

OVERVIEW OF THE PREVIEW AND PUBLISH MENU

This menu lets the user determine what to do with the exam file.

- ✦ **Preview** – Use this feature to exam the contents of the file.
- ✦ **Publish to eCollege** – This feature connects Respondus to the eCollege server. Once connected, the exam can be transferred to eCollege.
- ✦ **Print** – Select this feature to format and print the exam directly from Respondus or to export the exam into a word processing program such as Microsoft Word for further enhancement and printing.