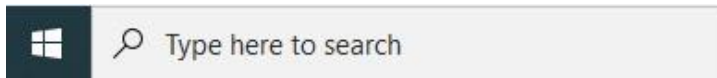# Downloading Respondus and Configuration to Publish to Blackboard (On Campus Use)
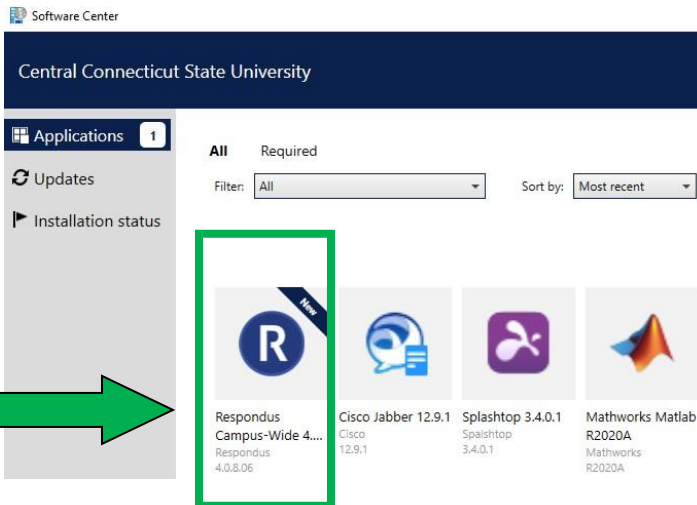
First Time Set-up:

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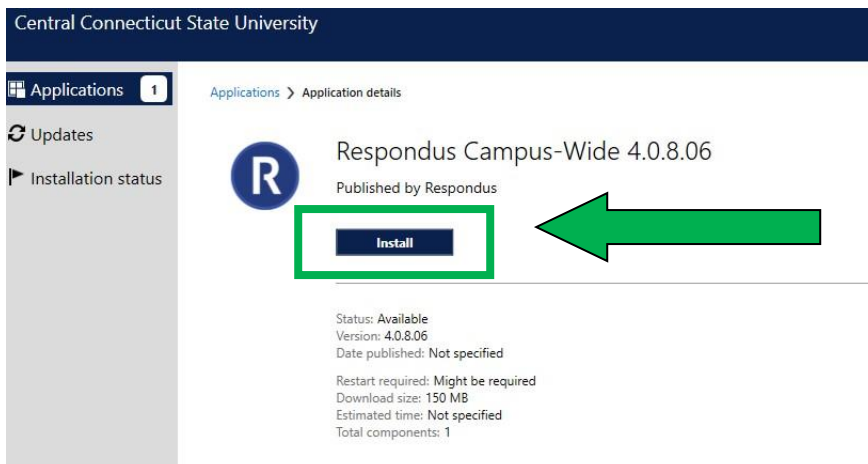
1. Type "Software Center" in the search Windows search bar.

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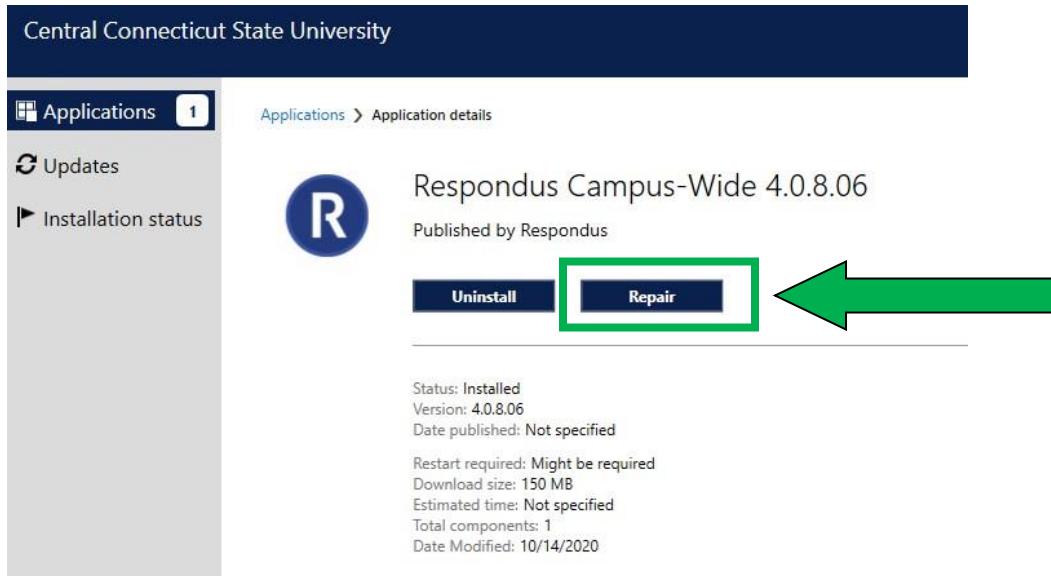3. Double click on the Respondus Icon.

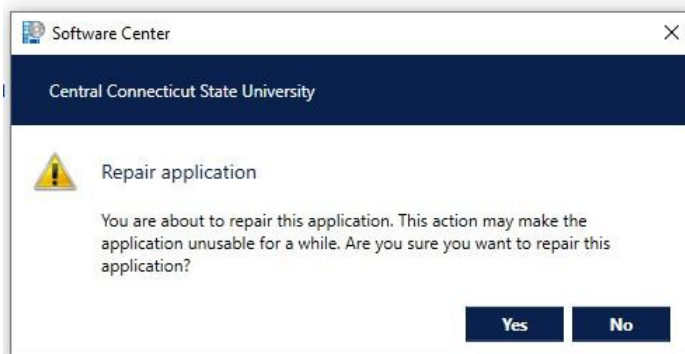4. Click Install and wait for the installation to finish.

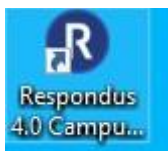**5.** Once you have Installed Respondus, click on the Repair button.

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.

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

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

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

6. Verify in Step 2 the Server Name says, "Central [PSS]. DO NOT do anything here. Click on the "Next" Button.
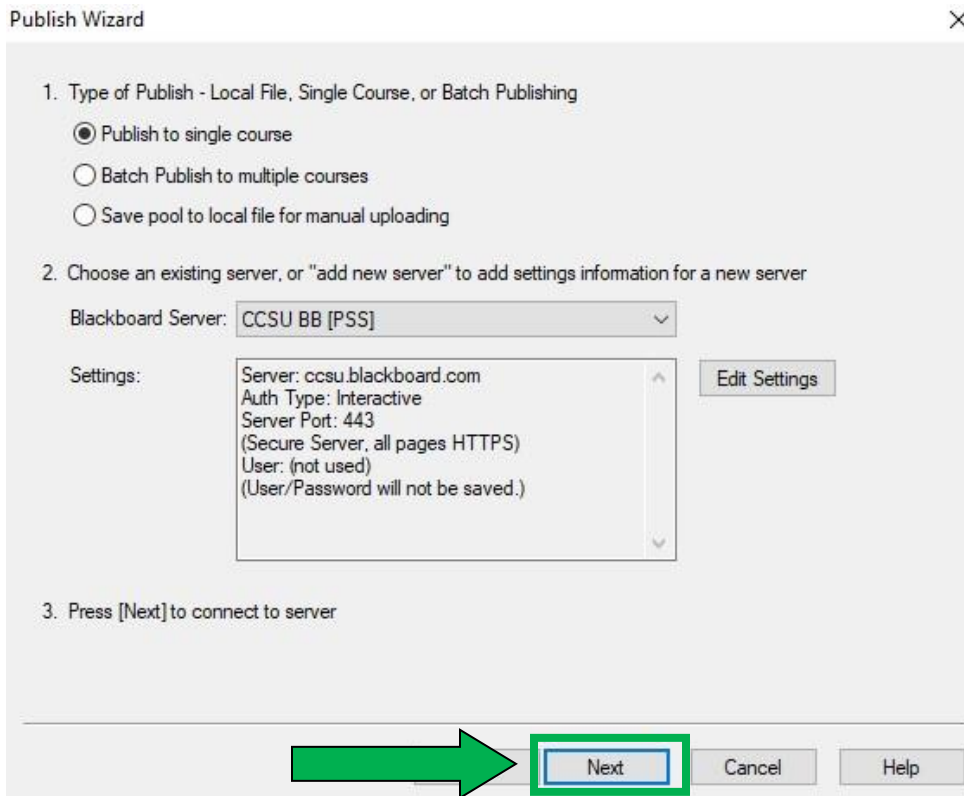
7. Follow the on-screen prompt to open Blackboard. Click OK.

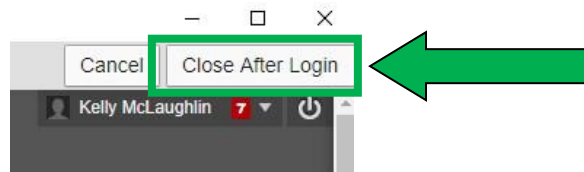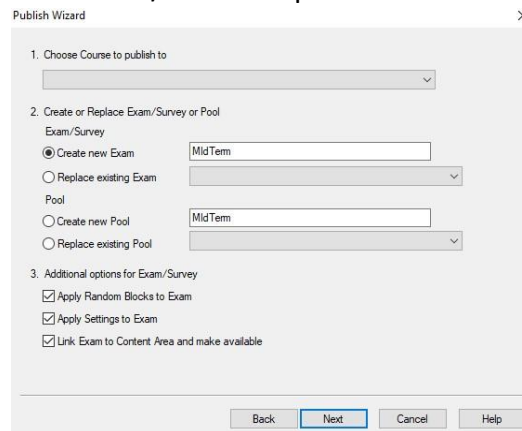8. Once Step 7 is complete Blackboard will automatically open and log you into your account. Click the "Close After Login" option.

9. On the next Respondus screen:
   a. Step 1 select the Course you would like the exam/test to be published.
   b. Step 2 leave alone.
   c. Step 3 leave ALL boxes checked
   d. Click Next

10. Select the Content Area you would like the Exam/Test to be placed in your course.
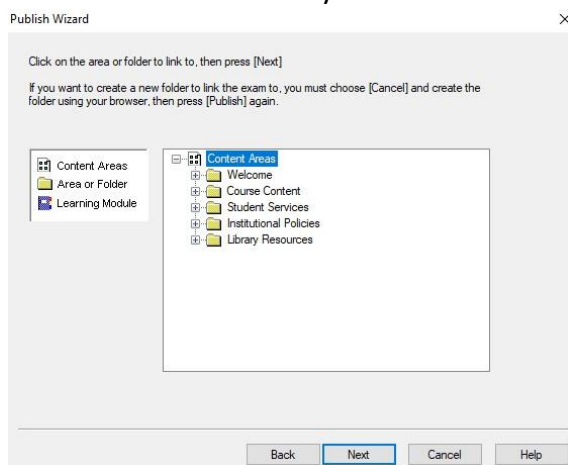
11. You will receive confirmation that the Exam/Test has been "Uploaded Successfully."
12. Log into Blackboard and Edit the Test to verify the points are set up correctly.
13. Edit the Test Options.