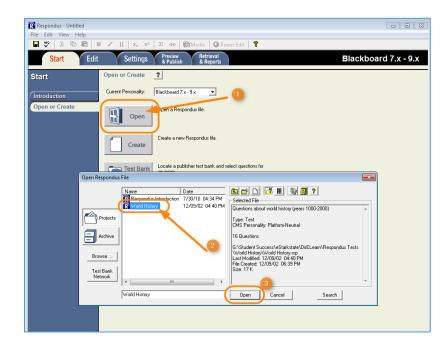
Uploading Respondus Files to Bb

Once the test has been created in Respondus, you'll want to upload it to Blackboard.

Directions:

1. Open the Respondus software on your computer and then open the test you created.

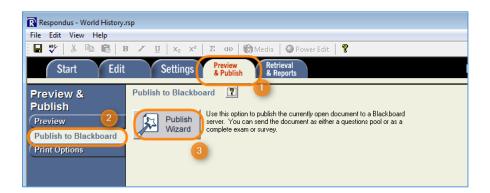


2. The test content will appear in the next window.

File Edit View Help Image: Start Edit Settings Preview Refrieval Blackboard 7.x - Edit Settings Preview Refrieval Refrieval Blackboard 7.x - Edit Questions Multiple Choice 1 Title of Question Refrieval Refrieval Multiple Choice 1 Title of Question Refrieval Refrieval Refrieval Multiple Choice 1 Title of Question Refrieval Refrieval Refrieval Multiple Choice 1 Title of Question Refrieval Refrieval Refrieval Ordering 3 Answers Regation moves to next answer) General Feedback Feedback Fill in the Blank A B C D D Image: Congration Another File D C C C C Image: Test Bark Network 4 Select Correct Answer 5 Port Value 1.00	9.x
Start Edit Settings Preview & Reports Blackboard 7.x - Edit Questions 1. Tile of Question 1. Tile of Question 2. Question Wording Randomize answers Multiple Choice 2. Question Wording Randomize answers Randomize answers Multiple Choice 2. Question Wording Randomize answers Ordering 3. Answers (PageDown moves to nest answer) General Feedback. Feedback. Wiltiple Answers Calculated More > D Calculated More > S. Evel Value D	9.x
Start Start Start Start Edit Questions Multiple Choice ? Multiple Choice ? Multiple Choice ? Multiple Choice ? Start Randomize answers Multiple Choice ? Multiple Choice ? Multiple Choice ? Start Randomize answers Multiple Choice ? Multiple Choice ? Start Randomize answers Caseton Warding Randomize answers Ordering . Multiple Choice . Ordering . Calculated . More > . Calculated . More > . Start Freedown . A start Freedown .	9.x
True and False Essay / Short Answer Matching 3. Answers (PageDown moves to neel answer) General Feedback Fill in the Blank Multiple Answers Calculated More > C Copy from Another File D Test Bank Network 4. Salet Croset Answer 5. Pool Value	
Essay / Short Answer Matching Ordering Tell in the Blank Multiple Answers Calculated More > C c D C test Bark Network 4 Sated Forest Acress 5 Red Value	
Matching 3 Answers (FageDown moves to next answer) General Feedback Feedback Fill in the Blank A A Multiple Answers B A Calculated B B Calculated D B Carrow from Another File D C Y Test Bank Network 4 Salect Forget Answer 5	
Ordering 3. Answers (PageDown moves to next answer) General Feedback Feedback Fill in the Blank A Multiple Answers B Calculated C D C Test Bank Network 4. Salet Forget Answers 5. Point Value 100	
Ordering 3. Answers (PageDown moves to next answer) General Feedback Feedback Fill in the Blank A Multiple Answers B Calculated C D C Test Bank Network 4. Salet Forget Answers 5. Point Value 100	
Fill in the Blank A Multiple Answers B Calculated C Copy from Another File D Image: Copy from Another File D Image: Test Bank Network A Saled Forest Another	
Multiple Answers B Calculated B Color from Another File D Corest Bank Network A Salest Corest Another	
Calculated B C C Captor from Arother File D C Sept from Arother File C Sector from Arother File D Sector from Arother File Sector from Arother File D Sector from Arother File Sector from Arother File D Sector from Arother File Sector from Arother File D Sector from Arother File Sector from Aro	
More > C C D Copy from Another File D C C C C C C C C C C C C C C C C C C	
C Copy from Another File D C Start Test Bank Network C Salest Consci Another III	
Test Bank Network 4 Salest Forget Mosure 5 Print Value 100	
Test Bank Network 4 Salest Forget Mosure 5 Print Value 100	
Test Bank Network 4 Select Correct Onswer 5 Print Value 100	
4. select Lorrect Answer	
Queston List	16.0
Title Format Points Question Wording	-
1 P ≦ Sealpter Matt. Choice 1.0 Who was the sculptor of Bacchus, Sleeping Cupia, Madonna of the Stairs, and Davia?	
2 P 📓 Composer Matt. Choice 1.0 This German composer is known for the following works: Magnifical, Christmas Oratoric, and the	Bra
3 P ≥ Summa theologica Mult. Choice 1.0 Who authored Summa theologica?	
4 P Machiavelli True - False 1.0 Machiavelli is the author of <i>II Principe</i> , which describes the means by which a prince may gain an	d m
S P ¥ Laws of Motion Matt. Answer 1.0 Newton's three famous laws of motion include these concepts (select three): 6 P ¥ Smallpox Matt. Choice 1.0 Who discovered the vaccine for smallnov2	
	-
7 P ≤ Penicitiin Mait. Choice 1.0 Who is credited for discovering the antibacterial medicine penicillin? 8 P ≤ Pychoanalysis Mait. Choice 1.0 Who is considered to be the founder of psychoanalysis?	
P P New World Mult. Answer 1.0 Who are the first two European mariners credited for sailing to the "New World."	
10 P ≦ South Pole Mult. Choice 1.0 Who is credited as being the first person to reach the South Pole?	
Search Advanced Search	



3. Click the **Preview & Publish tab** (1) and then choose the **Publish to Blackboard** (2) link on the left side of the screen. Then click the **Publish Wizard** button (3).

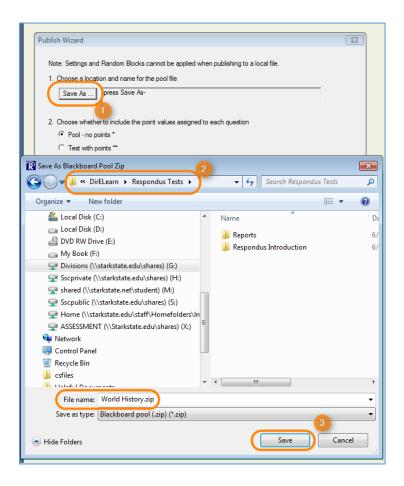


4. On the Publish Wizard screen, click the **Save pool to local file for manual uploading** radio button. Then click the **Next** button.

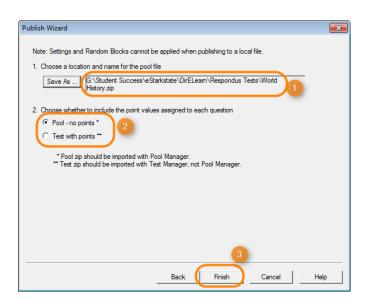
Publish Wizard		×
Publish to single Batch Publish to Save pool to lo		stion for a new server
Blackboard Server:		Y
Settings:	Choose "add new server" or an existing server above	Edit Settings
3. Press [Next] to cont	inue Back Next	Cancel Help



5. Click the **Save As** button, then when the Save As dialogue box opens, navigate to the location you want to save your tests and click the **Save** button.

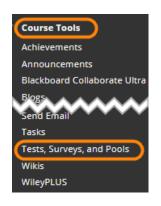


6. You'll see the location string in the Save As window. Use this to verify you're saving the file in the correct location. In item 2, choose whether this is a **Question Pool** or a **Test with points**. Finally, click the **Finish** button.





- 7. Next, open the course in Blackboard to upload the test.
- 8. Navigate to the Course Tools and choose Tests, Surveys, and Pools.



9. Choose the Import Test option.

Tests Tests are a means of assessing student performance. You have the option to	build a test or import (
Build Test Import Test	
	DEPLOYED

10. Click the **Browse My Computer** button to Locate the saved .zip file on your computer (Step 5 above).

itations, and tests creat	ea with older versions of blockbo	ard Learn can be imported as long as the
		/
TEST IMPORT		
Click Browse to loca	te a file to import.	2
Attach File	Browse My Compu	Browse Content Collection



11. Find the file, click the file name and click the **Open** button.

) Student Succes	s 🕨 eStarkstate 🔸 DirELearn 🔸 Respon	idus Tests 🔸 👻 🔫	Search Respondus Tests	
Organize 🔻 New folder			· · ·	(
	E Name	Date modified	Type Size	
	World History.zip	6/15/2017 3:50 PM	WinRAR ZIP archive	1
	+ < [m		1
File name:	1	-	All Files (*.*)	•

12. Verify the file name and then click **Submit**.

1	EST IMPORT			
	Click Browse to locate a file to	import.		
	Attach File	Browse My Computer	Browse Content Collection	
	Selected File	File Name	World History.zip	×
		Do not attach		
	Click Submit to proceed. Click	Cancel to go back.		Cancel Submit

13. When the test has been imported, the following screen will appear:

Test Import Complete	
The package has been processed. The log file is below. Jun 16, 2017 9:06:26 AM - Status: The operation import has completed.	
Friday, June 16, 2017 9:06:27 AM EDT	
	io →



14. Click **OK** and the test will be displayed on the **Tests** screen.

Tests Tests are a means of assessing student performance. You have the option t	o build a test or import a te	st. More Help
Build Test Import Test		
	DEPLOYED	DATE LAST EDITED
Midterm Part 1	Week 8	March 10, 2017 11:19 AM
Midterm Part 1 Quiz	Week 8	March 24, 2017 11:52 AM
Syllabus Quiz- Requires Despondus LockDown Browser	Lessons	June 9, 2017 9:04 AM
World History	No	June 16, 2017 9:06 AM

15.Notice that this test is set to "**No**" in the **Deployed** column. In order for the test to be accessible to students, it must be deployed.

Tests Tests are a means of assessing student performance. You have the optio	on to build a test or import a test	More Help
Build Test Import Test		
	DEPLOYED	DATE LAST EDITED
Midterm Part 1	Week 8	March 10, 2017 11:19 AM
Midterm Part 1 Quiz	Week 8	March 24, 2017 11:52 AM
Syllabus Quiz- Requires Respondus LockDown Browser	Lessons	June 9, 2017 9:04 AM
World History	No	June 16, 2017 9:06 AM

- **16.** Click this link to follow our instructions on <u>deploying a test</u>.
- **17.** If you want to review the questions, click the **chevron** and choose **Edit** to look at the questions in Blackboard. For more editing information, see the instructions on how to <u>Add a Test</u>.

World Histor		
	8	
	Edit	
1	Export to Local Computer	
	Export to Content Collection	
	Сору	
	Delete	

