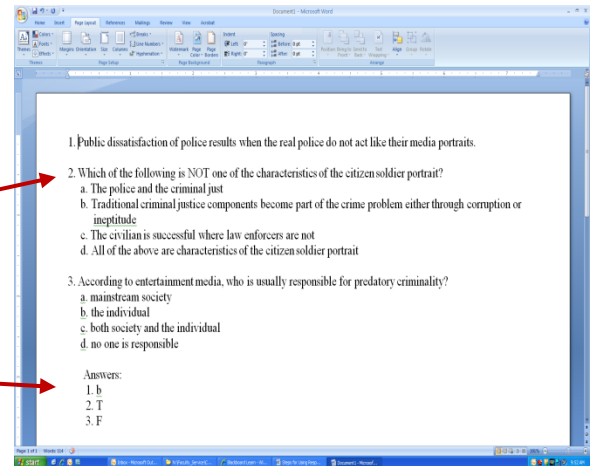


Steps for Using Respondus to Publish A Test to Blackboard 9.1

Importing questions from a word document and creating a new test:

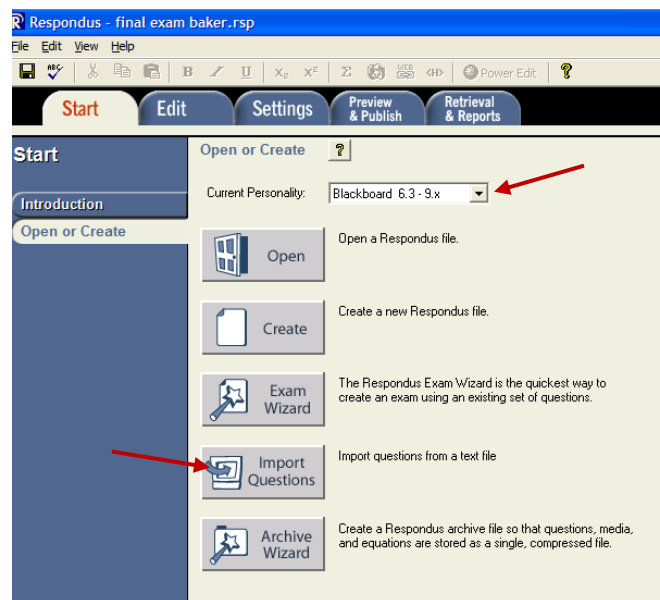
Prepare word document with the correct format:

1. Make sure your test saved in a word document is in the correct format. Example: All questions will be numbered, and only one space between the number and question statement on the same line. Do not space between each question and answer selection.
2. Place the Answer Key at the end of your exam.
3. List answer with a number, space, and then answer.
4. Each answer will be on a separate line.
5. You are now ready to work in Respondus



Ready to Work in Respondus

6. Open **Respondus**
7. On the Start page, make sure the **Current Personality** is set to **Blackboard 6.3 – 9.x**
8. Click on **Import Questions** tab
9. Select the **file to Import** by using the dropdown arrow. (Example: if you are importing a word document, your file type will be Microsoft Word (DOC) or Microsoft Word 2007 (DOCX)).
10. Go to #2 and select **Create a new document, named:** type a name for your exam.
11. Go to #3 and click **Preview** to check for problems. Any warnings or problems in the question types that were imported will be listed in **Preview results**. (More than likely the listed questions will have to be corrected once working in Respondus)
12. Go to #4 and click **Finish**.
13. Your test will open in Respondus for any modifications before publishing in Blackboard.



To Publish Your Test to Blackboard:

1. Click on the **Preview & Publish** tab at the top of the screen
2. Click on **Preview the File** to confirm your test content
3. Click on the tab – **Publish to Blackboard**
4. Click **Publish Wizard**
5. Click on **Batch Publish to multiple courses** (you can choose to publish your test to more than one course and section).
6. **Choose an existing server** or **add new server** by using the drop down arrow and selecting **add new server**. If this is your first time using Respondus on your computer, you will need to add your blackboard server settings the first time you start to publish. The default Blackboard server (<http://texsu.blackboard.com>), should connect automatically when you select **add new server**.
7. Click **Next** to connect to the server.
8. You will be prompted to enter your **Blackboard username and password**, then click **OK**.
9. Once connected, **Choose a Course to publish to** by using the dropdown arrow.
10. Choose to **Create or Replace Exam**
11. You can select **Additional options for Exam** (It's convenient to **Link Exam to Content Area and make available** in your course). Click **Next**.
12. A message appears once test has been published to Blackboard.

