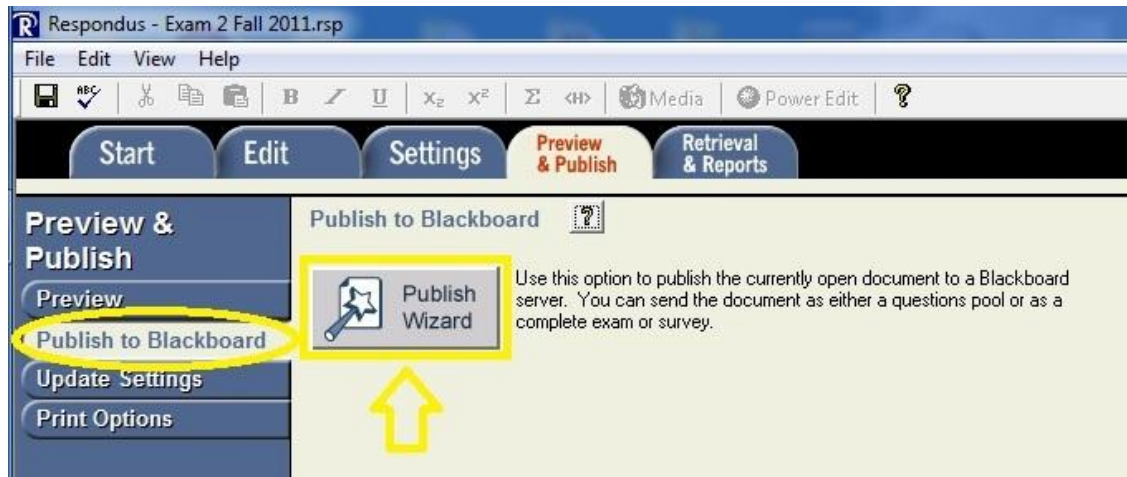


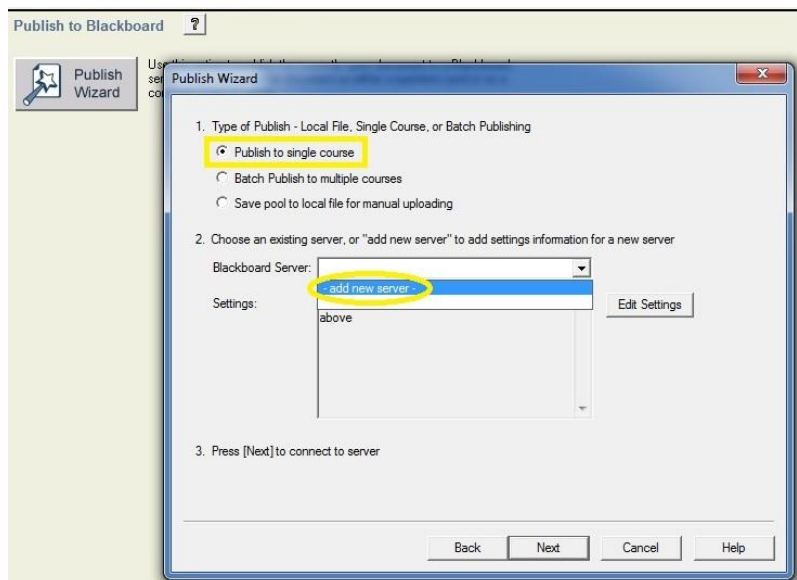
Publishing a Test from Respondus to Blackboard

The following instructions will guide you through the process to publish a **Respondus** test into your Blackboard course.

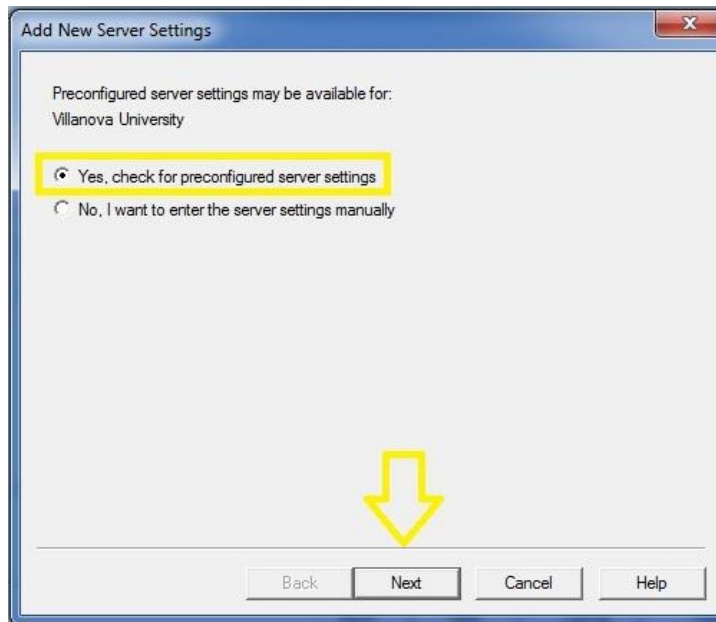
1. Go to the Preview & Publish tab within Respondus 4.0. Next, click on “Publish to Blackboard” then click the “Publish Wizard”.



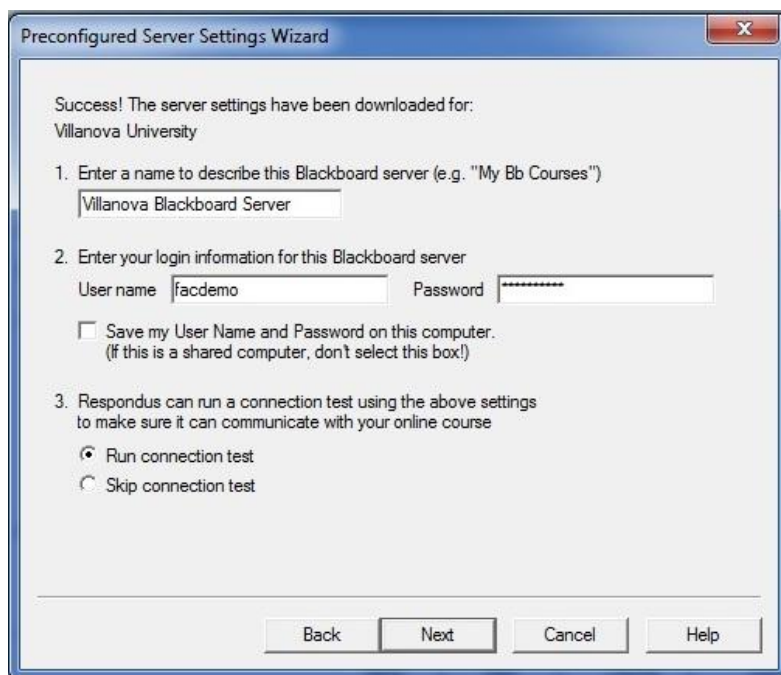
2. To publish (upload) your test to Blackboard, you must first setup and establish a connection to the Villanova Blackboard server. In the Publish Wizard window, under option # 1, select the option to Publish to a single course. From Option # 2, select the option to “*add a new server*” then click Next.



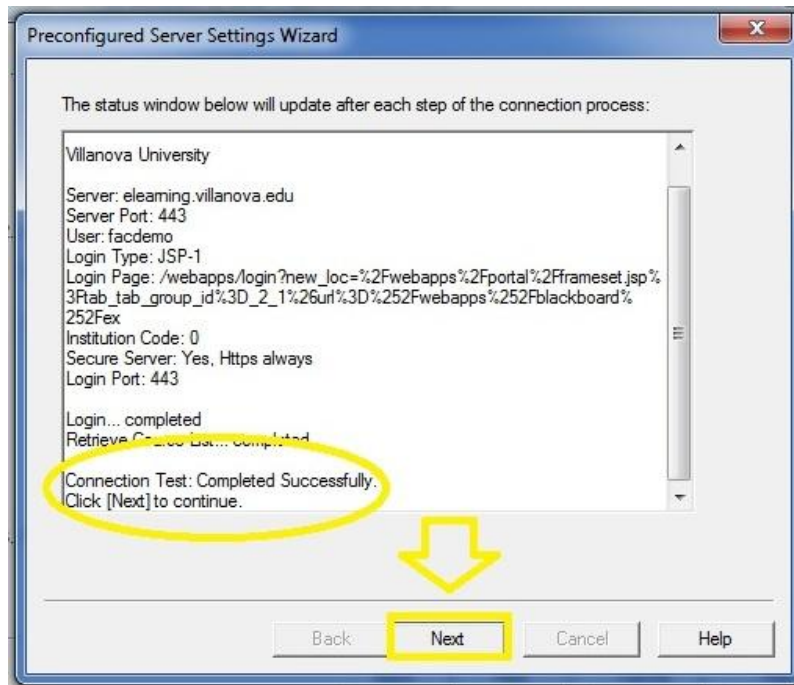
3. In the Add New Server Settings window, select the option “Yes, check for preconfigured server setting” then click Next.



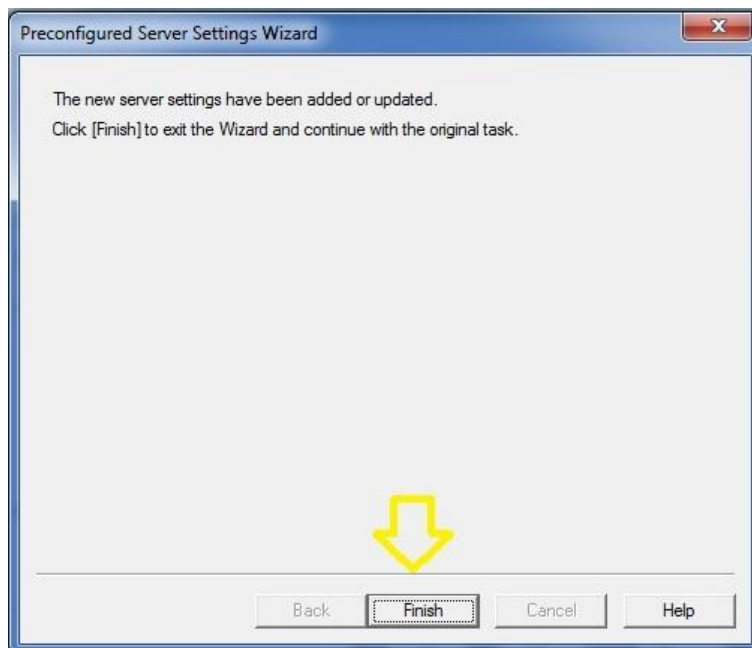
4. In the Preconfigured Server Settings Wizard window, in Step # 1, enter a descriptive name for the Villanova Blackboard server. In Step # 2, enter your Villanova user name and password. In Step # 3, select the option to run the connection test then click Next.



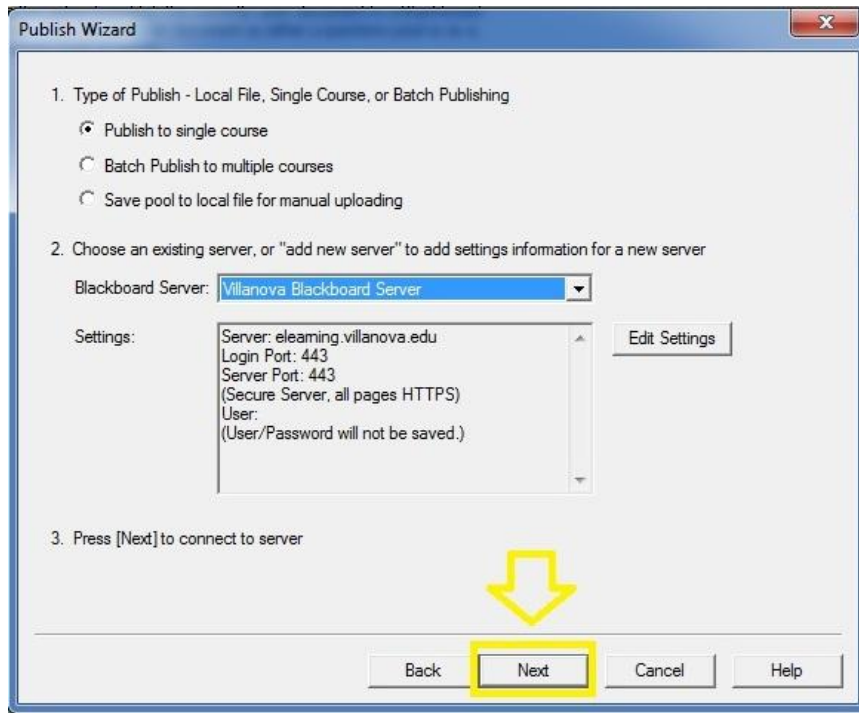
5. Upon receiving the success message for the connection test, click Next to continue.



6. Click Finish to complete the server configuration process.



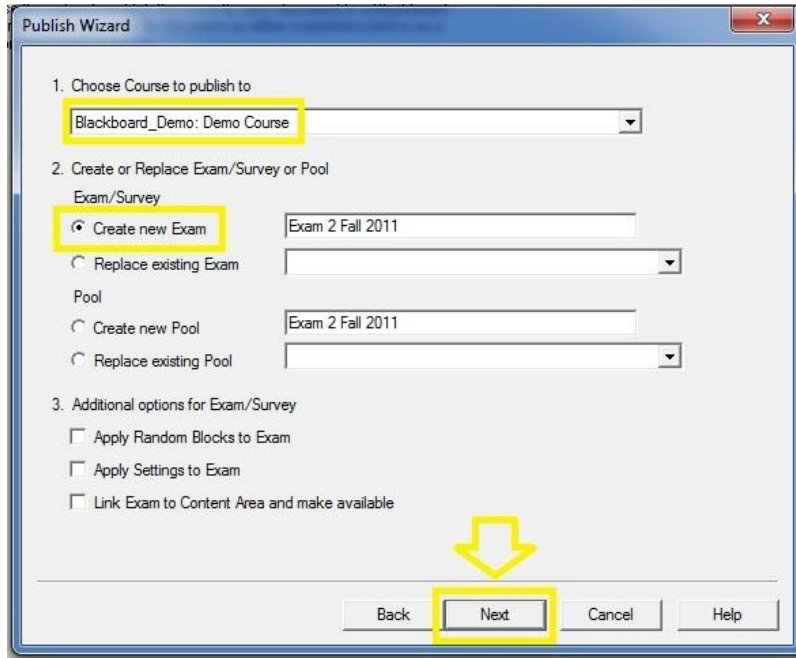
7. In the subsequent screen, click Next to begin the process to upload your test to your Blackboard course.



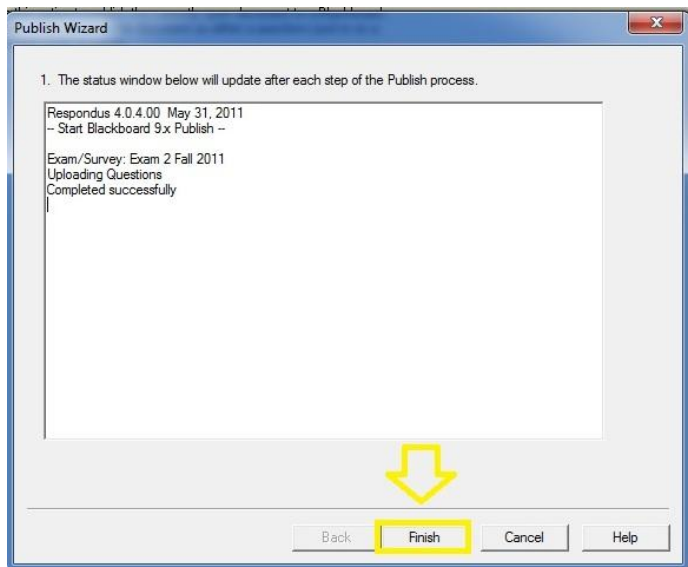
8. Enter your login information for Blackboard (the same as your e-mail user ID and password).



9. In the Publish Wizard window, in Step # 1, click the drop-down arrow then select from the list the course that you want to publish the test to. For Step # 2, "Create new Exam" should be selected. Step # 3 is optional, you may alternately apply the test settings to the test in Blackboard. Click Next to continue.



10. Upon successful completion of the upload, you will receive a message. Click Finish. Please login to your Blackboard to verify the test and deploy it.



You may view a brief video tutorial on setting the test options through the following URL -

http://ondemand.blackboard.com/r91/movies/bb91_tests_survey_set_test_options.htm

If you have any questions or if you require technical assistance, please contact the Help Desk at **610-519-7777**.