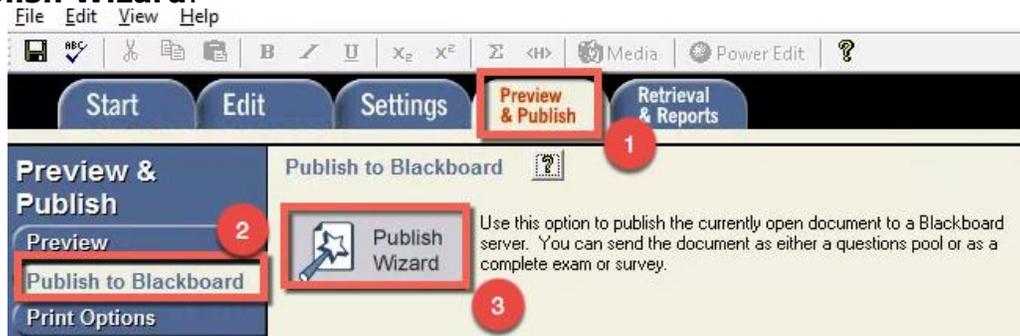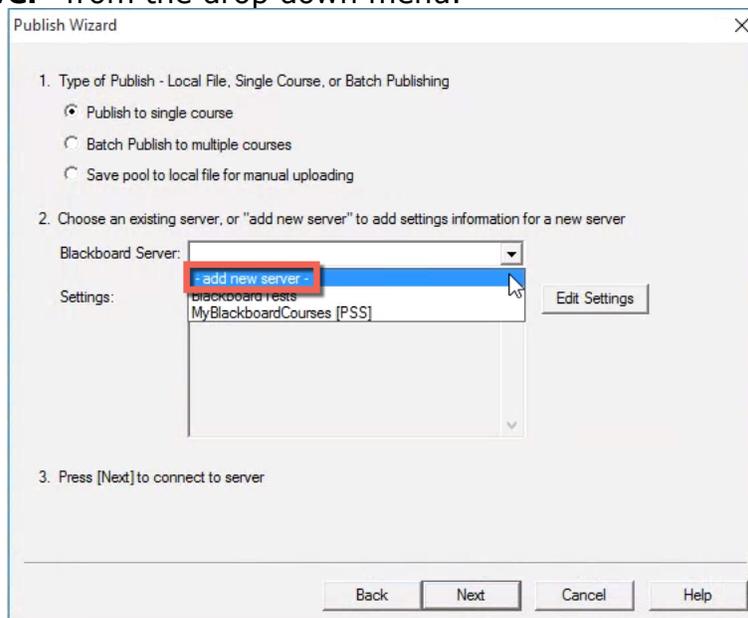# Respondus Server Settings

Make sure the test you recently created is open.
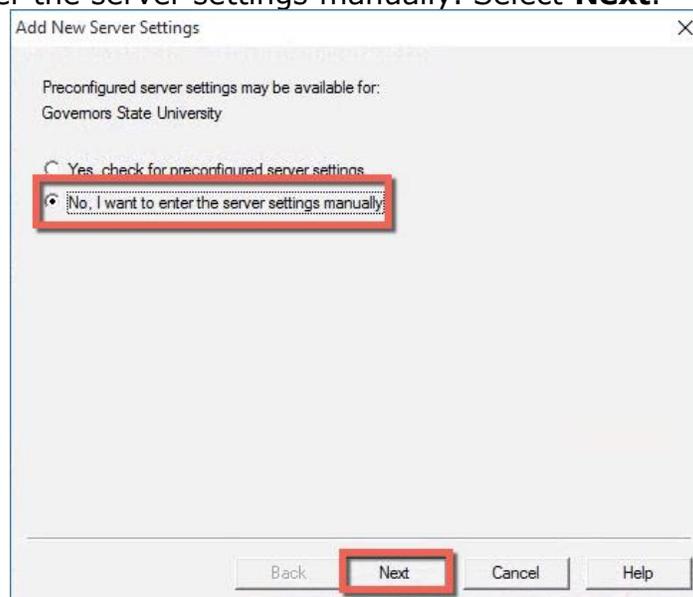1. Select the **Preview & Publish** tab above.
2. Select the **Publish to Blackboard** tab to the left.
3. Select **Publish Wizard**.

Select **–add new server-** from the drop down menu.

Select No, I want to enter the server settings manually. Select **Next**.

1. Enter the GSU Blackboard homepage: **https://bb9.govst.edu**.
2. After you login to one of your GSU Blackboard courses, copy the web link from within the course.
3. Once you are finished with the first two steps, select **Extract**. Information will appear next to the **Extract** button.
4. Provide a description what you would like to name your server.
5. Input your GSU username and password.
6. Check **Remember my User Name and Password (save them on this computer) – If this is a shard computer, un-check this box!**.
7. Once you are finished with these options, click **OK**.

You will notice the Blackboard Server down down is populated with the server name you recently created. Select **Next**.
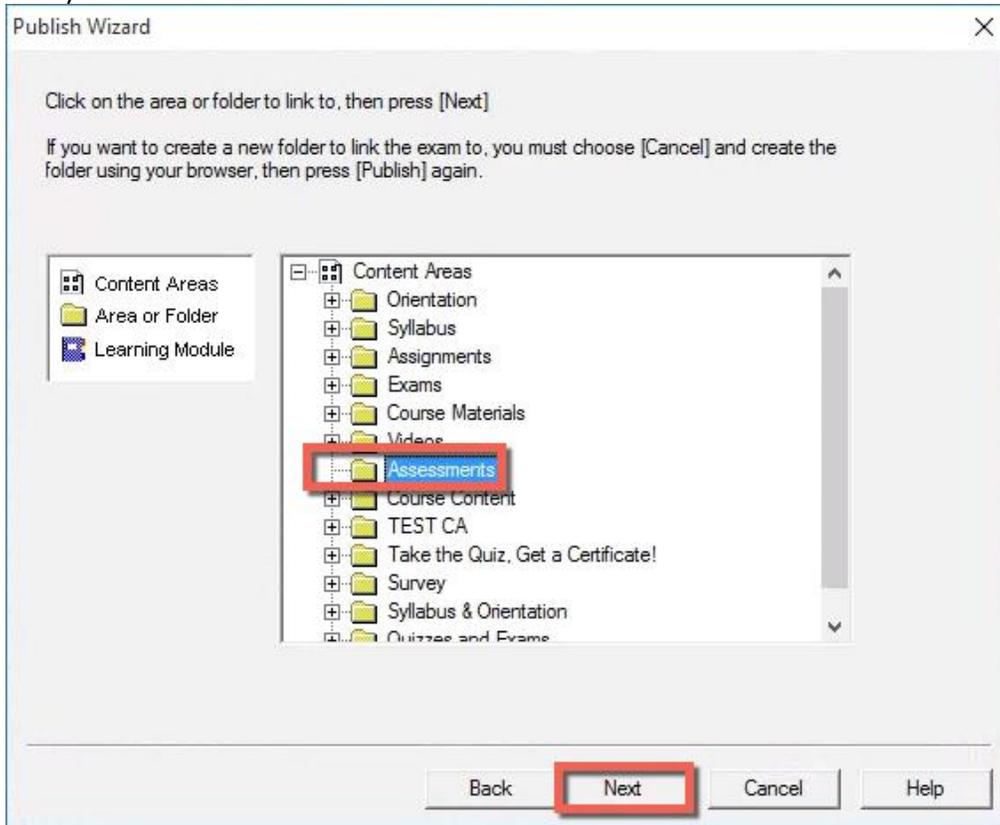

1. Select the course which you would like to add the test to.
2. Create a name for the exam.
3. Once you are finished adjusting the options, select **Next**.

Select the folder within your course where you would like to add the test to. Once you have selected a location, select **Next**.

Once the process has successfully completed, select **Finish**.
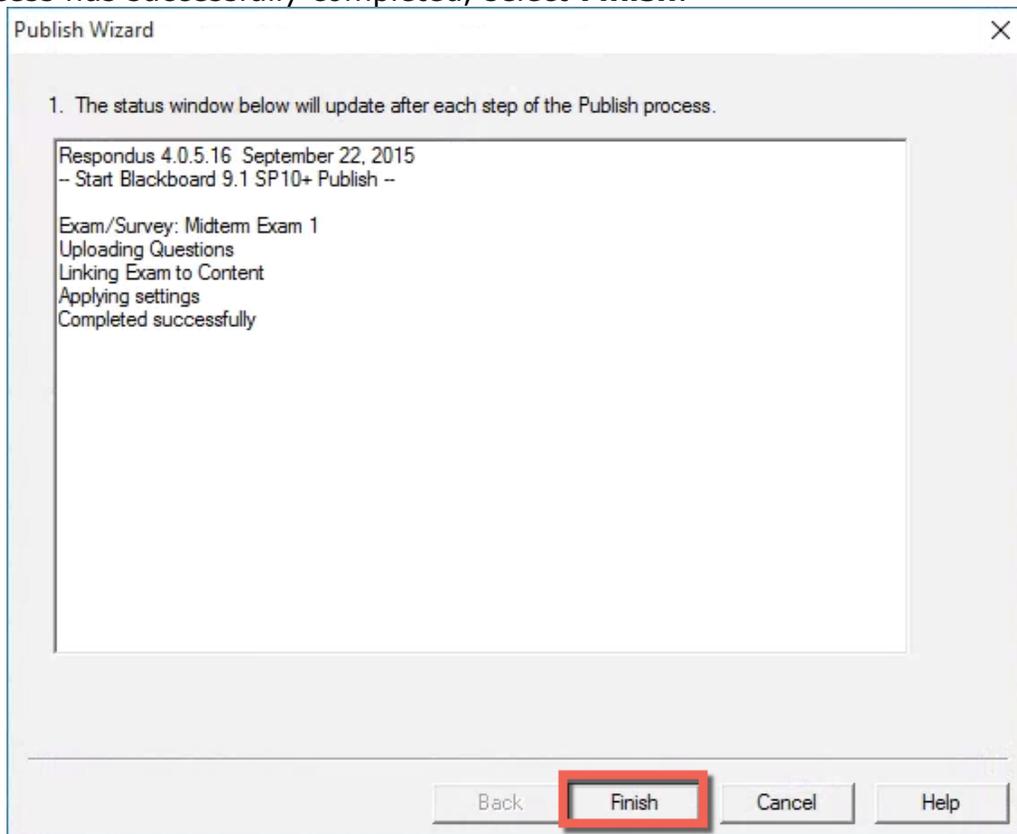
Proceed to the location you added the exam to within Blackboard. Make sure all the questions were brought over and make any necessary adjustments.