1. Select the correct Blackboard from the dropdown menu

2. Click on the ‘Settings’ tab across the top of the window

3. Go through the settings window and set-up the exam availability, randomizing the questions, and other settings with your desired settings for the exam. **These settings are the same settings you can adjust within Blackboard to manage the exam**

4. Click on the ‘Preview & Publish’ tab and click on the magnifying glad with the words “Preview the File”.

5. Select the ‘Publish to Blackboard’ tab from the left side of the window. When ready click on the ‘Publish Wizard’ button.

6. A pop-up window will appear, titled ‘Publish Wizard’.

7. Select which publishing option you would like to complete
   a. Publish to single course
   b. Batch Publish to multiple courses
   c. Save pool to local file for manual uploading

8. For this walk-through, select ‘Publish to single course’

9. Next, select the option ‘-add new server-’ from the dropdown menu.

10. Another pop-up will appear titled ‘Add New Server Settings’. Be sure the ‘Yes, check for preconfigured server settings’ is selected and click Next.

In this part you will set-up the connection to the Blackboard Server

11. Another pop-up will appear, in the first line enter the name you would like to describe the server you are setting up (e.g. My Bb Courses)

12. Next, enter in your NKU user name and password that you use to log into Blackboard (e.g. housec2)

13. You can select the ‘Save my User Name and Password’ checkbox if you are using a private computer and plan on using Respondus to upload more exams in the future.

14. Be sure the ‘Run connection test’ is selected and click Next.
15. The server settings wizard will run the test and will let you know when the connection is successfully completed. At the bottom of the text window it will read ‘Click [Next] to continue’.

16. Click Finish

17. Now you have set up the server, click Next.

Back to publishing the exam now

18. From the dropdown menu select the course in which you would like to publish the Respondus exam.

19. Next to the selected ‘Create new Exam’ enter in the title you would like to give the exam, if different from what is already entered.

20. Be sure the correct settings are checked and then click Next.

21. Select the correct folder in which you would like to place the exam. If you would like to create a new folder then follow the instructions in pop-up to do so.

22. Look at the status window and wait for the final line to say “Completed Successfully” then click Finish.

23. The Respondus exam is now published to the Blackboard course in the designated folder you selected.

24. Log into your Blackboard account and go to the folder in which you published the Respondus exam.

25. The Respondus exam will be located there with a link to the exam.

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.