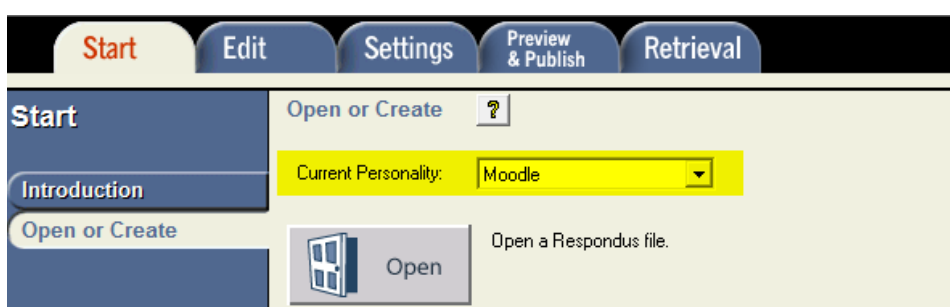


Create a paper copy of a Moodle quiz using Respondus

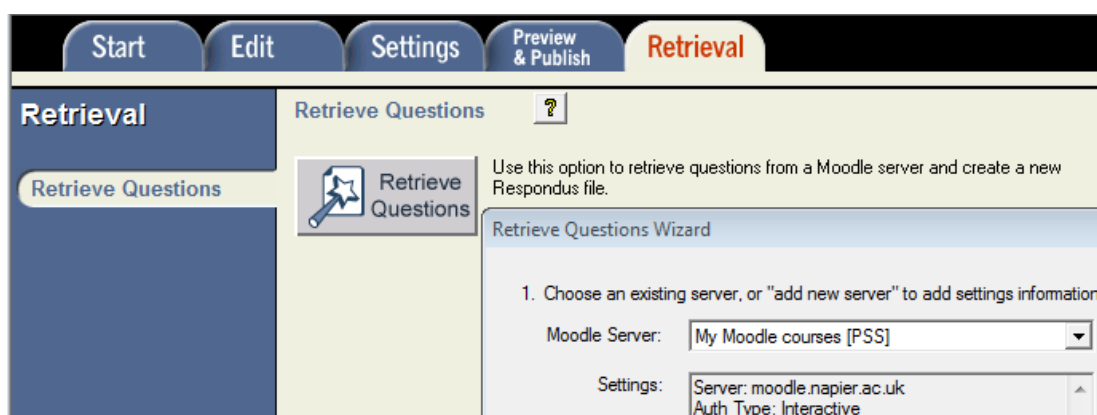
Respondus is an application allows you to create quiz questions and upload them to your Moodle course. Respondus also allows you to download a paper version of an existing Moodle Quiz which may be useful for sending to external examiners. Respondus is available for staff on the University network (Start > All Programs > Core > Respondus).

A. Connect to Moodle and download the Quiz

1. Start Respondus and make sure **Current Personality** is set to Moodle.

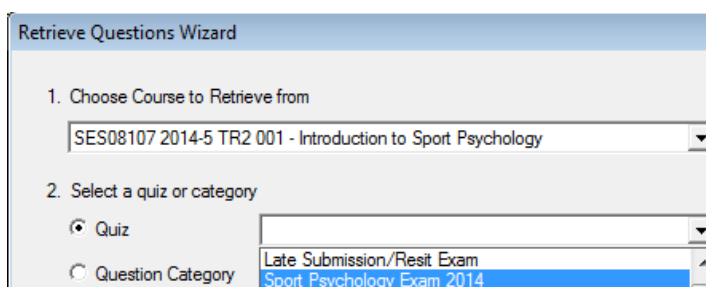


2. Click the **Retrieval** tab and then click the **Retrieve Questions** button. Select your **Moodle server** connection from the drop menu and then click **Next** to connect to Moodle.

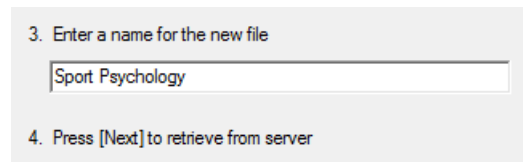
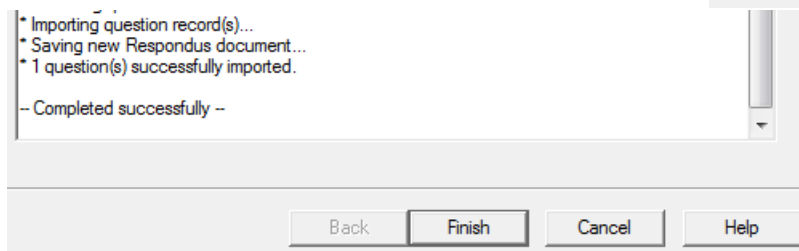


Note: If you do not have an existing Respondus connection then see the separate guide [Connect to Quizzes with Respondus](#).

3. From the **Retrieve Questions** wizard select the appropriate Moodle course from the drop menu, and then select the appropriate quiz from the Quiz drop menu.

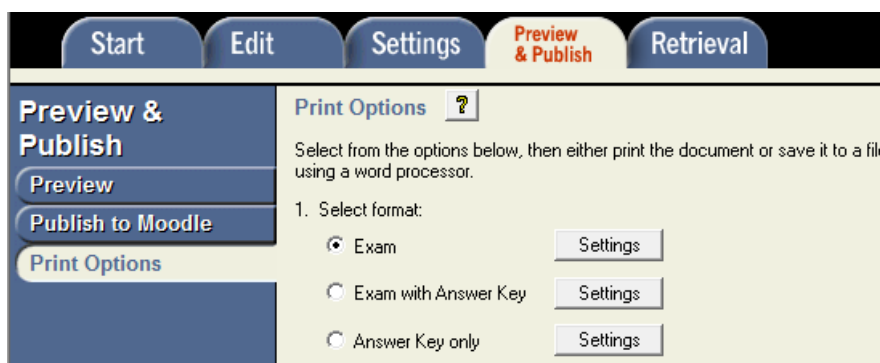


4. Enter a name for the file and then click **Next** to retrieve the quiz from Moodle. At the success message box click **Finish**.

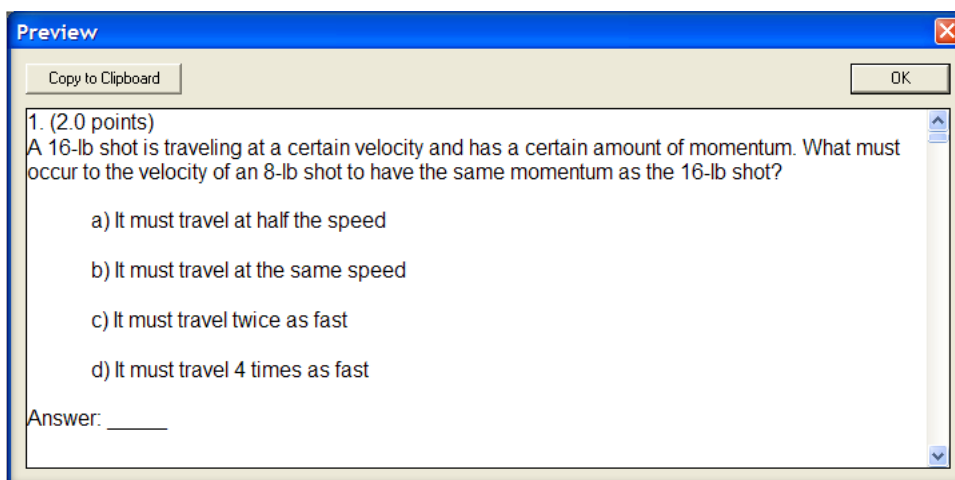
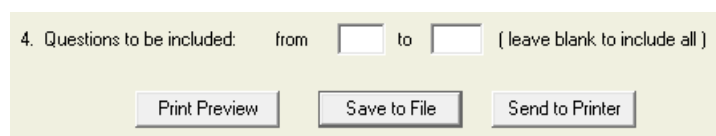


B. Create a Microsoft Word file version of the Quiz

1. Click on the **Preview & Publish** tab and then click **Print Options**.



2. Click **Print Preview** button to see how the questions appear. If you are satisfied then click **Save to File** to create a MS Word document, otherwise explore the settings.



Note: Unless your quiz has newly been created within Moodle and is not imported from previous occurrences you may receive an error message. In this case please consult a Learning Technologist.