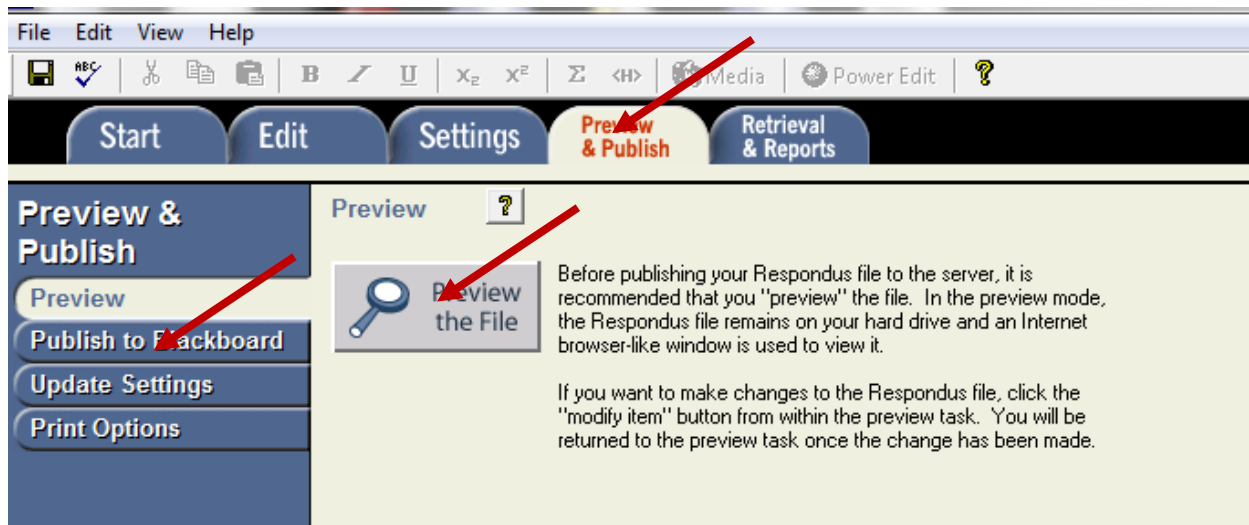
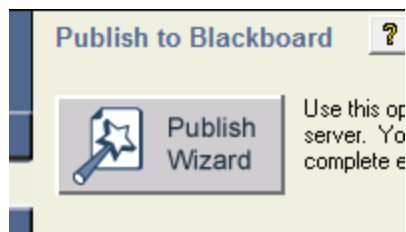


Respondus Test to Blackboard

1. When you first open Respondus, from the <start> tab, choose Blackboard 6.x-9.x as the current personality.
2. Either OPEN or CREATE a Blackboard format test click <Preview and Publish> tab and click <Preview the File>.
 - a. If the questions are correct, close and click <Publish to Blackboard>.
 - b. If connection is not established, (ie, linked it with our Blackboard System with your user name and password) it will begin leading you through the connection process. See [Connect Respondus to Blackboard](#) help.

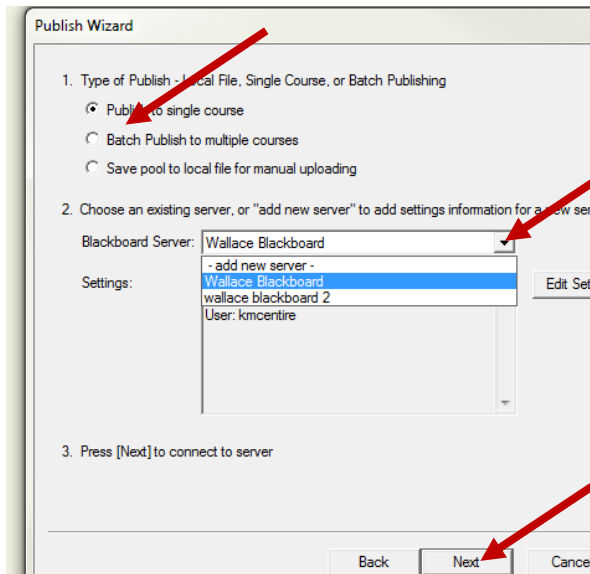


3. Then click <Publish Wizard>

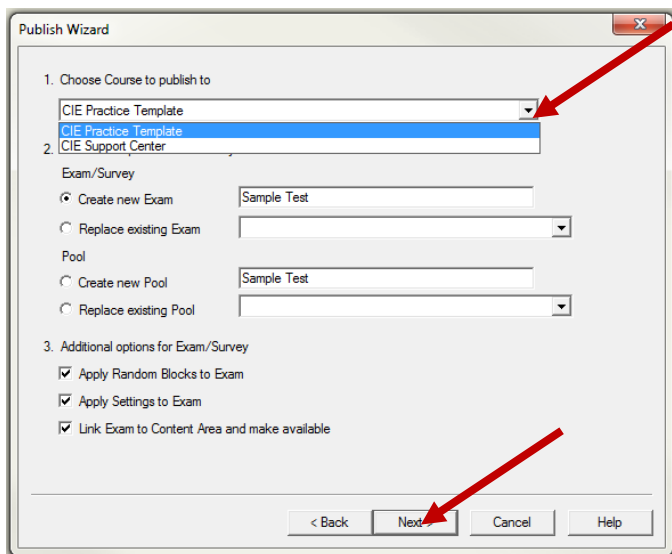


Respondus Test to Blackboard

4. Choose the appropriate Radio Icon for "Type Of Publish", choose the server, and click <Next>

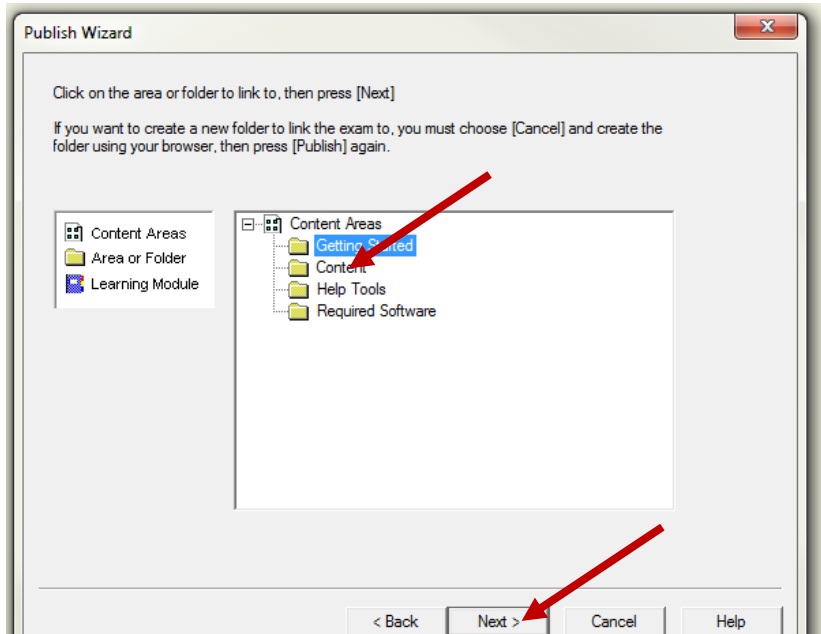


5. Choose the course and fill in form. Click <Next>.

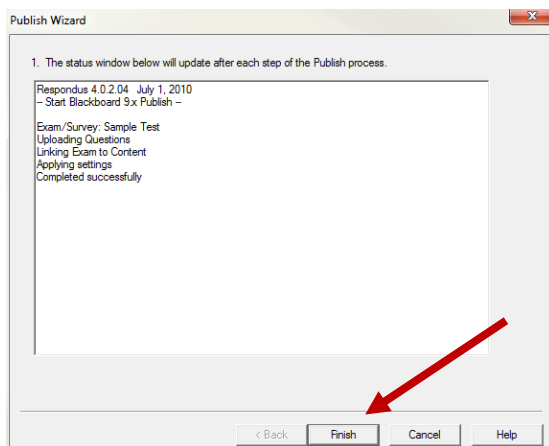


Respondus Test to Blackboard

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

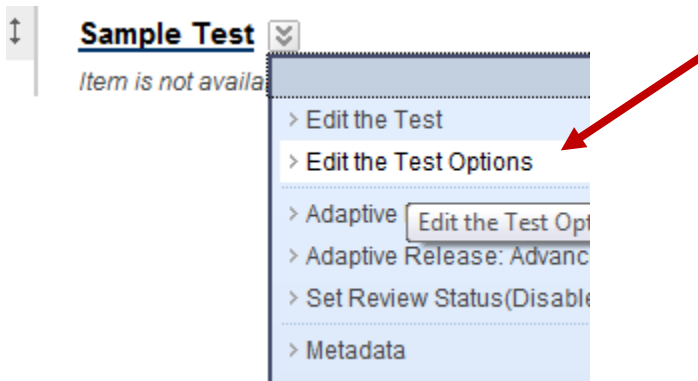
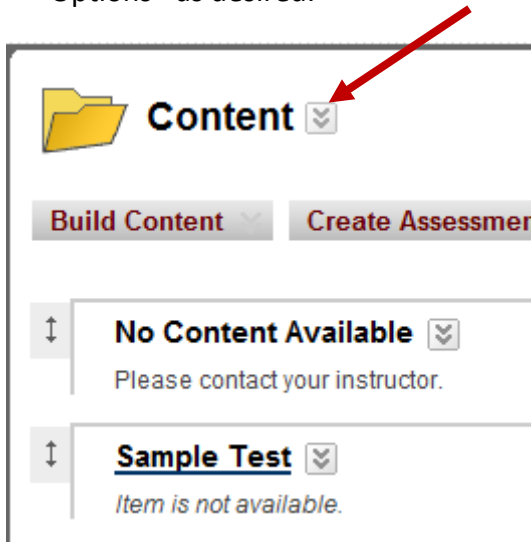


- 12 Click <Finish>



Respondus Test to Blackboard

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



Respondus Test to Blackboard

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

