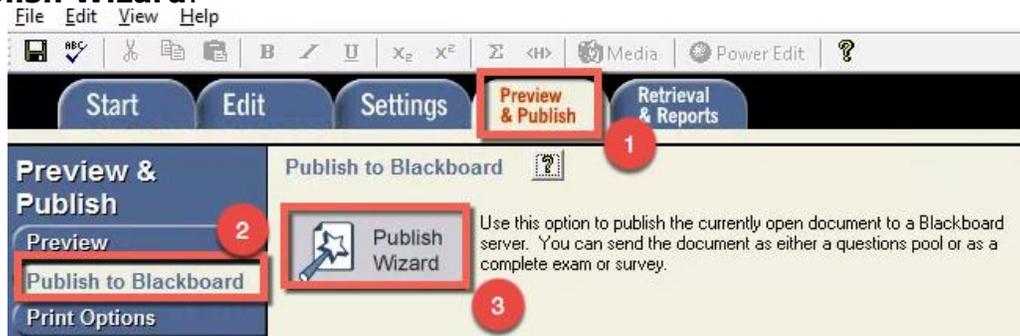


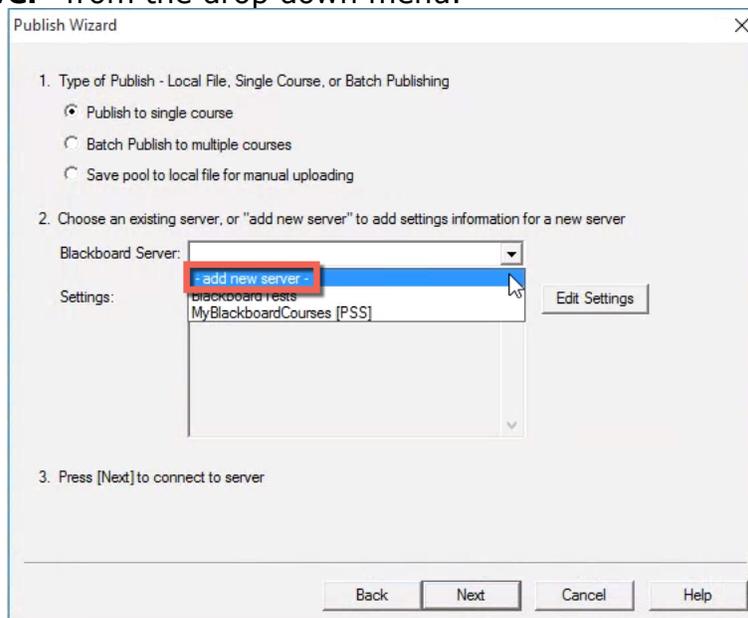
Respondus Server Settings

Make sure the test you recently created is open.

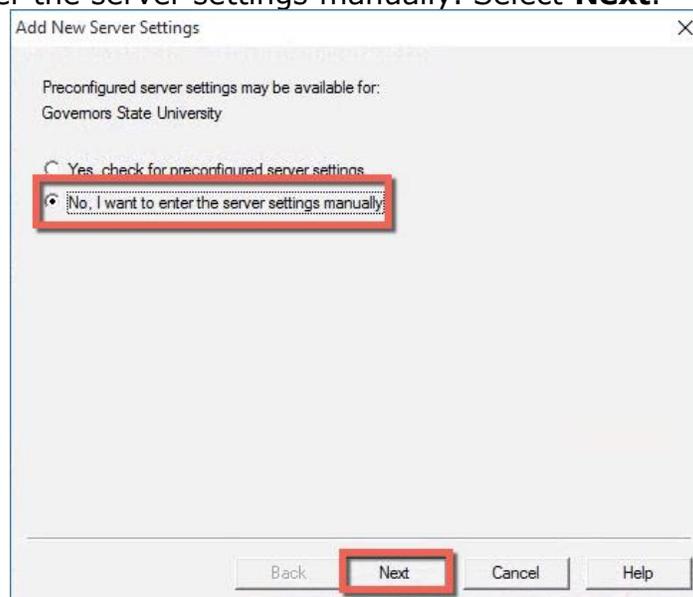
1. Select the **Preview & Publish** tab above.
2. Select the **Publish to Blackboard** tab to the left.
3. Select **Publish Wizard**.



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**.

Blackboard Server and Course 7 X

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.)

1

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

2

3. Press Extract

3

Server name, e.g. "bboard1.univ.edu"	Course ID, e.g. "_2_141"
<input type="text" value="bb9.govst.edu"/>	<input type="text" value="_11949_1"/>
Login type	Login page
<input type="text" value="JSP-1"/>	<input type="text" value="/"/>
Server Port	Institution code
<input type="text" value="443"/>	<input type="text" value="0"/>
Secure Server? <input checked="" type="checkbox"/> Yes, HTTPS:// always	
Login Port: <input type="text" value="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 4 Version

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

User name 5 Password

Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box! 6

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

The screenshot shows the 'Publish Wizard' dialog box at step 2. The title bar reads 'Publish Wizard' with a close button. The main content area is divided into three numbered sections:

1. Type of Publish - Local File, Single Course, or Batch Publishing
 - Publish to single course
 - Batch Publish to multiple courses
 - Save pool to local file for manual uploading
2. Choose an existing server, or "add new server" to add settings information for a new server
 - Blackboard Server:
 - Settings:
 - Server: bb9.govst.edu
 - Auth Type: Automatic
 - Server Port: 443
 - (Secure Server, all pages HTTPS)
 - User: dfamsworth
 -
3. Press [Next] to connect to server

At the bottom, there are four buttons: 'Back', 'Next' (highlighted with a red box), 'Cancel', and 'Help'.

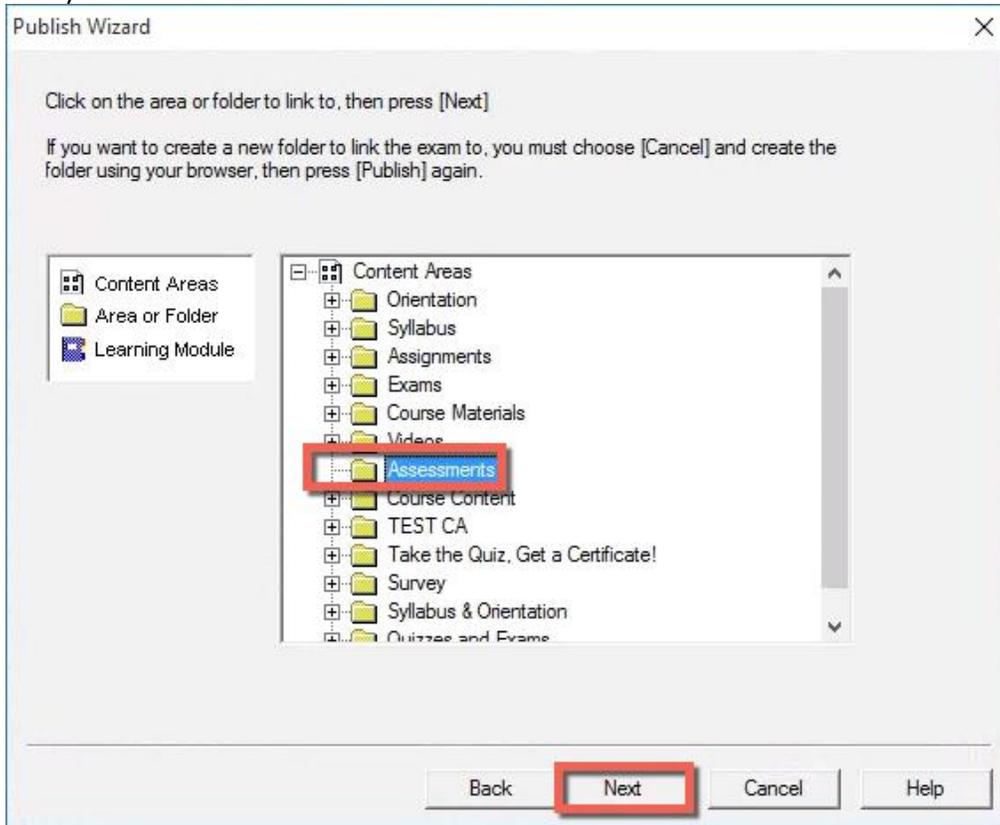
1. Select the course which you would like to add the test to.
2. Create a name for the exam.
3. Once you are finished adjusting the options, select **Next**.

The screenshot shows the 'Publish Wizard' dialog box at step 3. The title bar reads 'Publish Wizard' with a close button. The main content area is divided into three numbered sections:

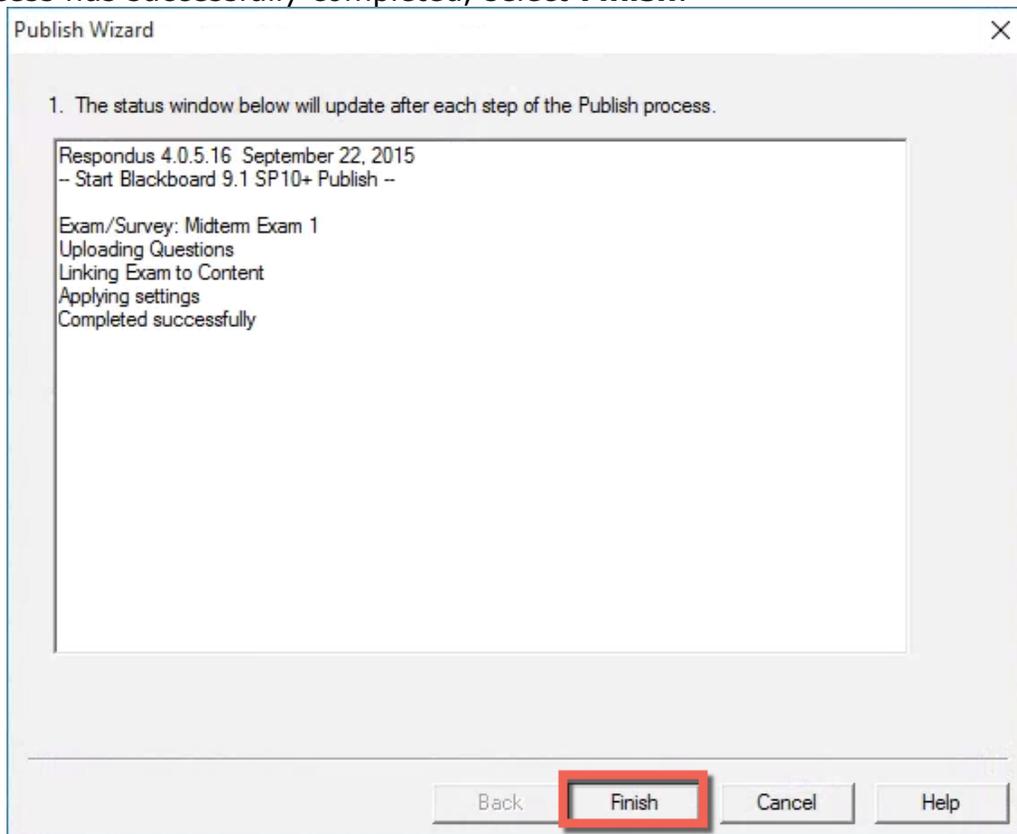
1. Choose Course to publish to
 - (marked with a red circle containing the number 1)
2. Create or Replace Exam/Survey or Pool
 - Exam/Survey
 - Create new Exam (marked with a red circle containing the number 2)
 - Replace existing Exam
 - Pool
 - Create new Pool
 - Replace existing Pool
3. Additional options for Exam/Survey
 - Apply Random Blocks to Exam
 - Apply Settings to Exam
 - Link Exam to Content Area and make available

At the bottom, there are four buttons: 'Back', 'Next' (highlighted with a red box and marked with a red circle containing the number 3), 'Cancel', and 'Help'.

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.

