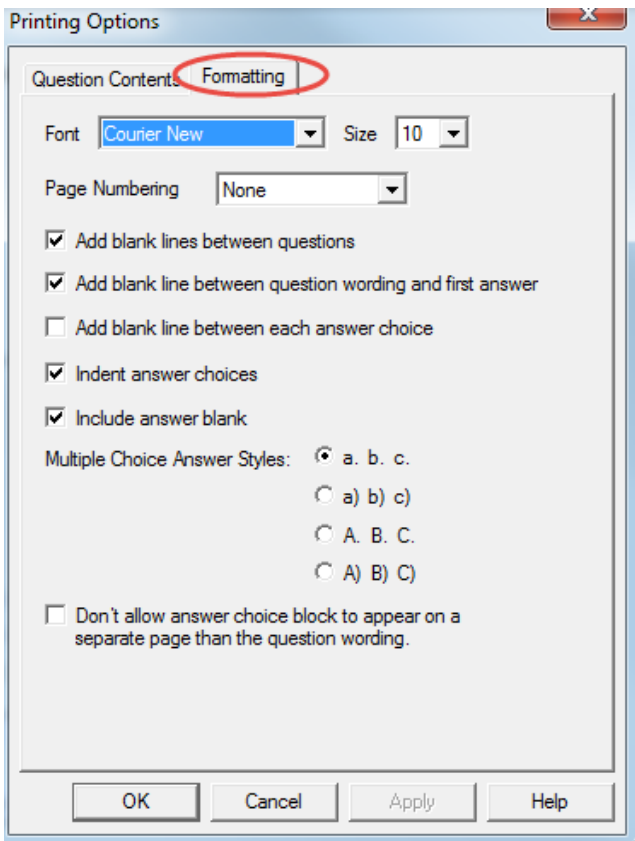
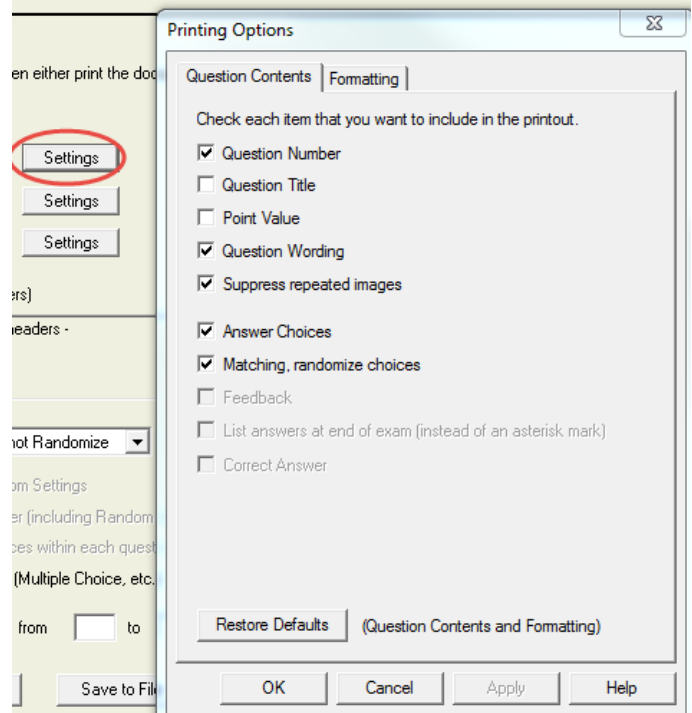


Respondus allows you to format and print multiple versions of exams for in the classroom assessments. You have the ability to “randomize all” questions in the exam or to have the questions randomized according to question type. Respondus can create up to 10 variations of the exam with just a few clicks of the button.

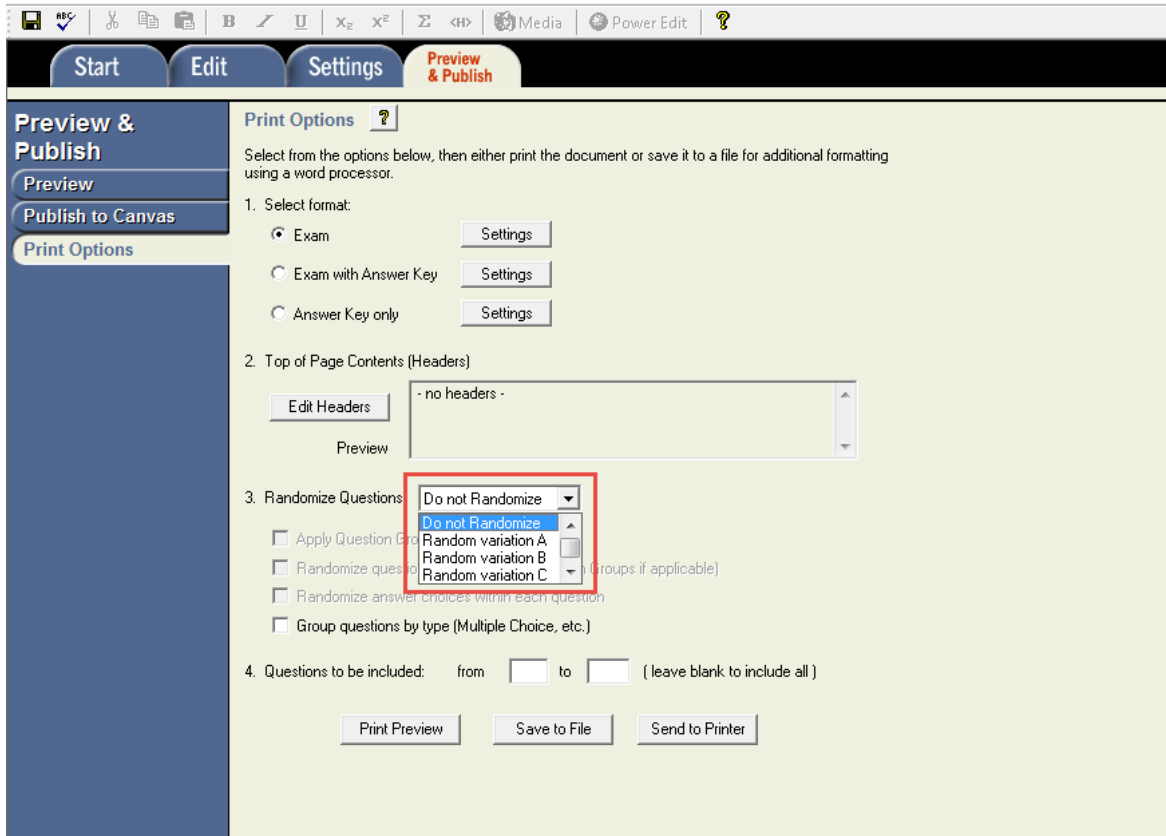
1. From the **Preview & Publish** tab, select **Print Options**.
2. Select the desired format:
 - a. Exam
 - b. Exam with Answer Key or
 - c. Answer Key only.
3. Click the **Settings** button to the right of the desired option to further adjust the settings.
4. In the Settings, you can select what features you would like to include on your print version of the test, including question number and question title.



5. In the **Formatting** tab, you will be able to edit the formatting details of the print out version including font type, font size, and spacing.
6. Click OK to return to the Print Options.

7. Click the **Edit Headers** button to modify the text that will appear at the top of each page.
8. You can also choose to randomize questions or randomize by question types (e.g. Multiple Choice, Essay) so that each student receives a unique copy of the test. To select a variation, click on the Randomize Question drop down shown below. Then select one of the variations A – J.

If you do not wish to randomize the question order select "Do not Randomize".



9. At the bottom of the screen there are three options to select for finish the process:
 - a. **Print Preview** – allows you to preview the contents of the files in a pop-up window.
 - b. **Save to File** – allows the assessment to be saved to a MS Word, Rich Text or Text file.
 - c. **Send to Printer** – sends the assessment directly to the printer.