

Using the Exam Wizard in Respondus

Instructions

Use the Exam Wizard to create a new exam by copying questions from other Respondus files.

1. From the Start menu, select the **Exam Wizard**.
2. Select the first option to Create a new exam and copy questions to it. Click **Next**.
3. Enter a name and description for the new file. Click **Next**.
4. Select the Respondus "source" files from where the exam questions will be copied. Click **Next**.
5. From the pull-down list, select one of the source files from the previous step.
6. Select either the **Automatic Selection** or **Manual Selection** option and then select questions from the source file.
7. Add the selected questions to the list in the lower section by selecting **Add to End of List** or **Insert into List**.
8. Repeat steps 5 to 7 until the desired questions are selected. Click **Next**.
9. The new file has been created. Choose from the options shown and click **Finish**.