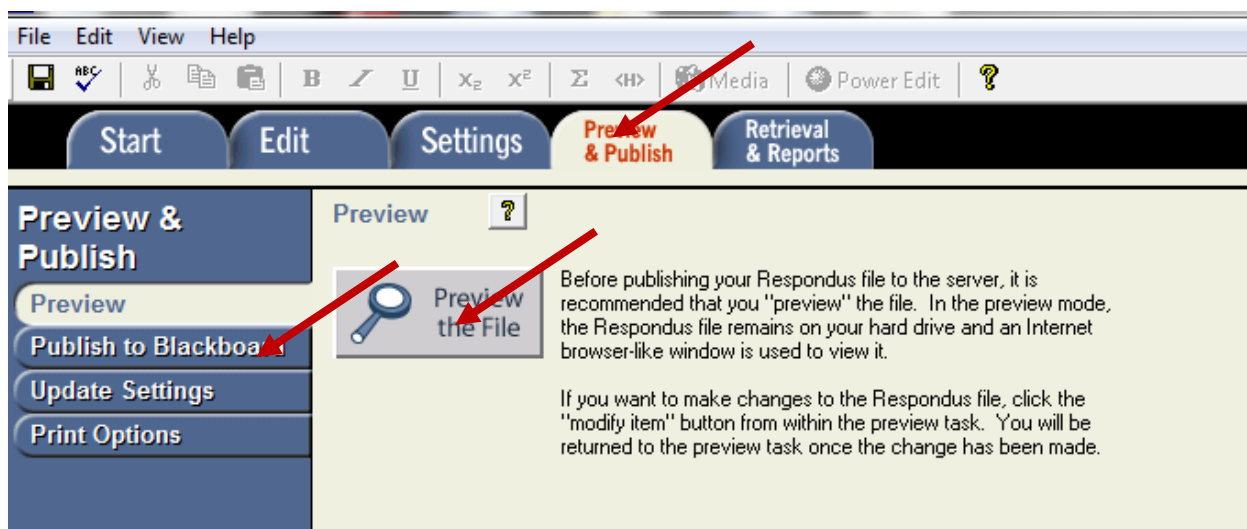
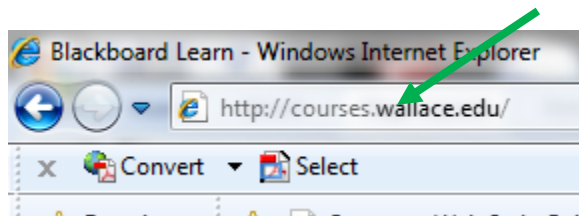


Respondus Test

1. When you first open Respondus, choose blackboard as your base.
2. After typing or bringing Respondus format generated test into Respondus, click <Preview and Publish> tab and click <Preview the File>.
3. If the questions are correct, click <Publish to Blackboard>

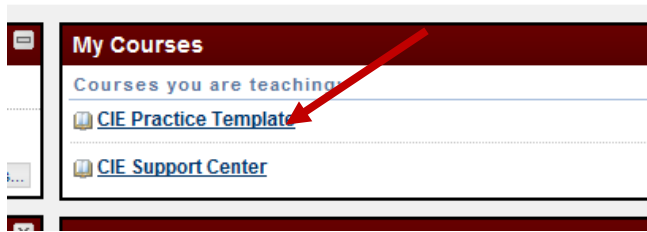


4. Go to the black board login page and copy the address from the browser.
 - a. Highlight;
 - b. right click;
 - c. copy

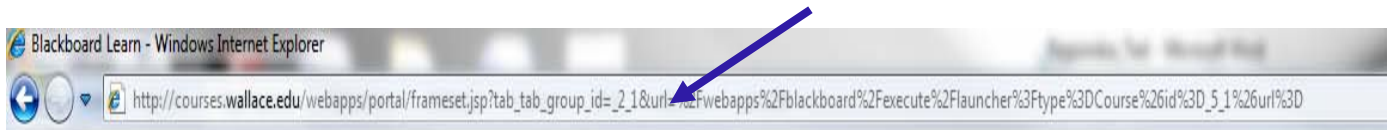


Respondus Test

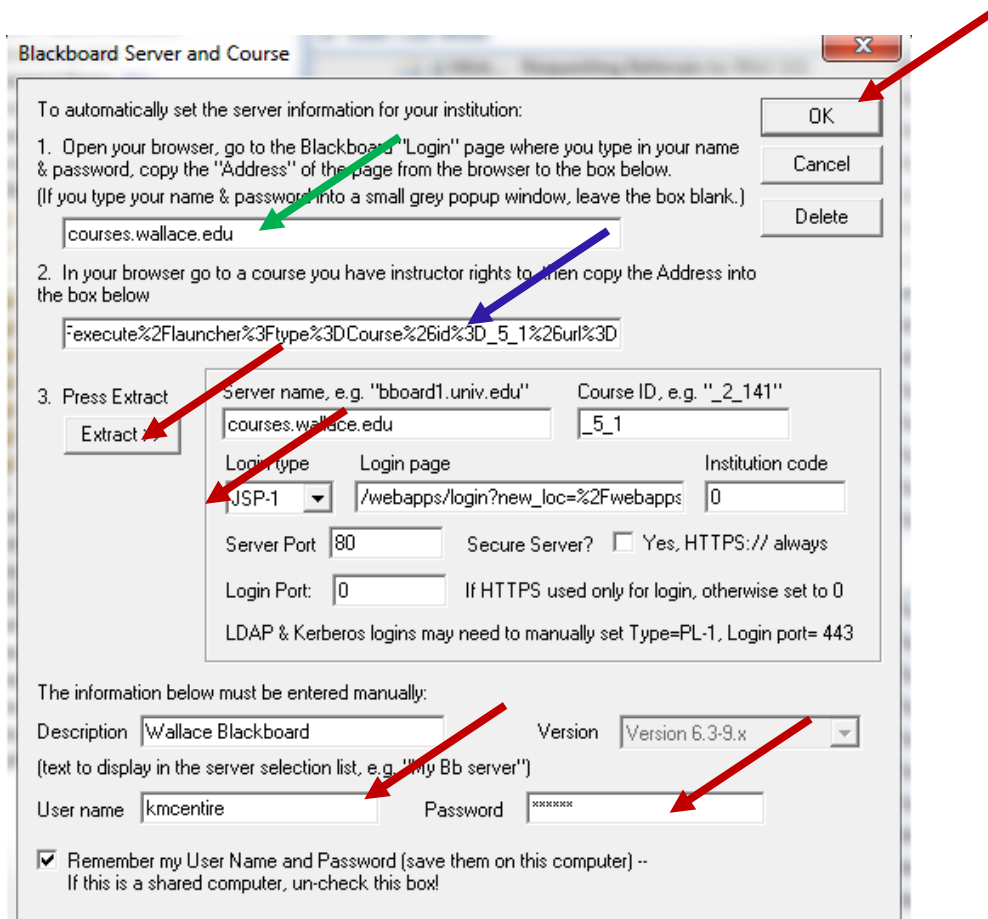
5. Paste this address in the first blank in the blackboard Server and Course input page. See below # 8, green arrow.
6. Click on the course you are instructing in Blackboard. and copy that address from browser.



7. Copy that address from browser.



8. Paste at blue arrow below.
9. Click <Extract>
10. Enter information at the bottom and click <OK>



To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type your name & password into a small grey popup window, leave the box blank.)
courses.wallace.edu
2. In your browser go to a course you have instructor rights to, then copy the Address into the box below
/execute%2Flauncher%3Ftype%3Dcourse%26id%3D_5_1%26url%3D
3. Press Extract

Server name, e.g. "bboard1.univ.edu" Course ID, e.g. "_2_141"
courses.wallace.edu _5_1

Login type Login page Institution code
JSP-1 /webapps/login?new_loc=%2Fwebapps 0

Server Port: 80 Secure Server? Yes, HTTPS:// always
Login Port: 0 If HTTPS used only for login, otherwise set to 0
LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

The information below must be entered manually:

Description: Wallace Blackboard Version: Version 6.3-9.x
(text to display in the server selection list, e.g. "My Bb server")

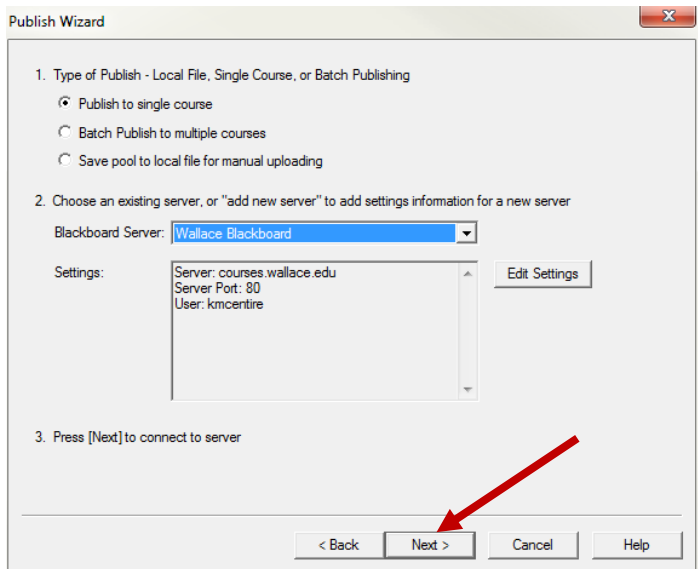
User name: kmcentire Password: xxxxxxxx

Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

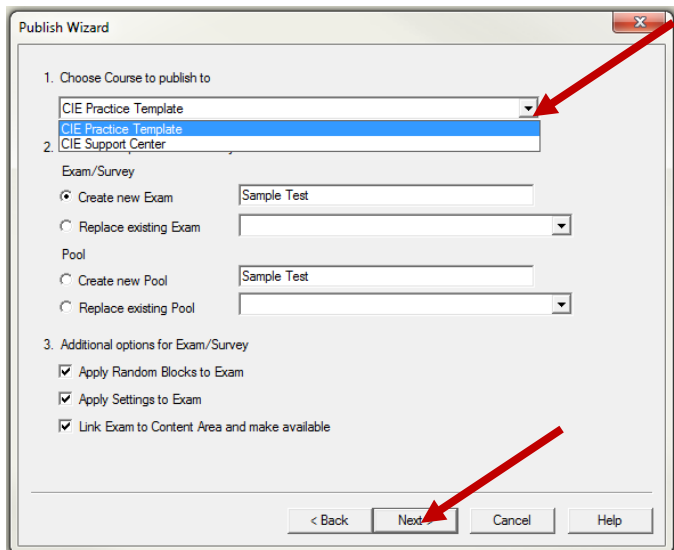


Respondus Test

11. Click <Next>

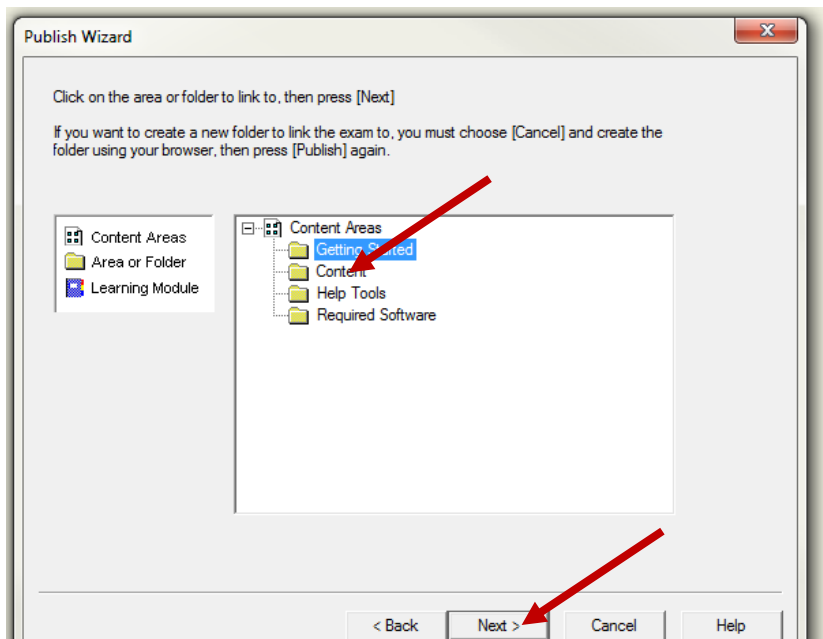


12. Choose the course and fill in form. Click <Next>.

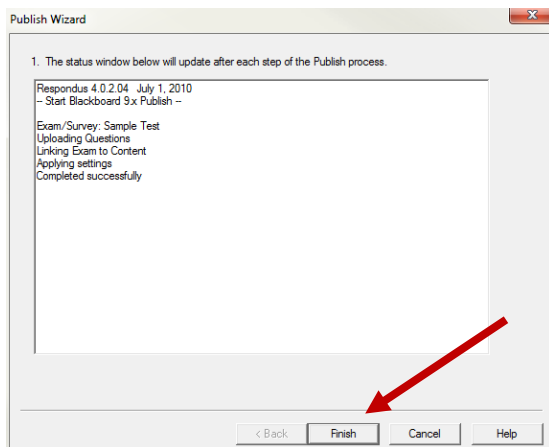


Respondus Test

13. Choose the desired folder for the test. Open “+” beside folders if necessary to find desired content area. Click <Next>

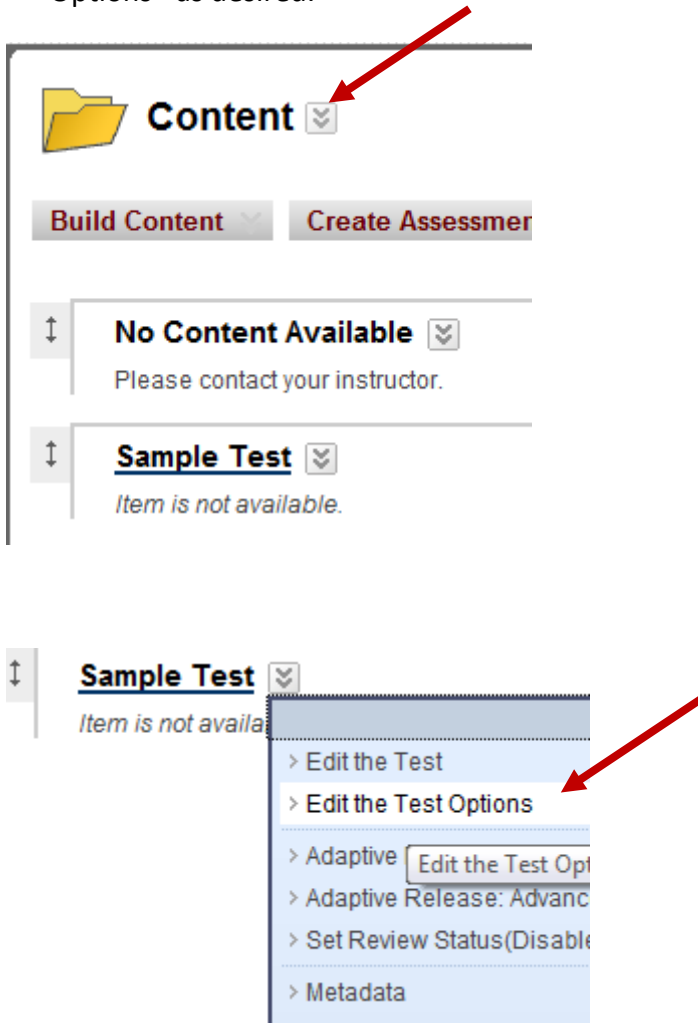


- 12 Click <Finish>



Respondus Test

13. In your Respondus Course, the sample test shows. Click the <arrow down> and <Edit Test Options> as desired.



Respondus Test

14. Make the Test available and edit any other desired options.

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Force Completion
Test must be completed the first time it is launched.

Set Timer
Set expected completion time. Selecting this option also records completion t

Hours Minutes

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password
Require a password to access this Test.

Password

15. Click <Submit>

Cancel **Submit**

16. Test is in Gradebook.

Grade Information Bar

Sort Columns By: Layout Position Order: ▲ Ascending

Last Name	First Name	Username	Student ID	Last Access	Availability	Final Grade	Sample Test
Selected Rows: 0							

Move To Top Email Icon Legend

