Using Respondus Tool to Publish an Exam

Introduction

UTD eLearning Team supports the **Respondus** Quiz tool that can be used to generate and publish exams to eLearning courses. To download and run Respondus:

1. Go to the eUTD Respondus page to find the information on how to download and request license for the tool.

2. Refer to the Respondus Training Materials links for a quick guide, formatting and SSO Authentication.

3. Request training by submitting a Faculty Training and Support request.

4. Email elearning@utdallas.edu for questions and support.

How to Publish a Test for an eLearning course:

Once you have added all your questions to Respondus, you need to connect Respondus to your eLearning account so it can publish the questions to your eLearning course.
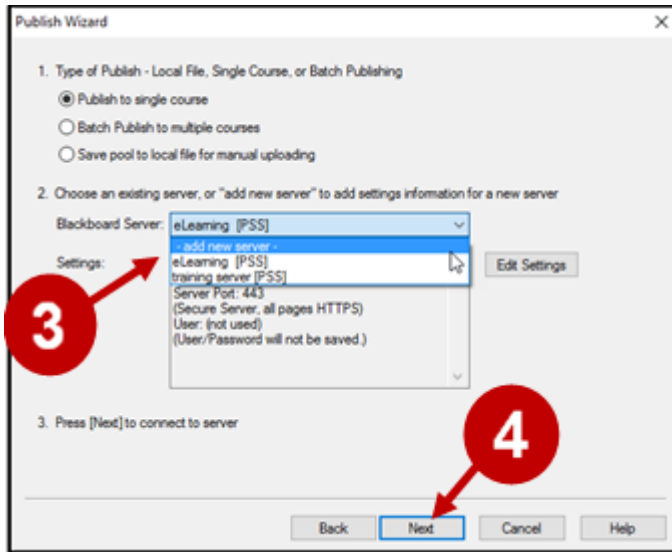
Steps 1 and 2:

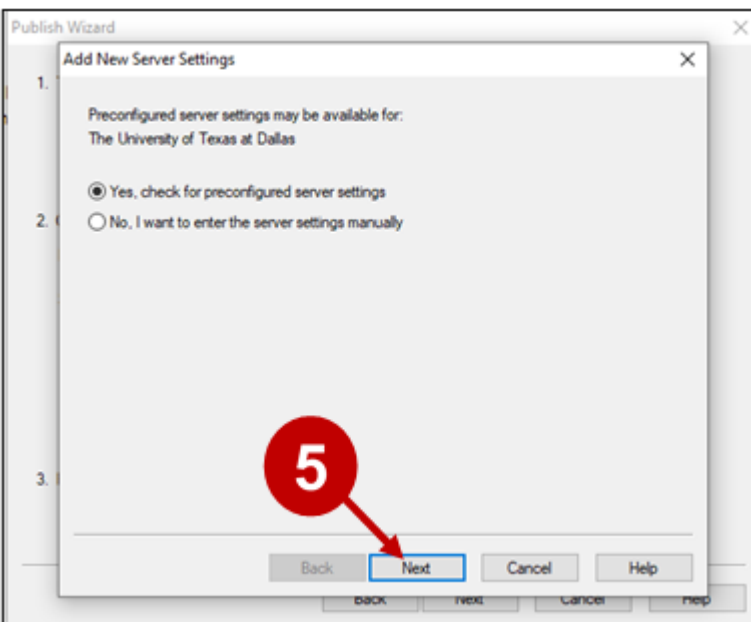Click the tab "**Preview and Publish**" and then click the "**Publish Wizard**" link.
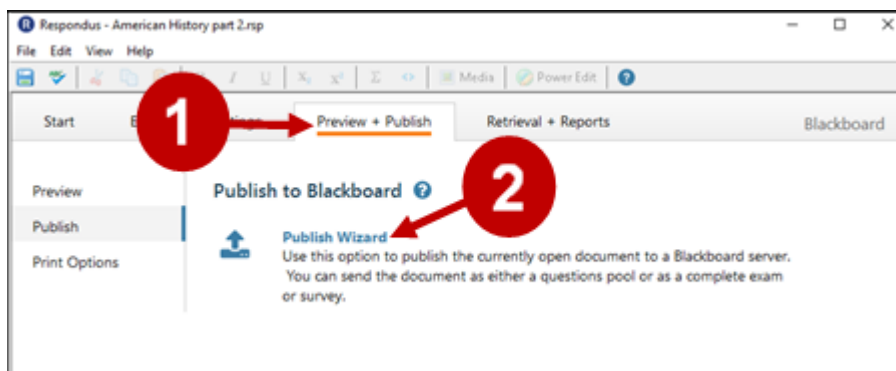
Steps 3 and 4:

From the drop-down window for Blackboard Server, first time users need to select "**Add new server**" create a connection. Otherwise, select an existing server and then select Next.
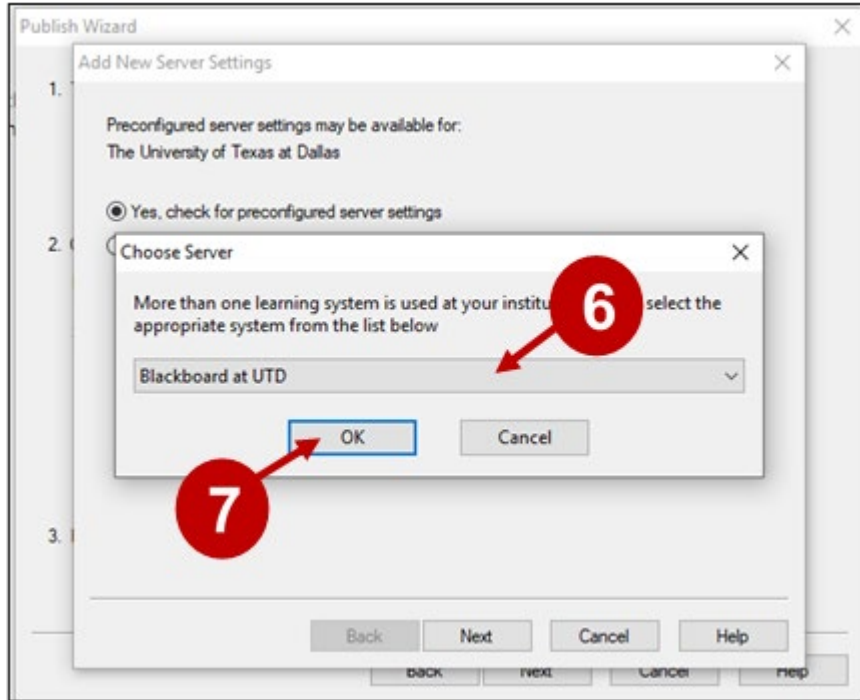

Step 5:

Keep the option "**Yes, check for preconfigured server setting**" and select **Next.**
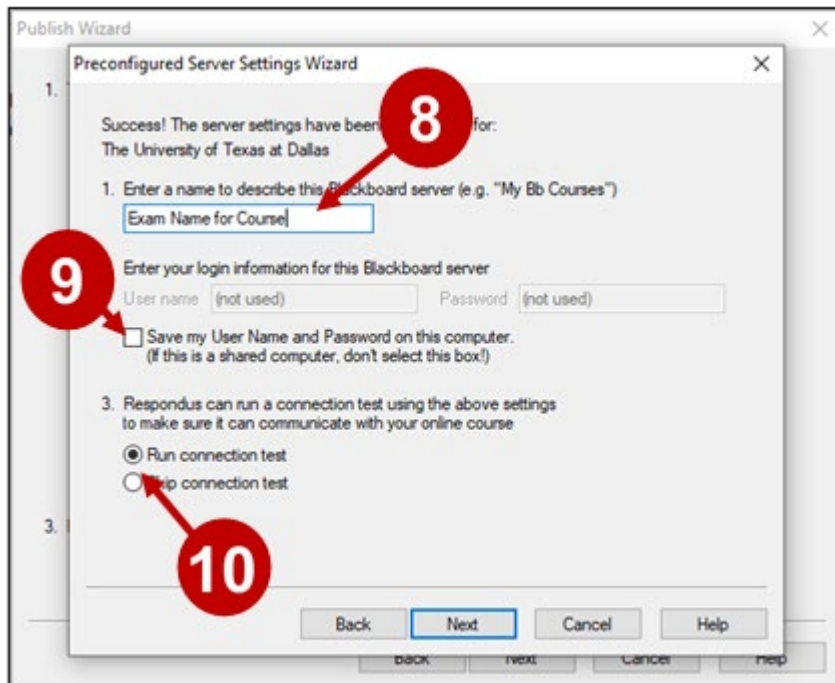
Step 6 and 7:

In the window **Choose Server**, select **Blackboard at UTD**, and then select OK.
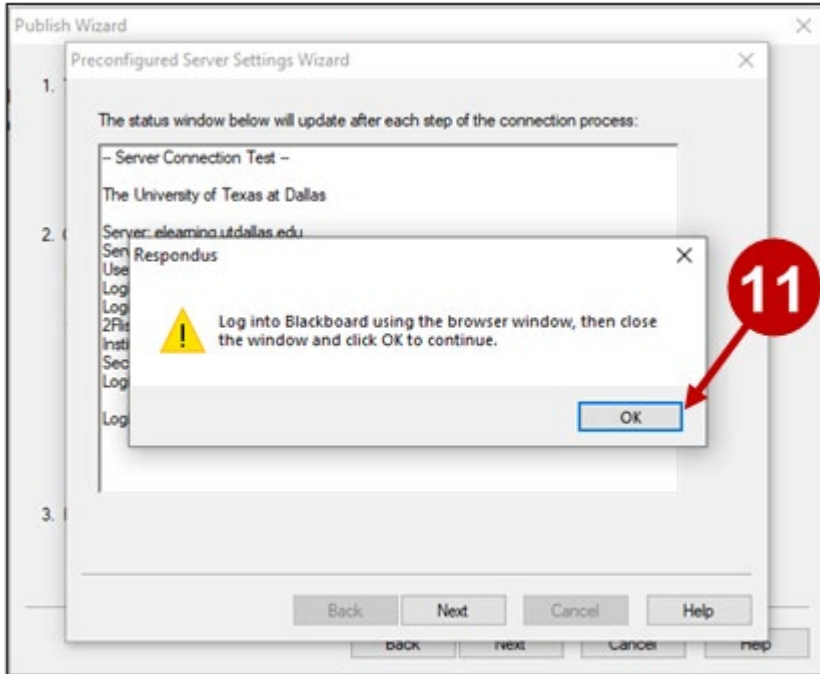

Step 8, 9, and 10:

Enter a name for the course server. Then, select the box Save my User Name if you want **Respondus** to save your Login information for the next time you set up a server. Select the **Run connection test**.

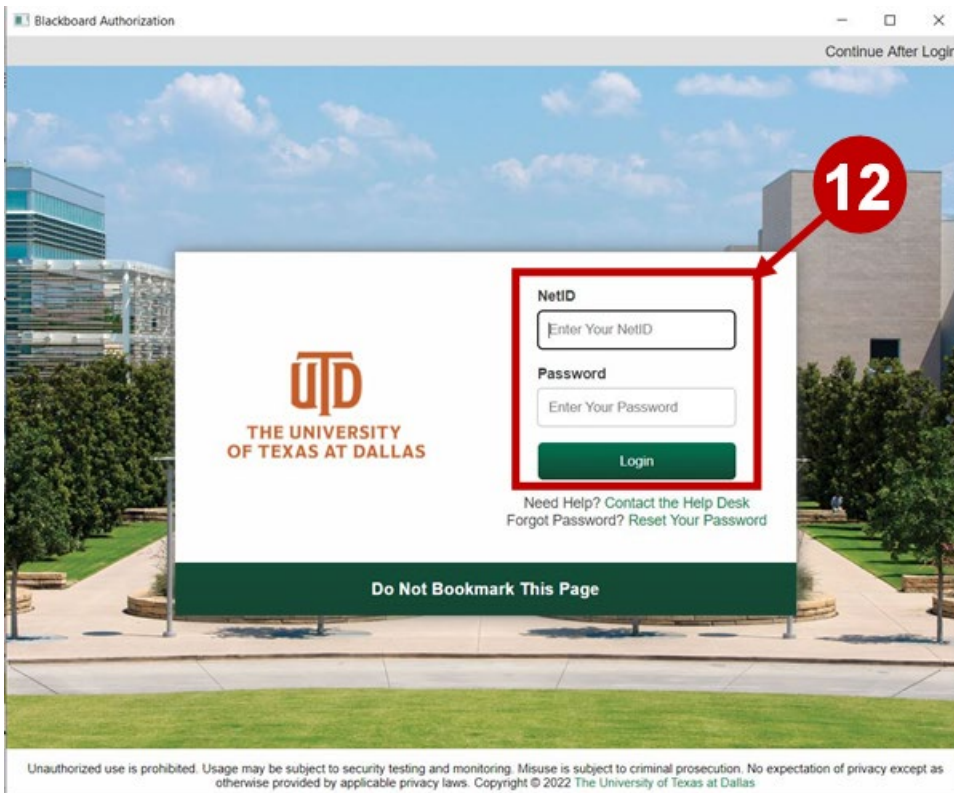**Note:** Select **Next** if the connection does not start.

Step 11:

Select **OK** on the warning box that appears.
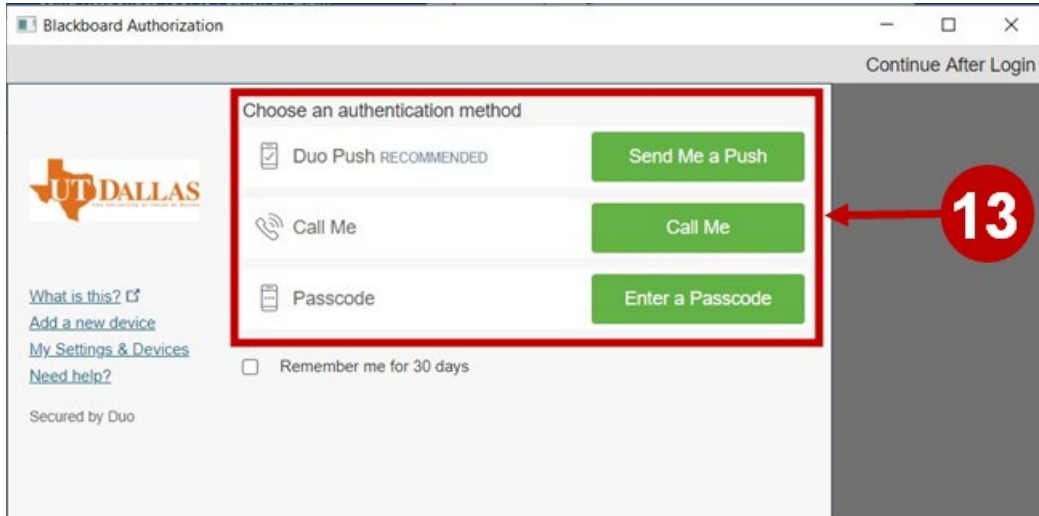

Step 12

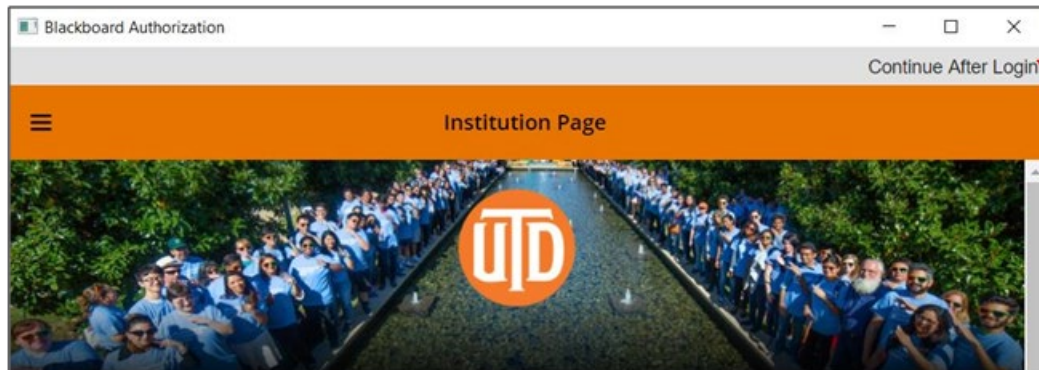Enter your **NetID** and **Password** and select **Login**.

Step 13:

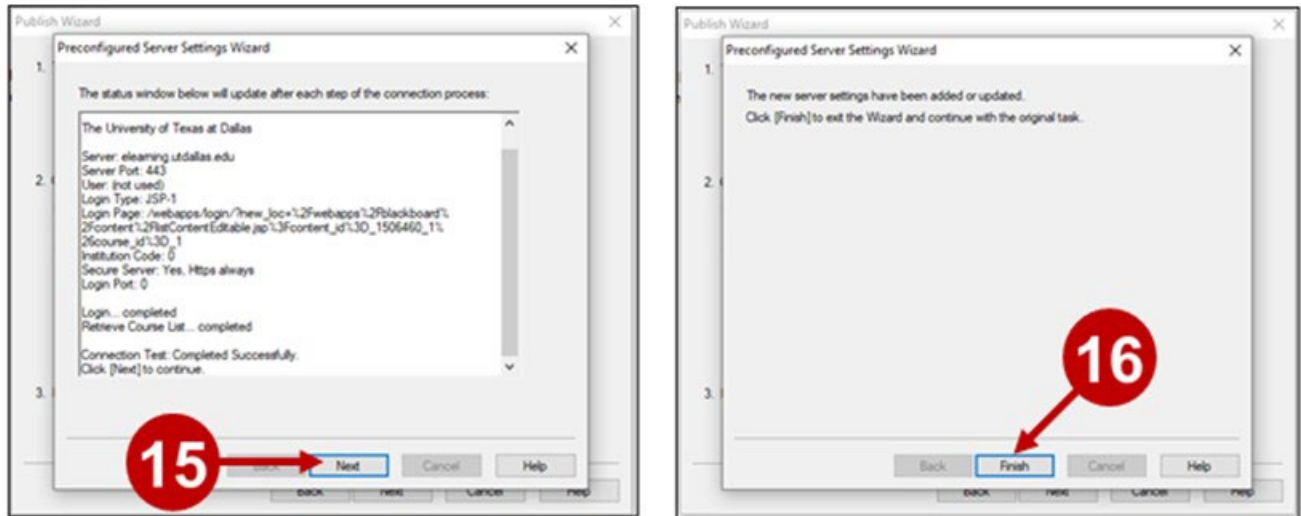Complete the Duo Authentication.

Step 14:

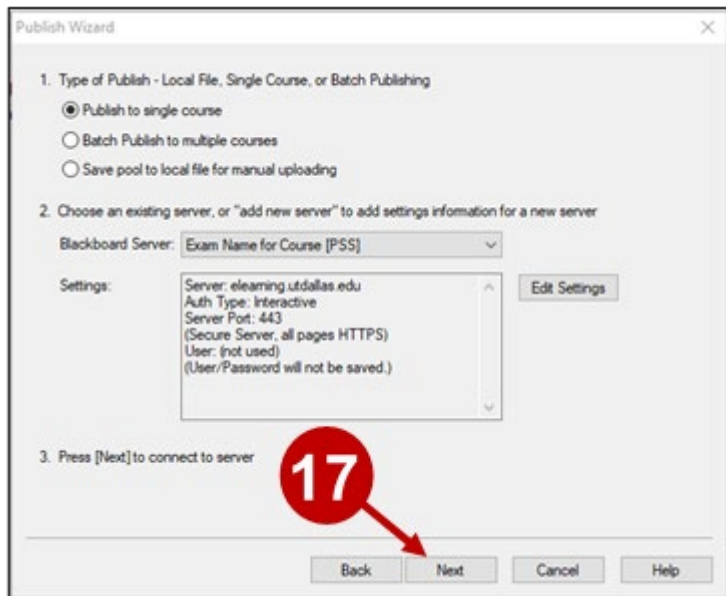After logging into eLearning, select *Continue After Login.*

Step 15 and 16:

A confirmation page will appear that shows the connection test was done successfully. Select **Next**, then select **Finish** on the next screen.
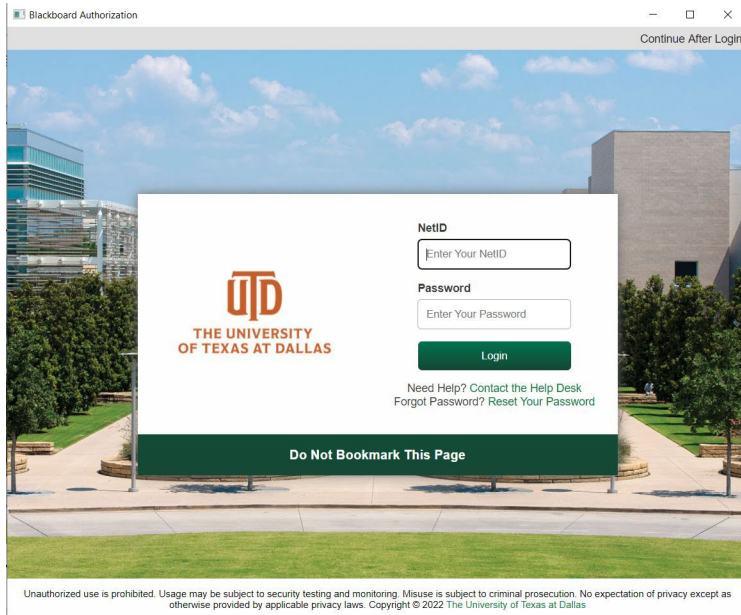

Step 17

In the **Publish Wizard** window, select the button **Next**, should a warning box appear, select **OK**.
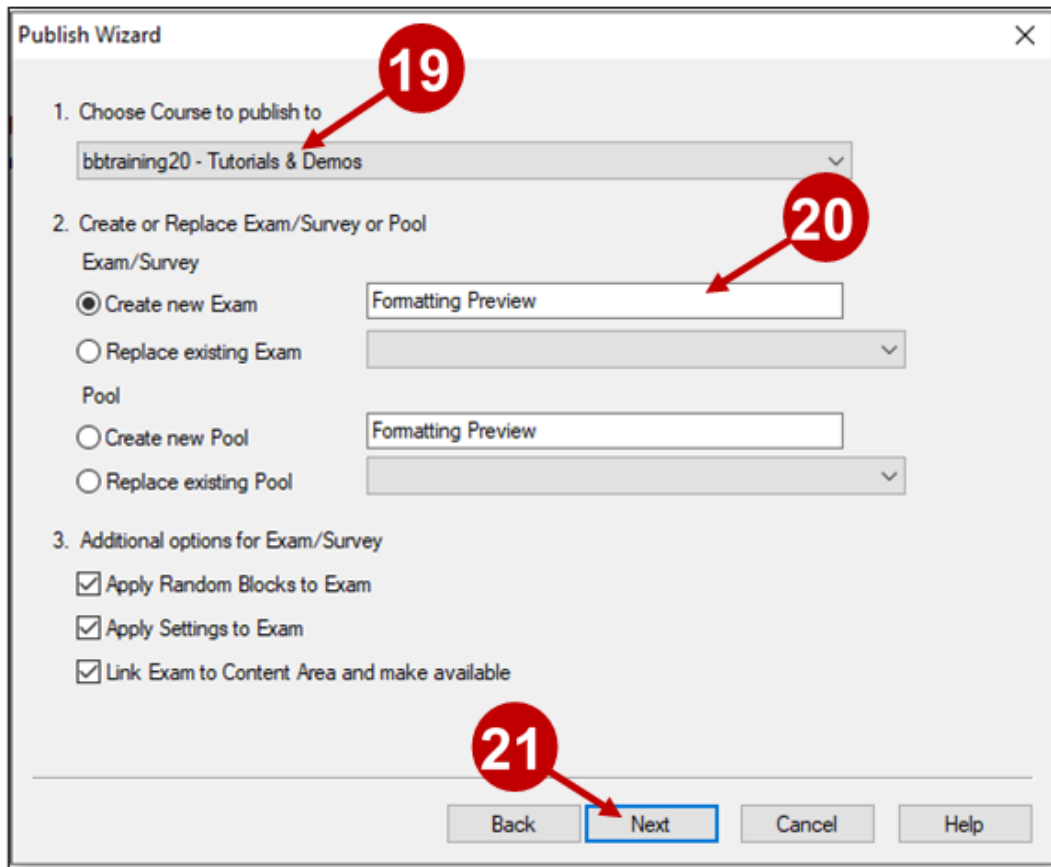
Step 18:

The SSO screen will appear once again, go through the same steps as 11-14.
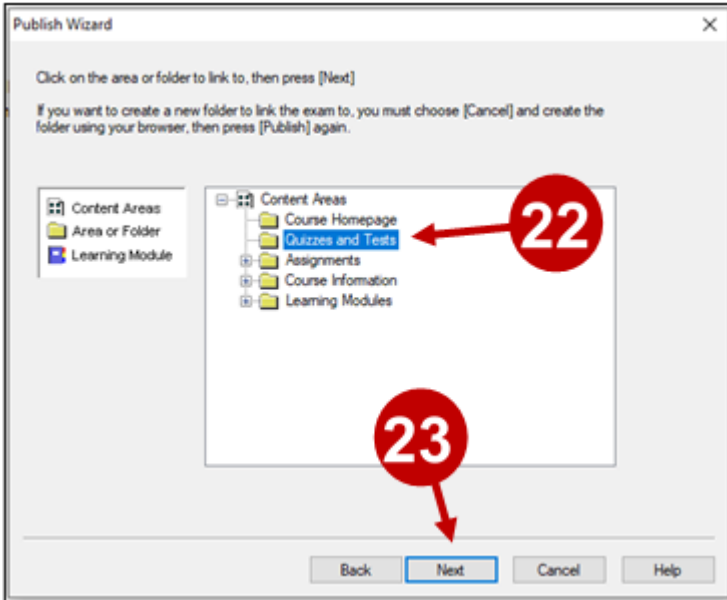

Steps 19-21:

After connecting to eLearning, select the course from the drop-down list (all your eLearning courses will be showing in the list), enter a new name for the exam, if desired, and then click **Next**.
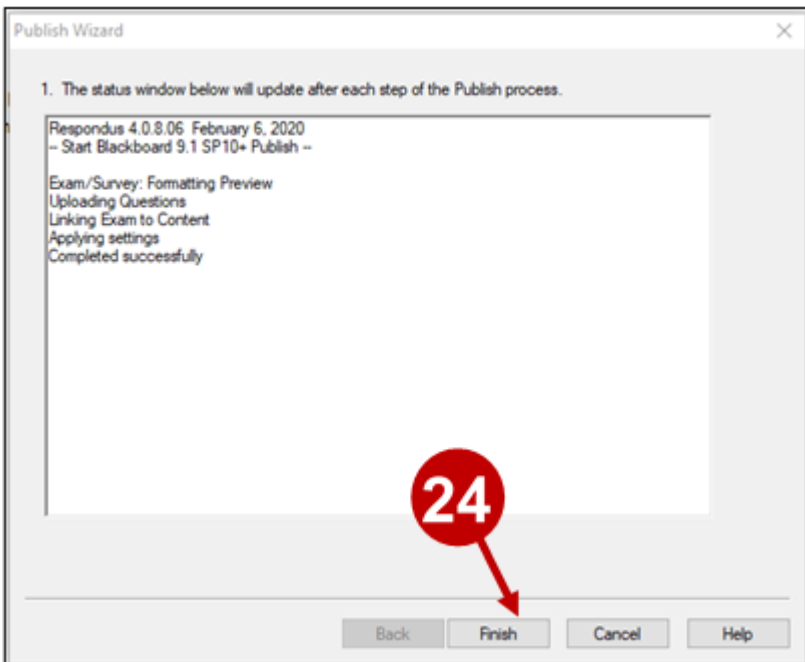
Steps 22 and 23:

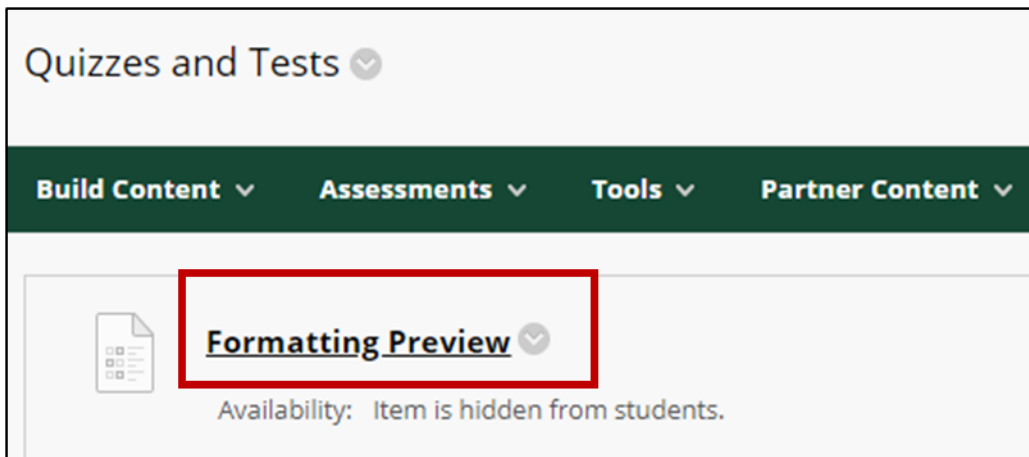On next screen, select where the test will appear in your course, then select **Next**.

Step 24:

When **Respondus** reports that is has published successfully, select **Finish** to close the **Publish Wizard**.

Note: Your exam will now appear in your eLearning course.

UTD eLearning Contacts:

- Roopa Chandrasekhar, Training and Support Manager, Roopa.Chandrasekhar@utdallas.edu, 972-883-2783
- Joo Eun (June) Haldeman, Instructional Technology Training Specialist, 972-883-4842

Special Training Requests:

If you have a special training request for you or your area, please feel free to complete the eLearning Special Training Request Form.