

Open an Existing Exam File

- ✦ Click the **Exam Wizard** button on the **Start Menu**.
- ✦ The **Respondus Exam Wizard** window will display.
- ✦ Select the **Create a new exam in which all questions will be entered manually** option.
- ✦ Click the **Next** button to move to the second step in the wizard.
- ✦ The **Open Existing Exam** window will display.
- ✦ Select an exam from the list that appears on the left side of the window.
- ✦ Click the **Select** button.
- ✦ Click the **Next** button to move to the next step in the wizard.
- ✦ Select one of the available options from either of the categories.
- ✦ Click the **Next** button to move to the last step in the wizard.
- ✦ Choose one of the available options. The window that appears at this point in the wizard is determined by the option chosen in the previous window.
- ✦ Click the **Finish** button. What happens at this point will be determined by the options chosen in this step of the wizard.