



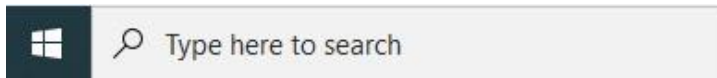
Downloading Respondus and Configuration to Publish to Blackboard (On Campus Use)

First Time Set-up:

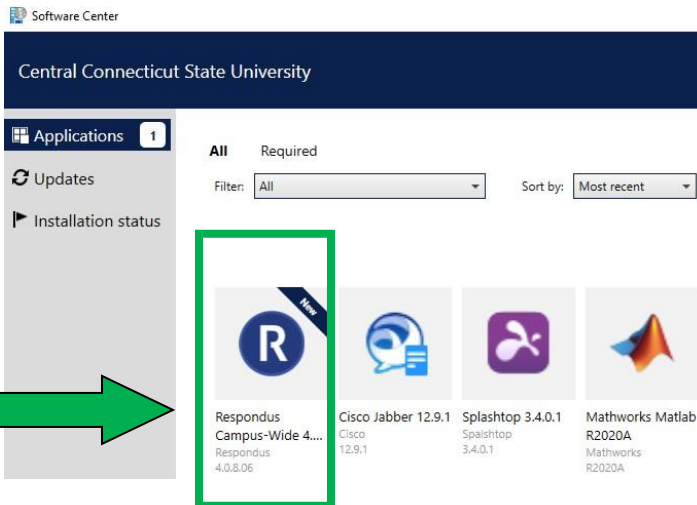
Download Respondus Campus from the Software Center.

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

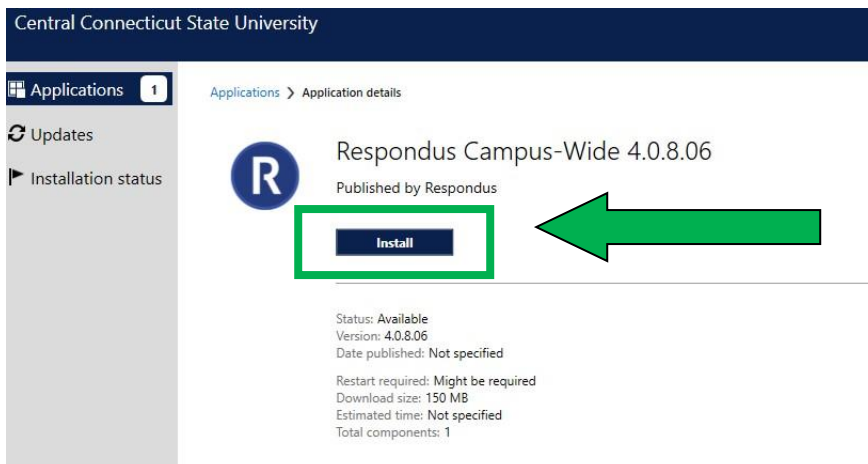
1. Type "Software Center" in the search Windows search bar.



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



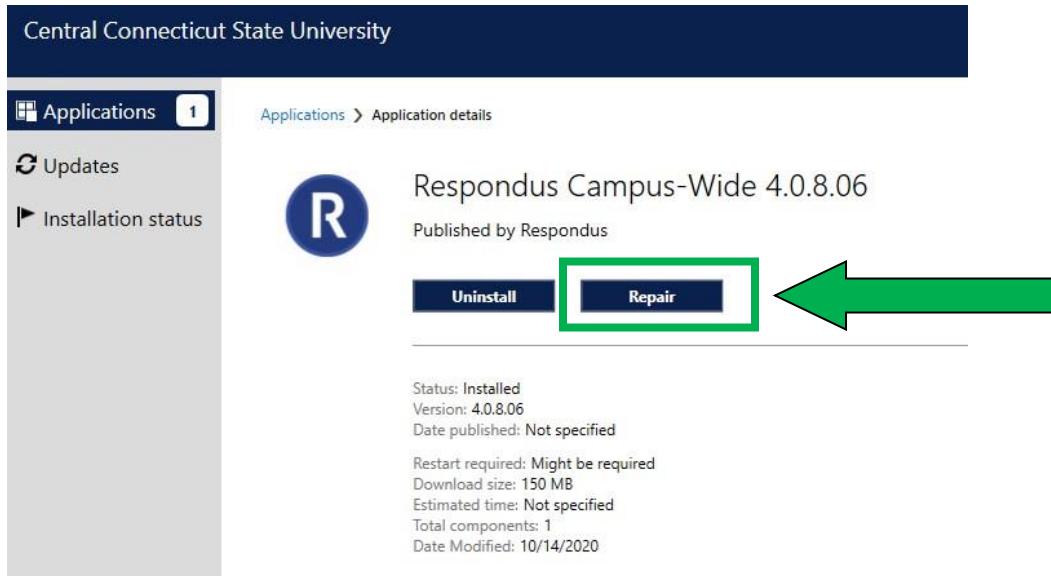
4. Click Install and wait for the installation to finish.



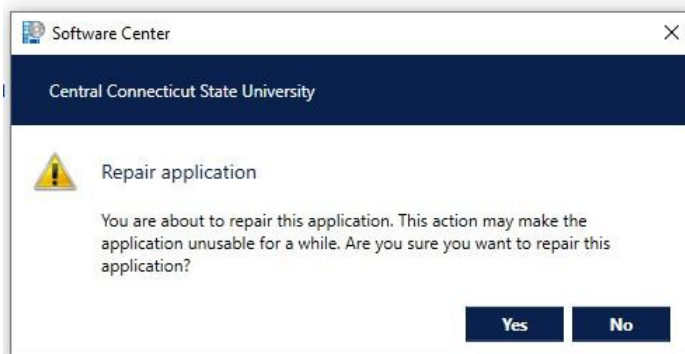


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5. Once you have Installed Respondus, click on the Repair button.

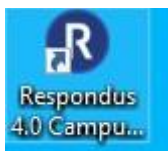


6. Click "Yes" to confirm the Repair Installation Step.



Uploading Exam and Publishing to Blackboard

1. Open Respondus which should now be on your Desktop.



2. Select Import Questions.



Downloading Respondus and Configuration to Publish to Blackboard (On Campus Use)

Respondus - Untitled
File Edit View Help
Start Edit Settings Preview + Publish Retrieval + Reports

Introduction
Open or Create

Open or Create ?
Current Personality: Blackboard

- Open
Open a Respondus file
- Create
Create a new Respondus file
- Test Bank Network
Locate a publisher test bank and select questions for an exam
- Exam Wizard
Create an exam by copying items from other Respondus Files
- Import Questions**
Import questions from a text file
- Archive Wizard
Create a Respondus archive file so that questions, media, and equations are stored as a single, compressed file

3. Complete Steps 1-3 on the Import Questions. If you do not receive any errors, click “Finish”.

Import Questions

1. Select the file to import:
Type of file: Plain Text
File name: - click browse to choose -
Image Folder

2. Choose where to add the new Questions:
 Append the questions to the current document.
 Create a new document, named:
Type of file to create: Exam Survey
 Use "stem" plus question number to create title, e.g. "ch01-1" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems:
Preview

4. Press the Finish button to complete the process.
Finish

Preview results

#	Title	Question Wording
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

Downloading Respondus and Configuration to Publish to Blackboard (On Campus Use)

4. Select "Preview and Publish" at the top of the next screen.

Respondus - MldTerm.rsp

File Edit View Help

Media Power Edit

Start **Preview + Publish** Retrieval + Reports

Multiple Choice ?

1. Title of Question

2. Question Wording Randomize answers

3. Answers (PageDown moves to next answer) Feedback

4. Select Correct Answer 5. Point Value 1.00

6. Add to End of List Insert into List Clear Form Preview

5. Click on "Publish" and then Select "Publish Wizard".

Start Edit Settings **Preview + Publish**

Preview **Publish** Print Options

Publish to Blackboard ?

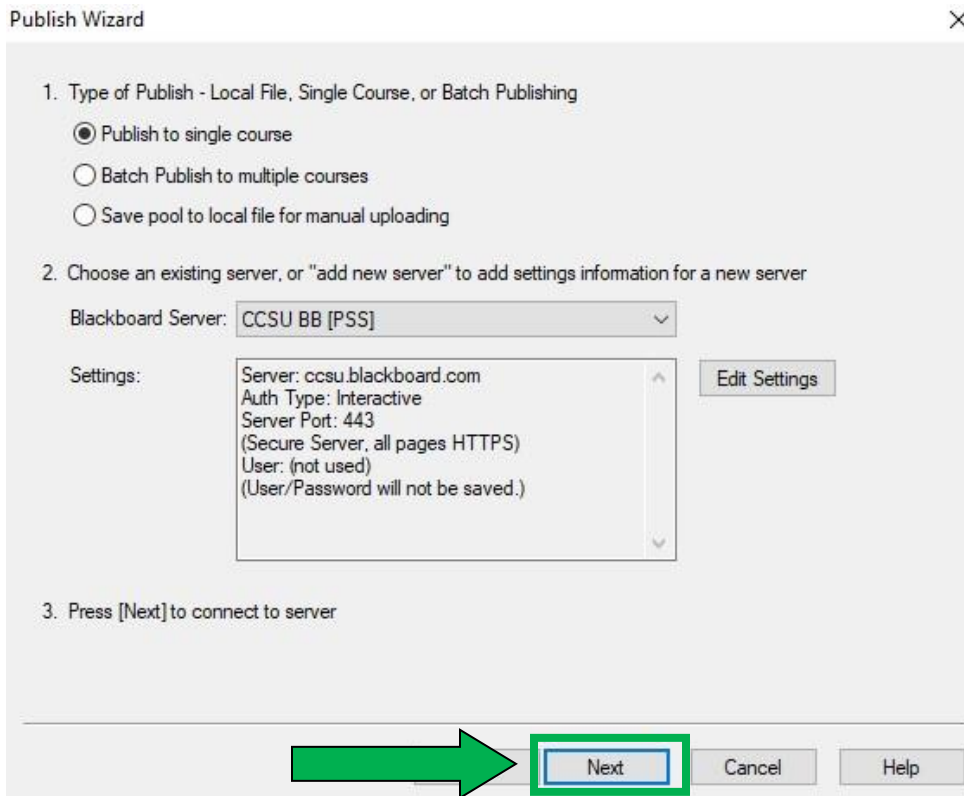
Publish Wizard

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

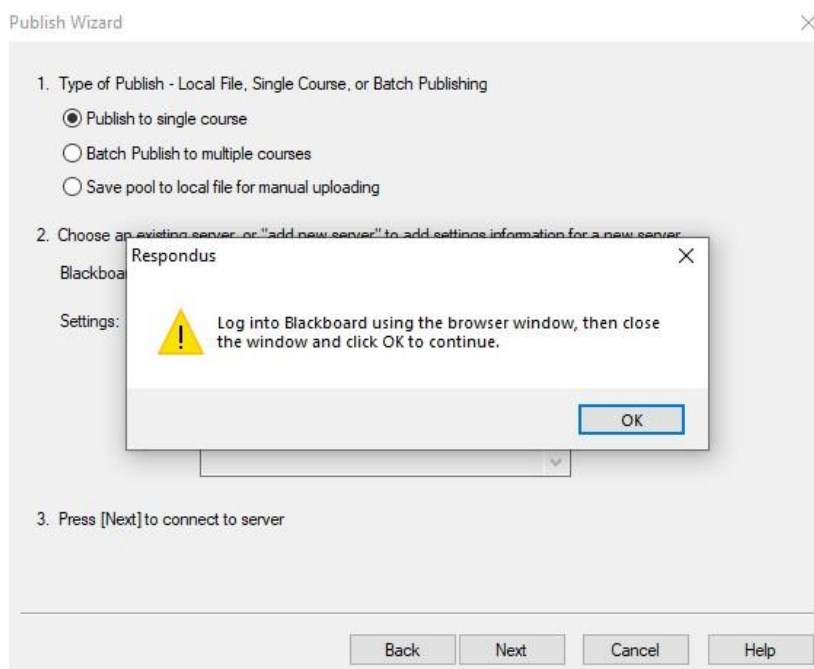


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6. Verify in Step 2 the Server Name says, "Central [PSS]. DO NOT do anything here. Click on the "Next" Button.



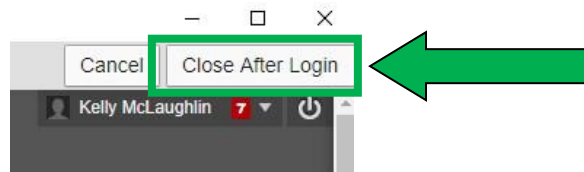
7. Follow the on-screen prompt to open Blackboard. Click OK.



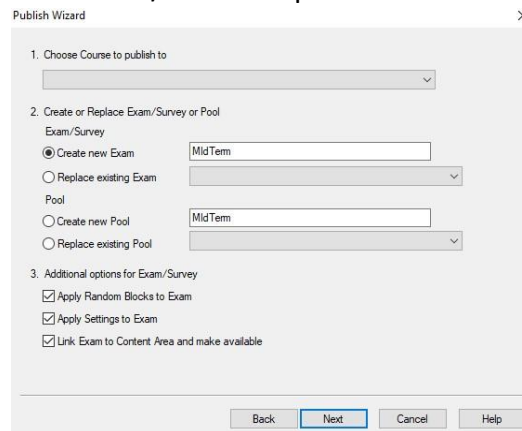


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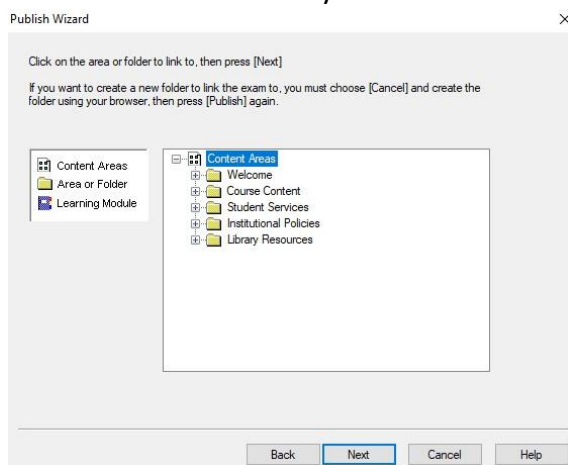
8. Once Step 7 is complete Blackboard will automatically open and log you into your account. Click the “Close After Login” option.



9. On the next Respondus screen:
- 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



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



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