1. Select the correct Blackboard (Blackboard 7.x-9.x) from the ‘Current Personality:’ dropdown menu.

2. Click the ‘Exam Wizard’ button.

3. In the pop-up window, you can select which exam wizard function you would like to use. For this tutorial, you will use the default selection, to create a new exam then copy questions from other Respondus files.

4. Click ‘Next’.

5. Provide a name for the new exam, you may also provide a description for the exam.

6. Click ‘Next’.

7. Click on the old exam you would like to select questions from. Once you've clicked on the exam you would like use, click on ‘Select >>’.

8. You can also select more than one old exam to draw questions from, select the additional exams in the same manner as step 7.

9. After all the needed exams have been selected, click ‘Next’.

**You will now select the number of questions and what type of questions you would like to use from the selected exams.**

10. Select the exam from which you would like to select the questions. Under ‘Source Files’ select the exam you would like to take questions from.

11. You will now enter in the number of questions you would like to select under the ‘Number to Select’ tab. To the left of that column is the ‘Available to Select’, this will show the highest number of questions you are able to select.

12. Enter in the point value for each type of question selected.

13. Click either ‘Add to End of List’ or ‘Insert into List’ depending on where you would like to selected questions to be added.

**Repeat steps 10-13 until all desired questions have been identified.**
Using Exam Wizard
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14. Click ‘Next’

15. A pop-up window will appear that says ‘Respondus Exam Wizard – Finished’, read through the three additional options to decide if additional edits need to be done to your file. If so, proceed to complete thus needed changes. If not, select the last option, ‘Exit the Exam Wizard and return to Respondus’ and then click ‘Finish’

16. You can now go and preview or publish your exam like normal.