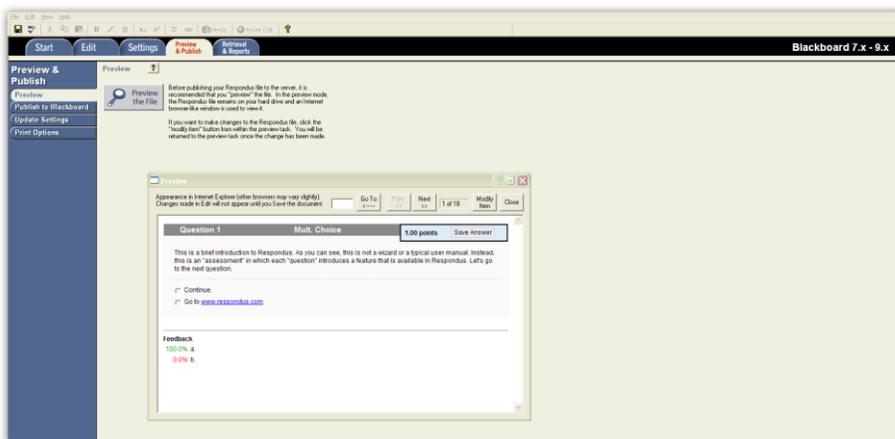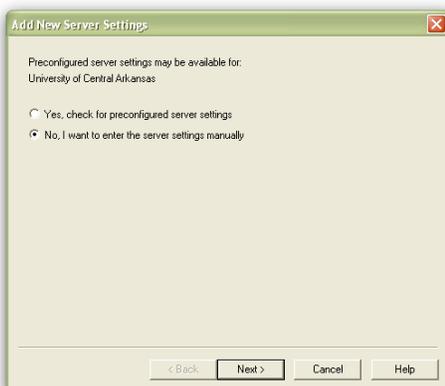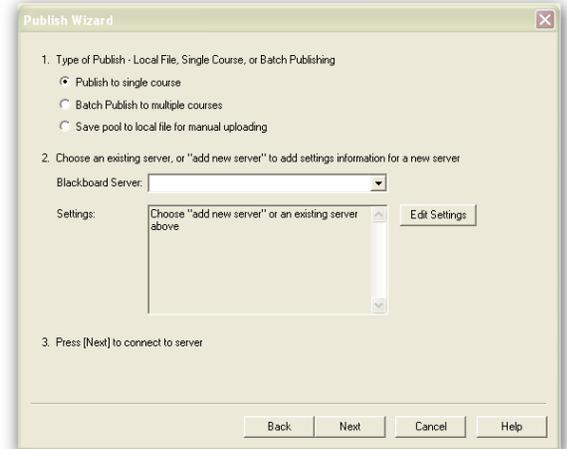# Publishing an Assessment to Blackboard from Respondus
## (For New Users)

1. 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.

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.
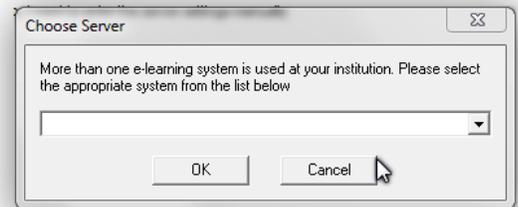
5. Click the *Publish Wizard* button in the middle window.

6. 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.

7. 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–*.
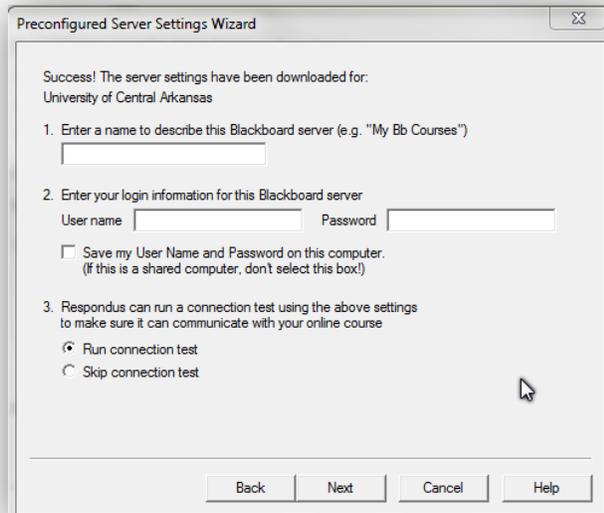
This will bring up a new window. [Note: This only needs to be done once for your first publish on each computer. If you've done this step before, the server information will appear in the middle box. Skip to step 15.]

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

9. 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.
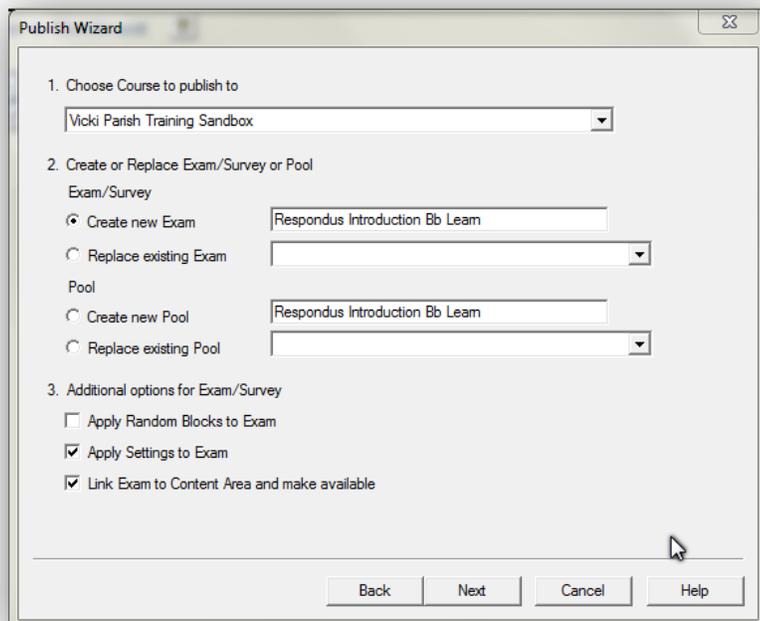


The next window (left) is where you will give a description of the server your course is in. If your course is in Production (accessed through myUCA), type "Bb Learn – Production." If your course is on the sandbox/Cheetah server, type "Bb Learn - Cheetah."

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. **IF** 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 **DO NOT** check this box.

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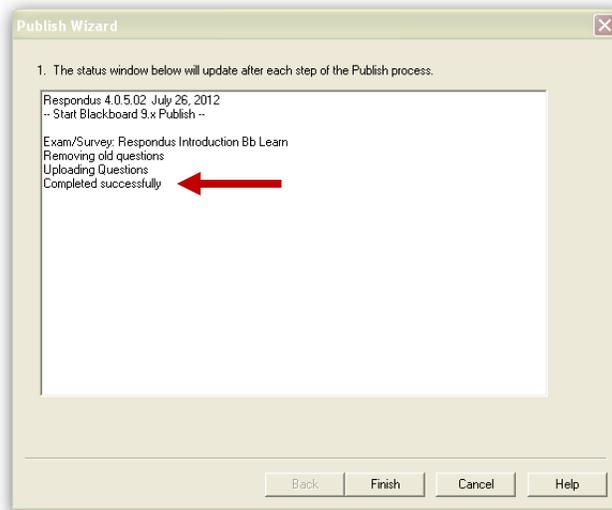


For *Create or Replace Exam/Survey or Pool*, choose if you wish to create a new exam, replace an existing exam, create a new pool, or replace an existing pool of questions.

Choose the additional options you wish to apply to the test. (Note: 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. (Note: This is the last chance to make changes, so double check your options.)

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



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: http://uca.edu/it/respondus-4-0/

- 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.