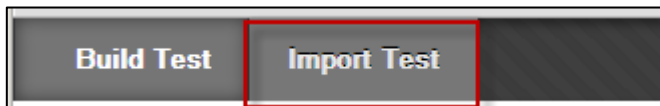
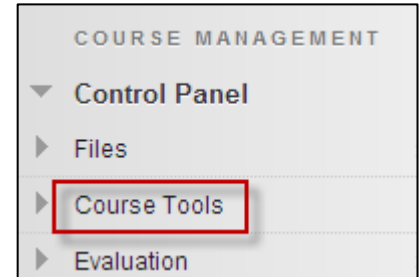
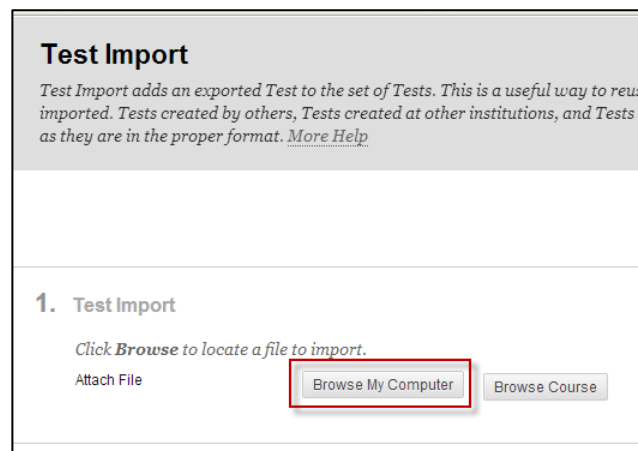
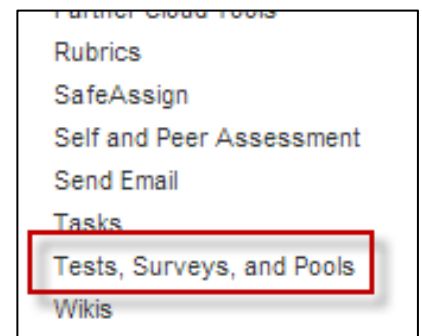


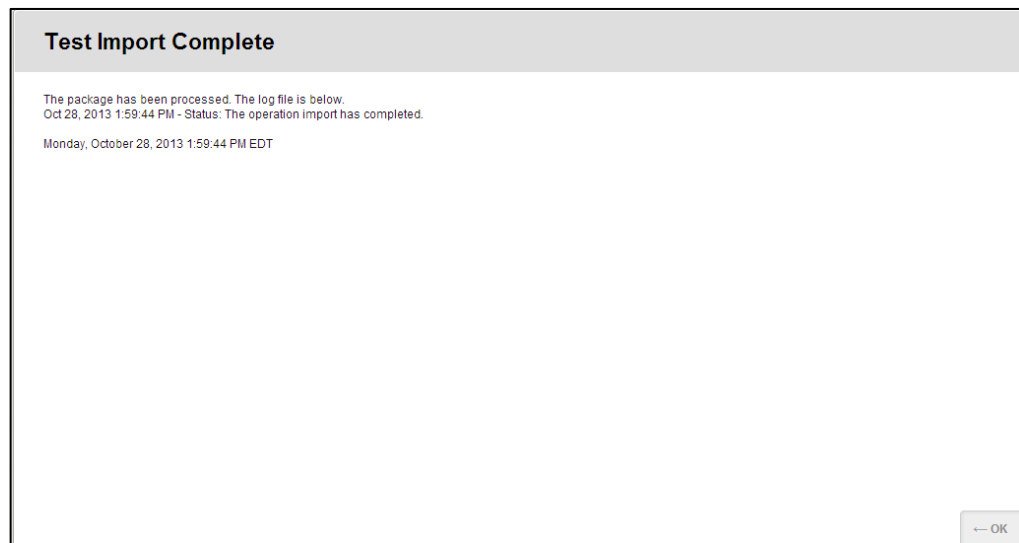
Upload Assessments from Respondus to Blackboard

1. Download zip file from Respondus.
2. Log on to Blackboard and enter course.
3. Under Control Panel, click on "Course Tools".
4. Click on "Tests, Surveys and Pools".
5. Click on "Tests".
6. To import a test/quiz from Respondus, click on "Import Test" on the blue/gray bar.

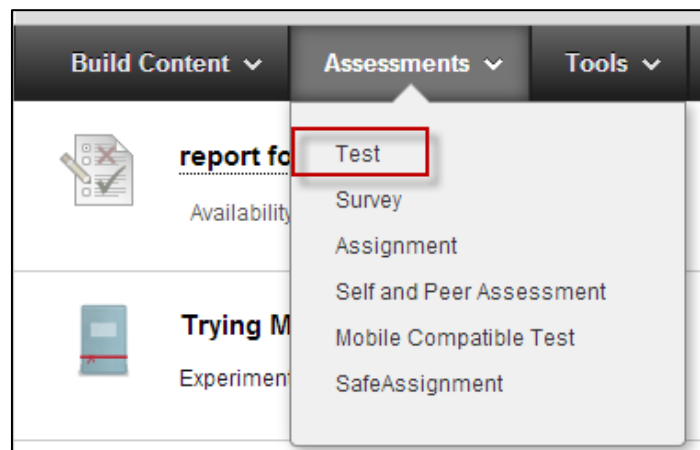
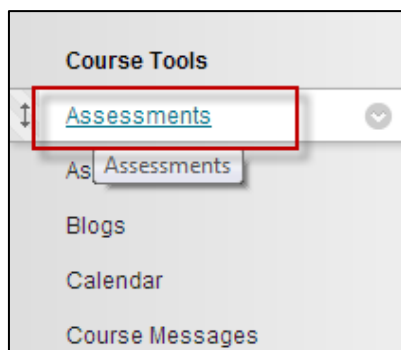


7. Under "1. Test Import", click on "Browse my computer" to find the zip file containing assessment. Click "Submit".
8. Click "Ok" at the bottom once this dialog box appears.





9. To deploy the assessment and enable students to complete it, click on "Assessments" on the left hand column.
10. Click on "Assessments" on the blue/gray bar and click on "Test".



11. Under “Test Options”, follow the steps to customize the options for the assessment and click “Submit”.

Test Options

Test Options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field.

1. Test Information

* Name

FA1_QMOD3

Choose Color of Name

 Black

Content Link Description

T T T Paragraph Arial 3 (12pt)

List icons, Bold, Italic, Underline, Link, Unlink, Undo, Redo

Link icon, Image icon, Video icon, Audio icon, Mashups dropdown, Quote icon, Smiley icon, Anchor icon, Grid icons, Table icon, HTML/CSS toggle

Path: p Words: 1

Test Description	Respondus

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/>