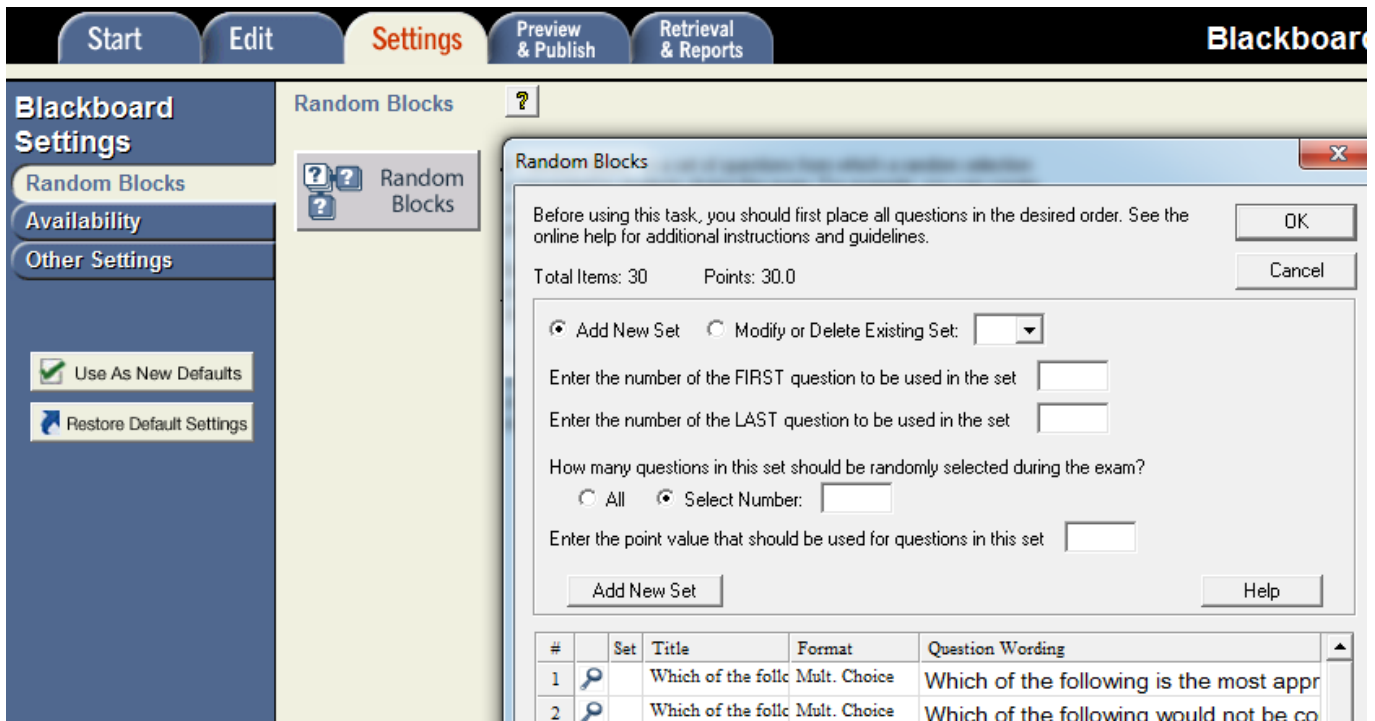


Publishing from Respondus Directly to Blackboard

You can publish and deploy a test directly into Blackboard. First you must edit your test so it is in the proper format. See: **1. Creating Respondus Compatible Assessments**, and **2. Converting Word documents onto Respondus format**.

1. Once all the questions are created, click on the **Settings** tab at the top to format any test settings before publishing to Blackboard.
2. Manage the settings under **Random Blocks**, **Availability** and **Other Settings**. These settings are used when the **Apply Settings** option is selected when the test is published.
3. **Random Blocks** are the same as Question Sets. You can configure several blocks or sets of questions.



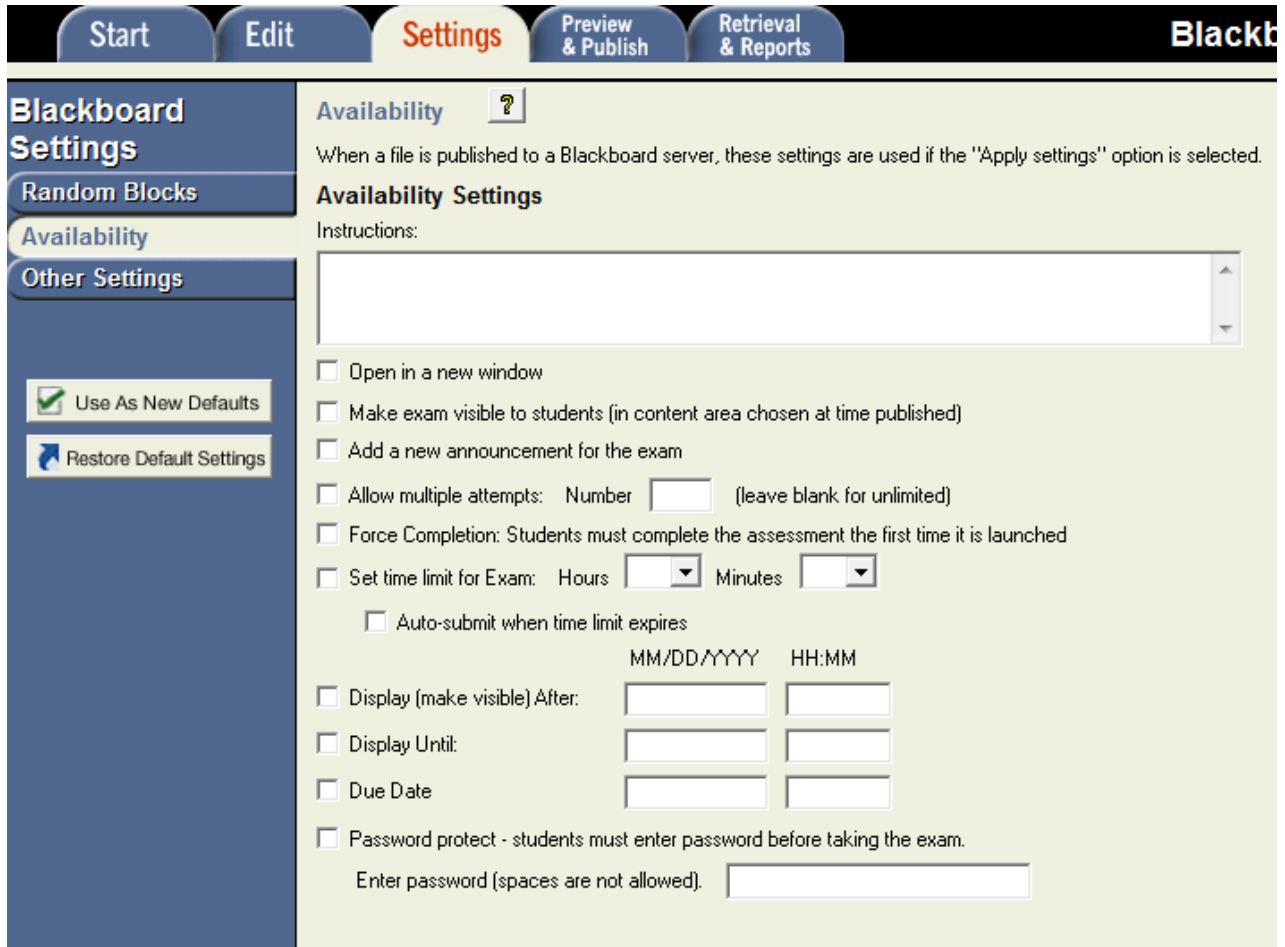
The screenshot shows the Blackboard interface with the **Settings** tab selected. On the left, the **Blackboard Settings** sidebar includes **Random Blocks**, **Availability**, and **Other Settings**. The **Random Blocks** section is active, displaying a configuration window. The window has tabs for **Random Blocks** and **Random Blocks**. The main content area contains the following settings:

- Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.**
- Total Items:** 30 **Points:** 30.0
- Add New Set** (selected) or **Modify or Delete Existing Set:** [Dropdown]
- Enter the number of the FIRST question to be used in the set** [Input Field]
- Enter the number of the LAST question to be used in the set** [Input Field]
- How many questions in this set should be randomly selected during the exam?**
 - All** (selected) or **Select Number:** [Input Field]
- Enter the point value that should be used for questions in this set** [Input Field]
- Add New Set** (button)
- Help** (button)

Below the settings, there is a table with the following data:

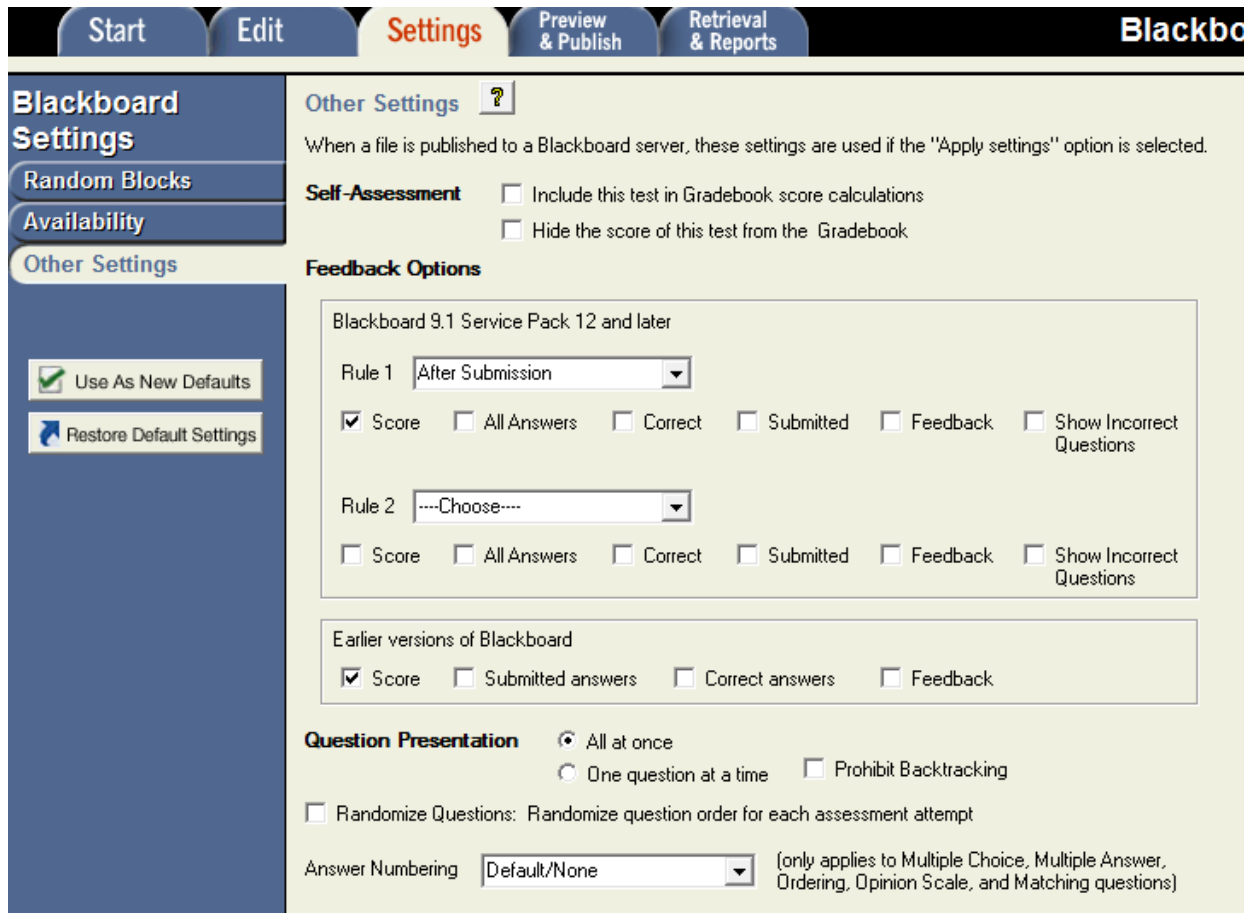
#	Set	Title	Format	Question Wording
1	[Icon]	Which of the foll	Mult. Choice	Which of the following is the most appr
2	[Icon]	Which of the foll	Mult. Choice	Which of the following would not be co

4. **Availability** will set the option in the first part of the Blackboard test canvas.



The screenshot shows the Blackboard 'Settings' page for 'Availability'. The top navigation bar includes 'Start', 'Edit', 'Settings' (highlighted), 'Preview & Publish', and 'Retrieval & Reports'. The left sidebar has 'Blackboard Settings' with sub-links for 'Random Blocks', 'Availability' (selected), and 'Other Settings'. Below these are buttons for 'Use As New Defaults' and 'Restore Default Settings'. The main content area is titled 'Availability' with a help icon. It contains a description: 'When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.' Below this is the 'Availability Settings' section with an 'Instructions:' text area. A list of checkboxes includes: 'Open in a new window', 'Make exam visible to students (in content area chosen at time published)', 'Add a new announcement for the exam', 'Allow multiple attempts: Number [input] (leave blank for unlimited)', 'Force Completion: Students must complete the assessment the first time it is launched', 'Set time limit for Exam: Hours [input] Minutes [input]', 'Auto-submit when time limit expires', 'Display (make visible) After: [input] [input]', 'Display Until: [input] [input]', 'Due Date: [input] [input]', and 'Password protect - students must enter password before taking the exam.' The password field is labeled 'Enter password (spaces are not allowed):'.

5. **Other Settings** will set the rest of the option in Blackboard's test canvas.
NOTE: Be sure **NOT** to check *Include the test in Gradebook score calculations* unless you are creating a Self-Assessment.
6. If you are going to create several tests you can click **Use as New Defaults** to save your settings. If you do this be sure to check and edit any dates you may have added.
7. Once these tests are published to Blackboard, always double check to make sure the settings copied over. You can only specify **Test Availability Exceptions** in Blackboard itself.



Blackboard Settings

- Random Blocks
- Availability
- Other Settings**

☒ Use As New Defaults

☒ Restore Default Settings

Other Settings ?

When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.

Self-Assessment

- ☐ Include this test in Gradebook score calculations
- ☐ Hide the score of this test from the Gradebook

Feedback Options

Blackboard 9.1 Service Pack 12 and later

Rule 1: After Submission

- ☒ Score
- ☐ All Answers
- ☐ Correct
- ☐ Submitted
- ☐ Feedback
- ☐ Show Incorrect Questions

Rule 2: ---Choose---

- ☐ Score
- ☐ All Answers
- ☐ Correct
- ☐ Submitted
- ☐ Feedback
- ☐ Show Incorrect Questions

Earlier versions of Blackboard

- ☒ Score
- ☐ Submitted answers
- ☐ Correct answers
- ☐ Feedback

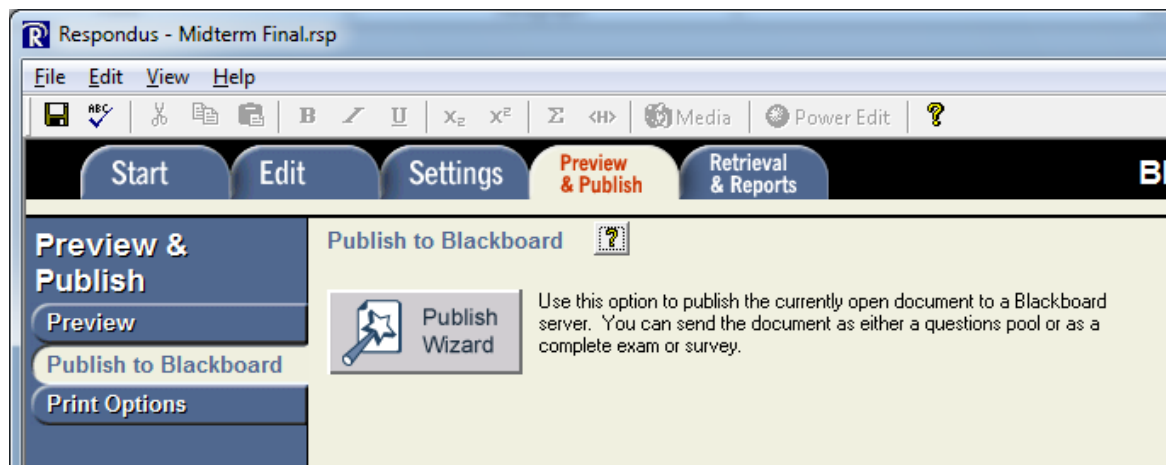
Question Presentation

- ☒ All at once
- ☐ One question at a time
- ☐ Prohibit Backtracking

☐ Randomize Questions: Randomize question order for each assessment attempt

Answer Numbering: Default/None (only applies to Multiple Choice, Multiple Answer, Ordering, Opinion Scale, and Matching questions)

- Once the questions are ready and the settings for the test are set, click **Preview and Publish**



Respondus - Midterm Final.rsp

File Edit View Help

Media Power Edit ?

Start Edit Settings Preview & Publish Retrieval & Reports

Preview & Publish

- Preview
- Publish to Blackboard**
- Print Options

Publish to Blackboard ?

Publish Wizard

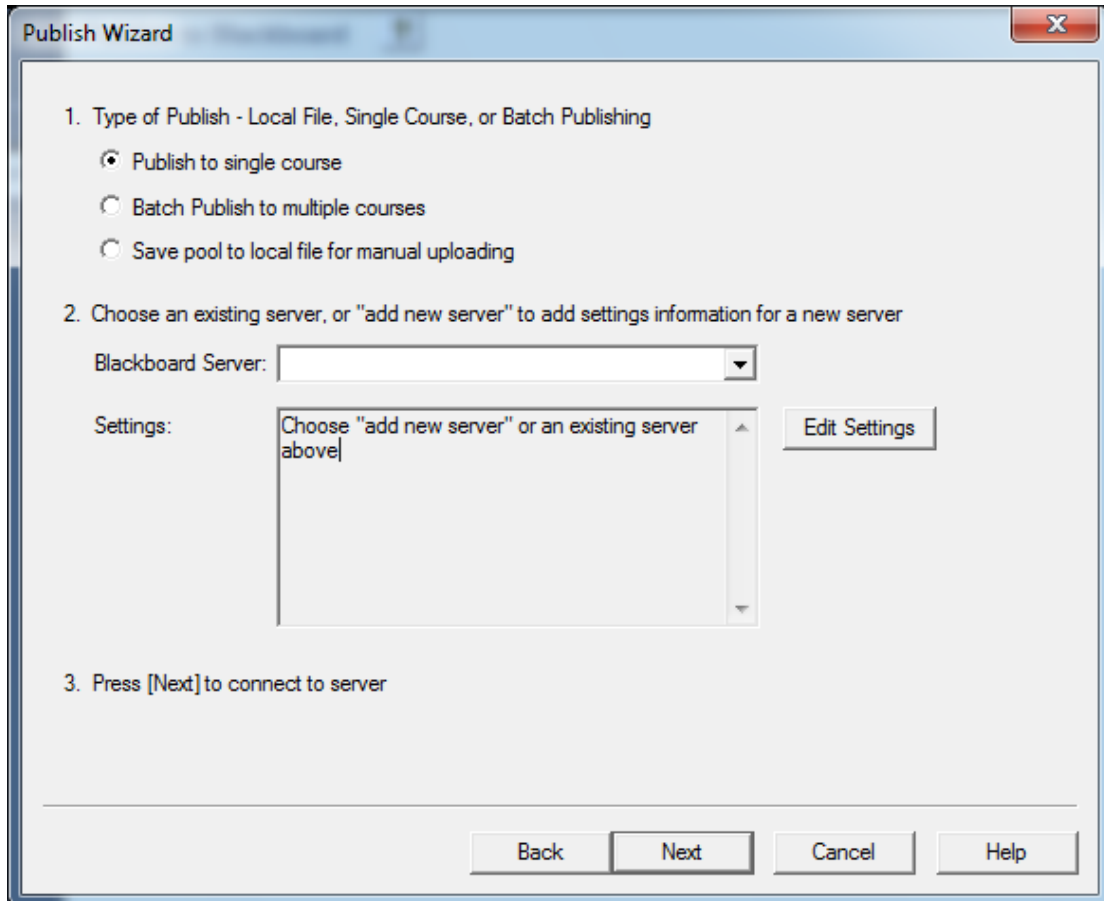
Use this option to publish the currently open document to a Blackboard server. You can send the document as either a questions pool or as a complete exam or survey.

For more help documentation on Blackboard Learn 9.1 or other e-learning pieces of software, please select the Technology Strategies tab on the Centre for Teaching and Learning website at:

humber.ca/centreforteachingandlearning

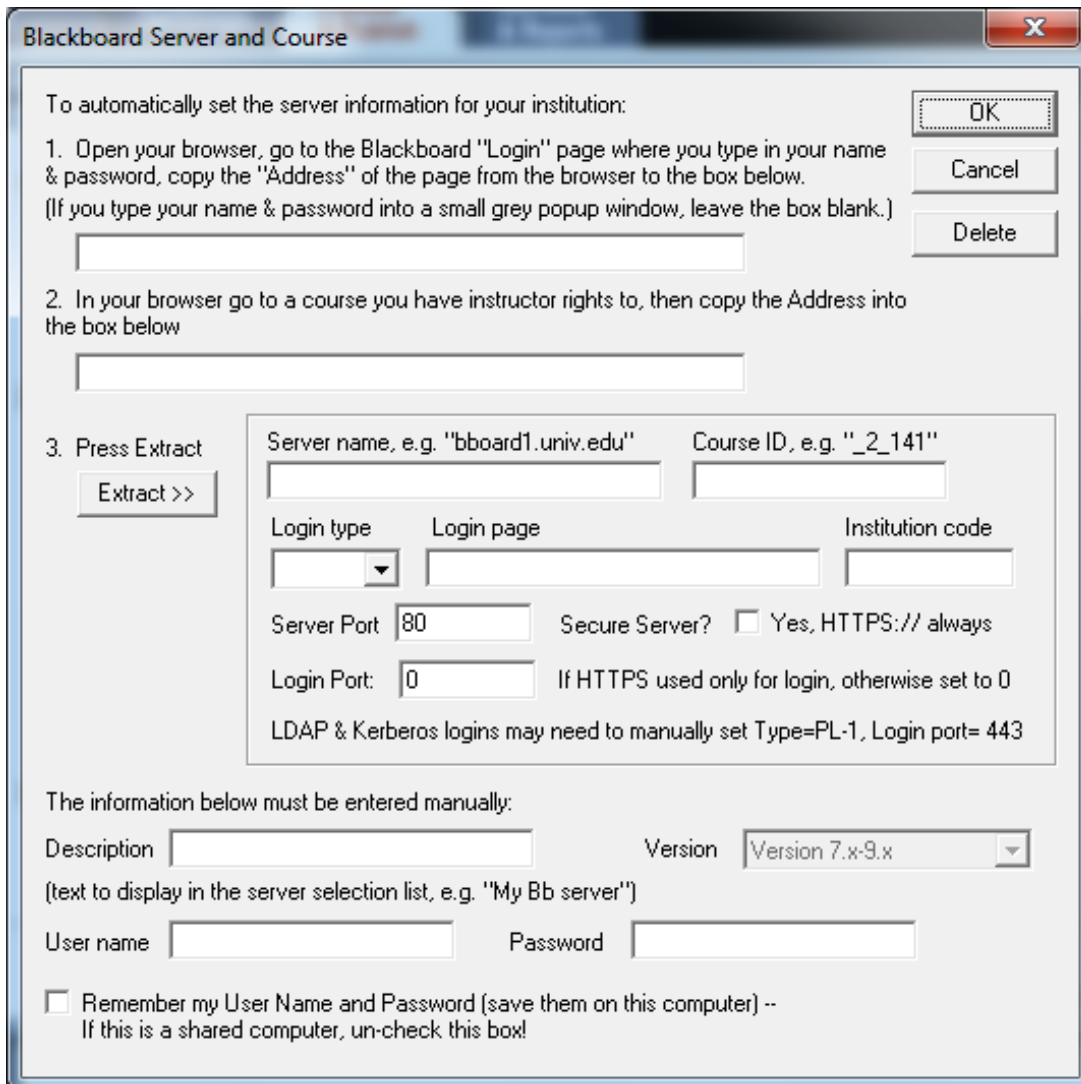
You will be linking Respondus directly to your Blackboard course. Click on **Publish to Blackboard** and then **Publish Wizard**.

9. To set up the connection between Respondus and Blackboard, click on the dropdown menu beside **Blackboard Server**. Select **Add new Server**.



10. Select **No, I want to enter the server settings manually**.
11. Copy the **address** of the Blackboard Login into box #1. (**NOTE: the full address and not learn.humber.ca**)
12. Now log in to your blackboard and enter a course you have instructor rights to. Copy the address into box #2
13. Once steps 5-6 are completed, click on **Extract >>**

14. Give a name for this profile under **Description**, e.g. Bb 9.1
15. Put your blackboard login credentials into **Username** and **Password**. If this is a personal computer, you can check **remember my username and password**
NOTE: Respondus may say it is not responding while it connects to Blackboard.



Blackboard Server and Course

To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type your name & password into a small grey popup window, leave the box blank.)
2. In your browser go to a course you have instructor rights to, then copy the Address into the box below
3. Press Extract

Extract >>

Server name, e.g. "bboard1.univ.edu" Course ID, e.g. "_2_141"

Login type Login page Institution code

Server Port: 80 Secure Server? ☐ Yes, HTTPS:// always

Login Port: 0 If HTTPS used only for login, otherwise set to 0

LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

The information below must be entered manually:

Description Version: Version 7.x-9.x

(text to display in the server selection list, e.g. "My Bb server")

User name Password

☐ Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

Blackboard Server and Course

To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type your name & password into a small grey popup window, leave the box blank.)

2. In your browser go to a course you have instructor rights to, then copy the Address into the box below

3. Press Extract

Server name, e.g. "bboard1.univ.edu"		Course ID, e.g. "_2_141"	
<input type="text" value="learn.humber.ca"/>		<input type="text" value="_336_1"/>	
Login type	Login page	Institution code	
<input type="text" value="JSP-1"/>	<input type="text" value="/webapps/login"/>	<input type="text" value="0"/>	
Server Port	Secure Server? <input checked="" type="checkbox"/> Yes, HTTPS:// always		
<input type="text" value="443"/>			
Login Port:	If HTTPS used only for login, otherwise set to 0		
<input type="text" value="0"/>			
LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443			

The information below must be entered manually:

Description Version

(text to display in the server selection list, e.g. "My Bb server")

User name Password

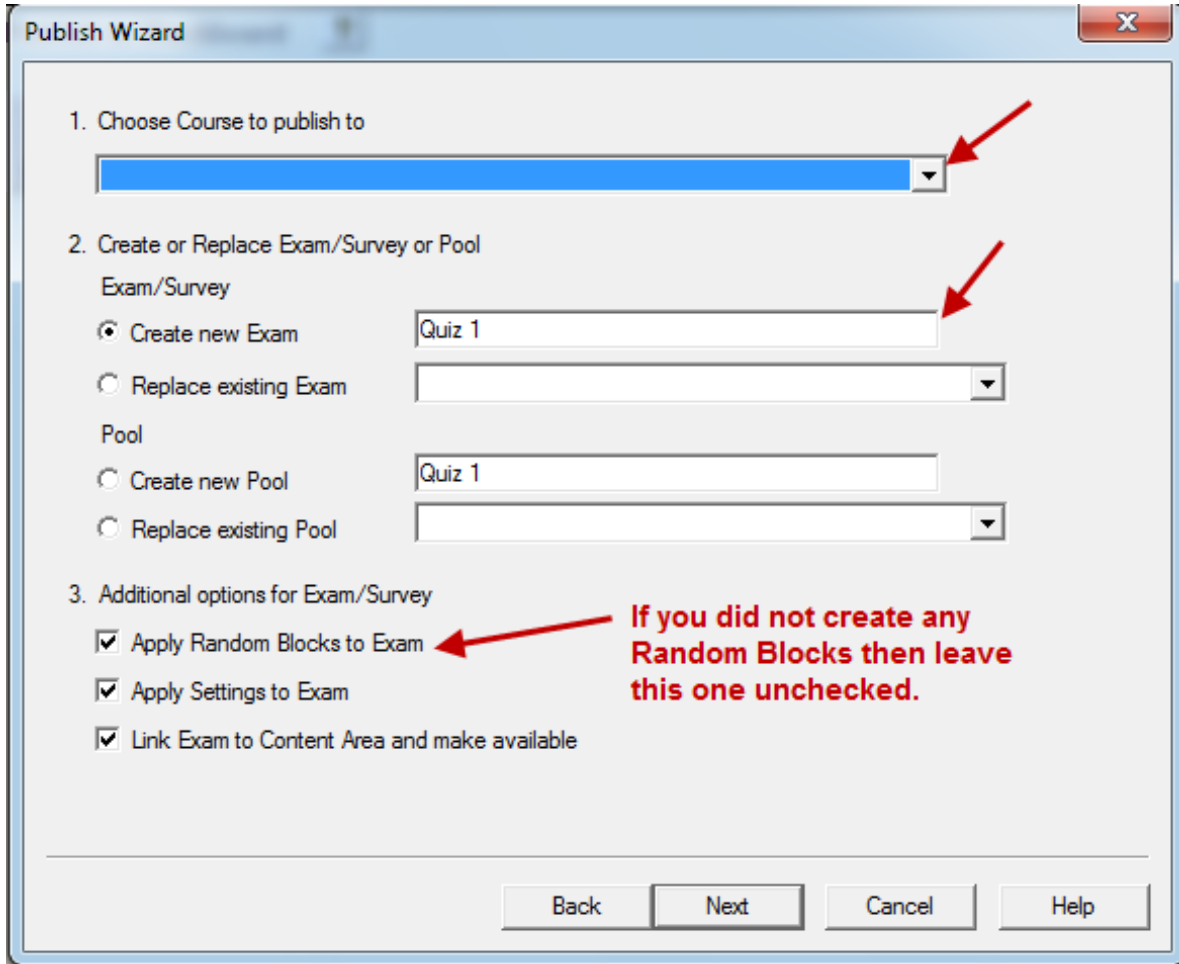
☒ Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

16. You can now select your linked Blackboard profile under **Blackboard Server**.
Click **Next** to start publishing.

17. Select which of your courses you would like to publish to under **Choose course to publish to**

18. You can choose to publish it as a **New Exam** or **New Pool**. Click next to continue.

Note: If you are publishing it as a pool only then uncheck all choices in number 3.



1. Choose Course to publish to

2. Create or Replace Exam/Survey or Pool

Exam/Survey

☒ Create new Exam Quiz 1

☐ Replace existing Exam

Pool

☐ Create new Pool Quiz 1

☐ Replace existing Pool

3. Additional options for Exam/Survey

☒ Apply Random Blocks to Exam

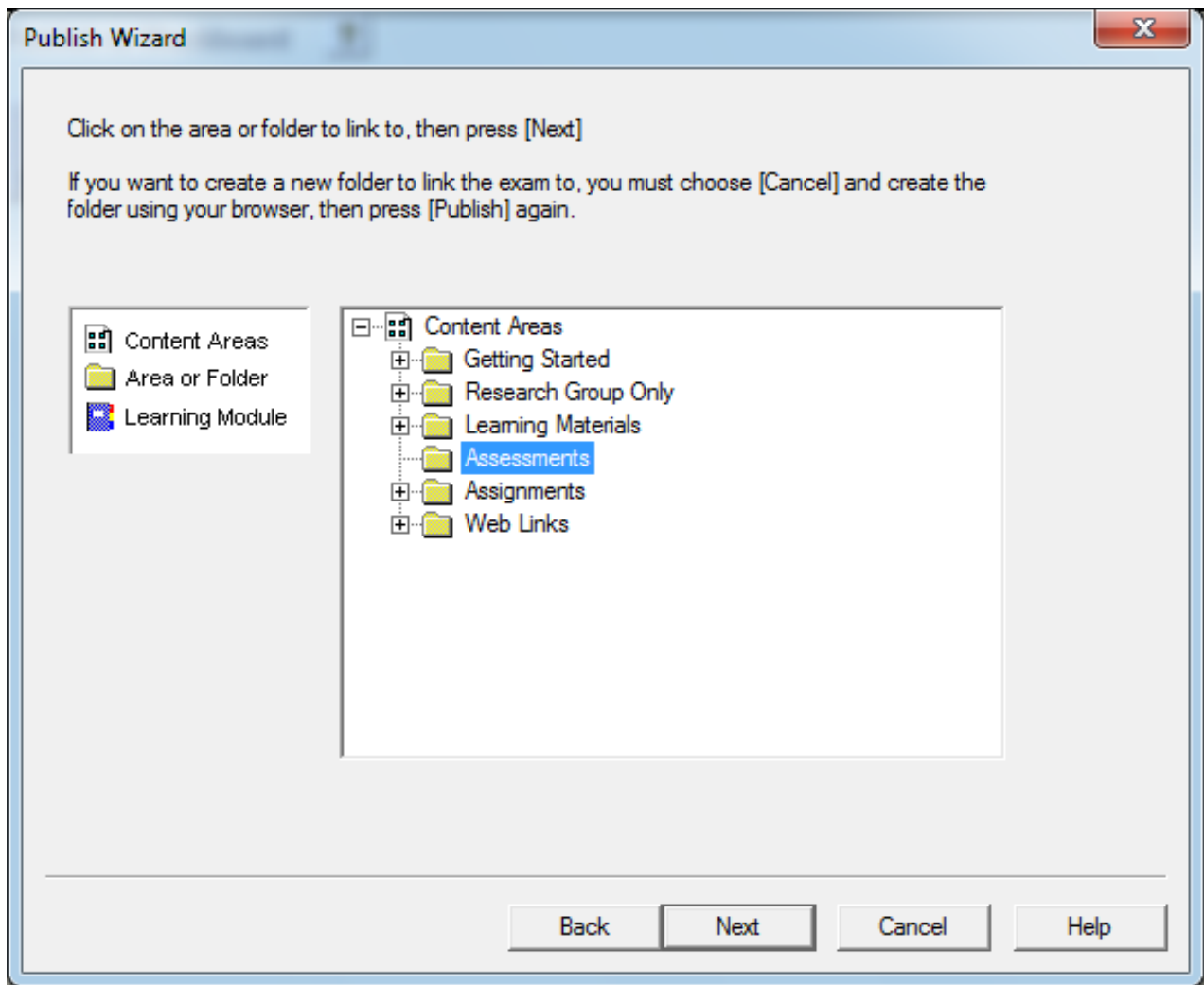
☒ Apply Settings to Exam

☒ Link Exam to Content Area and make available

If you did not create any Random Blocks then leave this one unchecked.

Back Next Cancel Help

19. You will be able to select a specific folder to import the new test if you selected the **Create new Exam** option. Click Next to start the publishing process.



20. Once publishing is complete, click Finish.

21. Your new Test will be deployed to Blackboard. Be sure to go into the test options on Blackboard and ensure all settings are correct.

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>