

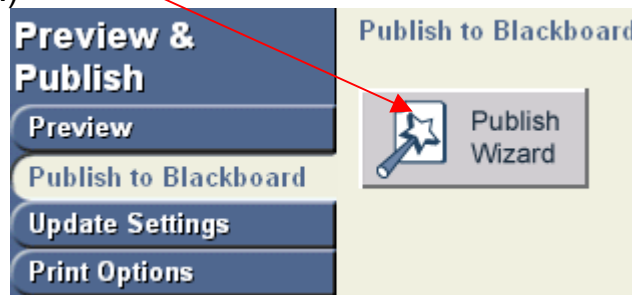
Publishing a Respondus Exam to Blackboard

Exams are published to Blackboard using the *Preview and Publish* tab.

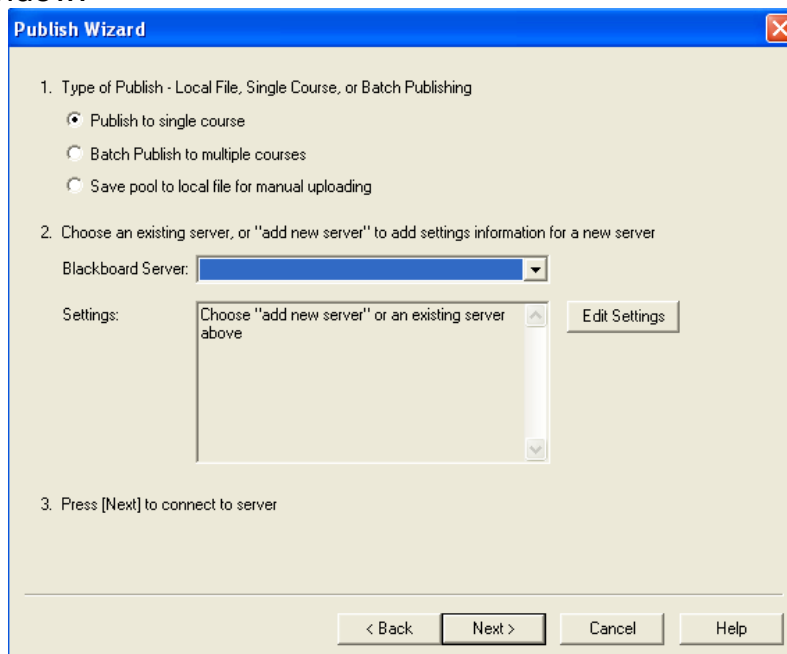
1. After an exam is opened in Respondus, select the **Preview and Publish** tab (fourth tab at the top).



2. Select the **Publish to Blackboard** option (on the left side of the screen), then select **Publish Wizard**. (The **Publish Wizard** publishes the open exam to a Blackboard server. Exams can be sent as question pools or as a complete exam or survey.)



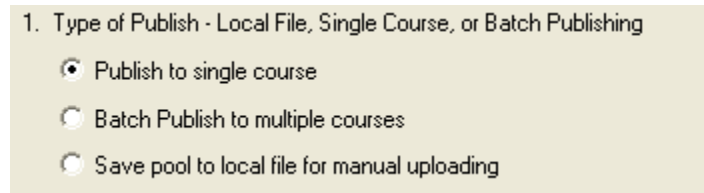
3. After the **Publish Wizard** button is clicked, users are taken to the **Publish Wizard** window.



4. The **first** time Respondus is used to publish an exam to Blackboard, the server settings must be entered. This server information will allow users to transfer information between Respondus and Blackboard.

On the **Publish Wizard** window, select the following:

1. Type of Publish – Single Course, Batch Publish, **or** Local File

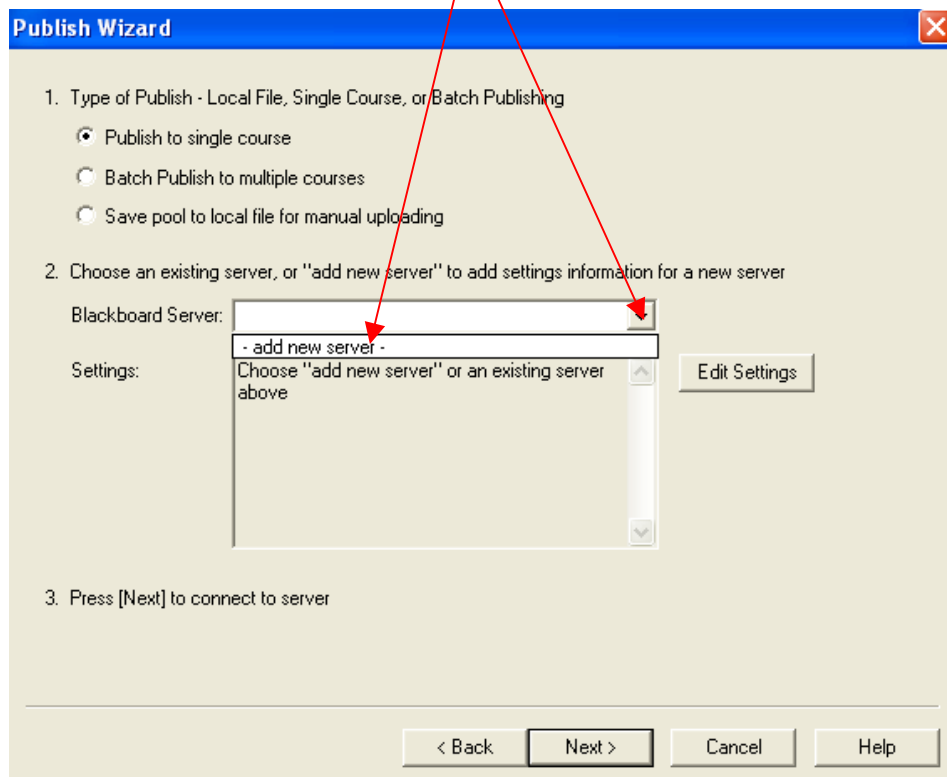


Publish to single course – publishes the exam to one specific course.

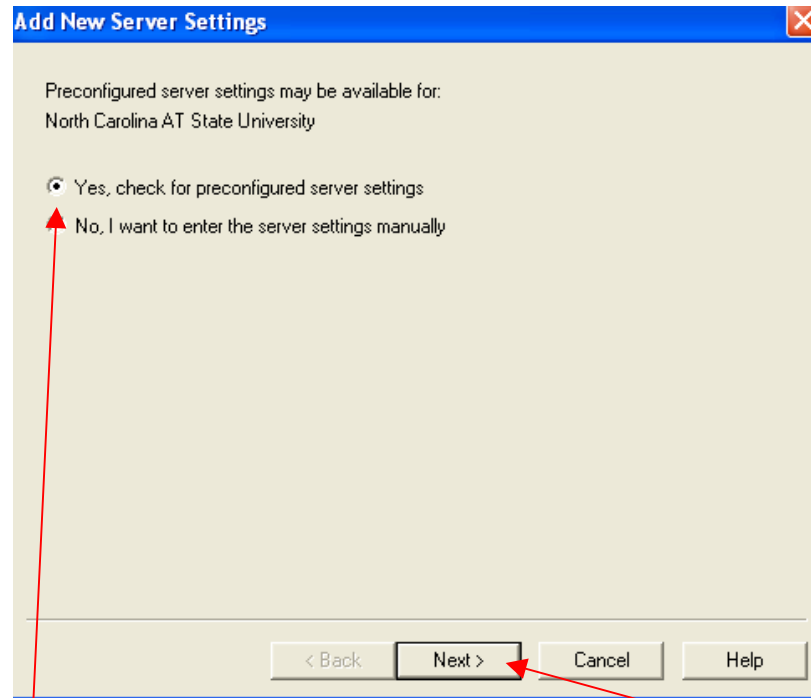
Batch publish to multiple courses – publishes the exam to multiple courses.

Save pool to local file for manual uploading – allows you to save exam to a local file so that it can be manually uploaded into Blackboard as either an exam or pool.

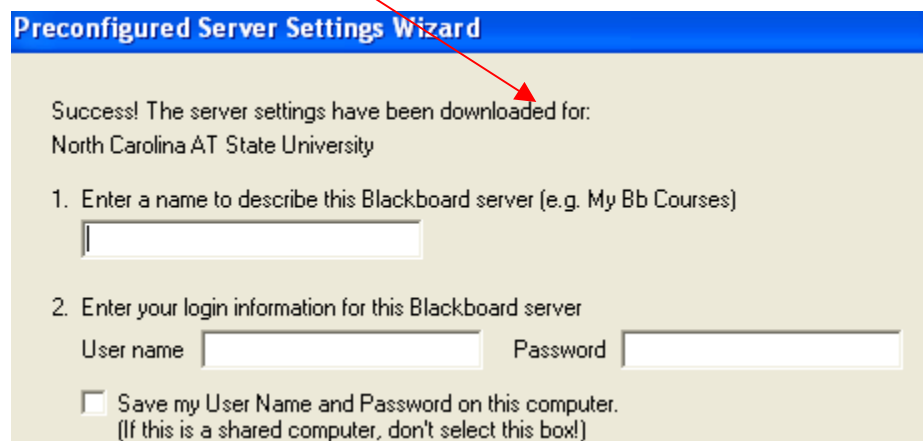
2. Choose an *existing server* or *add new server*. The first time Respondus is used to publish, select **“add new server”** from the Blackboard Server drop-down menu.



3. Once “**add new server**” is selected from the drop-down menu, an **Add New Server Settings** window will appear. On this window, you will check to see if preconfigured server settings are available for NC A&T SU. (If you do not see the **Add New Server Settings** window, go to page 10 of this handout – **Updating Respondus**.)



4. Select **Yes, check for preconfigured server settings**. Click **Next**.
5. A **Preconfigured Server Settings Wizard** window should appear. You should receive notification that the server settings have been automatically downloaded.



6. Enter a name that will describe your server information.
Examples: My Blackboard Courses **OR** My Server **OR** John's Server

Auto Server Settings Wizard

Success! The server settings have been downloaded for:
North Carolina AT State University

1. Enter a name to describe this Blackboard server (e.g. My Bb Courses)

2. Enter your login information for this Blackboard server

User name Password

Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)

7. Enter your **Blackboard** *username* and *password*.

You can opt to save your username and password on this computer. **DO NOT** check this option if you are sharing this computer!

Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)

8. After you enter your server name, username, and password, Respondus will run a connection test to connect with your courses in Blackboard.
This step is recommended.

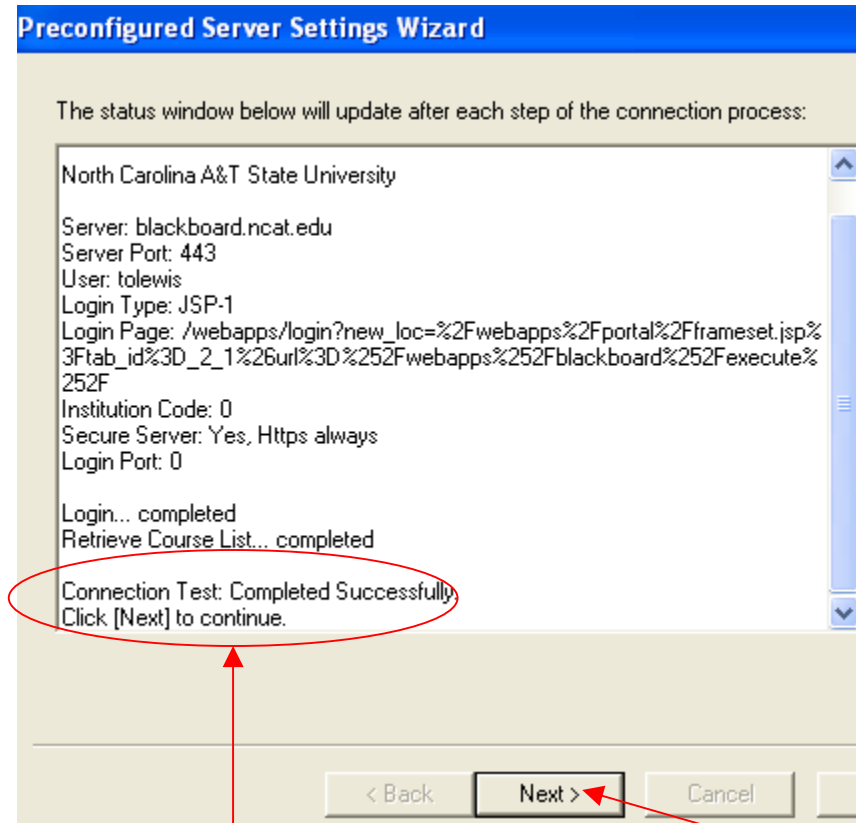
3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course

Run connection test
 Skip connection test

< Back Next > Cancel Help

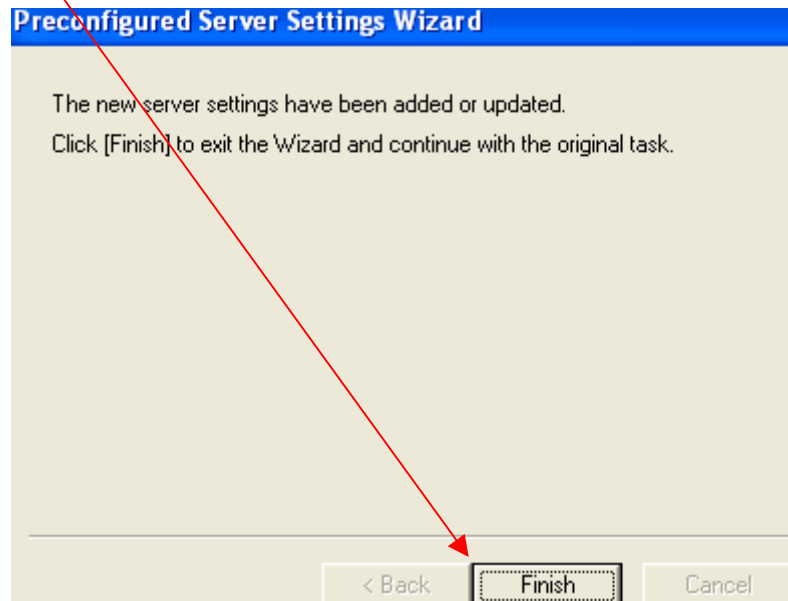
Select **Run connection test** and click **Next**.

9. The status window will display each step of the connection process.



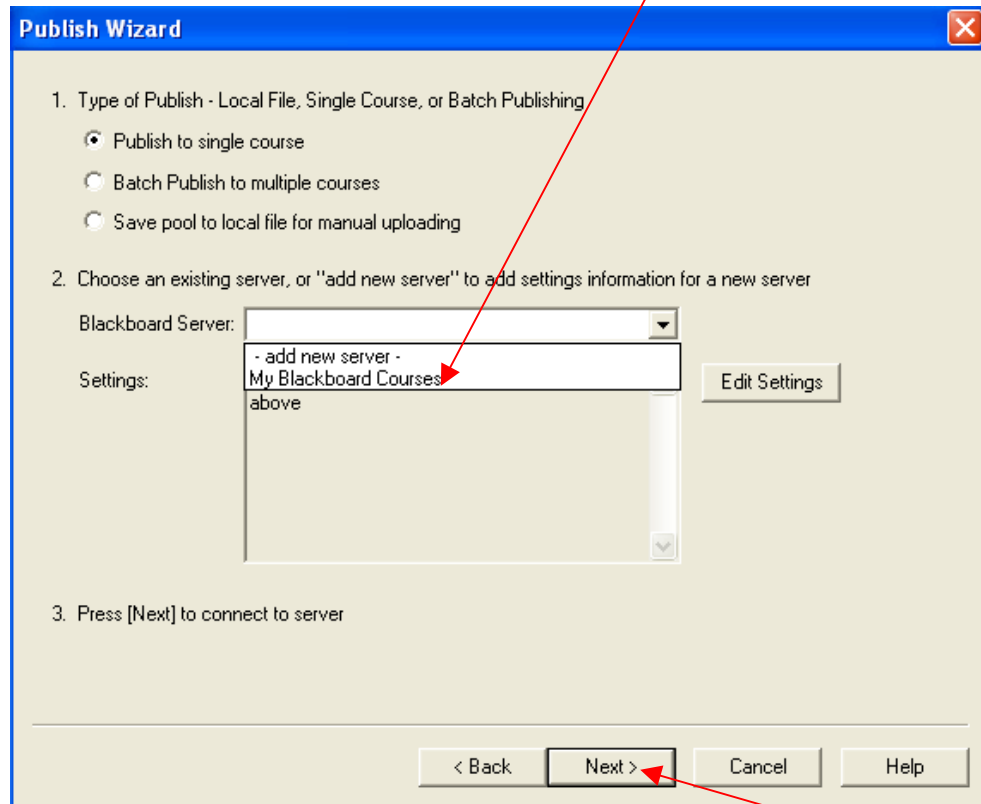
After **Connection Test: Completed Successfully** appears, click **Next**.

10. Click **Finish** to accept the new server settings.



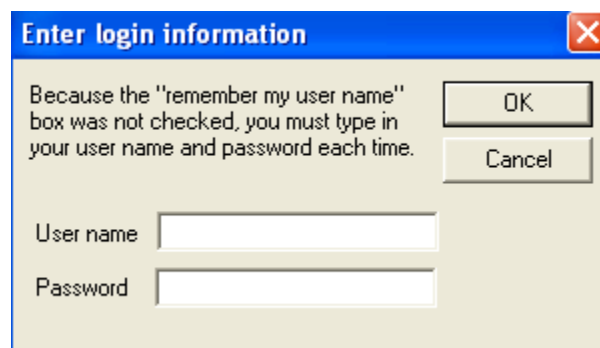
11. The name of your server should now appear under the drop-down menu (this is the name you entered in step 6). For the computer you are *currently* using, you will only need to create this entry once.

This name/information will remain under the drop-down menu and you will select the name each time you publish to Blackboard.



12. Select the server name from the drop-down menu and then click **Next**.

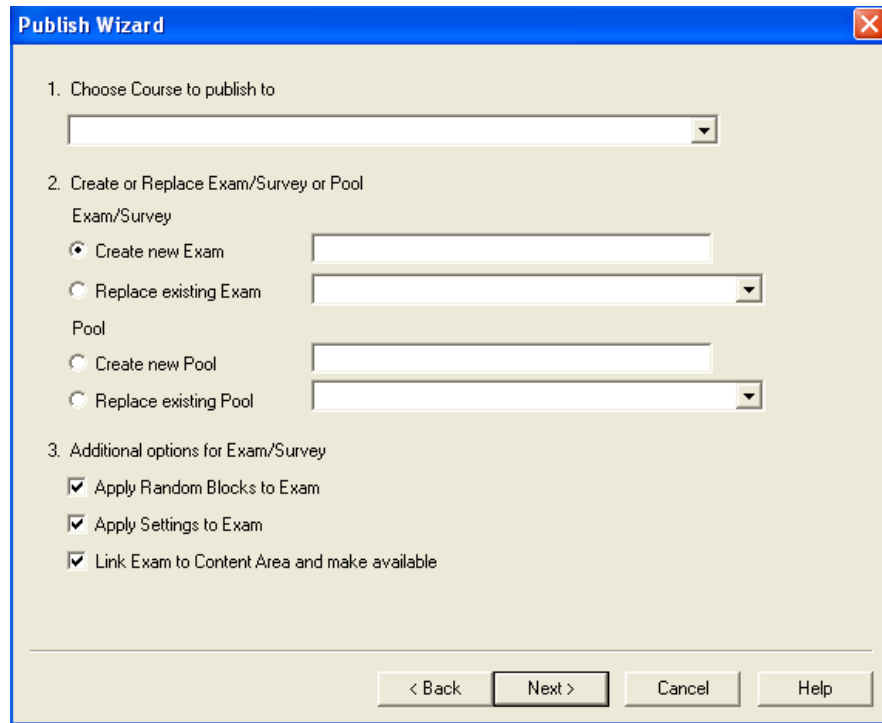
You will be prompted to enter your username and password for **Blackboard** (if you did not select the **Save my username and password** option).



After you enter your username and password for **Blackboard**, click **OK**.

13. Respondus will connect to Blackboard. You will have access to all of your course information in Blackboard.

Once Respondus connects to Blackboard, the following window will appear:

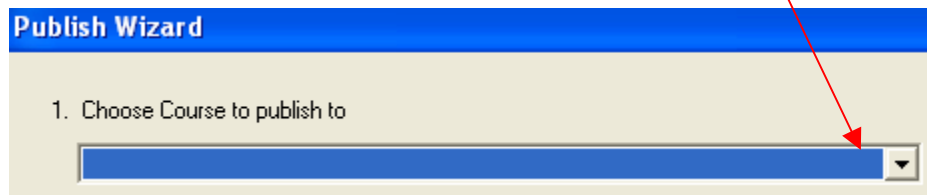


The screenshot shows a window titled "Publish Wizard" with a close button in the top right corner. The window is divided into three sections:

- 1. Choose Course to publish to:** A single empty drop-down menu.
- 2. Create or Replace Exam/Survey or Pool:**
 - Exam/Survey:** A radio button for "Create new Exam" is selected, with an empty text input field to its right. Below it, a radio button for "Replace existing Exam" is unselected, with a drop-down menu to its right.
 - Pool:** A radio button for "Create new Pool" is unselected, with an empty text input field to its right. Below it, a radio button for "Replace existing Pool" is unselected, with a drop-down menu to its right.
- 3. Additional options for Exam/Survey:** Three checked checkboxes: "Apply Random Blocks to Exam", "Apply Settings to Exam", and "Link Exam to Content Area and make available".

At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help".

14. From the **Choose Course to Publish to** drop-down menu, choose a course in which to publish the exam. All courses associated with your username and password in Blackboard will be listed under the drop-down menu.



This image is a close-up of the "Publish Wizard" window, specifically the first step: "1. Choose Course to publish to". It shows a drop-down menu with a blue highlight on the left side and a small downward-pointing arrow on the right. A red arrow points from the text in step 14 to this drop-down menu.

15. Select a course from the drop-down menu to continue.

16. Choose to **Create new Exam** (or **Create new Pool**). [If **Replace existing Exam** or **Replace existing Pool** is selected, the existing items (in Blackboard) will appear on the corresponding drop-down menu.]

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam Respondus Sample

Replace existing Exam

Pool

Create new Pool

Replace existing Pool

If desired, assign a new name to the exam (or pool) by typing the name in the appropriate space.

17. Additional Options – (These settings are **optional** and typically left unchecked if you have not set them up.)

3. Additional options for Exam/Survey

Apply Random Blocks to Exam

Apply Settings to Exam

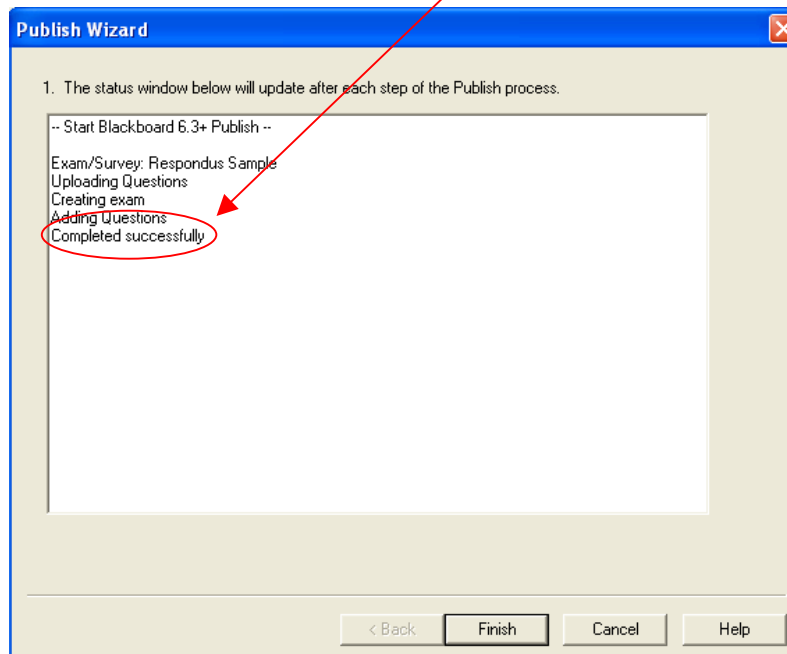
Link Exam to Content Area and make available

Apply Random Blocks to Exam – If random blocks were created in Respondus, selecting this option would allow the random blocks to be available in Blackboard.

Apply Settings to Exam – If settings were modified under the **Settings** tab, these settings would be published to Blackboard. **Some settings will NOT transfer, so it is recommended that all exam options be set in Blackboard once the exam has been published from Respondus.**

Link Exam to Content Area and Make Available – Exams can be published directly to a content area. (ex. Placing a Chapter 1 exam in the “Chapter 1 folder”).

18. Once **Next** is clicked, Respondus will publish the exam to Blackboard. The status window will show each step. **Do not click Finish until the publish process has been completed successfully.**



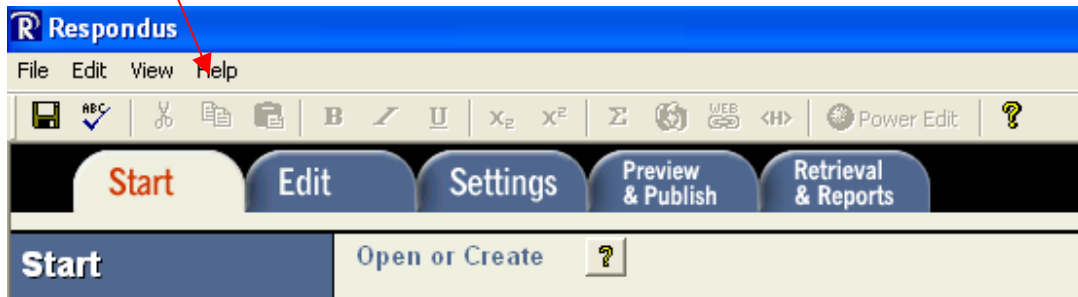
19. Once the process has been **completed successfully**, click **Finish**. The published exam should now appear in the **Test Manager** area of the selected course in Blackboard.

Updating Respondus

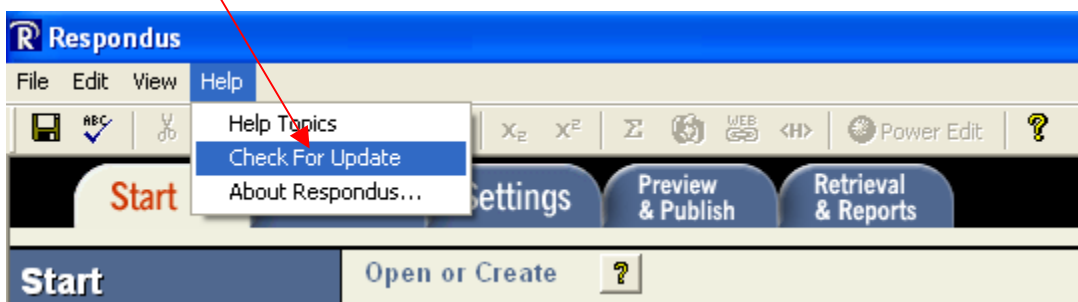
If you are trying to publish to Blackboard and you do not see the **Add New Server Settings** window that checks for preconfigured server settings for NC A&T SU, you may need an updated version of Respondus.

To check for updates:

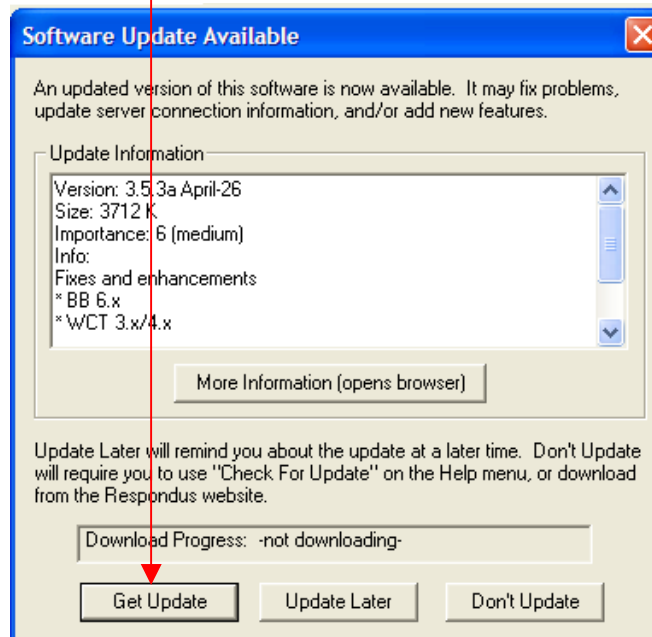
1. Select the **Help** menu at the top of the Respondus window.



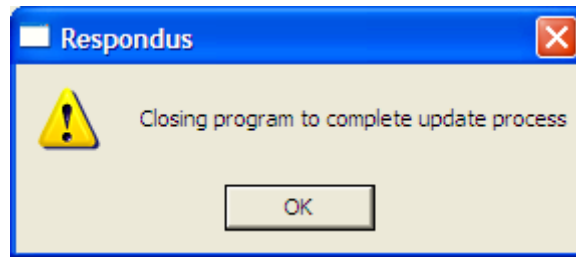
2. Select **Check For Update**.



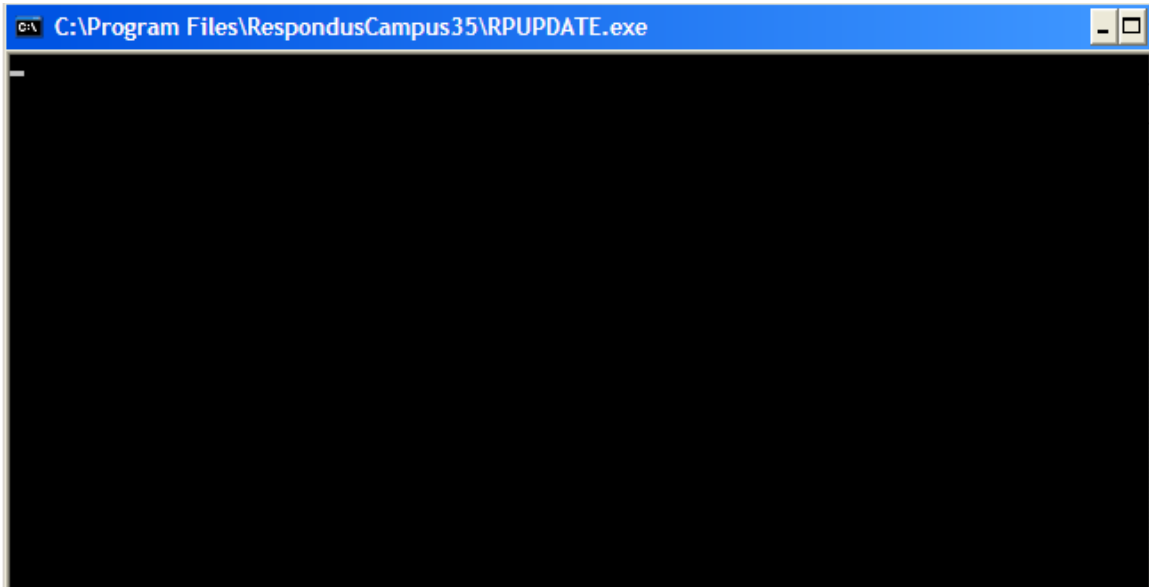
3. If you do not have the latest version of Respondus, the **Software Update Available** window will appear. Click **Get Update**.



4. After the download process is completed, the following window will appear. Click **OK**.



5. Once you click **OK**, the following window will appear:



7. You will then receive notification that the update is complete.

