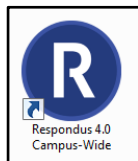
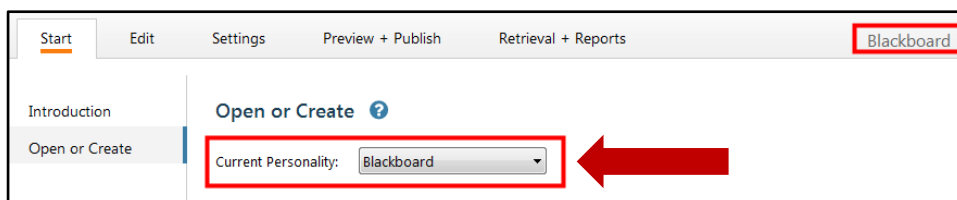


Publishing Respondus Files to Blackboard

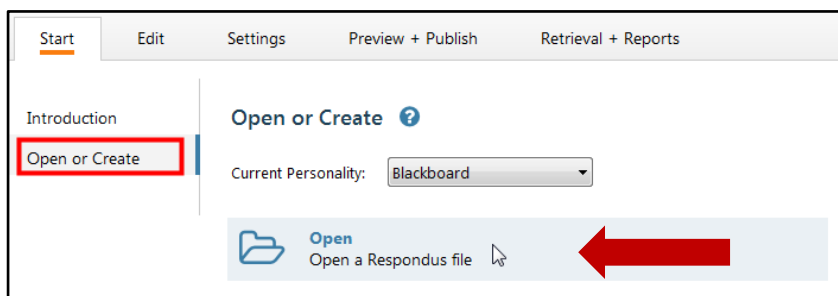
1. Open **Respondus 4.0** on your computer.



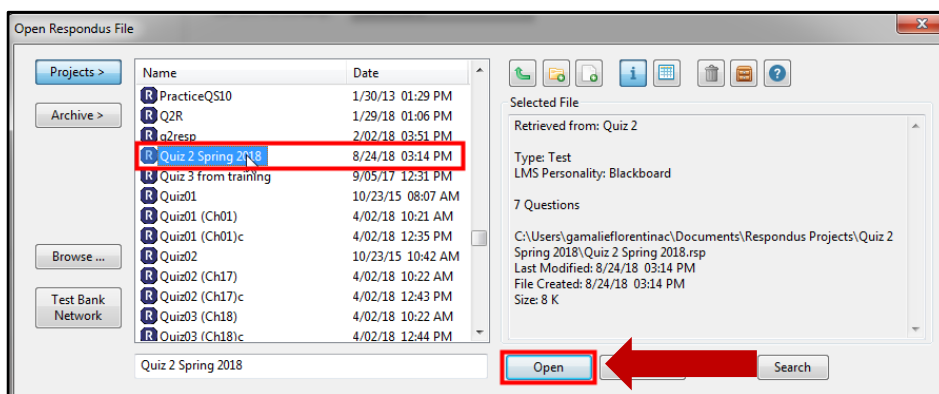
2. On the Respondus home page, **Blackboard** should be displayed in the **Current Personality** drop-down box.



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

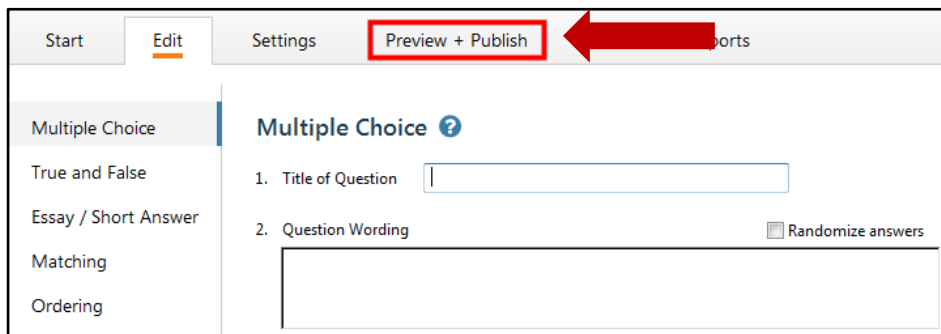


4. Select the desired file and click **Open**.

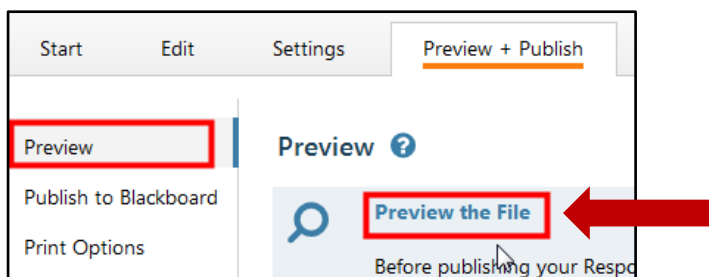


Publishing Respondus Files to Blackboard

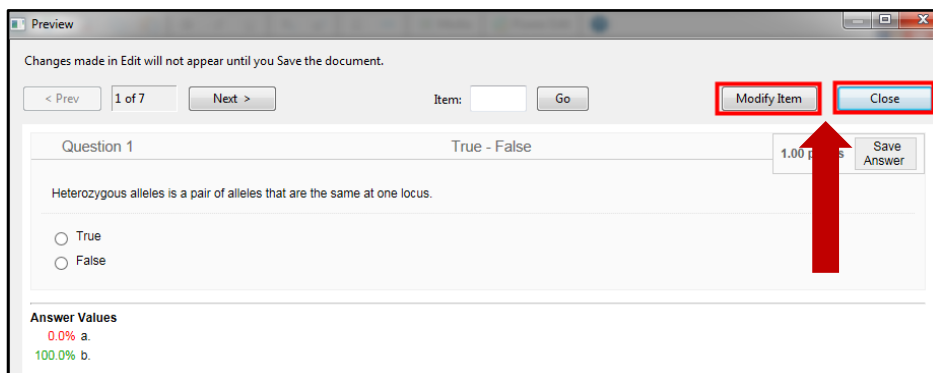
5. The **Edit** page displays. Click the **Preview + Publish** tab.



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**.

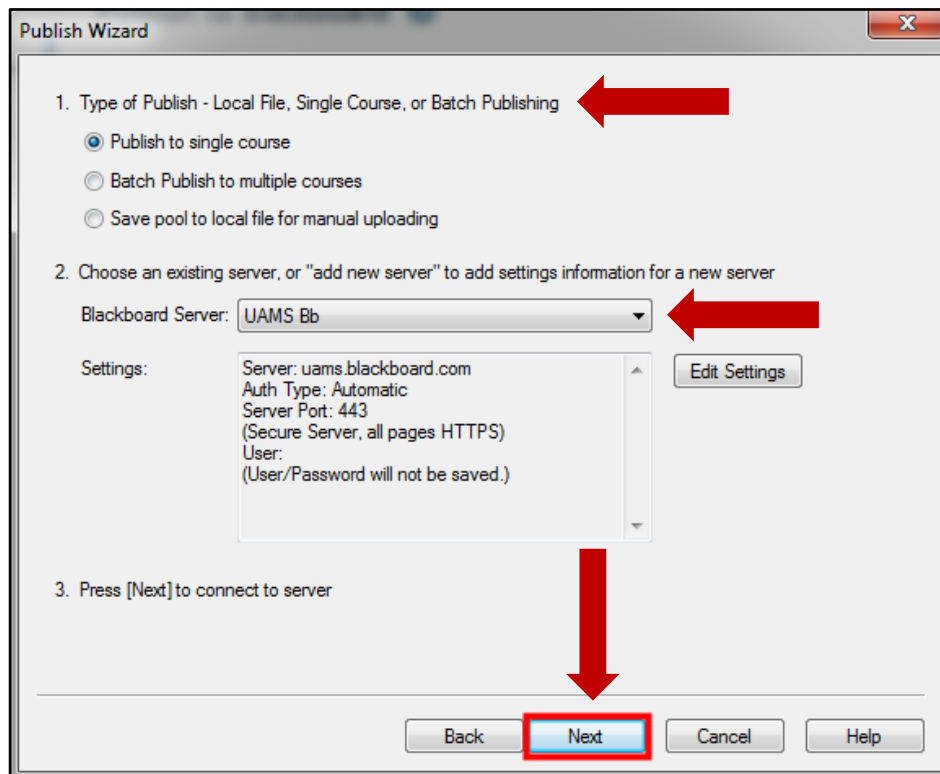


Publishing Respondus Files to Blackboard

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.

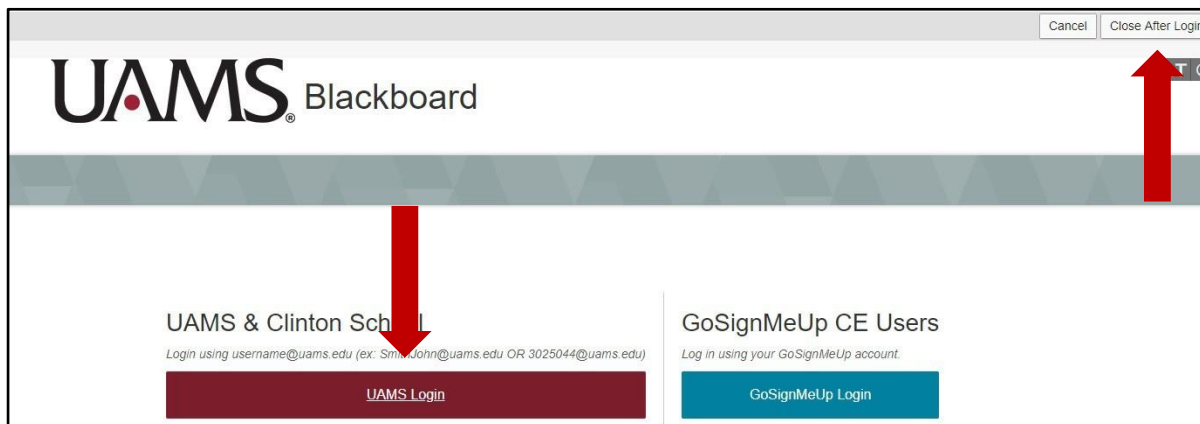


10. **Click OK** to login to Blackboard.



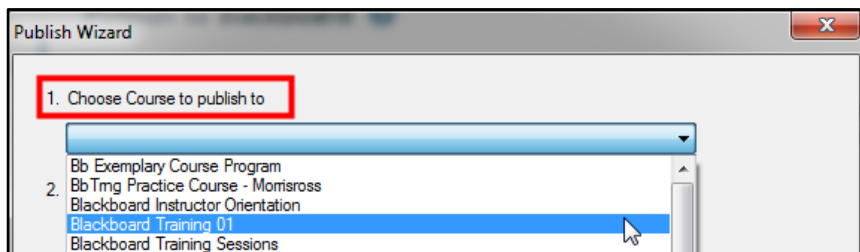
Publishing Respondus Files to Blackboard

11. Use the **red button** to log in. After you logged in, close the window by using **Close After Login**.

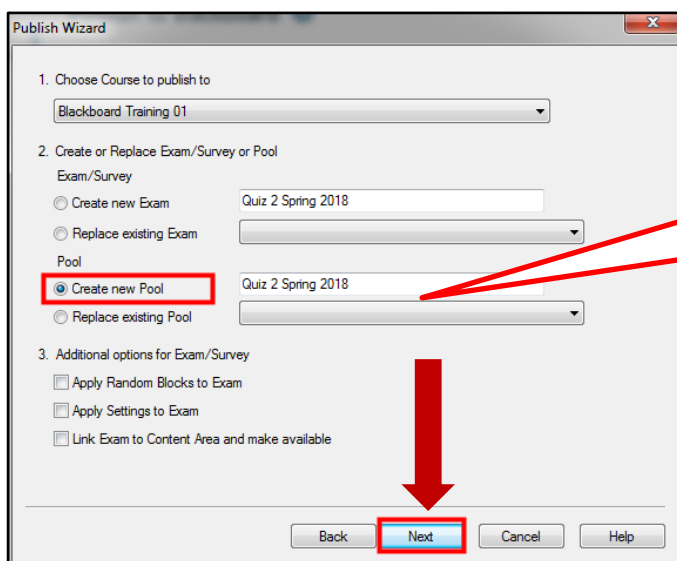


Note: You need to be enrolled as an instructor in the course. Edit mode must be ON in your Blackboard course.

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



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



In this example, the user is choosing to publish the questions to Blackboard in a new pool.

Publishing Respondus Files to Blackboard

14. 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**.

