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.

ublish Wizard					×
 Type of Publish - L Publish to sing Batch Publish 	local File, Single Cou gle course to multiple courses	irse, or Batch Publis	hing		
C Save pool to I	ocal file for manual u	ploading			
2. Choose an existing	server, or "add new	v server" to add sett	ngs information fo	r a new server	
Blackboard Serve	r:		•		
Settings:	- add new server blackboard rests MyBlackboardCo	urses [PSS]	6	Edit Settings	
			~		
3. Press [Next] to cor	nnect to server				
		Back	Next	Cancel	Help

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

Governors State L	University			
C Yes check for	r preconfigured serv	ver settings		
No, I want to e	enter the server sett	ings manually		

Blackboard Questions? Contact the Center for Online Teaching and Learning Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115

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**.

Blackboard Server and Course 7	×
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.	el
bttps://bb9.govst.edu/	e
 In your browser go to a course you have instructor rights to, then copy the Address into the box below 	
https://bb9.govst.edu/webapps/blackboard/execute/announcemer 2	
3. Press Extract Server name, e.g. "bboard1.univ.edu" Course ID, e.g. "_2_141" bb9.govst.edu	
JSP-1 ✓ Ø Server Port 443 Secure Server? ✓ Yes, HTTPS:// always Login Port: Ø If HTTPS used only for login, otherwise set to I LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 4-) 43
The information below must be entered manually:	-
Description Blackboard LestsandExams Version Version 7.x-9.x	<u>*</u>]
User name dfarnsworth 5 assword ************************************	

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

Publish Wizard				×
 Type of Publish - Lo Publish to single Batch Publish to Save pool to lo Choose an existing s Blackboard Server: Settings: 	cal File, Single Course, or Batch F e course o multiple courses cal file for manual uploading server, or "add new server" to add BlackboardTestsandExams Server: bb9.govst.edu Auth Type: Automatic Server Port: 443 (Secure Server, all pages HTTP: User: dfamsworth	ublishing I settings information f	for a new server	
3. Press [Next] to conr	nect to server Back	Next	Cancel	Help

- 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**.

1. Choose Course to publish to						
DsTC-1111: Test Course	1			•		
2. Create or Replace Exam/Sur	vey or Pool					
Exam/Survey						
Create new Exam	Midterm	Exam 1 2				
C Replace existing Exam					•	
Pool						
C Create new Pool	Exam 1					
C Replace existing Pool					-	
3. Additional options for Exam/S	Survey					
Apply Random Blocks to	Exam					
Apply Settings to Exam						
☑ Link Exam to Content Are	a and make a	available				
			3			-

Blackboard Questions? Contact the Center for Online Teaching and Learning Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115 Select the folder within your course where you would like to add the test to. Once you have selected a location, select **Next**.

Publish Wizard	×
Click on the area or folder to link to, then press [Next] If you want to create a new folder to link the exam to, you mu folder using your browser, then press [Publish] again.	st choose [Cancel] and create the
Content Areas Area or Folder Learning Module Course Materials Assignments Course Materials Assessments Assessments Assessments Course Content Assessments TEST CA Take the Quiz, Get a	a Certificate!
Ender Syllabus & Orientatio	n. V
Deale	Net Creat Link

Once the process has successfully completed, select **Finish**.

Respondus 4.0.5.16 September 22, 2015	5		_
- Start Blackboard 9.1 SP10+ Publish			
Exam/Survey: Midterm Exam 1 Uploading Questions Linking Exam to Content			
Applying settings Completed successfully			

Blackboard Questions? Contact the Center for Online Teaching and Learning Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115 Proceed to the location you added the exam to within Blackboard. Make sure all the questions were brought over and make any necessary adjustments.

