

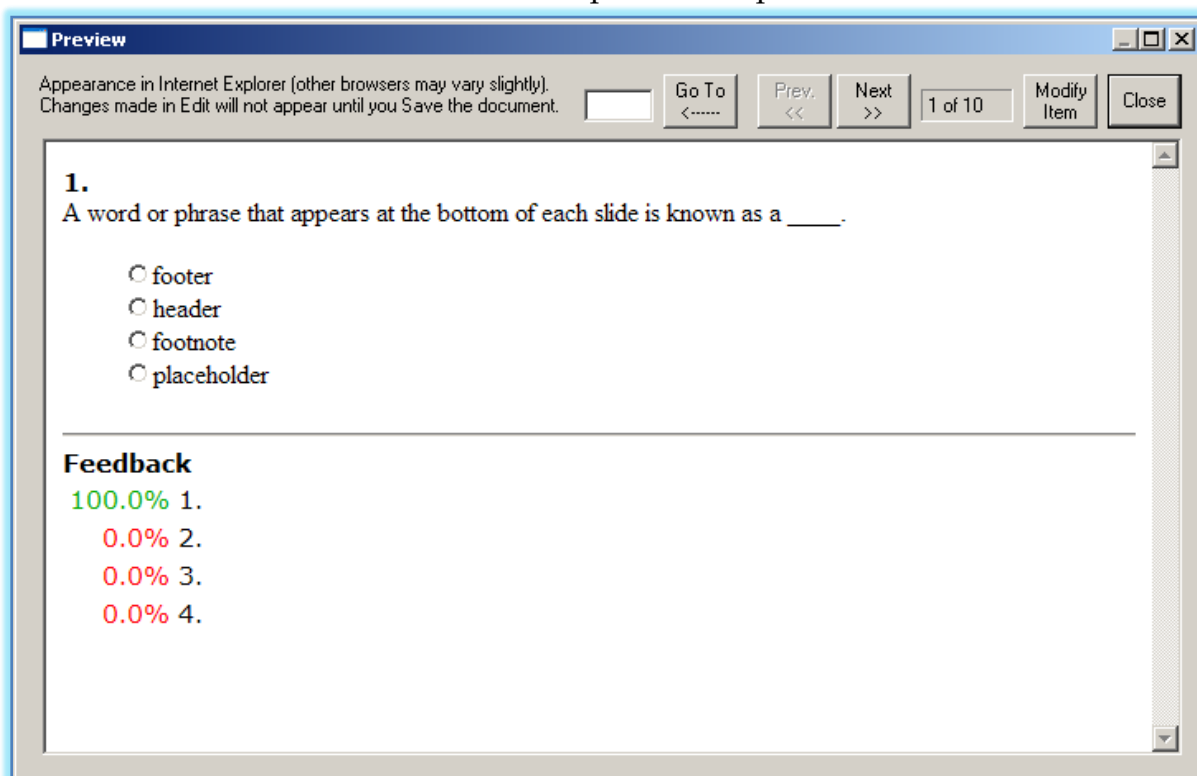
Preview a File

This feature is similar to the option that appears in the Edit window. The primary difference between the two is that in this window it is possible to scroll easily from one question to the next.

This window shows how the question wording and answer choices will appear to students when they take the exam. The feedback and correct answer for the question are displayed at the bottom of the window. This information will not display when the students view the questions.

Questions can be edited in the Preview window by clicking the Modify Item button. When this button is clicked, the screen will change to the Edit window. The question will be displayed in the editor. Once the required changes have been made, click the Save Changes button.

✚ Click the **Preview and Publish** tab at the top of the Respondus window.



- ✚ Click the **Preview** button, if necessary.
- ✚ Click the **Preview the File** button.
- ✚ The **Preview** window will display (see illustration bottom of previous page).
- ✚ To navigate to a specific question:
 - ★ Input a number into the text box to the left of **Go To**.
 - ★ Click the **Go To** button.
- ✚ To move from one question to another, click the **Next** button.
- ✚ To return to a previous question, click the **Previous** button.
- ✚ To make changes to the question, click the **Modify Item** button.
- ✚ To exit the **Preview** window, click the **Close** button.