

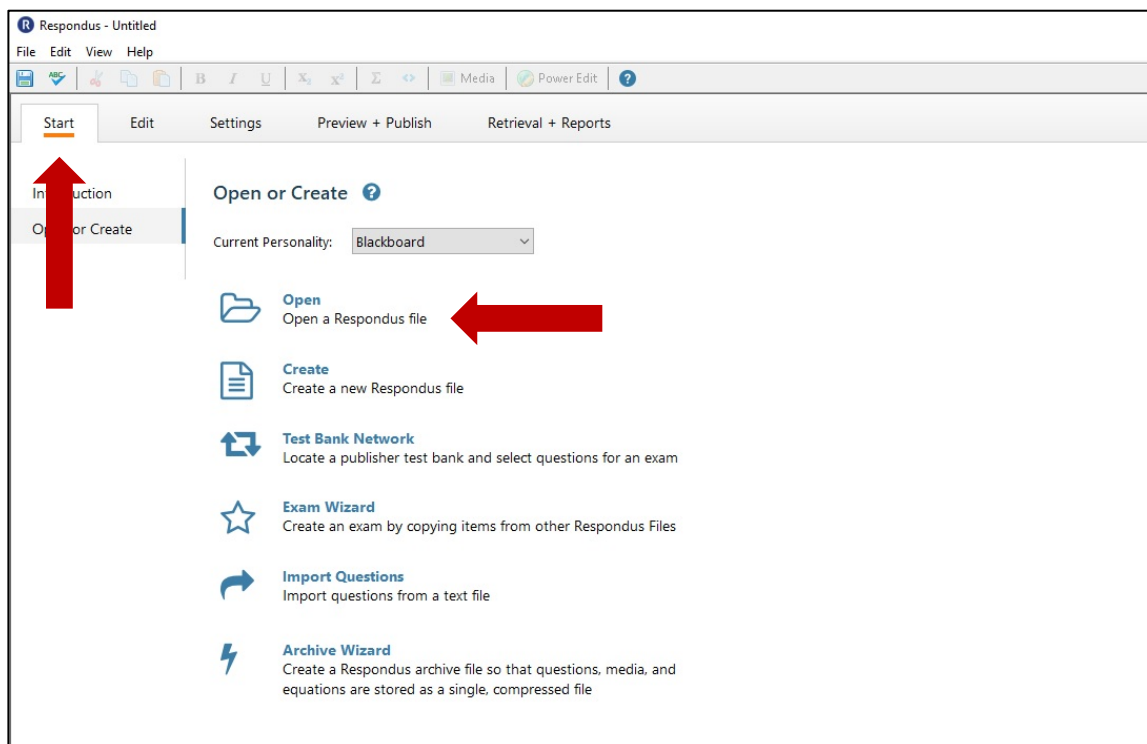
# Connecting Respondus 4.0 to Blackboard

**Respondus 4.0** is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard and other eLearning systems. All UAMS faculty can download Respondus 4.0 from the Faculty Resources – Site License Downloads Blackboard course. If you cannot access this course, please contact [BlackboardHelp@uams.edu](mailto:BlackboardHelp@uams.edu) for support.

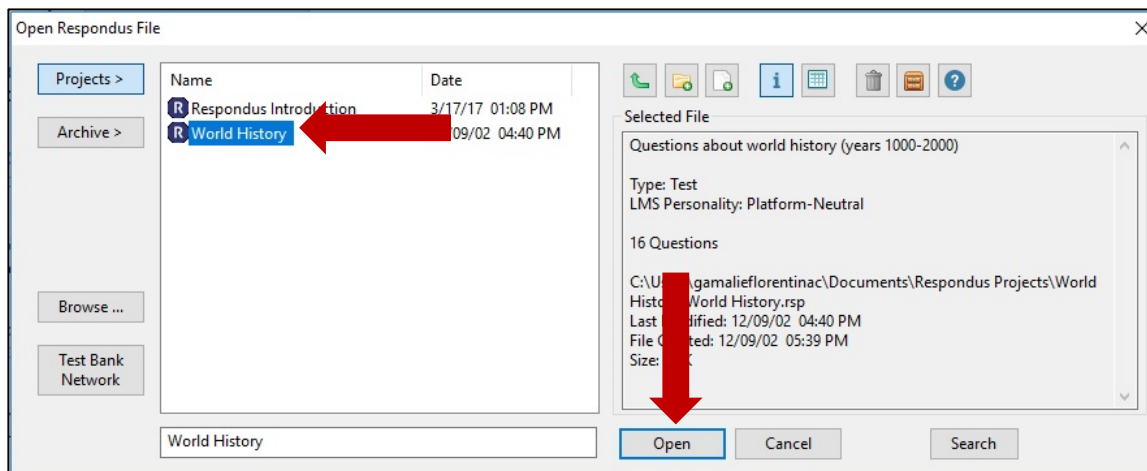
See the **Downloading and Licensing Respondus 4.0** step-by-step to start.

In order to publish or retrieve tests using Respondus 4.0 you need to connect it to Blackboard.

## 1. Open Respondus 4.0. On the **Start** menu, **click Open**.

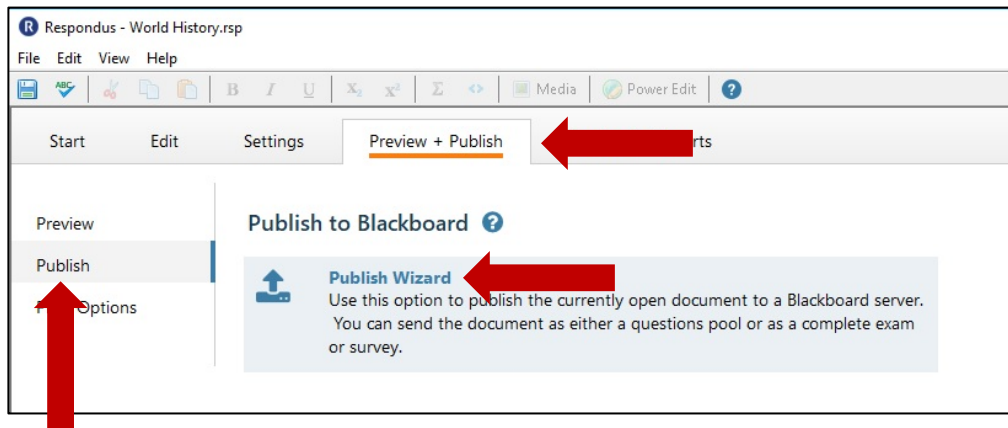


## 2. Select a file and click Open.

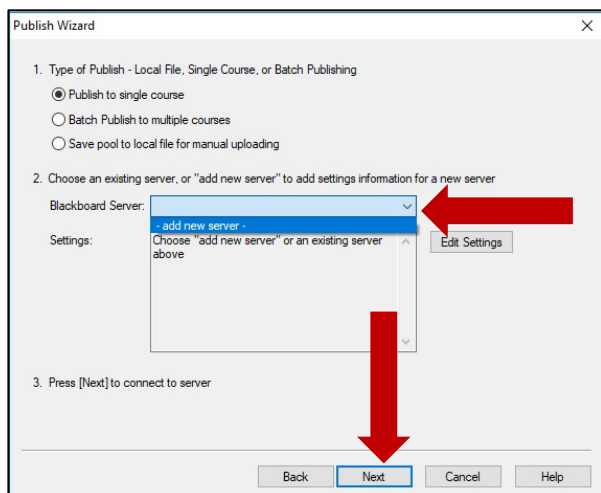


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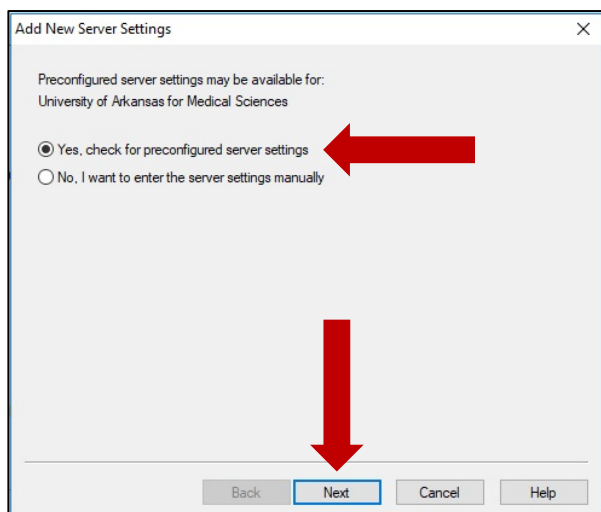
3. Go to the **Preview + Publish** tab. Click **Publish** and **Publish Wizard**.



4. From the **Blackboard Server** menu select **add new server** and click **Next**.

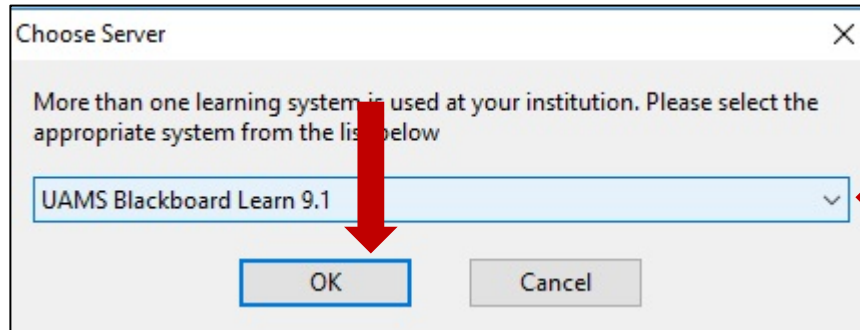


5. Choose **Yes**, check for preconfigured server settings. Click **Next**.

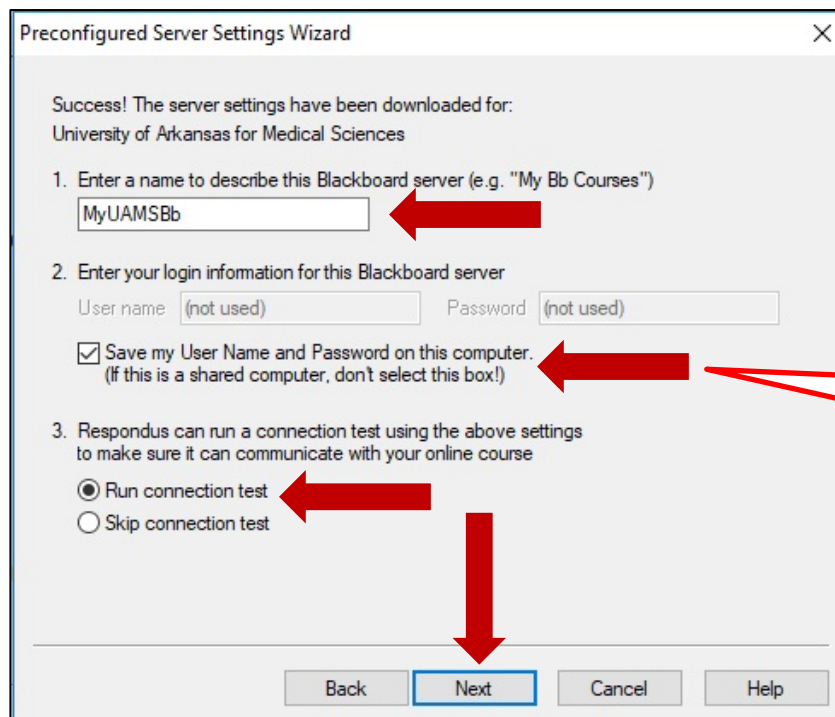


## Connecting Respondus 4.0 to Blackboard

6. Choose **UAMS Blackboard Learn 9.1** for the learning system. **Click OK.**

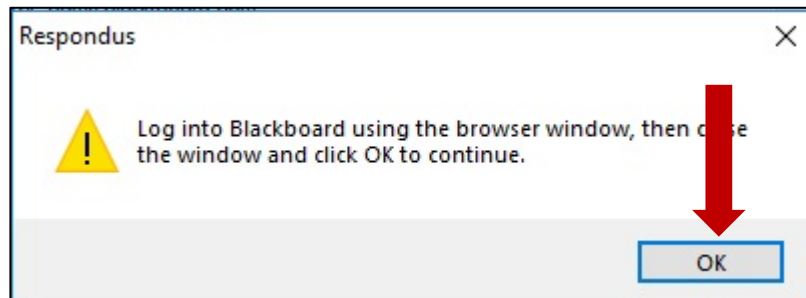


7. **Name** the server and **save** your username and password, if so desired. Keep the selection for the **Run connection test** and **click Next.**



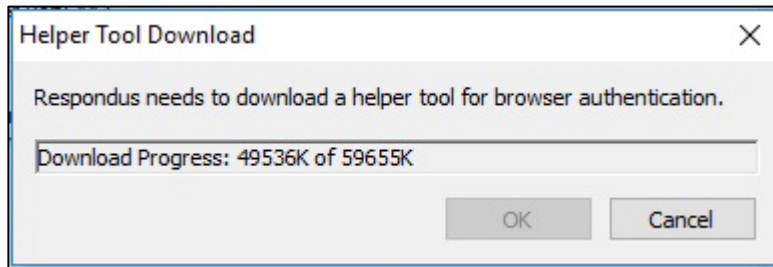
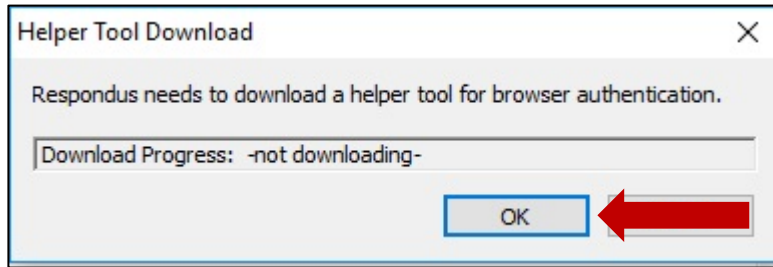
Respondus will detect your username and password through the login process in steps 10 and 11.

8. **Click OK** on the next prompt.

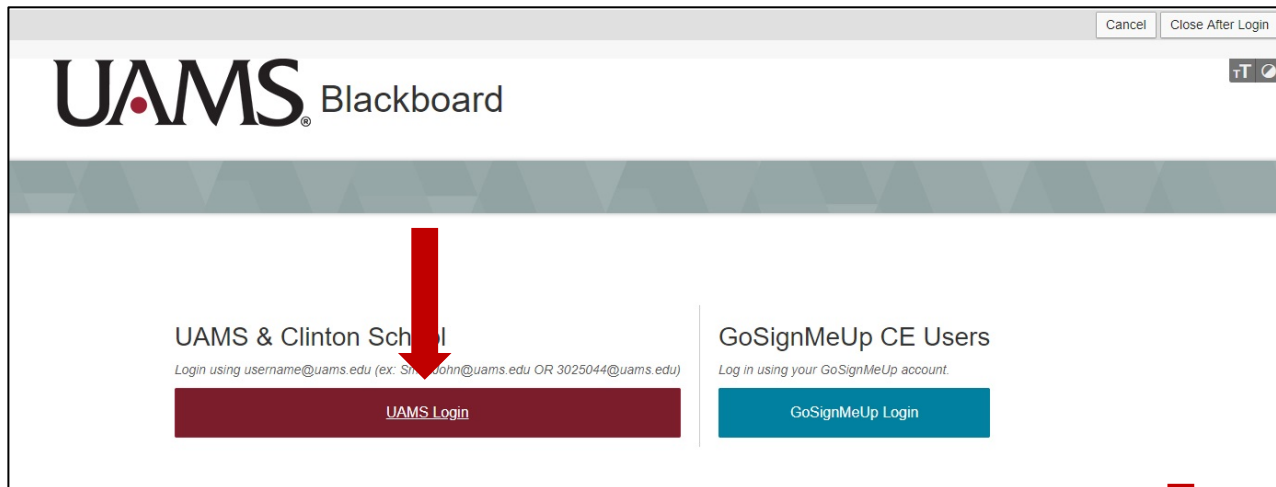


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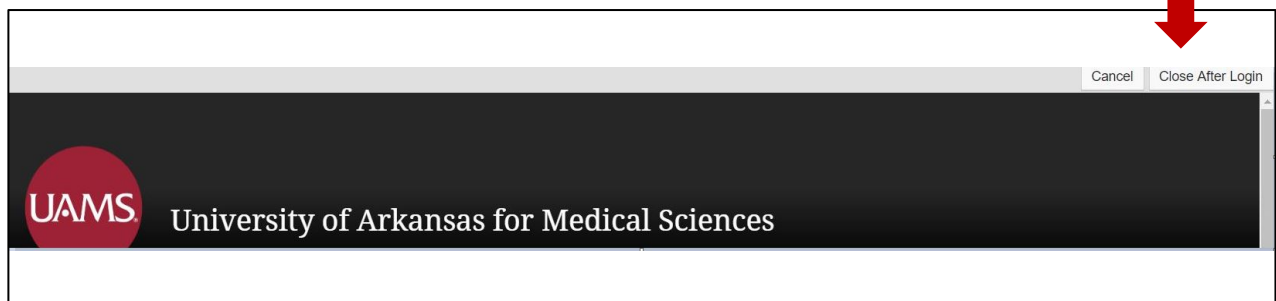
9. Click **OK** to start the **Helper Tool Download**. The installation will begin.



10. After the Helper Tool Download installs, you will be prompted to **login to Blackboard**.

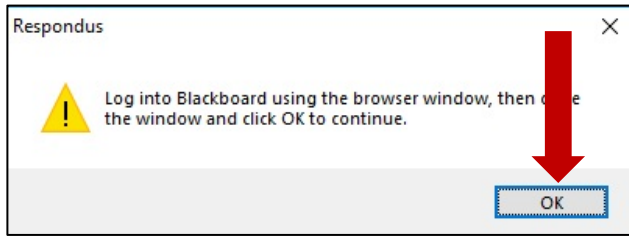


11. After you logged in **close the window** by using **Close After Login**.

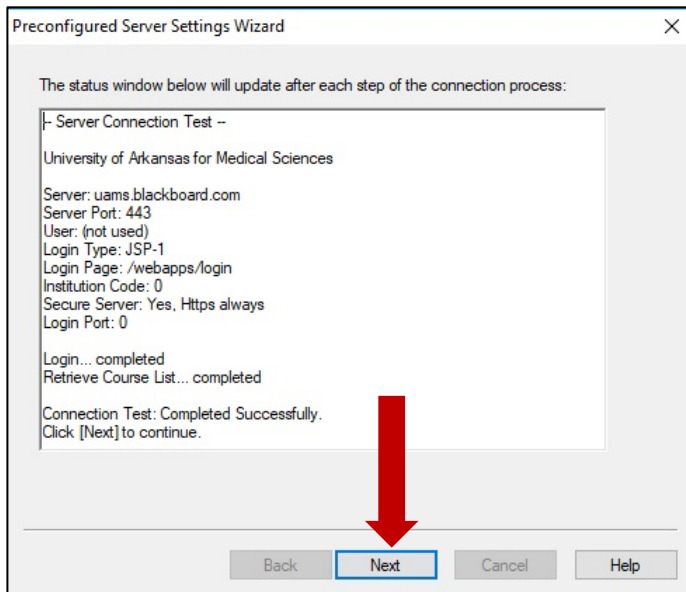


# Connecting Respondus 4.0 to Blackboard

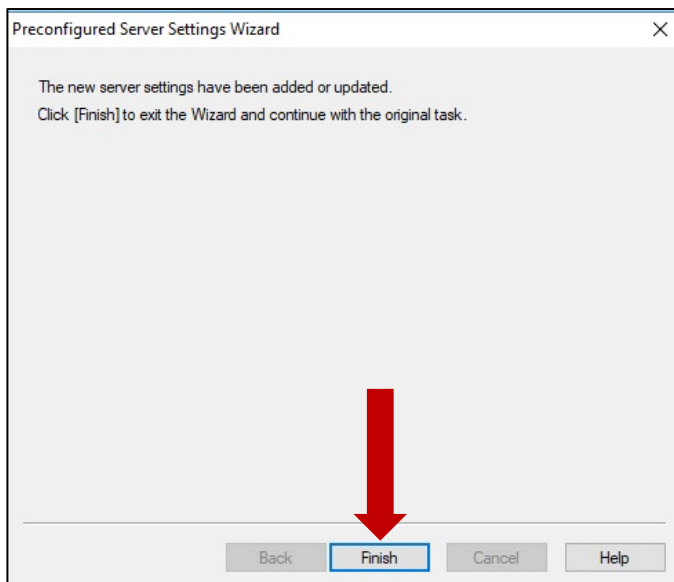
## 12. Click OK.



## 13. Click Next.

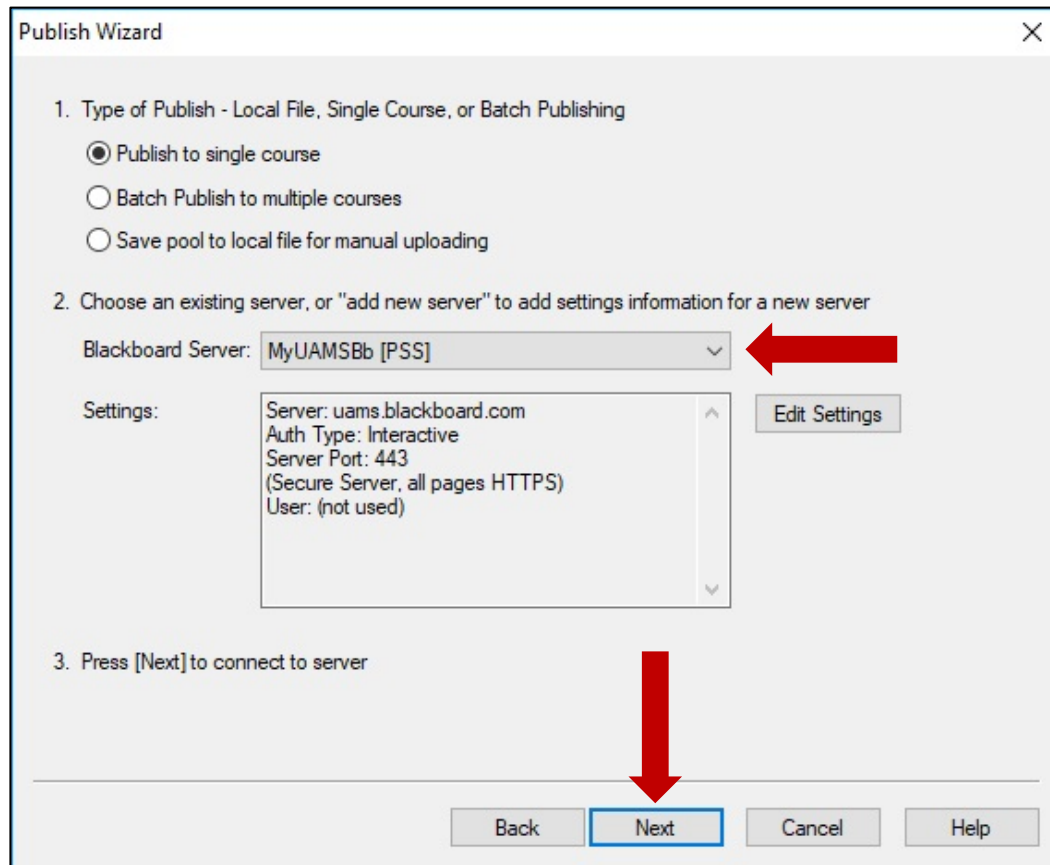


## 14. Click Finish.

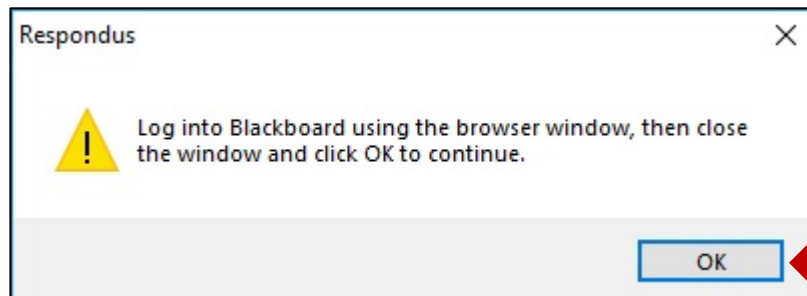


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15. The new server is added. **Click Next** to connect to Blackboard.



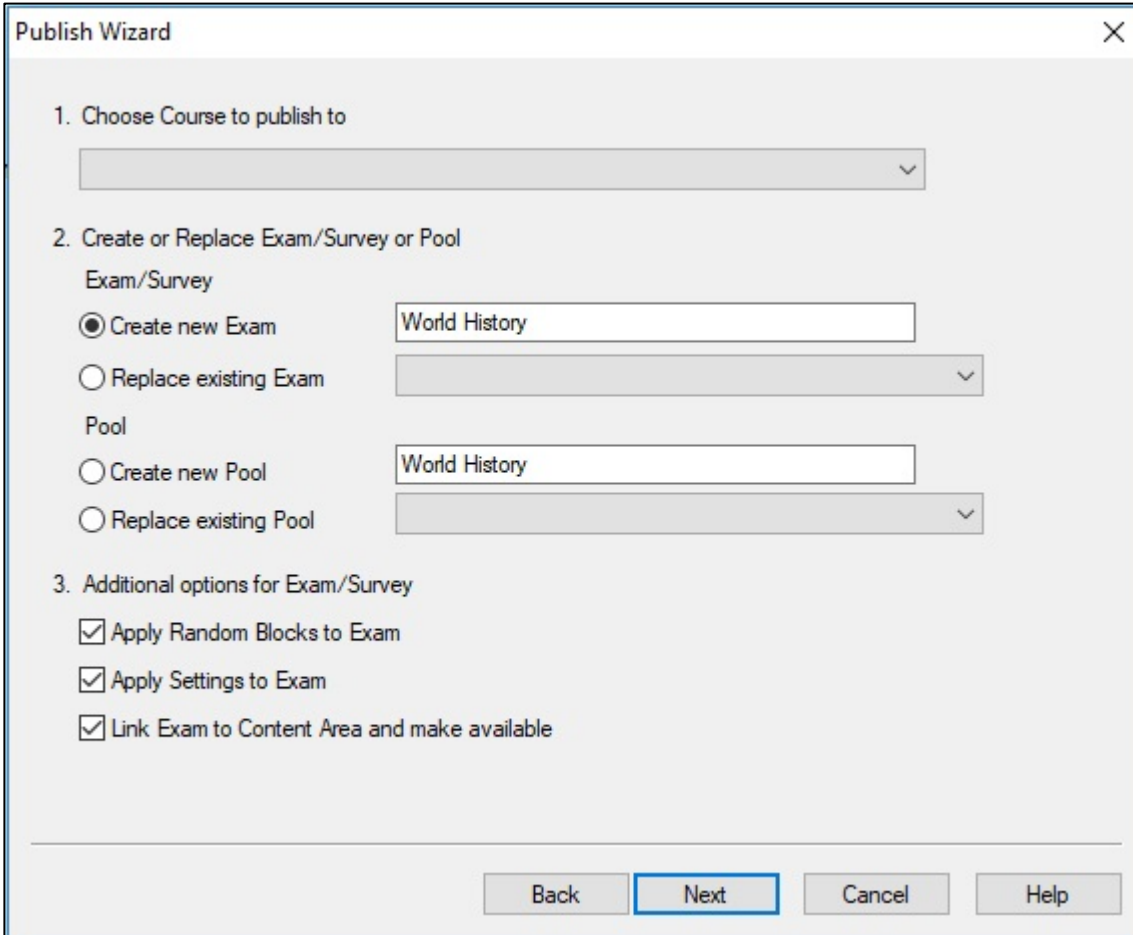
16. **Click OK. Repeat steps 10 and 11 to login to Blackboard and Close After Login, and click OK.**



## Connecting Respondus 4.0 to Blackboard

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17. You are now connected to Blackboard.



The screenshot shows the 'Publish Wizard' dialog box with the following configuration:

- 1. Choose Course to publish to:** A dropdown menu is currently empty.
- 2. Create or Replace Exam/Survey or Pool:**
  - Exam/Survey:** The 'Create new Exam' radio button is selected. The text 'World History' is entered in the adjacent text field. The 'Replace existing Exam' radio button is unselected, and its dropdown menu is empty.
  - Pool:** The 'Create new Pool' radio button is selected. The text 'World History' is entered in the adjacent text field. The 'Replace existing Pool' radio button is unselected, and its dropdown menu is empty.
- 3. Additional options for Exam/Survey:**
  - Apply Random Blocks to Exam
  - Apply Settings to Exam
  - Link Exam to Content Area and make available

At the bottom of the dialog, there are four buttons: 'Back', 'Next' (which is highlighted with a blue border), 'Cancel', and 'Help'.

**Note:** You will setup the connection between Respondus 4.0 and Blackboard only once. You will be prompted to login to Blackboard (steps 10, 11, and 12) for any Blackboard access through Respondus.