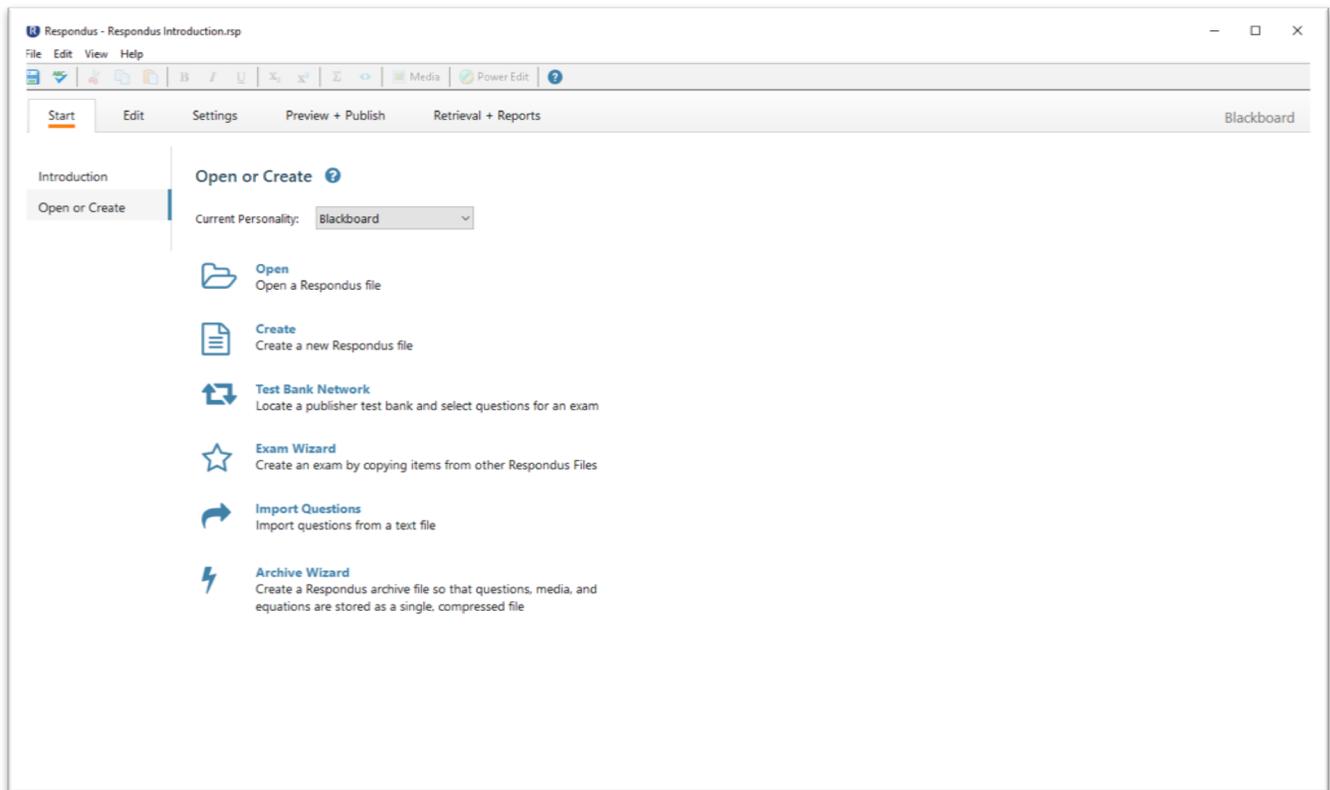


Connecting Respondus to eLearning with Single Sign On (SSO) authentication

Before you start: Please make sure you are on the latest version of Respondus.

The latest version has a different color scheme. Below is a screenshot.

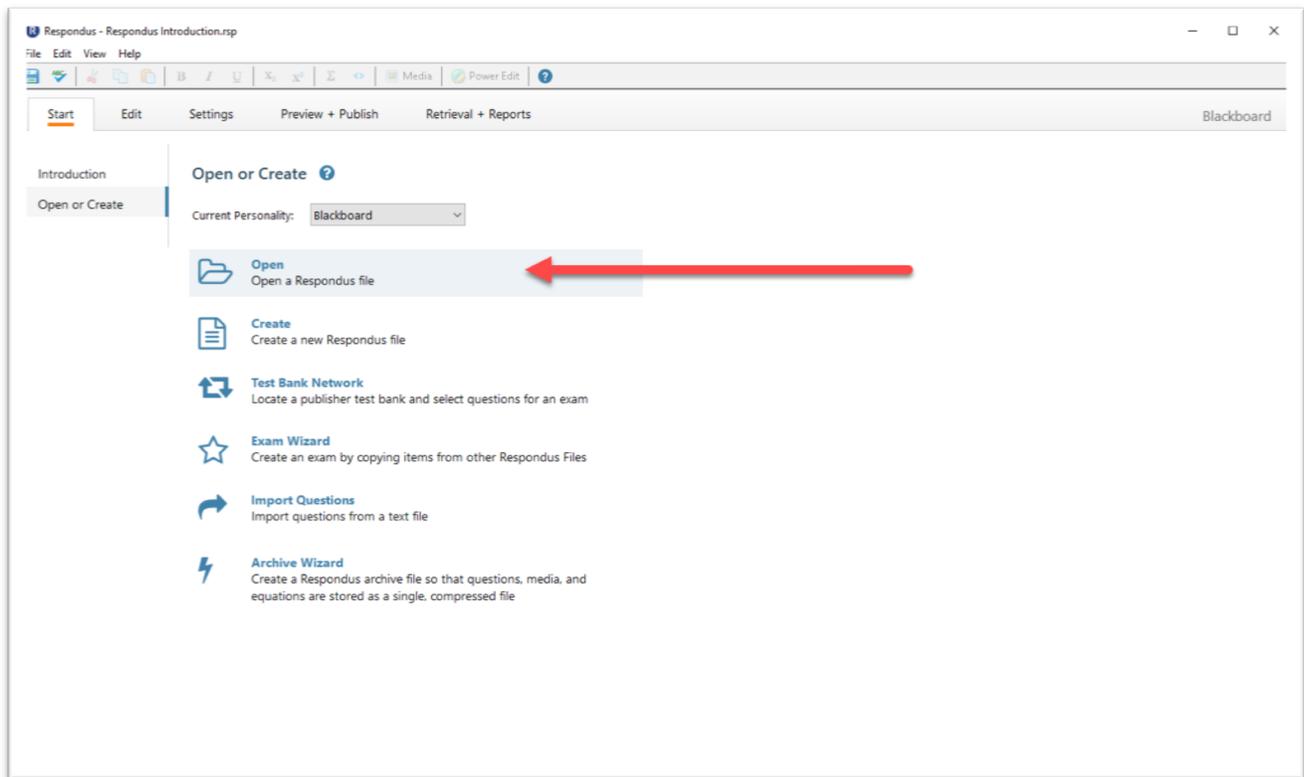
If your program does not look like this, you need to reinstall the software. Or update it by going to the top menu within the program > click on HELP > click on UPDATE.



Next you need to connect your Respondus program to the eLearning server using Single Sign ON (SSO). This needs to be done only once.

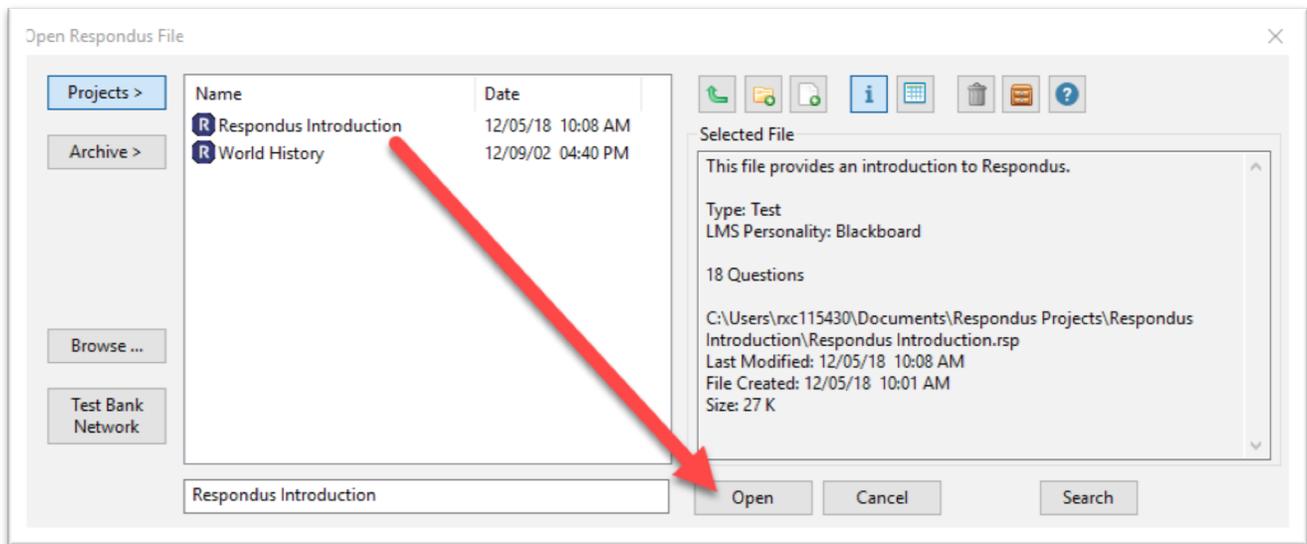
Launch the Respondus Program.

Click on OPEN A RESPONDUS FILE.

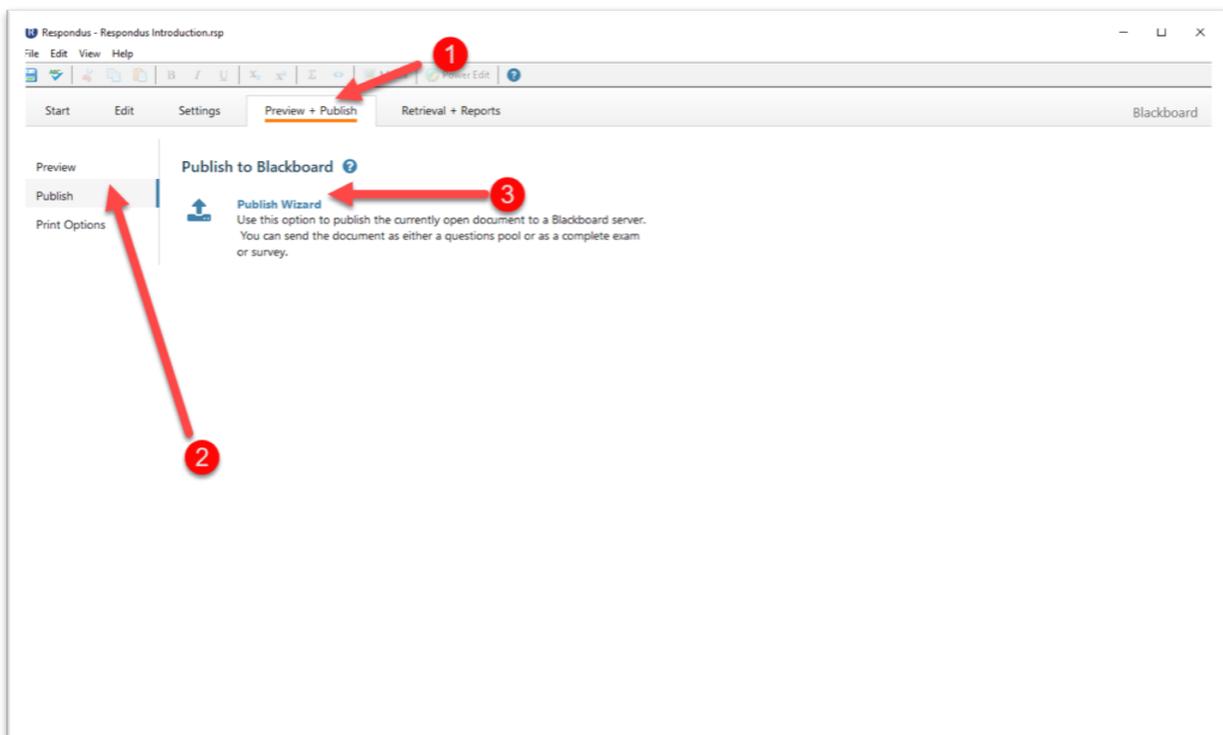


If you have an exam file, locate it and click OPEN.

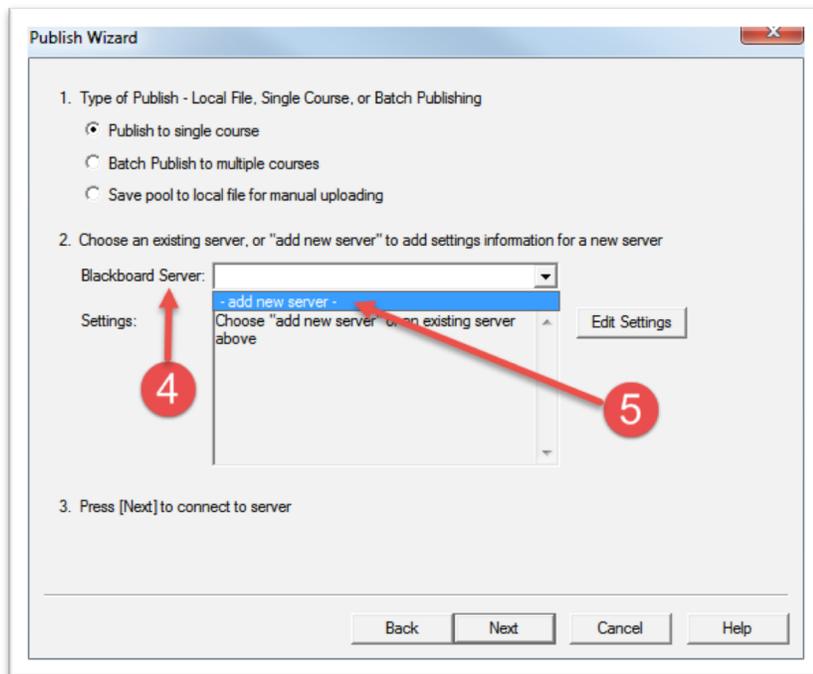
If you don't have an exam file, you can use the sample file titled "RESPONDUS INTRODUCTION".



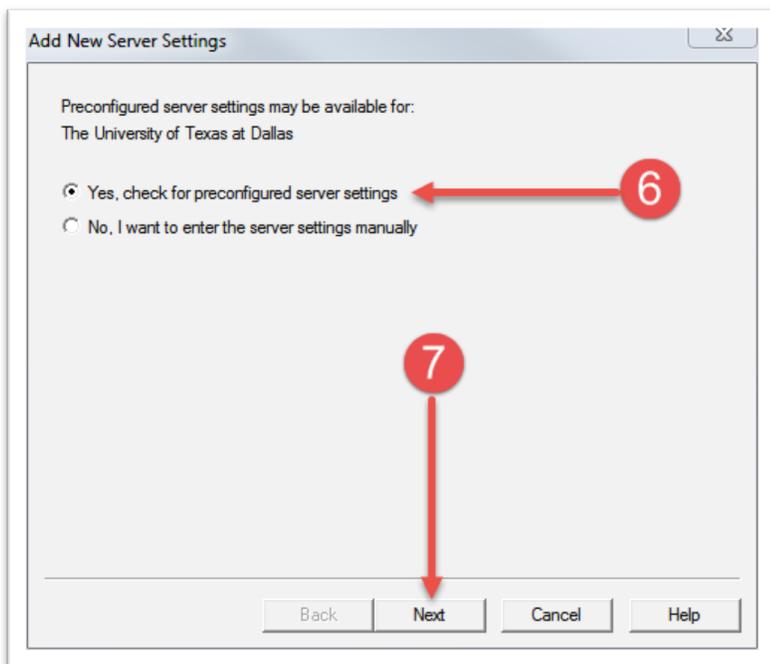
You will be taken back to the Respondus main screen. Click on PREVIEW & PUBLISH tab at the top of the screen, then select PUBLISH TO BLACKBOARD in the left column. Then select PUBLISH WIZARD.



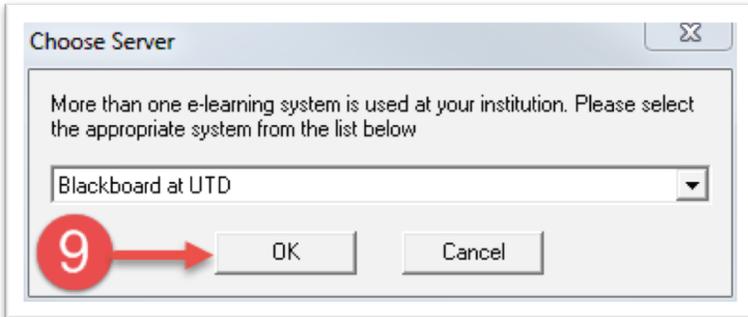
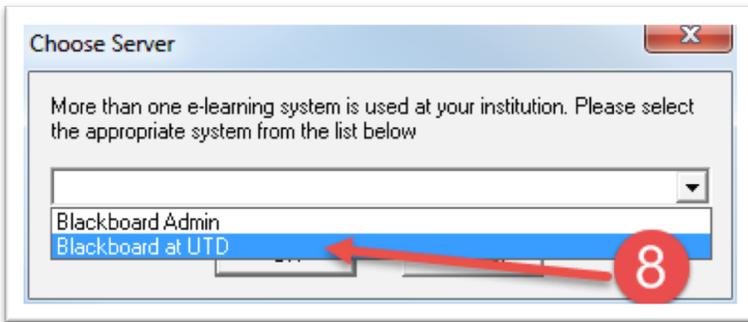
The next window is titled "Publish Wizard". Click on the drop down menu next to BLACKBOARD SERVER, and select ADD NEW SERVER. Click NEXT.



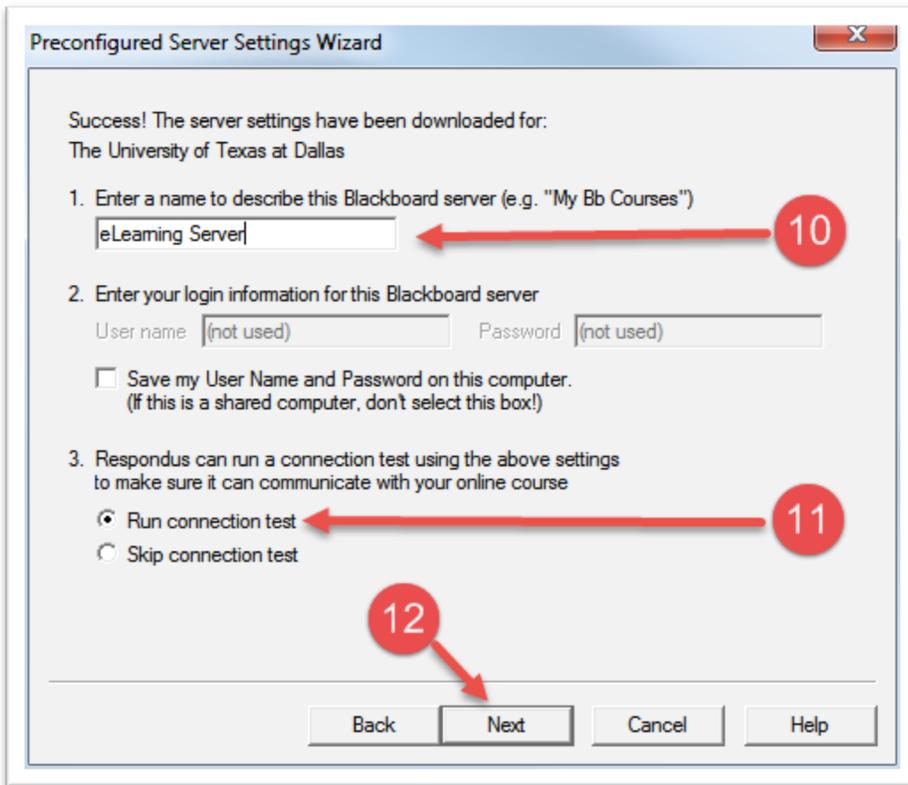
The next window is titled "Add New Server Settings". Select the option CHECK FOR PRECONFIGURED SERVER SETTINGS. Click NEXT.



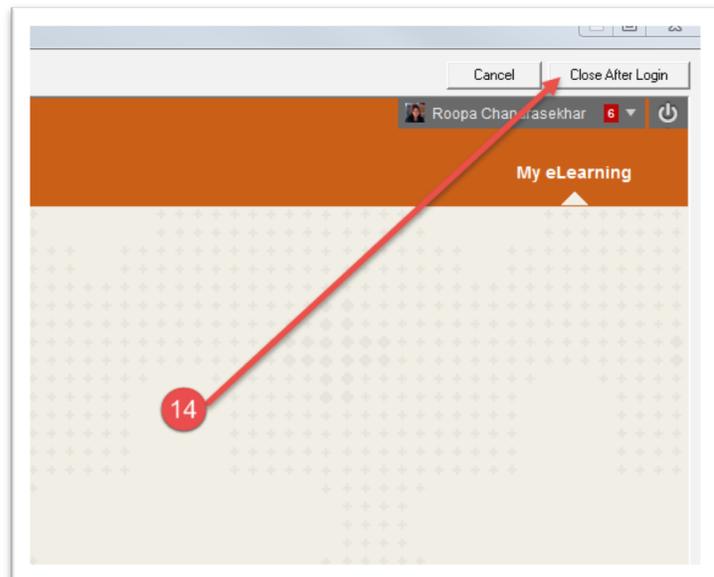
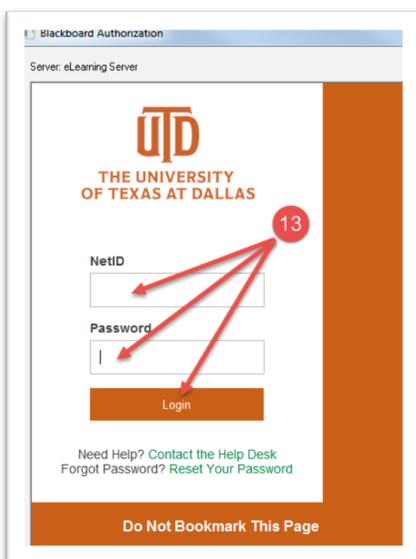
The next pop-up window is titled "Choose Server". You will be asked to choose a server for eLearning. Click on the dropdown menu and select BLACKBOARD AT UTD. Click OK.



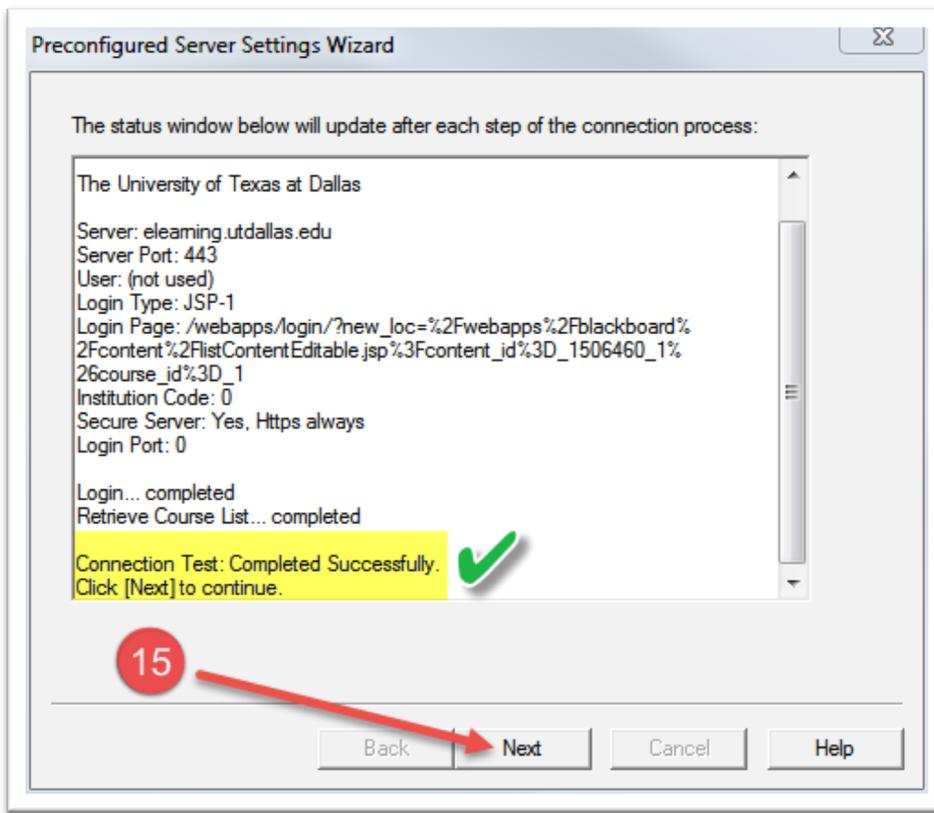
The next window is titled "Preconfigured Server Settings Wizard". Under # 1, type in the server name as "eLearning Server". Under # 3, select RUN CONNECTION TEST. Click NEXT.



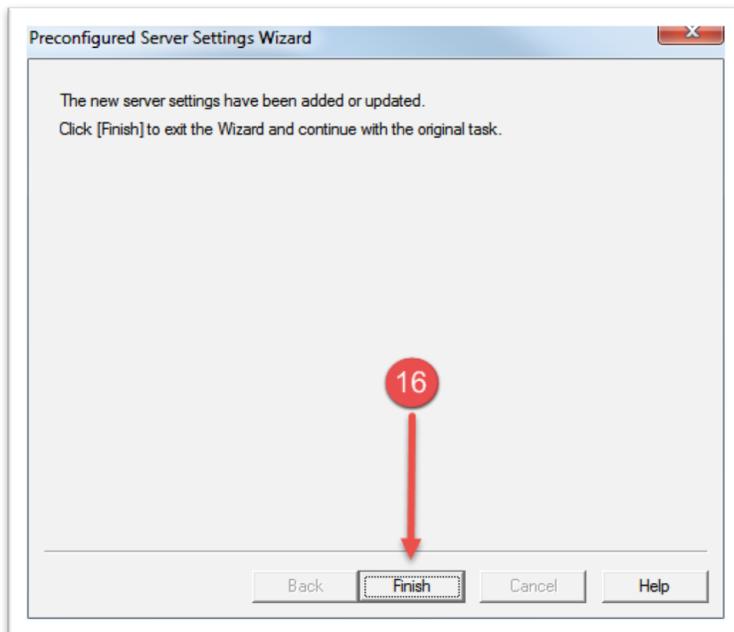
The next window is titled "Blackboard Authentication". This is the single sign-on (SSO). Enter your netid and password and click LOGIN. Then click CLOSE AFTER LOGIN at the top right hand corner of the window.



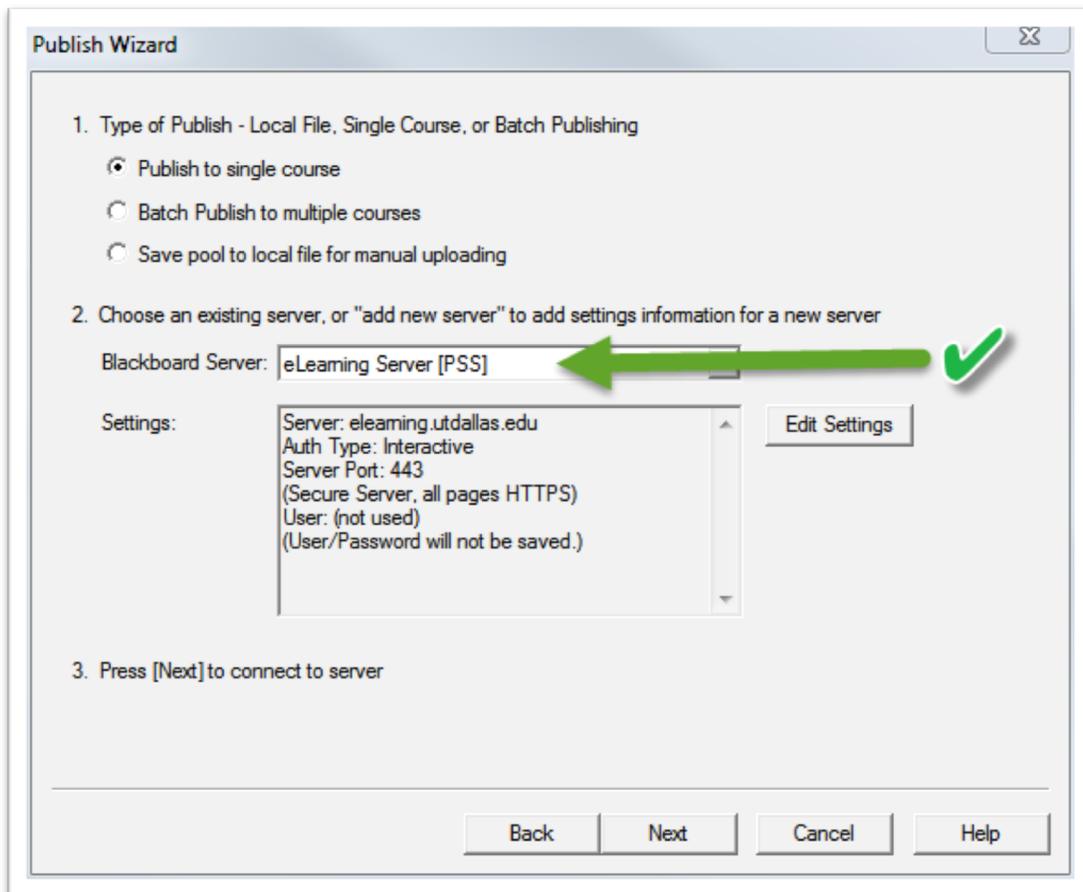
You will be taken back to the “Preconfigured Server Settings Wizard” window. At the bottom of the white space, you should see CONNECTION TEST: “Completed Successfully”. Click NEXT.



Click FINISH.



You will be taken back to the “Publish Wizard” screen. Here you should see the eLearning server you just configured. Once you have completed this setup, you will not need to configure the server again. Respondus will automatically detect the eLearning server.



You are now ready to Publish your exam/ pool to eLearning.

On the PUBLISH WIZARD, click NEXT.

You will see the UT Dallas SSO screen. Enter your netid and password. Then click on CLOSE AFTER LOGIN on the Top right hand corner of the screen.



The screen will close and the PUBLISH Wizard will open. You can now choose the course and exam settings and publish to eLearning.

