



Respondus: Upload Test or Question Pool to Blackboard

Open Test or Question Pool

- Open Respondus, click Start tab, and choose Open or Create from the navigator.
- Select the desired file and click Open.
- Click the Preview & Publish Tab in Respondus.
- Click the Publish to Blackboard link in the navigator.

Set Up Connection with Blackboard

If this is your first time in Respondus or in a new version of Respondus, you will need to Add New Server as follows:

In the Blackboard Server and Course dialog box:

1. Open a browser and navigate to the Blackboard Login page and copy and paste the URL into the box.
2. Login to Blackboard and navigate to your course. Click Control Panel, highlight and copy the browser address and paste it into the box under No. 2.
3. Click Extract.
4. To the right of Description, type UNCG Bb 8.x in the box.
5. To the right of user name, type your UNCG user name.
6. To the right of password, type your Blackboard password.
7. Click OK (top right) and Next.

Publish Quiz or Question Pool to Blackboard

If you have already set up the Blackboard server, you will bypass the steps above and continue as follows:

In the Publish Wizard:

Choose Publish to Single Course or Batch Publish to Multiple Courses.

If you chose Publish to Single Course

1. Choose the desired course from the drop down box.
2. Select among the Create or Replace Exam/Survey or Pool options.
3. Choose among the Additional Options.
4. Click Next.
5. If you chose to assign to a content area, navigate to that area and select it.
6. Upload of questions should begin. Click Finish when the operation is complete.

If you chose Batch Publish to Multiple Courses

1. Check the boxes next to the desired courses.
 2. Click Next.
 3. If you chose to assign a test to a content area, navigate to that area and select it.
- Note: You can only choose one content area for all courses. If that content area does not exist in a course, an exam or survey will only be uploaded to the Test or Survey Manager.
4. Upload of questions should begin. Click Finish when the operation is complete.