

Respondus Server Setup for Blackboard Learn

- 1. Open Respondus
- 2. Select Current Personality as "Blackboard 7.x 9.x"

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Start	Open or Create 2	
Introduction	Current Personality: Blackboard 7.x - 9.x	
Open or Create	Open a Respondus file.	
	Create a new Respondus file.	
	Test Bank Network Locate a publisher test bank and select questions for an exam.	
	Exam Wizard Respondus Files.	
	Import Questions from a text file.	
	Archive Wizard Archive file so that questions, media, and equations are stored as a single, compressed file.	

3. Open any of the Test quiz

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4. Click "Preview & Publish" -> Publish to Blackboard -> Publish Wizard



5. Select "Add New Server" from Blackboard Server dropdown. Select, Yes, check for preconfigured server settings and click Next.

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6. Provide the below highlighted information (username/password – should be your HCT AD username/password) and click Next.

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Start Edit	Settings Retrieval & Reports
Preview & Publish Preview Publish to Blackboard Print Options	Publish to Blackboard ? Publish Use this option to publish the currently open document to a Blackboard server. You can send the document as either a questions pool or as a complete exam or survey.
	Preconfigured Server Settings Wizard Success! The server settings have been downloaded for: Higher Colleges of Technology 1. Enter a name to describe this Blackboard server User name [smoothy 2. Enter your login information for this Blackboard server User name [smoothy Very Password If this is a shared computer, don't select this box!) 3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course Image: Plancement of the set Image: Plancement of the set



7. You will get the success message as below, click next and again click "Finish".



8. Now you will see a new server added to your server list and you are ready to publish quiz to Blackboard Learn, by clicking Next.

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