## Publishing an Assessment to Blackboard from Respondus

(For New Users)

- Open the assessment you wish up upload within the Respondus program.
- 2. Click on the *Preview and Publish* tab at the top of the window.

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Introduction	Current Personally: Blackboard 7 x - 3 x -	
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- 5. Click the *Publish Wizard* button in the middle window.
- It will open a new window for you to work in. Choose if this quiz will be published to one course or to multiple. If it will be published to multiple, choose *Batch Publish to multiple courses*. You can also save the pool of questions to your computer for manual upload to Bb.
- To upload to a course, you first need to set up the server information for the course(s) to which you are publishing. To do this, first choose from the drop down list *-add new server-*.

dd New Server Setting	5		
Preconfigured server setting	gs may be available f	ior:	
University of Central Arkans	as		
C Yes, check for preconfi	gured server settings		
No, I want to enter the	server settings manu	ally	

This will bring up a new window. [Note: This only needs to be done once for your first publish on each computer. If you've done this step before, the server information will appear in the middle box. Skip to step 15.]

8. In this new window, choose the option *Yes, check for preconfigured server settings* and click *Next*.



3. Preview your assessment to make sure everything within it is to your standard.

4. Once everything is set up as you wish it to be, click on the *Publish to Blackboard* button on the left of the window.

	X
Type of Publish - Local File, Single Course, or Batch Publishing     Publish to single course     Batch Publish to multiple courses     Save pool to local file for manual uploading	
<ol><li>Choose an existing server, or "add new server" to add settings information for a new server</li></ol>	
Blackboard Server:	
Settings: Choose "add new server" or an existing server Add Settings	
3. Press (Next) to connect to server	
Back Next Cancel Hel	

From this drop down box (right), select the server to which you are publishing questions. This will typically be Bb Learn
 9.1 unless you are specifically building a course on the Cheetah server.

Success! The server settings have been	n downloaded for:
University of Central Arkansas	
1. Enter a name to describe this Blackbo	oard server (e.g. "My Bb Courses")
2. Enter your login information for this Bla	ackboard server
User name	Password
Save my User Name and Passwo (If this is a shared computer, don't	rd on this computer. t select this box!)
<ol> <li>Respondus can run a connection test to make sure it can communicate with</li> </ol>	t using the above settings h your online course
<ul> <li>Run connection test</li> </ul>	
C Skip connection test	

incose seri						
More than o	one e-lear	ning syster	n is use	d at your insti	tution. Plea	ise select
the appropr	late syste	m from the	list delo	W		
						-
		OK	1	Connel	N	
		UK		Lancel	3	

The next window (left) is where you will give a description of the server your course is in. If your course is in Production (accessed through myUCA), type "Bb Learn – Production." If your course is on the sandbox/Cheetah server, type "Bb Learn - Cheetah."

10. The User name and Password it is asking for are your User name and Password for the Blackboard system. This will be the same User name and password you use to get into My UCA. <u>IF</u> you are the only person that uses the computer you are currently on, you may check the box next to *Remember my User Name and Password*. However, if your computer is shared by other faculty, staff, or students <u>DO NOT</u> check this box.

11. Click Next when finished entering the server information. You will then need to answer the following questions.

1. Choose Course to publish to	
Vicki Parish Training Sandbo	x
2. Create or Replace Exam/Sun	vey or Pool
Exam/Survey	
Create new Exam	Respondus Introduction Bb Leam
C Replace existing Exam	<b>_</b>
Pool	
C Create new Pool	Respondus Introduction Bb Learn
C Replace existing Pool	<b>_</b>
3. Additional options for Exam/S	urvey
Apply Random Blocks to B	Exam
Apply Settings to Exam	
Link Exam to Content Area	a and make available
	N

For Create or Replace Exam/Survey or Pool, choose if you wish to create a new exam, replace an existing exam, create a new pool, or replace an existing pool of questions.

Choose the additional options you wish to apply to the test. (<u>Note</u>: Unless you are using question sets in this test, uncheck *Apply Random Blocks to Exam* for best results.)

Click *Next* when you are satisfied with the setting options. (<u>Note</u>: This is the last chance to make changes, so double check your options.)



12. Once the window looks similar to this, click *Finish*.

Start Blac Exam/Surv Removing	ckboard 9.x Publi rey: Respondus I old questions	ish ntroduction Bt	b Learn			
Completed	uuestions successfully 4					

13. Congratulations! You have posted your first quiz to Blackboard from Respondus. Next time you post information to the <u>same server</u>, you can skip #7-12. To set up a quiz on the opposite server (Bb Learn Cheetah/Bb Learn Production) of the one you just finished, follow all of the above instructions again.

## Notes:

- Download Respondus 4.0 from the IT website: <u>http://uca.edu/it/respondus-4-0/</u>
- The Respondus 4.0 software can be used for more than simply transferring questions from one server to the next. Respondus 4.0 is a powerful tool for creating and managing exams and surveys that can be published directly to Blackboard and/or printed.
- Remember to update your Respondus 4.0 software regularly. To do this, open the Help menu and choose Check for Update from the list.

