

Downloading Respondus and Configuration to Publish to Blackboard Learn



First Time Set-up:

Download Respondus Campus from the Software Center.

****If you already have Respondus Downloaded you will need to install the Repair. Please follow these same steps.***

1. Type "Software Center" in the search Windows search bar (figure 1).

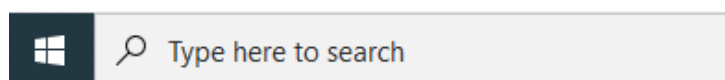


Figure 1

2. Click to open the "Software Center."
3. Double click on the Respondus Icon (figure 2)

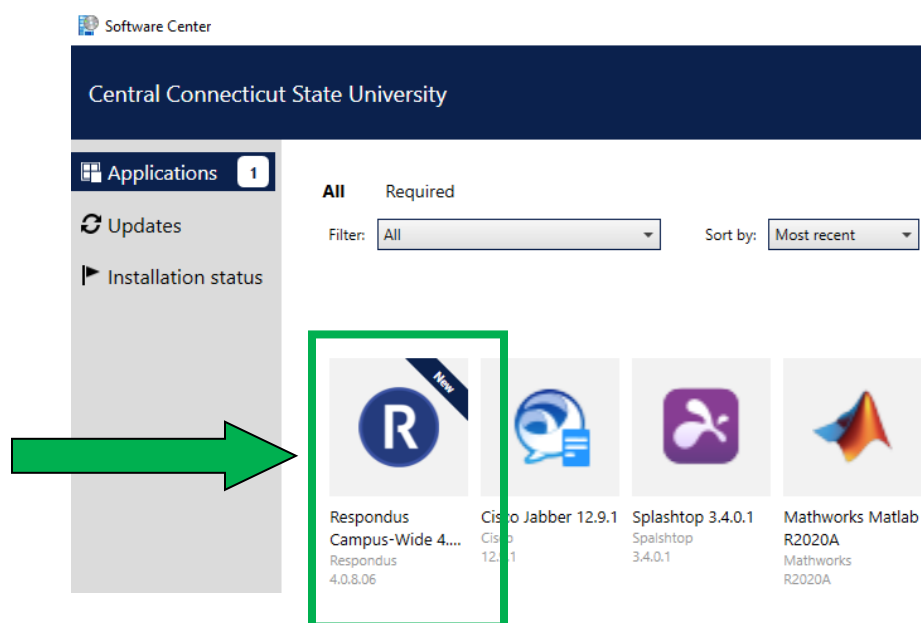


Figure 2

4. Click Install and wait for the installation to finish (figure 3).

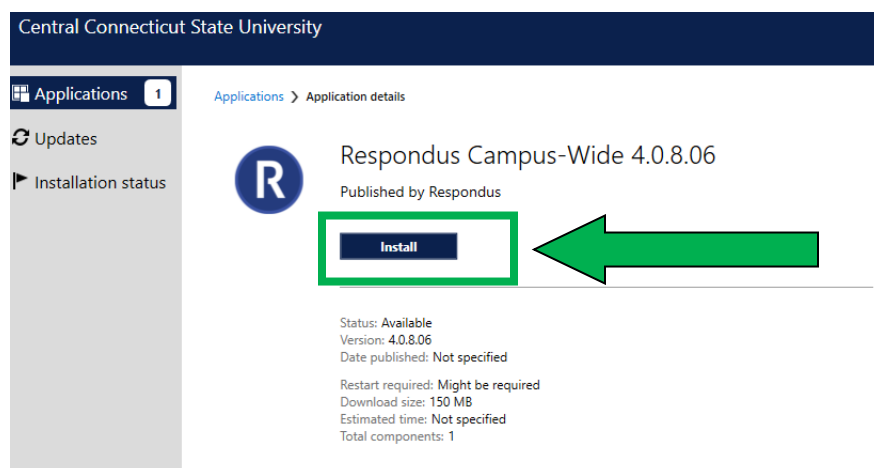


Figure 3

5. Once you have Installed Respondus, click on the Repair button (figure 4).

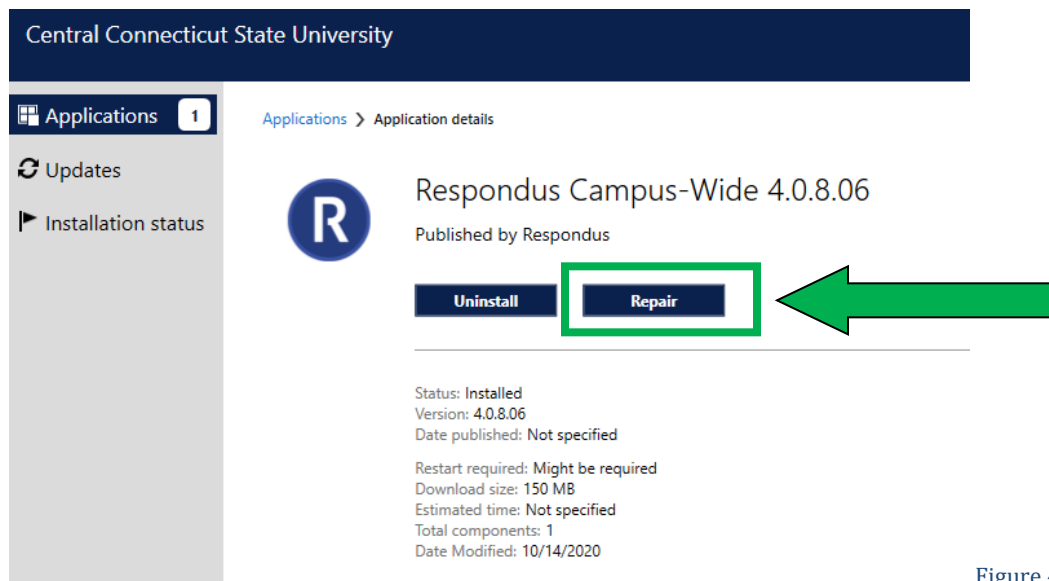


Figure 4

6. Click “Yes” to confirm the Repair Installation Step (figure 5).

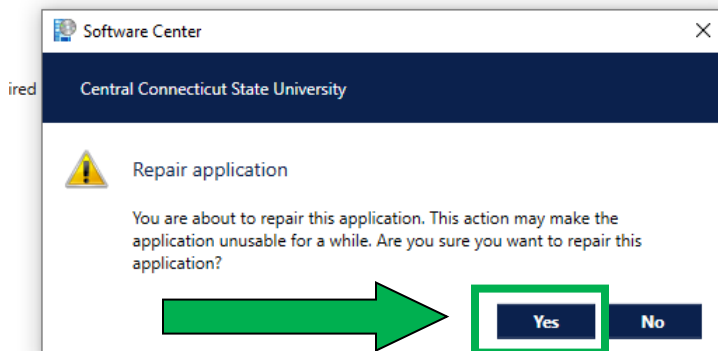


Figure 5

Uploading Exam and Publishing to Blackboard

1. Open Respondus which should now be on your Desktop (figure 6).

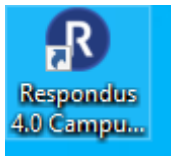


Figure 6

2. Select Import Questions (figure 7).

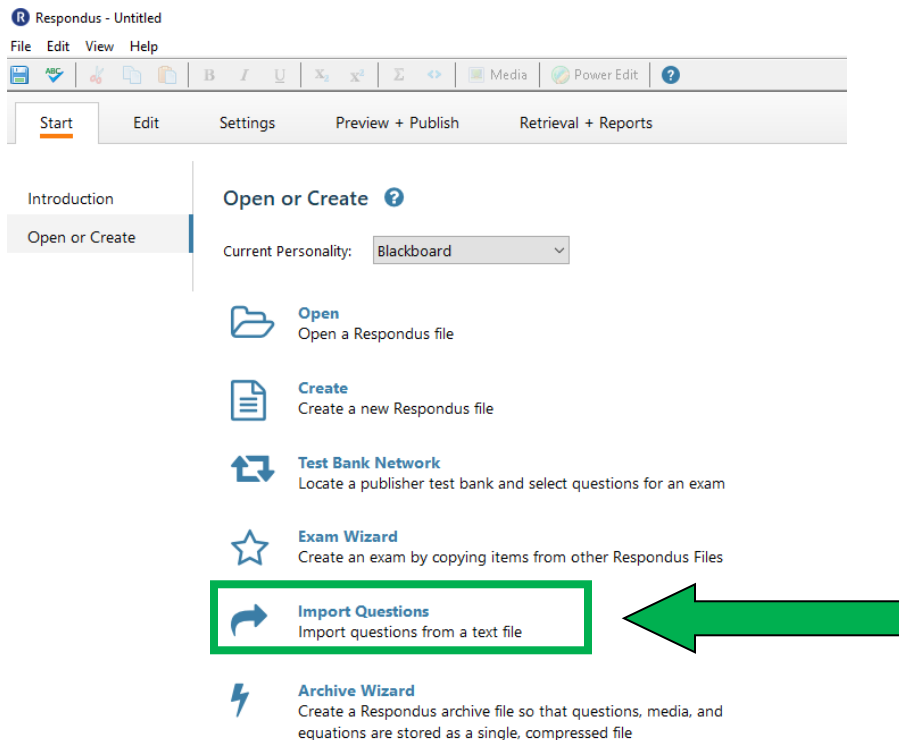


Figure 7

3. Complete Steps 1-3 on the Import Questions. If you do not receive any errors, click "Finish" (figure 8).

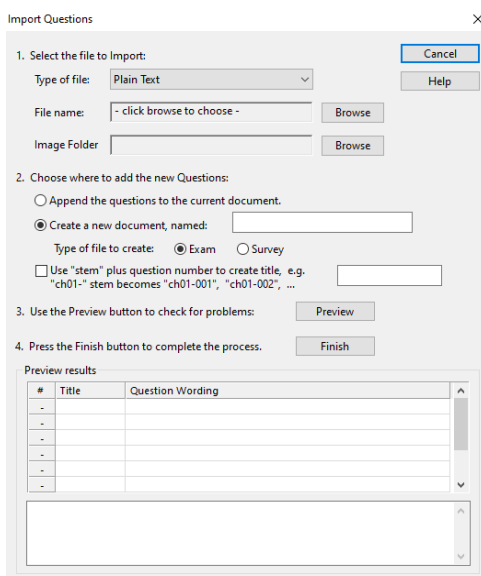


Figure 8

4. Select “Preview and Publish” at the top of the next screen (figure 9).

Respondus - MldTerm.rsp

File Edit View Help

Start **Preview + Publish** Retrieval + Reports

Multiple Choice ?

1. Title of Question

2. Question Wording ☐ Randomize answers

3. Answers (PageDown moves to next answer) ☐ Feedback

A	<input type="text"/>
B	<input type="text"/>
C	<input type="text"/>
D	<input type="text"/>

4. Select Correct Answer 5. Point Value

6.

Figure 9

5. Click on “Publish” and then Select “Publish Wizard” (figure 10).

Start Edit Settings **Preview + Publish**

Publish to Blackboard ?

Use this option to publish t
You can send the documer
or survey.

Figure 10

6. Verify in Step 2 the Server Name says, “Central [PSS]. DO NOT do anything here. Click on the “Next” Button (figure 11).

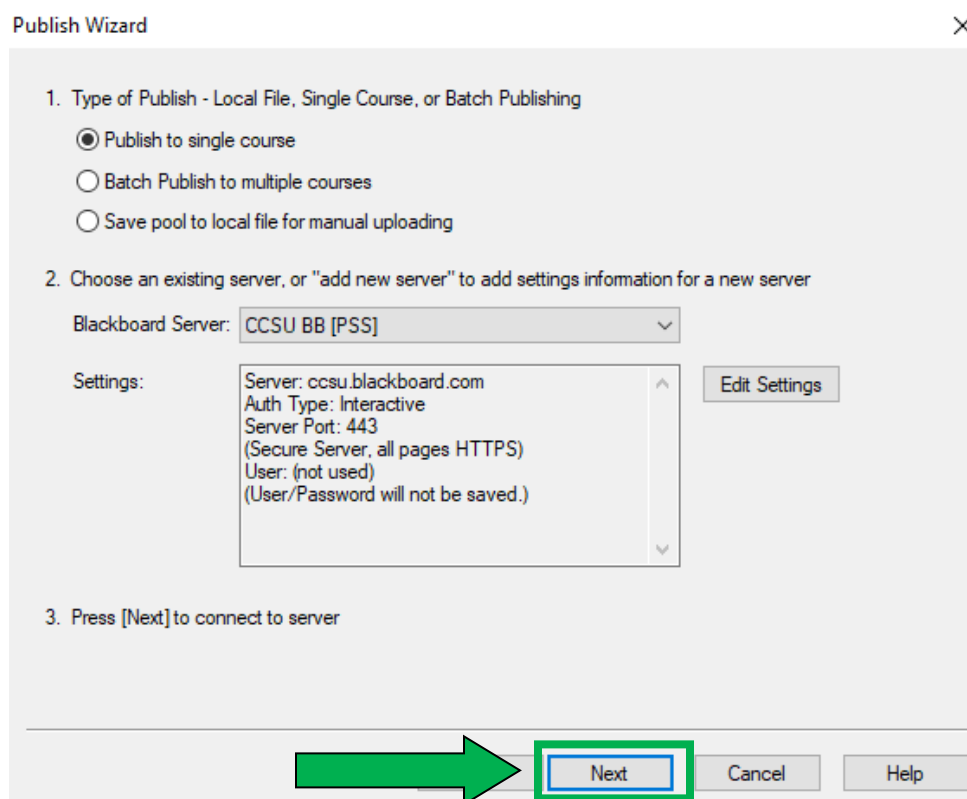


Figure 11

7. Follow the on-screen prompt to open Blackboard. Then click OK (figure 12).

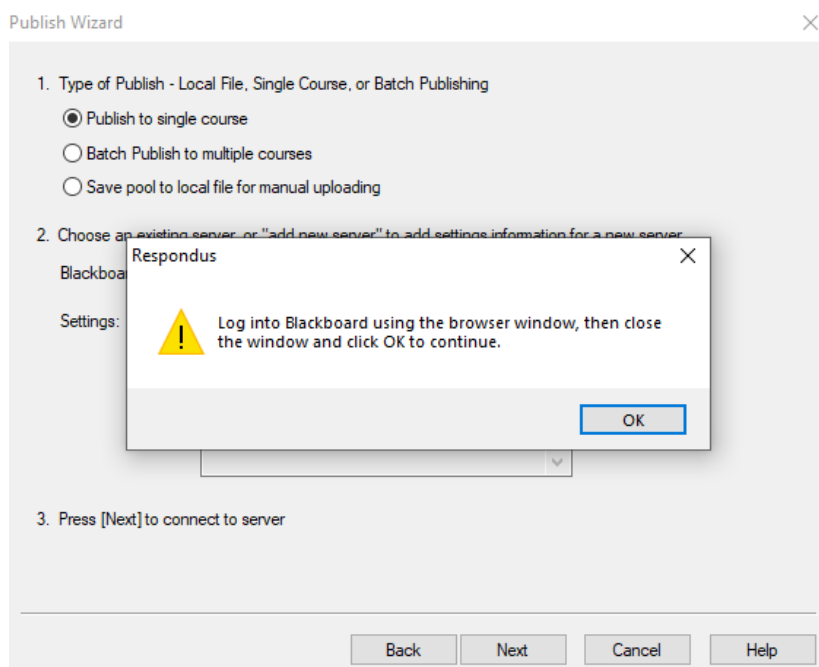


Figure 12

8. Once Step 7 is complete Blackboard will automatically open and log you into your account. Click the “Close After Login” option (figure 13).

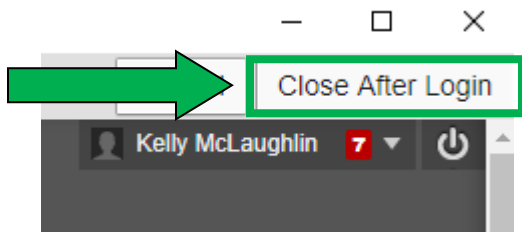


Figure 13

9. On the next Respondus screen (figure 14):
- Step 1 select the Course you would like the exam/test to be published.
 - Step 2 leave alone.
 - Step 3 leave ALL boxes checked
 - Click Next

Figure 14

10. Select the Content Area you would like the Exam/Test to be placed in your course (figure 15).

Figure 15

- 11.** You will receive confirmation that the Exam/Test has been “Uploaded Successfully.”
- 12.** Log into Blackboard and Edit the Test to verify the points are set up correctly.
- 13.** Edit the Test Options.