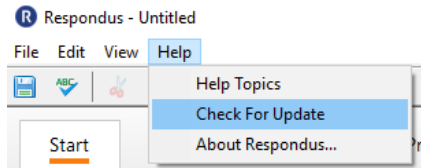
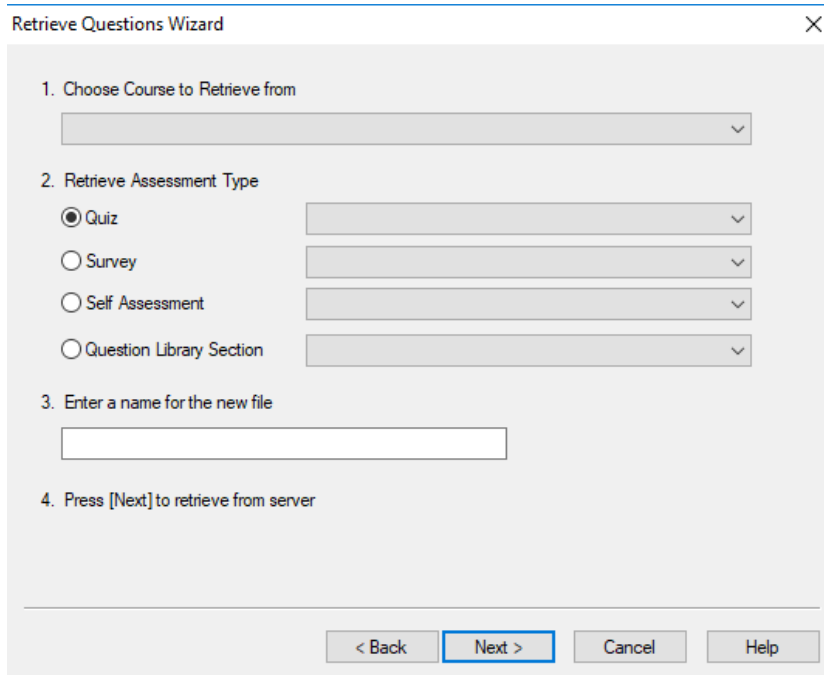


## Extracting Quiz Questions to add to the Question Library

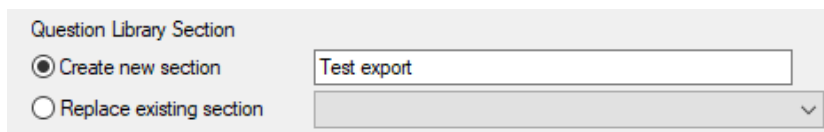
1. Open Respondus 4.0 Campus-Wide
2. Verify that the software is up-to-date by clicking Help, then Check For Update



3. Click on the Retrieval tab, then Retrieve Questions
4. When the Retrieve Questions Wizard window opens, click Next
5. Choose the course, select the quiz, and enter a name for the new file, then click Next



6. Click on the Preview + Publish tab, select Publish at the left, then click on Publish Wizard
7. Select "Publish to single course" then click Next
8. Choose the course, then select "Create new section" under Question Library Section, click Next



9. When the Publish Wizard has completed the task, click Finish