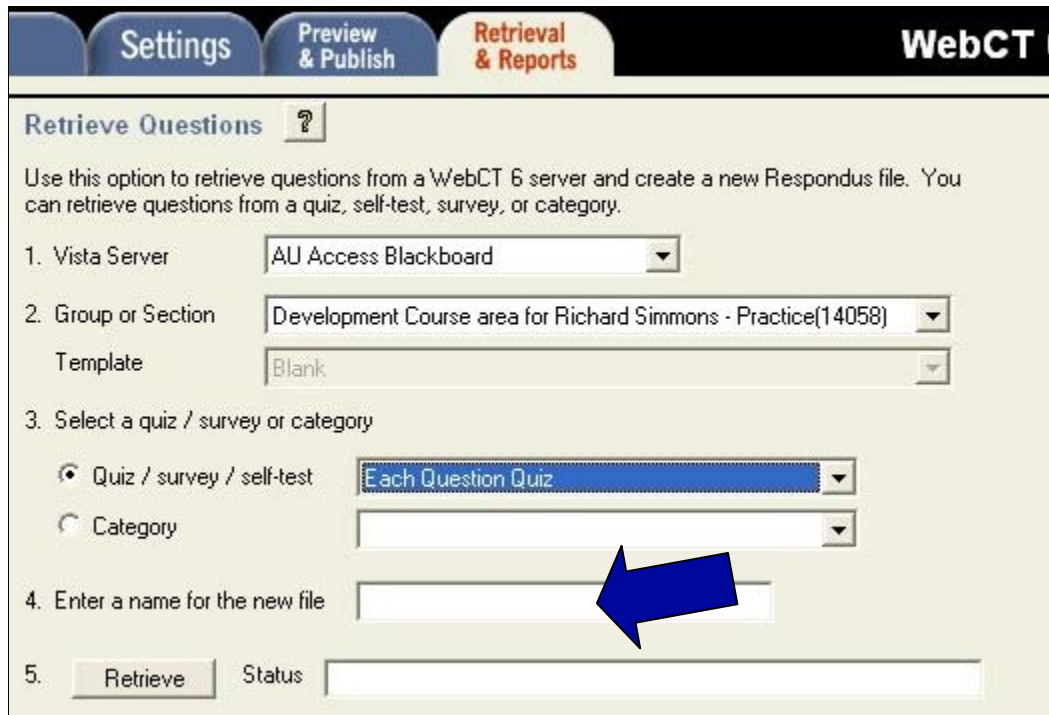


Retrieve Questions ?

Use this option to retrieve questions from a WebCT 6 server and create a new Respondus file. You can retrieve questions from a quiz, self-test, survey, or category.

1. Vista Server: AU Access Blackboard
2. Group or Section: Development Course area for Richard Simmons - Practice(14058)
3. Select a quiz / survey or category
 - Template: Blank
 - Quiz / survey / self-test
 - Category
4. Enter a name for the new file: _____
5. Status: _____

7. Enter a name for the file.

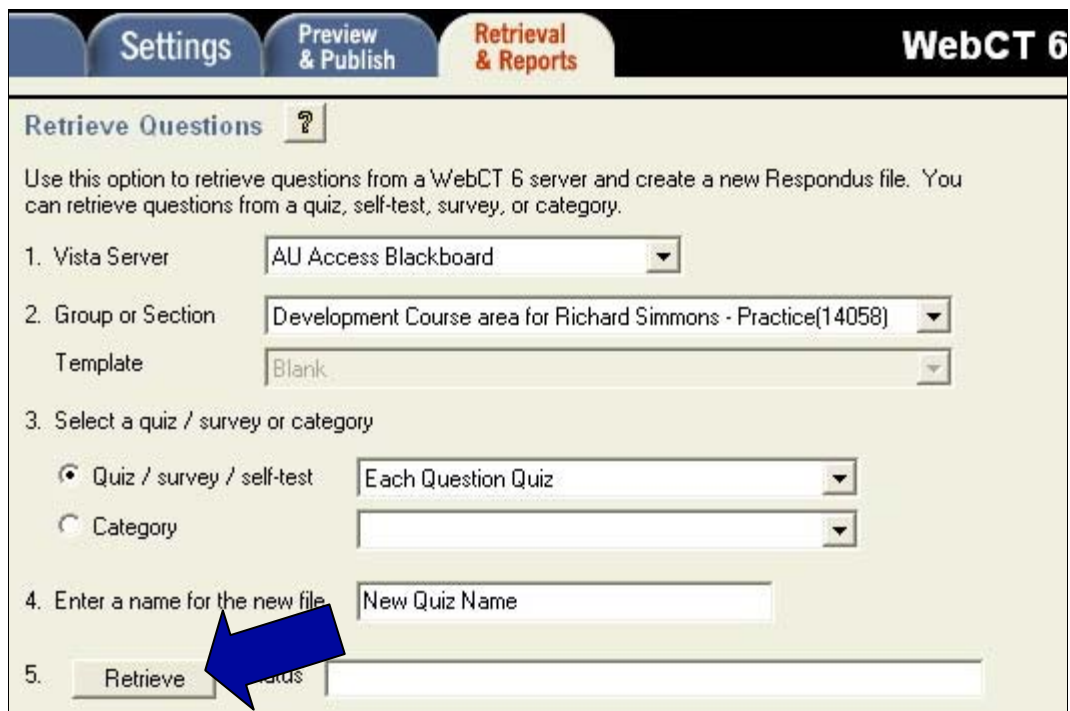


Retrieve Questions ?

Use this option to retrieve questions from a WebCT 6 server and create a new Respondus file. You can retrieve questions from a quiz, self-test, survey, or category.

1. Vista Server: AU Access Blackboard
2. Group or Section: Development Course area for Richard Simmons - Practice(14058)
Template: Blank
3. Select a quiz / survey or category:
 Quiz / survey / self-test: Each Question Quiz
 Category:
4. Enter a name for the new file: (indicated by a blue arrow)
5. Status:

8. Click the **Retrieve** button.



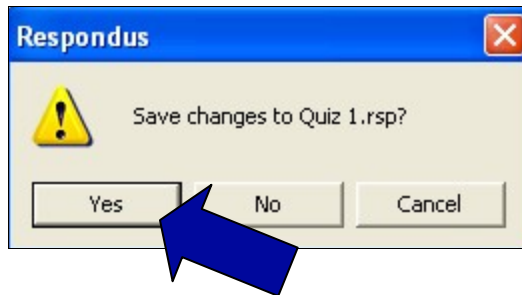
Retrieve Questions ?

Use this option to retrieve questions from a WebCT 6 server and create a new Respondus file. You can retrieve questions from a quiz, self-test, survey, or category.

1. Vista Server: AU Access Blackboard
2. Group or Section: Development Course area for Richard Simmons - Practice(14058)
Template: Blank
3. Select a quiz / survey or category:
 Quiz / survey / self-test: Each Question Quiz
 Category:
4. Enter a name for the new file: (indicated by a blue arrow)
5. Status:

How to Download Questions from Blackboard

9. Click the **Yes** button.



10. Click the **OK** button.

