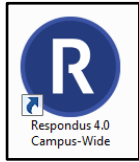
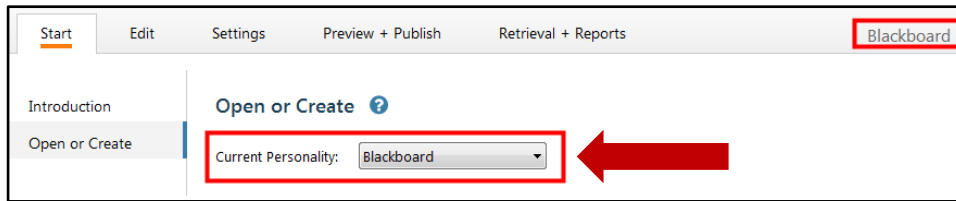


Publishing Respondus Files to Blackboard

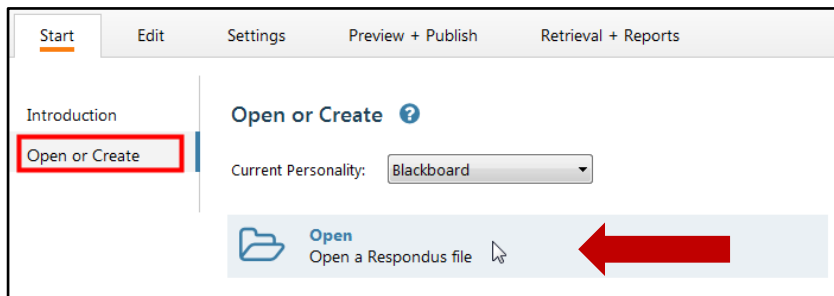
1. Open **Respondus 4.0** on your computer.



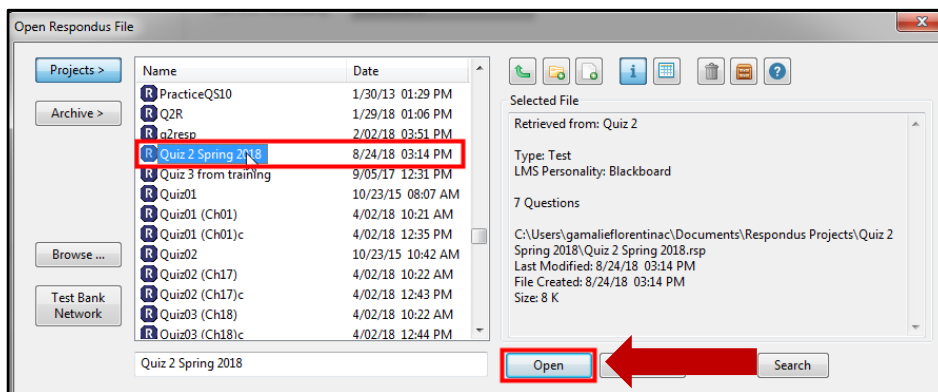
2. On the Respondus home page, **Blackboard** should be displayed in the **Current Personality** drop-down box.



3. Click the **Open** button to open a Respondus file.

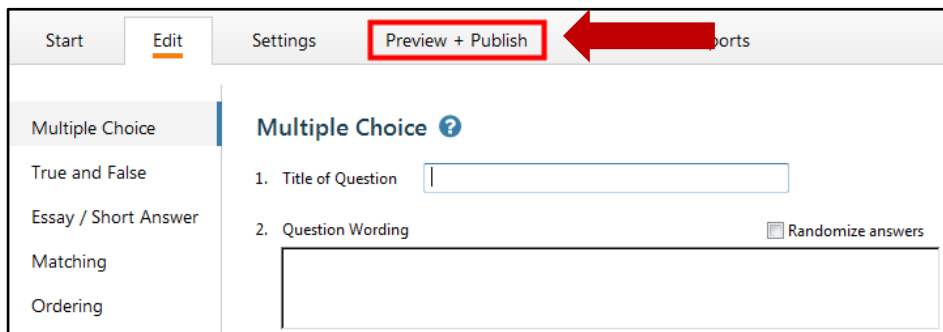


4. Select the desired file and click **Open**.

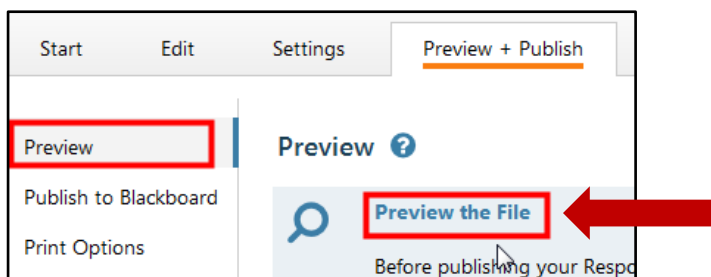


Publishing Respondus Files to Blackboard

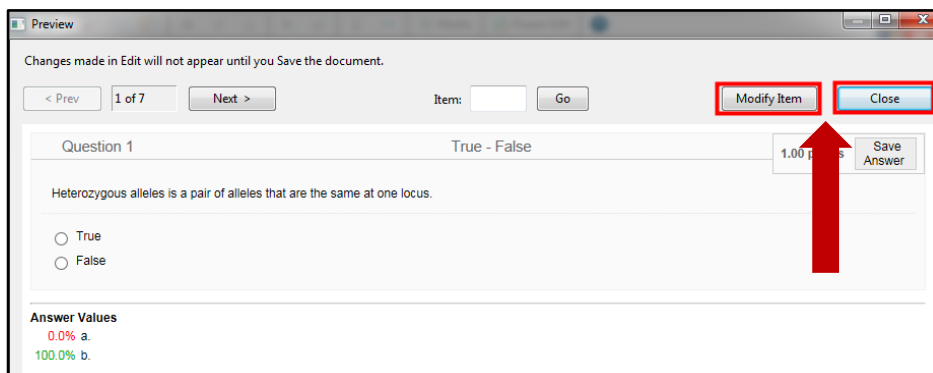
5. The **Edit** page displays. Click the **Preview + Publish** tab.



6. On the **Preview + Publish** tab, make sure **Preview** is selected on the left-hand menu, then click **Preview the File**.



7. Each question will preview. Click **Modify Item** to edit or click **Close**.



8. On the **Preview + Publish** tab, make sure **Publish to Blackboard** is selected on the left-hand menu, then click **Publish Wizard**.

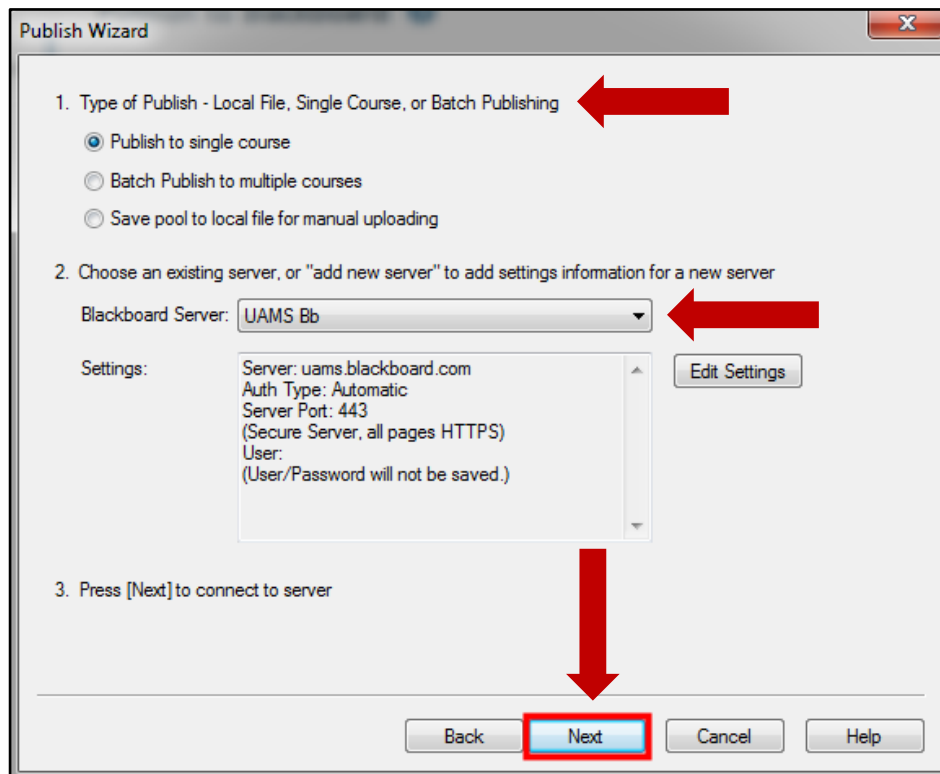


Publishing Respondus Files to Blackboard

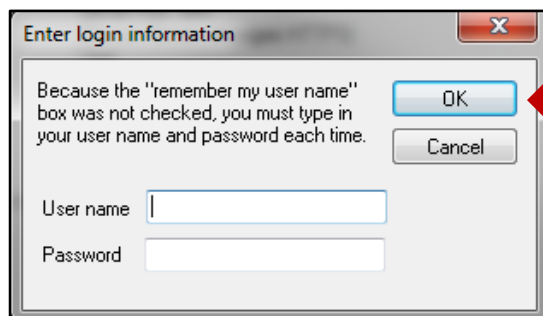
9. In the **Publish Wizard** window, select to publish to a single course or multiple courses.

Choose the server you added when you set up Respondus to publish to Blackboard. Refer to the related step-by-step if needed.

Click the **Next** button to connect to server.



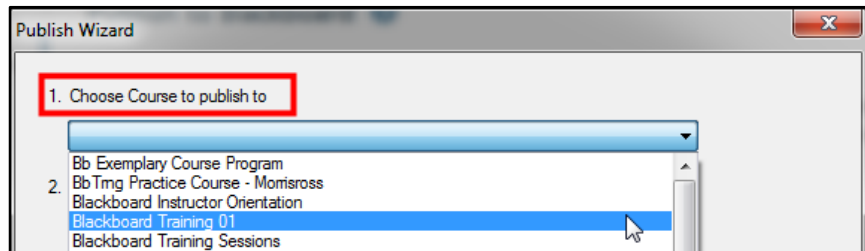
10. If you did not save your username and password during Respondus setup, enter the required information and click **OK**.



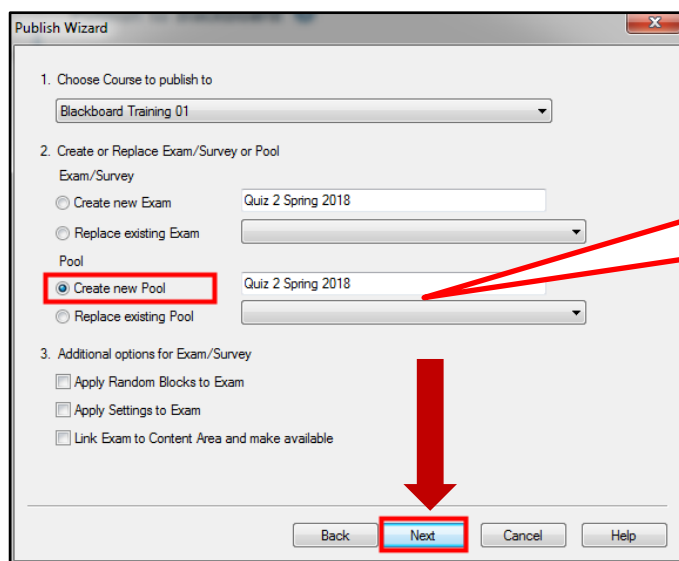
Note: You need to be enrolled as an instructor in the course. Use the same username and password you use for Blackboard. Edit mode must be ON in your Blackboard course.

Publishing Respondus Files to Blackboard

11. From the **Choose Course to publish to** drop-down menu, select the destination course.



12. Select the option to either **Create** or **Replace Exam/Survey** or **Pool**. Select the additional options and click the **Next** button.



13. The status will update until a **Completed successfully** message is displayed. Click **Finish**. Check for the newly uploaded materials in your Blackboard course under **Course Management > Course Tools > Tests, Surveys, and Pools**.

