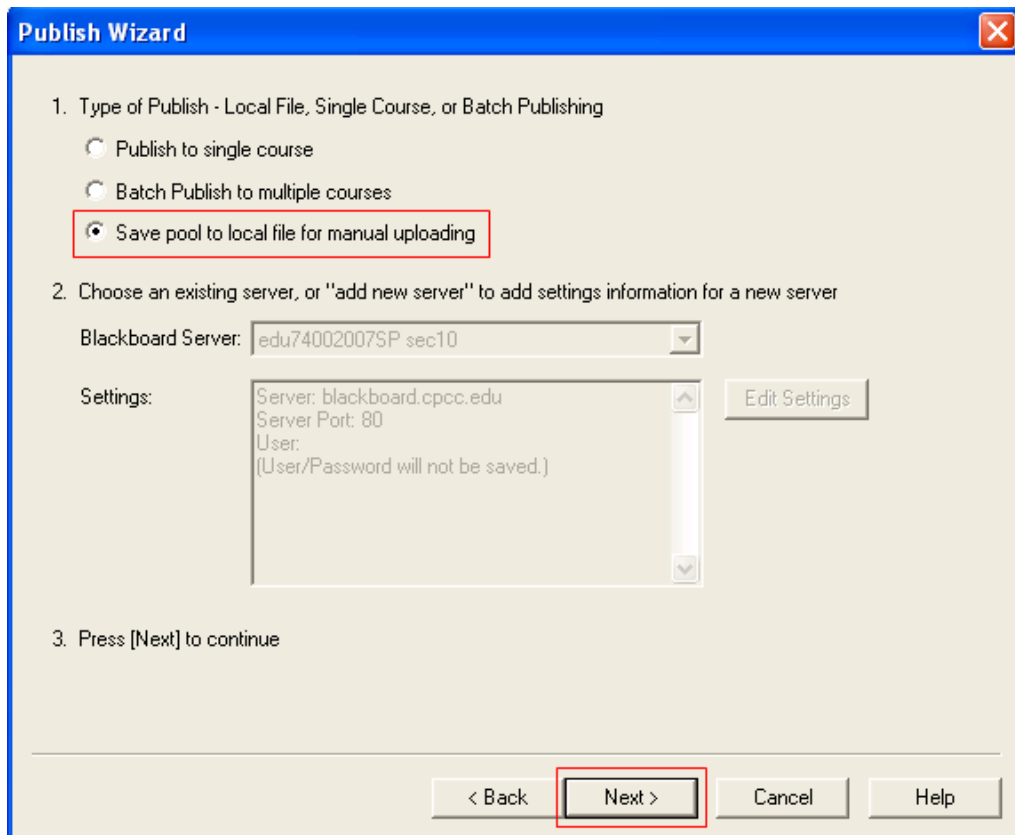


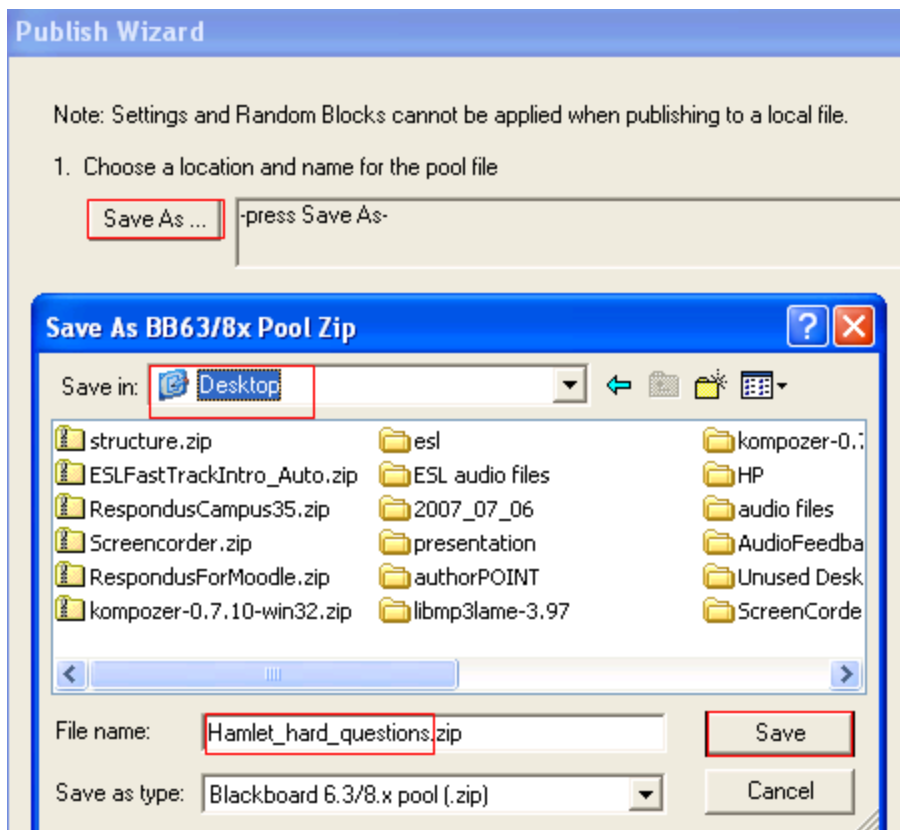
Step 3 – Publish/Upload Questions from Respondus to your Bb Course as a Test

NOTE: By default, uploading from Respondus into Blackboard assigns 1 point to every question. To change this (to 2 points, for example), in Respondus go to File/Preferences/Edit & Publish. Change 1.0 to whatever you wish. Then click OK. Do this BEFORE you import your questions into Respondus.

1. Login to Blackboard and go to the Control Panel of your destination course (the course into which you plan to upload the quiz questions). Leave this browser window open.
2. Open Respondus
3. Select Open
4. Select and Open the quiz file that you wish to upload (you named in when you uploaded the txt file in the previous procedure.)
5. Click on the fourth tab at the top called Preview & Publish
6. It is recommended that you Preview your questions before publishing them. Make sure that they appear correctly. You can edit them easily, e.g., you notice that the correct answer is not properly identified; or that there are typos.
7. Click on Publish to Blackboard in the left hand menu.
8. Click on Publish Wizard
9. Select Save pool to local file for manual uploading (use this for tests as well)
Click Next



Click on Save as... and browse to the desktop. Name your file without spaces (you may use underscores if you wish). Click on Save. Your pool or test will be saved as a zip file to the desktop.



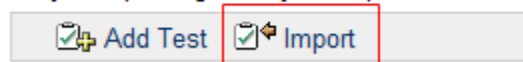
Login to Blackboard and enter the Control panel of your course. Click either on Test manager or Pool Manager, depending on what type of file you have created. In either case the import process is the same. Below are the screens for importing a test.



Test Manager

Within the Test manager click on Import.

Add and modify Tests. After creation, add the Only test packages may be imported into the

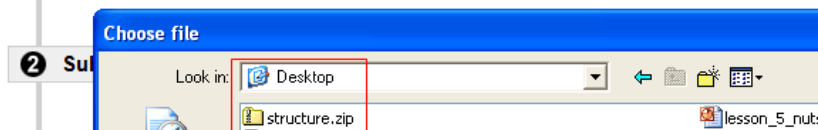


Test Import

1 Import Test

Click **Browse** to locate a file to import.

Attach local file **Browse...**



Browse to your zip file on the desktop and click Open.

Test Import

1 Import Test

Click **Browse** to locate a file to import.

Attach local file

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Your zip file will be attached. Click Submit.

Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available. Results are recorded in the Gradebook. Only test packages may be imported into the Test Manager.

	Name	Deployed	Date Last Modified			
<input checked="" type="checkbox"/>	structure	No	July 30, 2008	<input type="button" value="Export"/>	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>

Your test is now in the Test Manager. To deploy or “give it” to your students, go to the content area where you wish it to be located, click on Edit View, then click on +Test. Select your test from the Add Test listing. Then click on Submit. Click on Modify to add test directions and settings, e.g., time limit, availability (can use dates and times to turn tests on and off), feedback options, etc.