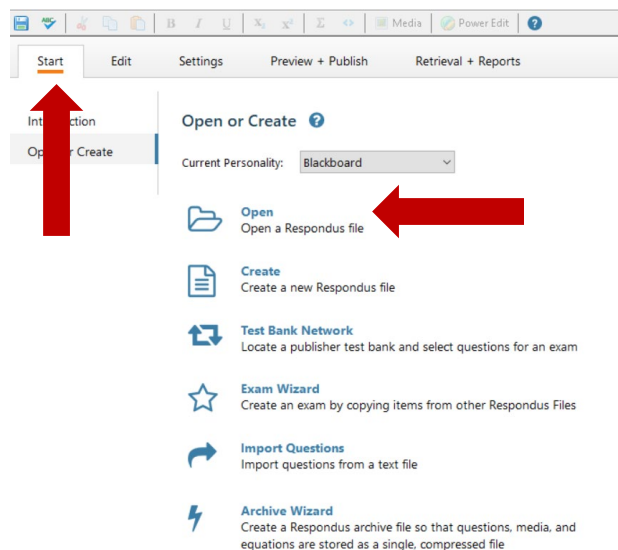


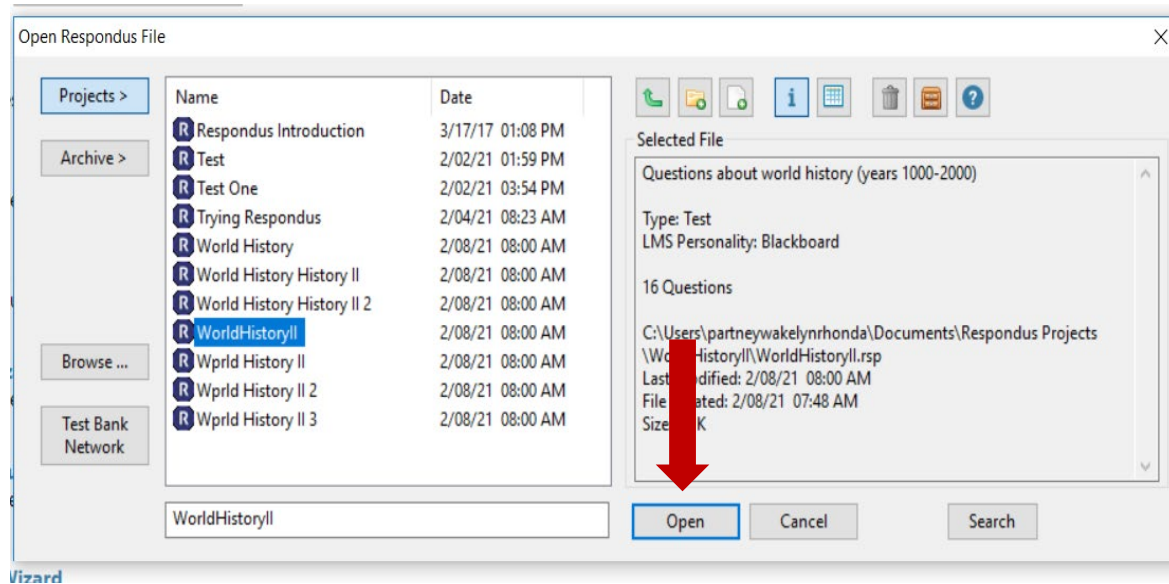
Exporting Respondus Exams Locally

This method is used if you cannot connect your Respondus content directly to Blackboard or if you feel this method is easier.

1. Click on the **Start** tab and then select **Open**.



2. Select the content you wish to save locally to your computer and then select **Open**.



Exporting Respondus Exams Locally

3. Click **Preview + Publish**

#	Title	Format	Points	Question Wording
1	Sculptor	Mult. Choice	1.0	Who was the sculptor of <i>Bacchus</i> , <i>Sleeping Cupid</i> , <i>Madonna of the Stairs</i> , and <i>David</i> ?
2	Composer	Mult. Choice	1.0	This German composer is known for the following works: <i>Magnificat</i> , <i>Christmas Oratorio</i> , and the <i>Bran</i>
3	Summa theologi	Mult. Choice	1.0	Who authored <i>Summa theologica</i> ?
4	Machiavelli	True - False	1.0	Machiavelli is the author of <i>Il Principe</i> , which describes the means by which a prince may gain and ma
5	Laws of Motion	Mult. Answer	1.0	Newton's three famous laws of motion include these concepts (select three):
6	Smallpox	Mult. Choice	1.0	Who discovered the vaccine for smallpox?

4. Select Publish Wizard

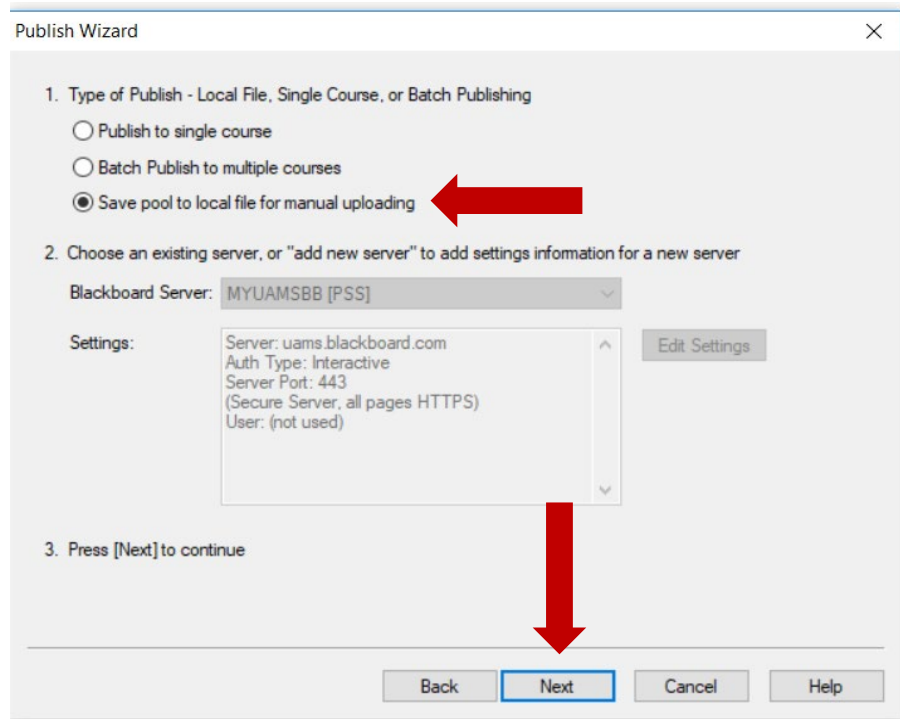
Publish to Blackboard ?

Publish Wizard

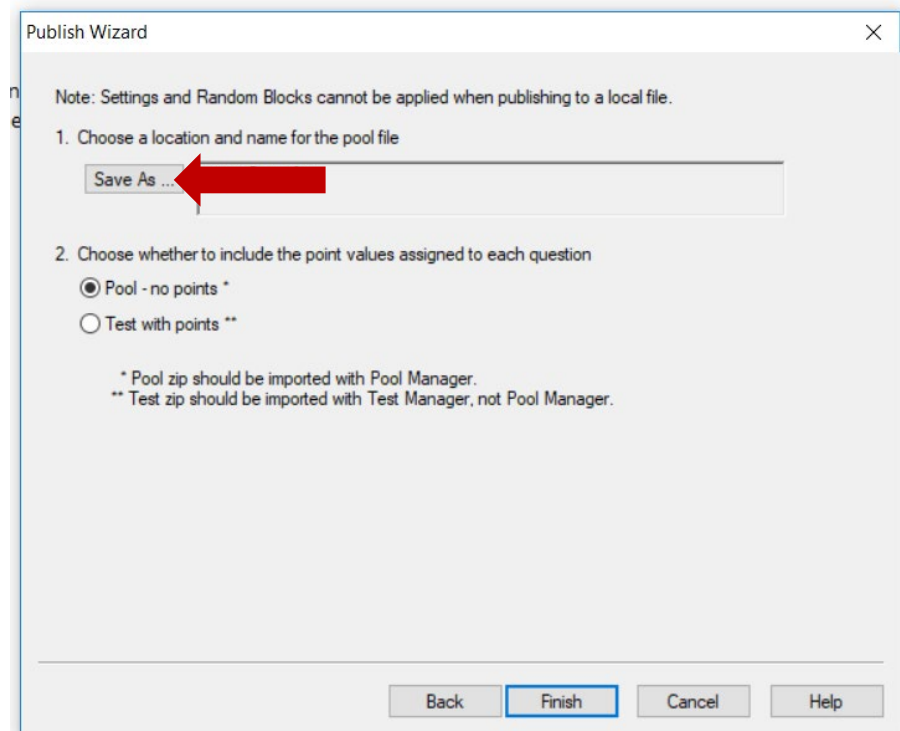
Use this option to publish the currently open document to a Blackboard server. You can send the document as either a questions pool or as a complete exam or survey.

Exporting Respondus Exams Locally

5. To publish locally, under Step 1, select the radio button next to “**Save pool to local file for manual uploading**” and then click **Next**. Make sure the Blackboard Server is indicated in Step 2 before publishing.

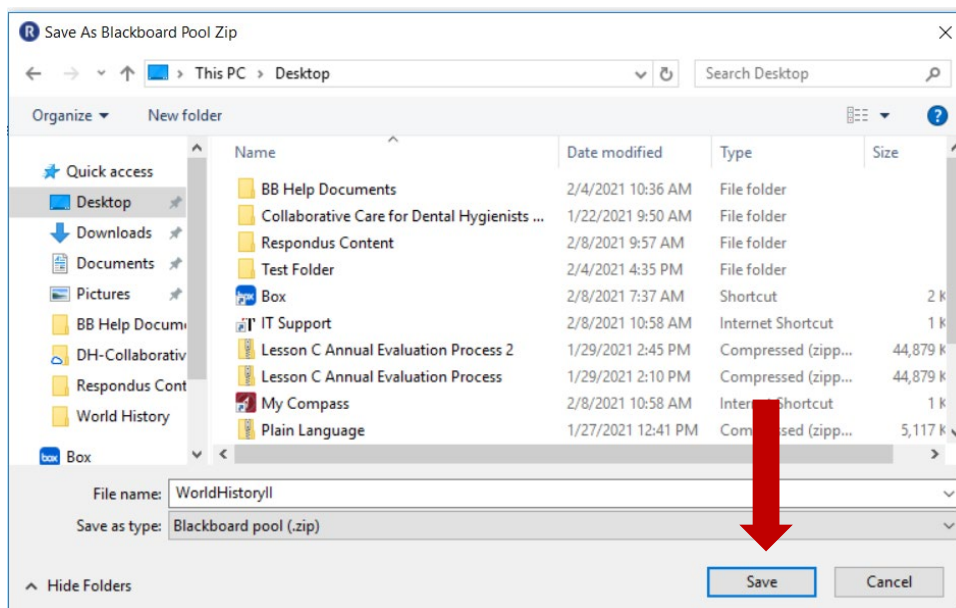


6. Next, click the button titled **Save As**.

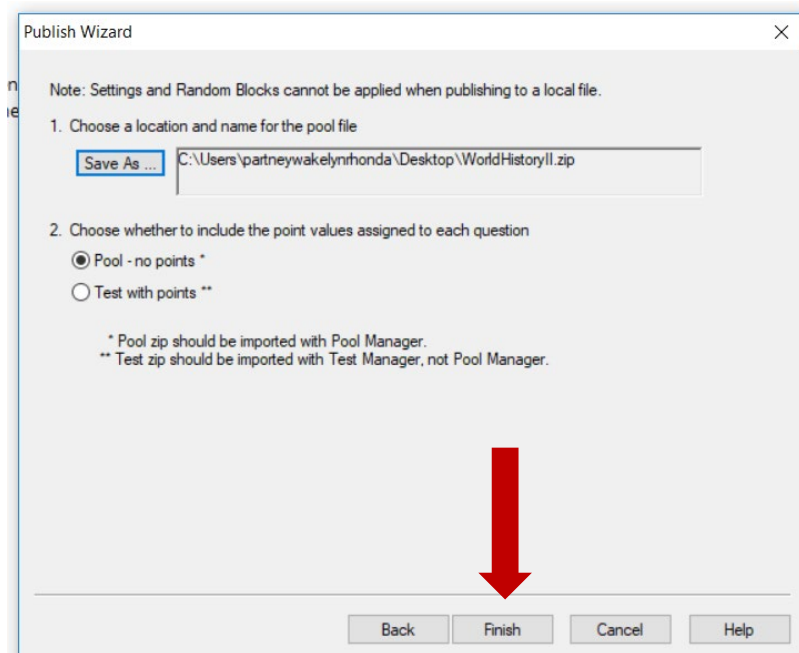


Exporting Respondus Exams Locally

7. Once you click **Save As**, a new window will open. Select the location on your PC where you wish to save the file and then **Save**.

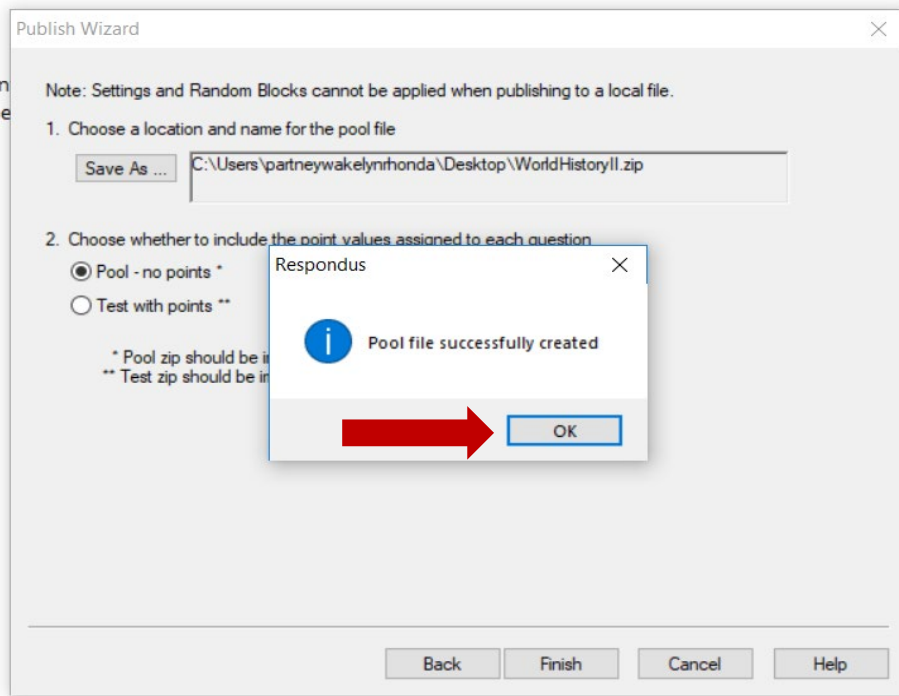


8. After saving your Respondus file locally on your system, select either “**Pool with No Points**” or “**Test with Points**” and then click **Finish**. I have selected Pool.



Exporting Respondus Exams Locally

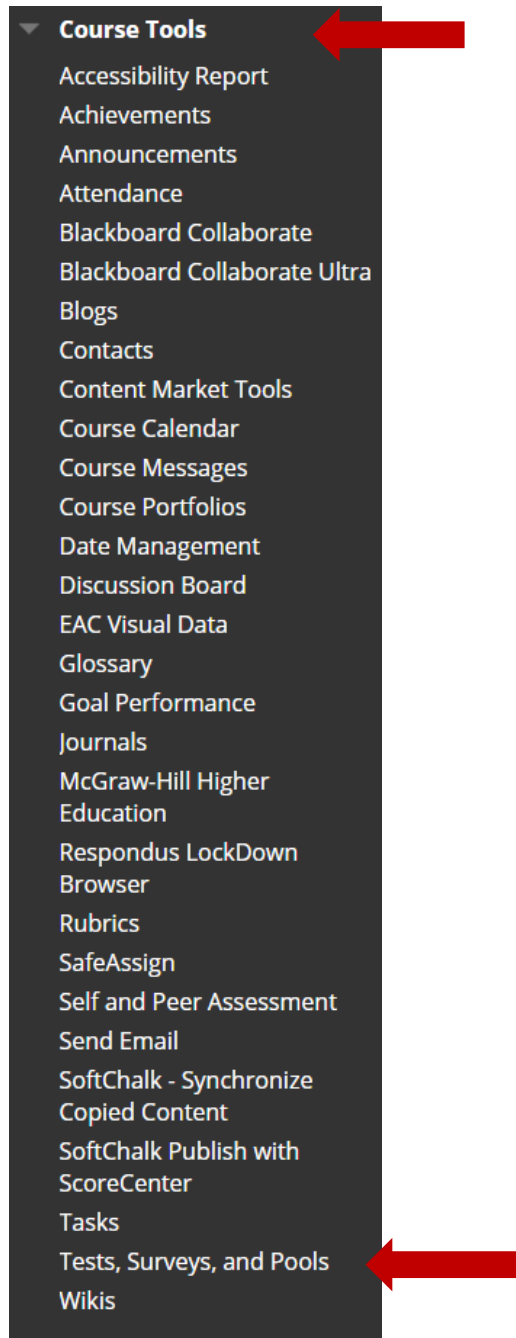
9. Your file has been successfully saved to your device. Click **OK**.



Exporting Respondus Exams Locally

Uploading Respondus Files to Blackboard

1. From your Blackboard course, go to **Course Tools** and select **Tests, Surveys, and Pools**



Exporting Respondus Exams Locally

2. Next, select either **Tests** or **Pools** (make your selection based on the option you chose when you saved the file to your computer). Since I saved my file as a pool, I will select **Pools**.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools


Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

3. Select Import Pool

Pools

Pools are sets of questions that you can use in multiple tests or surveys. You can import pools from outside the system and export them for reuse. [More Help](#)

Build Pool Import Pool Import QTI 2.1 Package

NAME 	NUMBER OF QUESTIONS	DATE LAST EDITED
History Test	0	February 8, 2021 10:33 AM
Test	0	February 4, 2021 9:00 AM
Test	16	February 4, 2021 4:55 PM
Trying Respondus	4	February 4, 2021 9:57 AM

Displaying 1 to 4 of 4 items | [Show All](#) | [Edit Paging...](#)

Exporting Respondus Exams Locally

4. Locate the file on your computer and upload to Blackboard by clicking on **Browse Local File**.

Pool Import

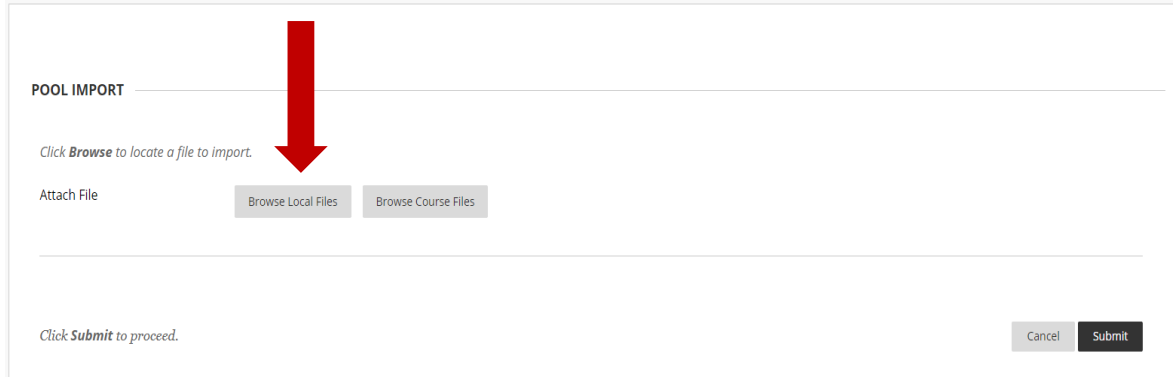
Pool Import adds an exported pool to the set of pools. This is a useful way to reuse a pool. Only pool packages created by Blackboard Learn can be imported. Pools created by others, pools created at other institutions, and pools created with older versions of Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)

POOL IMPORT

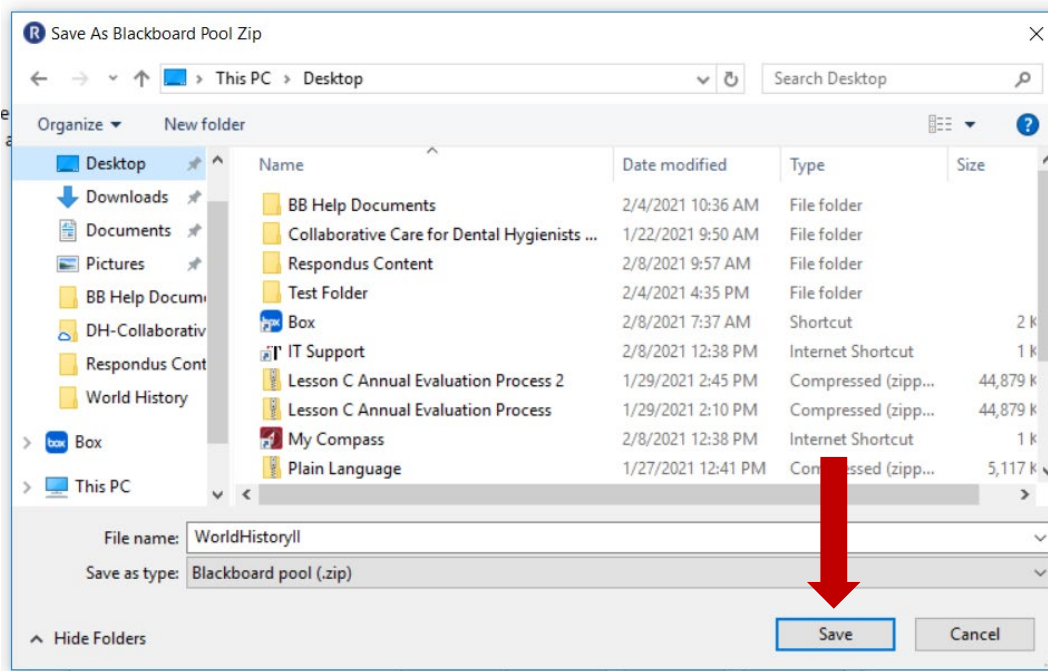
Click **Browse** to locate a file to import.

Attach File

Click **Submit** to proceed.



Note: After clicking **Browse Local Files**, a new window will open. Locate your saved Respondus file and then select **Open**.



Exporting Respondus Exams Locally

5. To complete the upload to your Blackboard course, click **Submit**.

Pool Import

Pool Import adds an exported pool to the set of pools. This is a useful way to reuse a pool. Only pool packages created by Blackboard Learn can be imported. Pools created by others, pools created at other institutions, and pools created with older versions of Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)


POOL IMPORT

Click **Browse** to locate a file to import.

Attach File

Selected File File Name
WorldHistoryII.zip

Click **Submit** to proceed.




6. After clicking **Submit**, you will be directed to **Pool Import Complete**, click the **OK** button located at the bottom of the page to view your test uploads, where you will see the course uploads and status.

Pool Import Complete

The package has been processed. The log file is below.
Feb 8, 2021 2:42:34 PM - [WARNING] Status: The operation import has completed.
Monday, February 8, 2021 2:42:34 PM CST

← OK



For instructions on how to deploy your test, please see the [Blackboard How-To website](#) under Tests and Quizzes, How to Deploy a Test and click on the PDF link.