Publishing a Respondus File to Blackboard

By Scott Badger

Important Disclaimer

It is very important that **Edit Mode** is switched to **ON** when publishing a test or quiz to Blackboard via Respondus. This is regardless if you are logged into Blackboard or not. Just as if you were working on Blackboard directly, Edit Mode must be switched to ON in order to insert content. If Edit Mode is OFF, then none of the content areas will be accessible on Respondus.
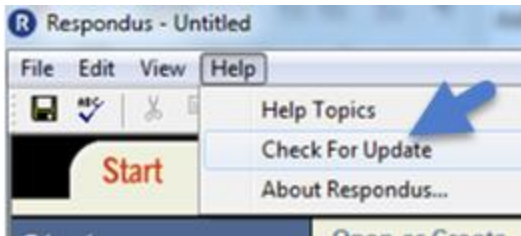
Publishing to Blackboard

Once you have created your test or quiz, you can then publish it onto Blackboard 9. Follow these steps to publish your file:

1. Open up Internet Explorer (IE).
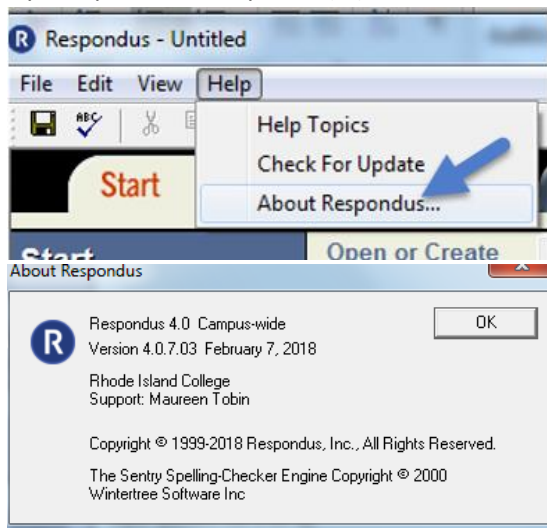
2. Make sure that you are running have updated to Respondus 4.0.7.03 Campus-wide by going to Respondus->Help->About Respondus. If you are, please skip to step #3. If you are not, please move to step #2.

3. Click "Check For Updates" and then click Ok to update to the newest version.

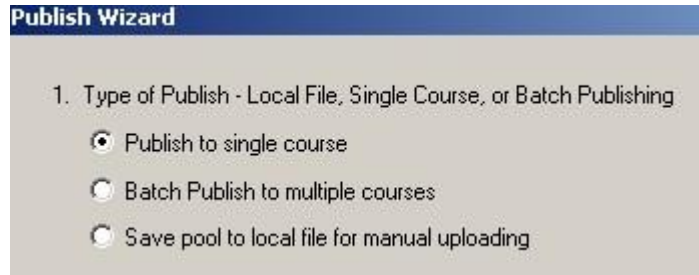4. When Respondus starts up, click on the **Preview & Publish** tab.

- You can click on **Preview the File** to review the questions and answers in the test or quiz.
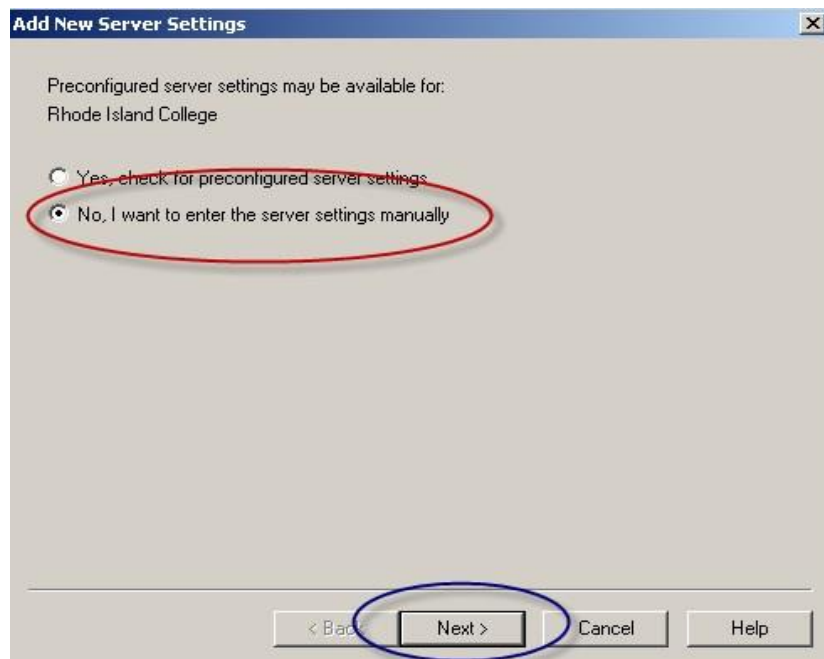

5. Click on the **Publish to Blackboard** tab.

6. Click on the **Publish Wizard** button.

7. Select either **Publish to single course**, **Batch Publish to multiple courses**, or **Save pool to local file for manual uploading**. For this example, we will publish to a single course.

8. Choose your server. If you have not set up a server yet, choose **add new server**. Here is how to set up a new server:

   a. Select **No, I want to enter the server settings manually** and then click **Next**.
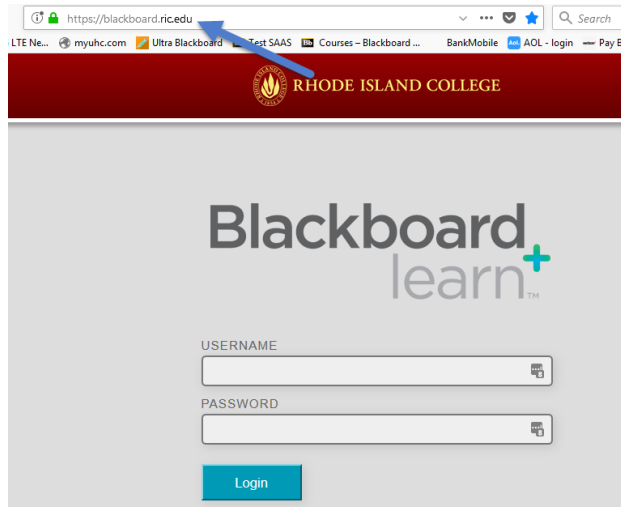
To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type your name & password into a small grey popup window, leave the box blank.)

`https://blackboard.ric.edu/`

2. In your browser go to the course you want to use, then go to the "Control panel" page

b. Go to the Internet, go to the **Blackboard 9 Login Screen**, copy the URL, and paste it in **Section 1** of the **Server Information Window**.

2. In your browser go to a course you have instructor rights to, then copy the Address into the box below

`id=_70864_1&cmp_tab_id=_56972_1&editMode=true&mode=cpview`

c. Open up your course, go to the main page (the page with the **Control Panel**), copy the URL, and paste it in **Section 2** of the **Server Information Window**.

3. Press Extract

Extract >>

Server name, e.g. "bboard1.univ.edu"

Course ID, e.g. "_2_141"

Login type   Login page

Institution code

Server Port 80   Secure Server? ☐ Yes, HTTPS:// always

Login Port: 0   If HTTPS used only for login, otherwise set to 0

LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

d. In **Section 3** of the **Server Information Window**, click **Extract**.

3. Press Extract

Extract >>

Server name, e.g. "bboard1.univ.edu"
blackboard.ric.edu

Course ID, e.g. "_2_141"
_70864_1

Login type   Login page
JSP-1   https://blackboard.ric.edu/

Institution code
0

Server Port 443   Secure Server? ☑ Yes, HTTPS:// always

Login Port: 0   If HTTPS used only for login, otherwise set to 0

LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

e. For the Login page, please delete out what is currently displaying and type in **https://blackboard.ric.edu/**.

The information below must be entered manually:

Description My BB Server   A   Version 7.x-9.x

(text to display in the server selection list, e.g. "My Bb server")

User name bb_sbadger   Password *******   B   C

☑ Remember my User Name and Password (save this computer) --
is is a   omputer, un-check this box!   C

f. Give a name to your server, and then fill out your **Blackboard 9 Username and Password**. You have the option of letting Respondus remember your username and password.

Publish Wizard

1. Type of Publish - Local File, Single Course, or Batch Publishing
   - ⦿ Publish to single course
   - ○ Batch Publish to multiple courses
   - ○ Save pool to local file for manual uploading

2. Choose an existing server, or "add new server" to add settings information for a new server

   Blackboard Server: My BB Server

   Settings: Server: blackboard.ric.edu
   Auth Type: Automatic
   Server Port: 443
   (Secure Server, all pages HTTPS)
   User: bb_sbadger

   Edit Settings

3. Press [Next] to connect to server
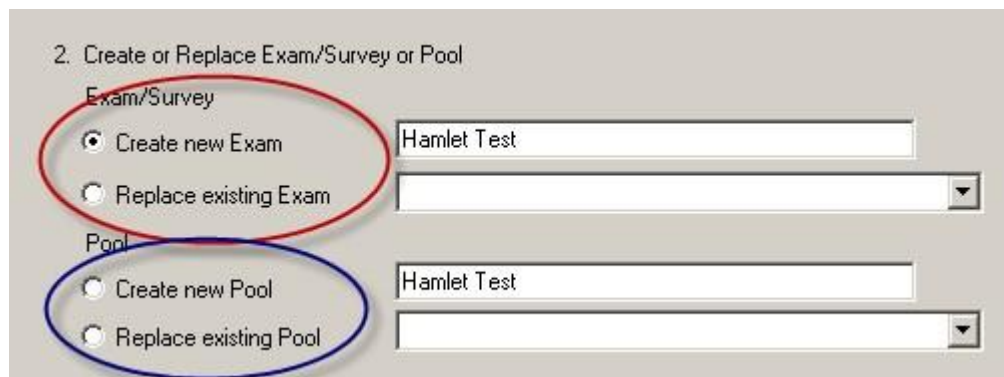
   Back   Next   Cancel   Help

6. Once the server is set up, click **Next**.

- If the **Enter login information** window appears, input your **Blackboard 9 Username and Password**.

7. In **Section 1** of the **Publish Wizard Window**, choose your course from the drop-down menu.
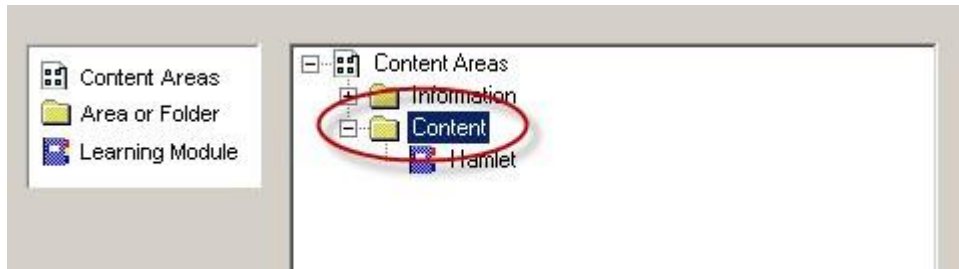

8. In **Section 2** of the **Publish Wizard Window**, you can choose either **Create new Exam** or **Replace existing Exam**. If you want to upload the questions you made into a Pool, then you can choose either **Create new Pool** or **Replace existing Pool**.
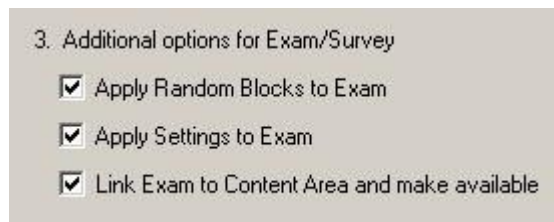
9. In **Section 3** of the **Publish Wizard Window**, select any additional options you would like to apply to your test or quiz.
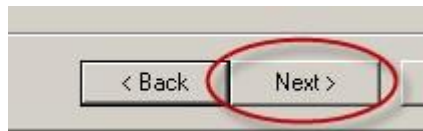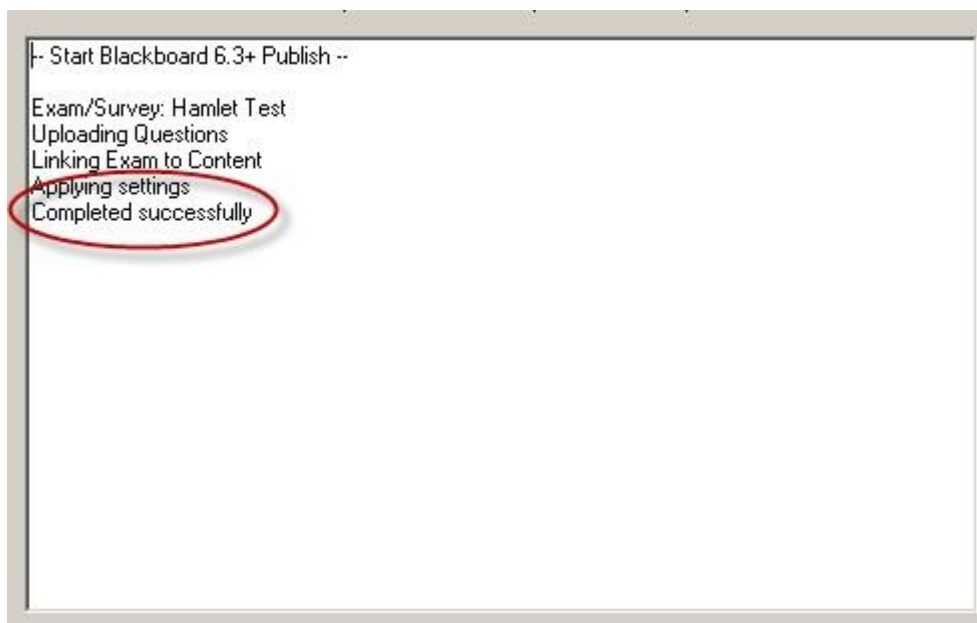
10. Click **Next**.

    a. If you chose to link the test or quiz to a **Content Area**, select the Content Area to place to test or quiz in.

This step will not work properly unless Edit Mode is switched to ON in the Blackboard course

    b. Click **Next**.

- The **Status Window** will show you when the upload is complete.

11. Click **Finish**.

- Your test or quiz will now be in the **Tests** Section.

- If you uploaded your test or quiz to a Content Area, it will not be readily available to other users. Be sure to go into the **Test Options**, then click **Yes** next to **Make the Link Available** in the **Test Availability** section.