# Introduction

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

- 1. Go to the <u>eUTD Respondus page</u> to find the information on how to download and request license for the tool.
- 2. Refer to the <u>Respondus Training Materials</u> links for a quick guide, formatting and SSO Authentication.
- 3. Request training by submitting a <u>Faculty Training and Support</u> request.
- 4. Email <u>elearning@utdallas.edu</u> 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.

Publish	Wizard	×
1.	Add New Server Settings	(
1.	Preconfigured server settings may be available for: The University of Texas at Dallas	L
	Yes, check for preconfigured server settings	
2. (	○ No, I want to enter the server settings manually	
3.	5	
_	Back Next Cancel Help	

### Step 6 and 7:

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

Publish	Vizard	×
	dd New Server Settings X	
1.	Preconfigured server settings may be available for: The University of Texas at Dallas Yes, check for preconfigured server settings	
2.1	Choose Server X	
	More than one learning system is used at your institution of select the appropriate system from the list below Blackboard at UTD V	
3. 1	OK Cancel	
	Back Next Cancel Help	
-	Back Next Cancel Hep	

#### 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**.

Wizard			)
Preconfigured Server Settings Wiza	d		×
The University of Texas at Dallas 1. Enter a name to describe this Bi Exam Name for Course	skboard server (e.g. "M	y Bb Courses")	
		(not used)	
Save my User Name and Par (If this is a shared computer,	ssword on this computer. don't select this box!)		
Run connection test			
	ack Next	Cancel	Help
	Preconfigured Server Settings Wizar Success! The server settings have The University of Texas at Dallas 1. Enter a name to describe this fill Exam Name for Course Enter your login information for th User name (not used) Save my User Name and Pas (if this is a shared computer, or 3. Respondus can run a connection to make sure it can communicative (if the connection test The connection test The connection test 100	Preconfigured Server Settings Wizard Success! The server settings have been 8 for: The University of Texas at Dallas 1. Enter a name to describe this Blackboard server (e.g. "M Exam Name for Course Enter your login information for this Blackboard server User name (not used) Password Save my User Name and Password on this computer. (If this is a shared computer, don't select this box!) 3. Respondus can run a connection test using the above s to make sure it can communicate with your online course (If the connection test The connection test The connection test The connection test	Preconfigured Server Settings Wizard Success! The server settings have been 8 for: The University of Texas at Dallas 1. Enter a name to describe this Blackboard server (e.g. "My Bb Courses") Exam Name for Course Enter your login information for this Blackboard server User name (not used) Password (not used) Save my User Name and Password on this computer. (If this is a shared computer, don't select this box!) 3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course (If this proceeding the server test) The connection test

Note: Select Next if the connection does not start.

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## Step 11:

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



## Step 12 Enter your NetID and Password and select Login.



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## Step 13: Complete the Duo Authentication.

Blackboard Authorization			-		×
			Conti	nue Afte	r Login
	Choose an authentication method		1		
During		Send Me a Push			
DALLAS	🖑 Call Me	Call Me	-	-(	3
What is this? Is Add a new device	Passcode	Enter a Passcode			
My Settings & Devices Need help?	Remember me for 30 days		1		
Secured by Duo					

# 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**.

Publish Wizard	×					
1. Choose Course to publish to						
bbtraining20 - Tutorials & Demos						
2. Create or Replace Exam/Survey or Pool Exam/Survey						
Create new Exam     Formatting Preview						
O Replace existing Exam						
Pool						
O Create new Pool Formatting Preview						
O 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						
21						
Back Next Cancel H	lelp					

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## Steps 22 and 23:

On next screen, select where the test will appear in your course, then 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 must choose [Cancel] and create the folder using your browser, then press [Publish] again.	
Content Areas Area or Folder Learning Module Course Homepage Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-Asymmets B-BASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMANASYMAN	
<b>T</b>	
Back Next Cancel Het	þ

## Step 24:

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

Publish Wizard	×
1. The status window below will update after each step of the Publish process.	
Respondus 4.0.8.06 February 6, 2020	
Start Blackboard 9.1 SP10+ Publish	
Exam/Survey: Formatting Preview Uploading Questions	
Linking Exam to Content Applying settings	
Completed successfully	
24	
24	
·	
Back Finish Cancel	Help

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

Quizzes a	and Tes	its 💿		
Build Conte	ent v	Assessments 🗸	Tools 🗸	Partner Content 🗸
	<u>Forma</u>	<u>tting Preview</u> 🛇		
	Availab	ility: Item is hidden f	rom students.	

## UTD eLearning Contacts:

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## Special Training Requests:

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