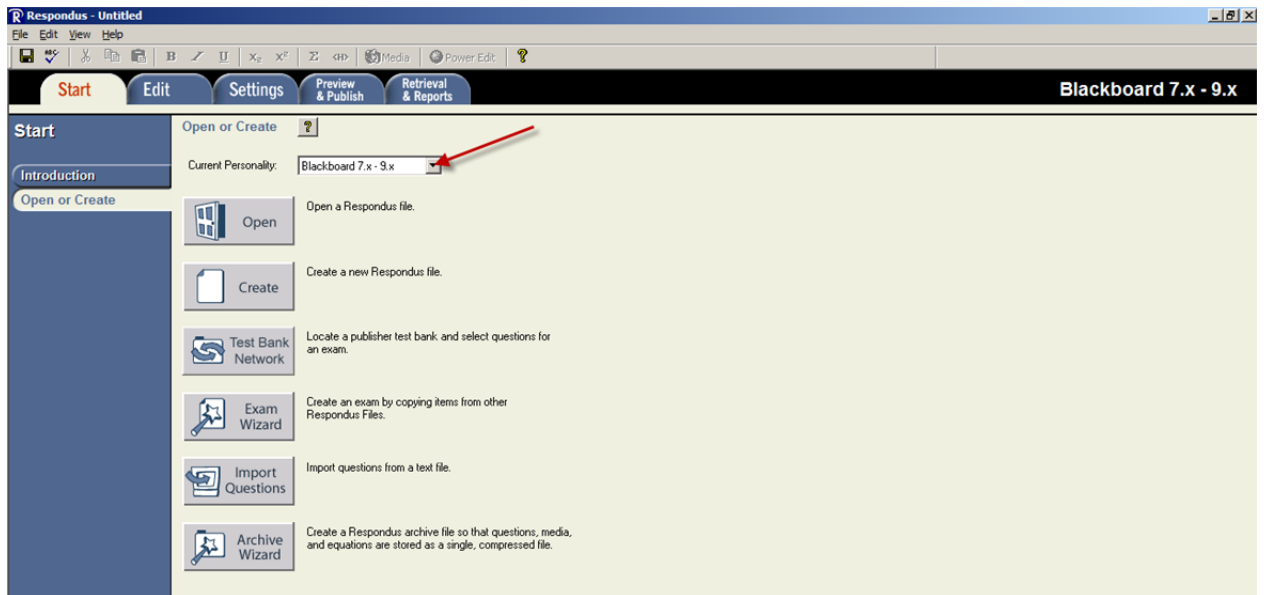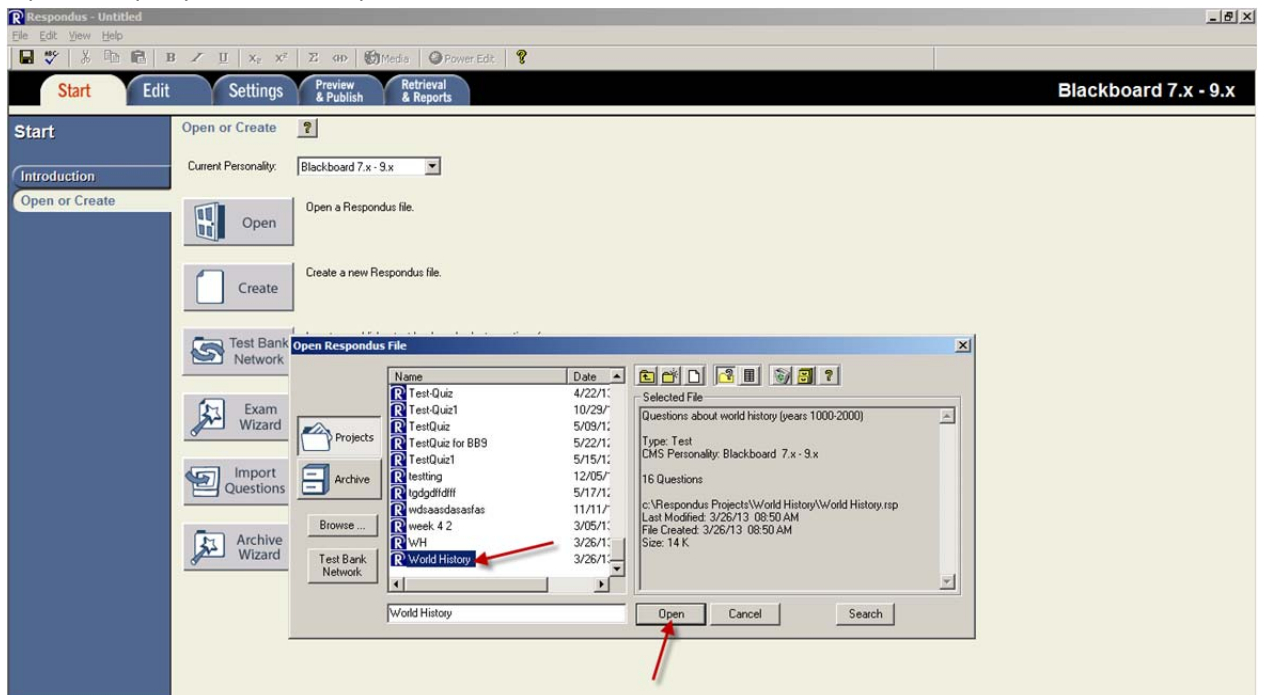**Respondus - Quiz Export for Manual Uploading to Blackboard Learn**

1. Open Respondus

2. Select Current Personality as "Blackboard 7.x – 9.x"
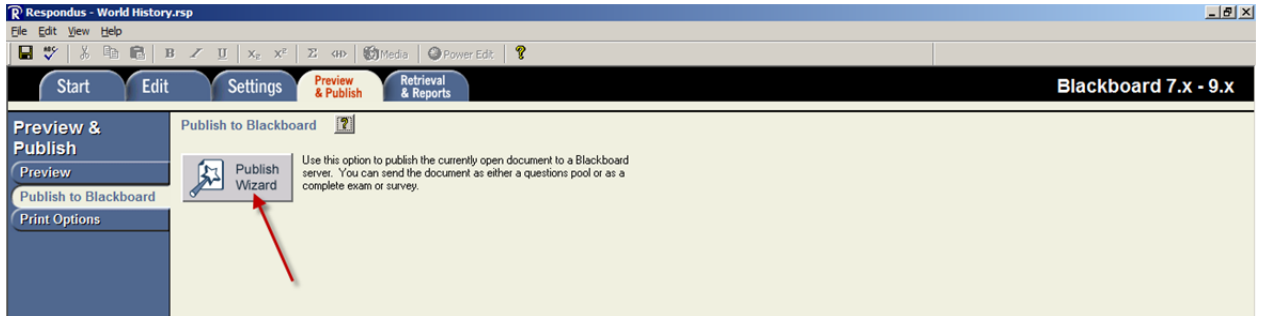

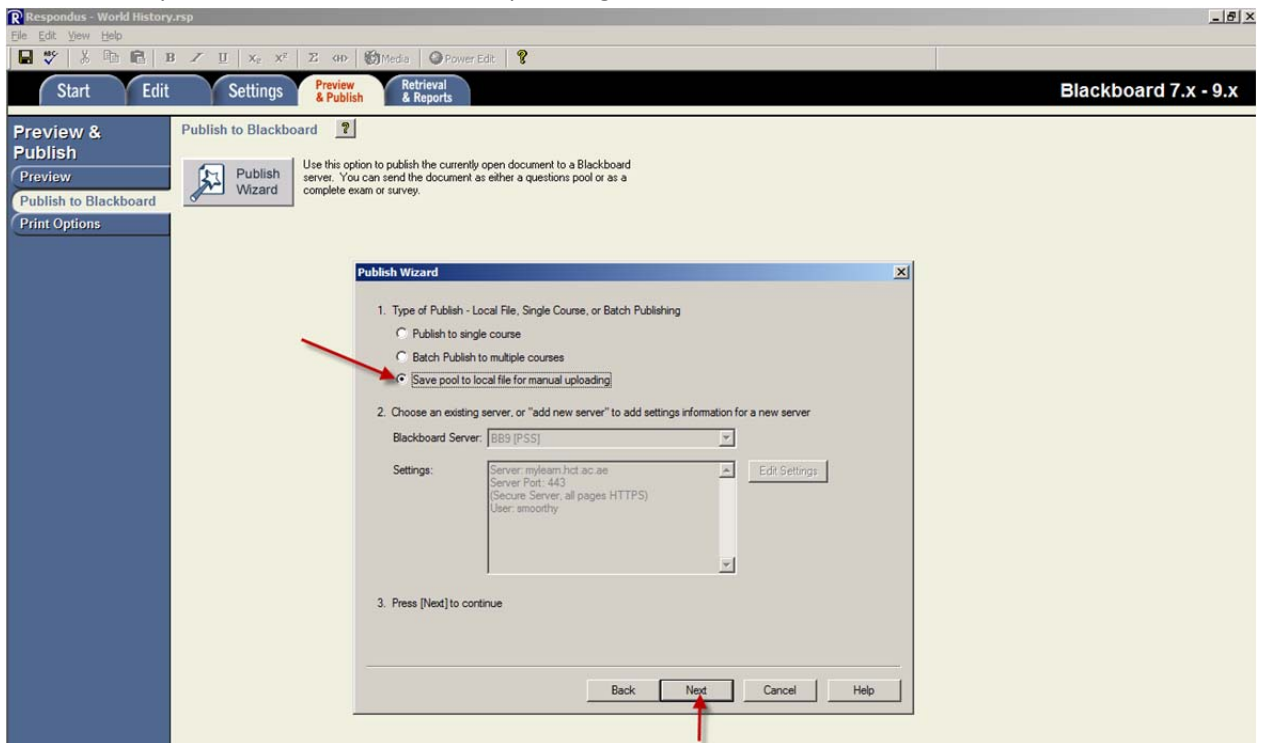3. Open the quiz you want to Export

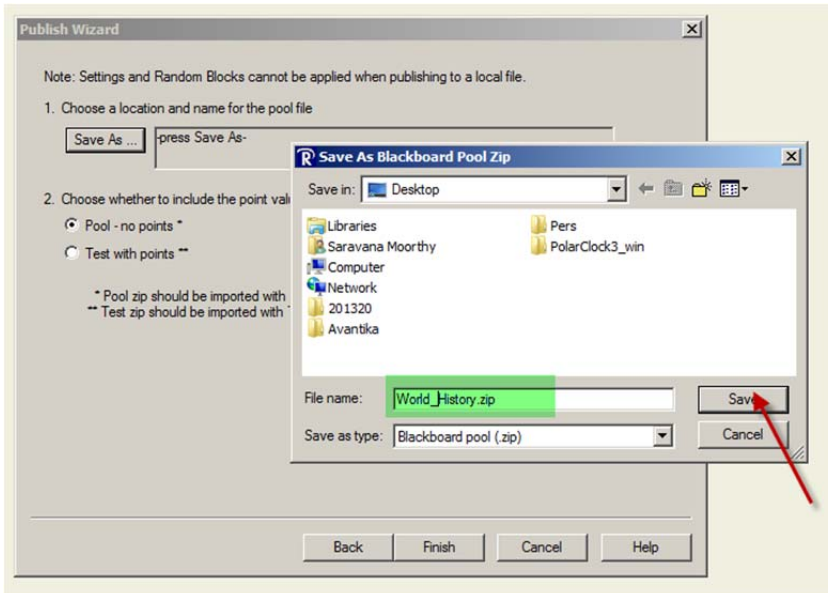4. Click "Preview & Publish" -> Publish to Blackboard -> Publish Wizard

5. Select "Save pool to local file for manual uploading" and click Next.
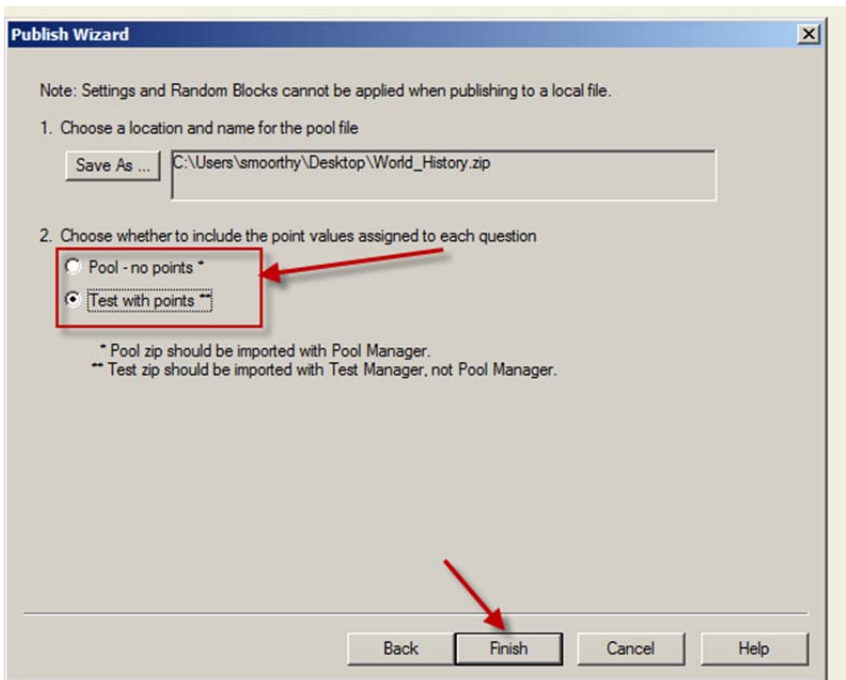
6. Click "Save As" button, browse the location you want to save and give the file name without space. Then click "Save"

7. Select Pool or Test as per your requirement and click **Finish**.

8. Now the you will get the message as shown below and will get saved to the location shown in the Save As box.