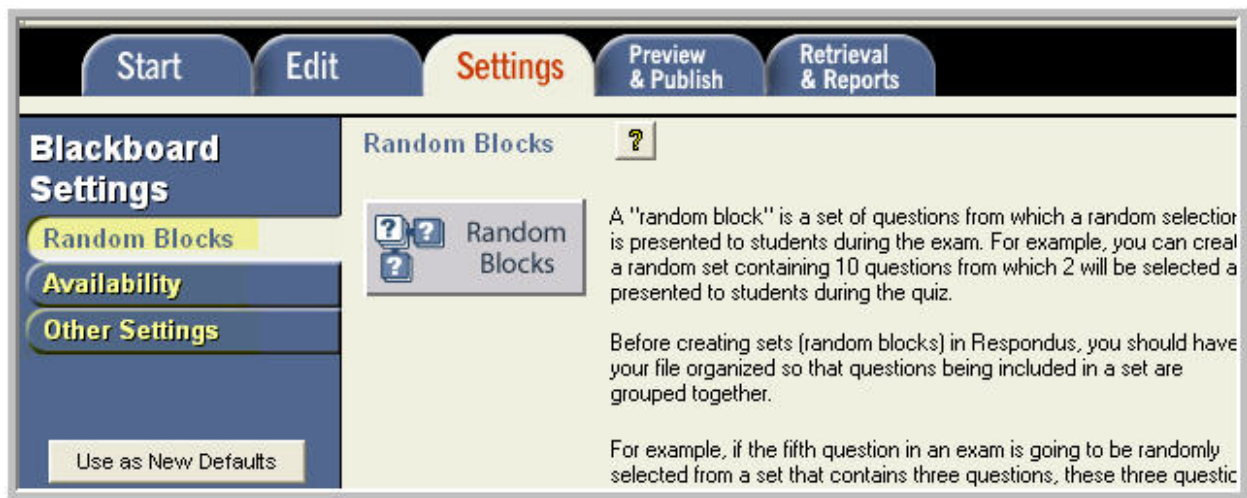


Apply Settings and Publish files in Respondus

1. Apply Settings

After we finish the quiz question creation, we will apply setting to them. The settings will be used if we choose “Apply setting” when upload files into Blackboard.



- a. Use Random Blocks to create question set in simple way
- b. Availability: set up quiz time duration, quiz availability...

2. Publish files

- a. Copy the URL from Blackboard login page and paste it to “1” in the image below
- b. In a Blackboard course where you’d like to upload the quiz questions
 - i) Click the Control Panel
 - ii) Copy the URL in the browser address bar
 - iii) Paste it into “2” as in the image below
- c. Click “Extract” button in “3”
- d. Type in your User name and Password
- e. If you work on your personal computer, you may check the box to remember your log in, and then you will not need to type them in for later use.

Blackboard Server and Course

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.)

2. In your browser go to the course you want to use, then go to the "Control panel" page and copy the Address into the box below

3. Press Extract

Extract >>

Server name, e.g. "bboard1.univ.edu"	Course ID, e.g. "_2_141"	
<input type="text" value="csuci.blackboard.com"/>	<input type="text" value="_17899_1"/>	
Login type	Login page	Institution code
<input type="text" value="JSP-1"/>	<input type="text" value="/webapps/login?new_loc=%2Fwebapp"/>	<input type="text" value="0"/>
Server Port	<input type="text" value="80"/>	Secure Server? <input type="checkbox"/> Yes, HTTPS:// always
Login Port:	<input type="text" value="443"/>	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:

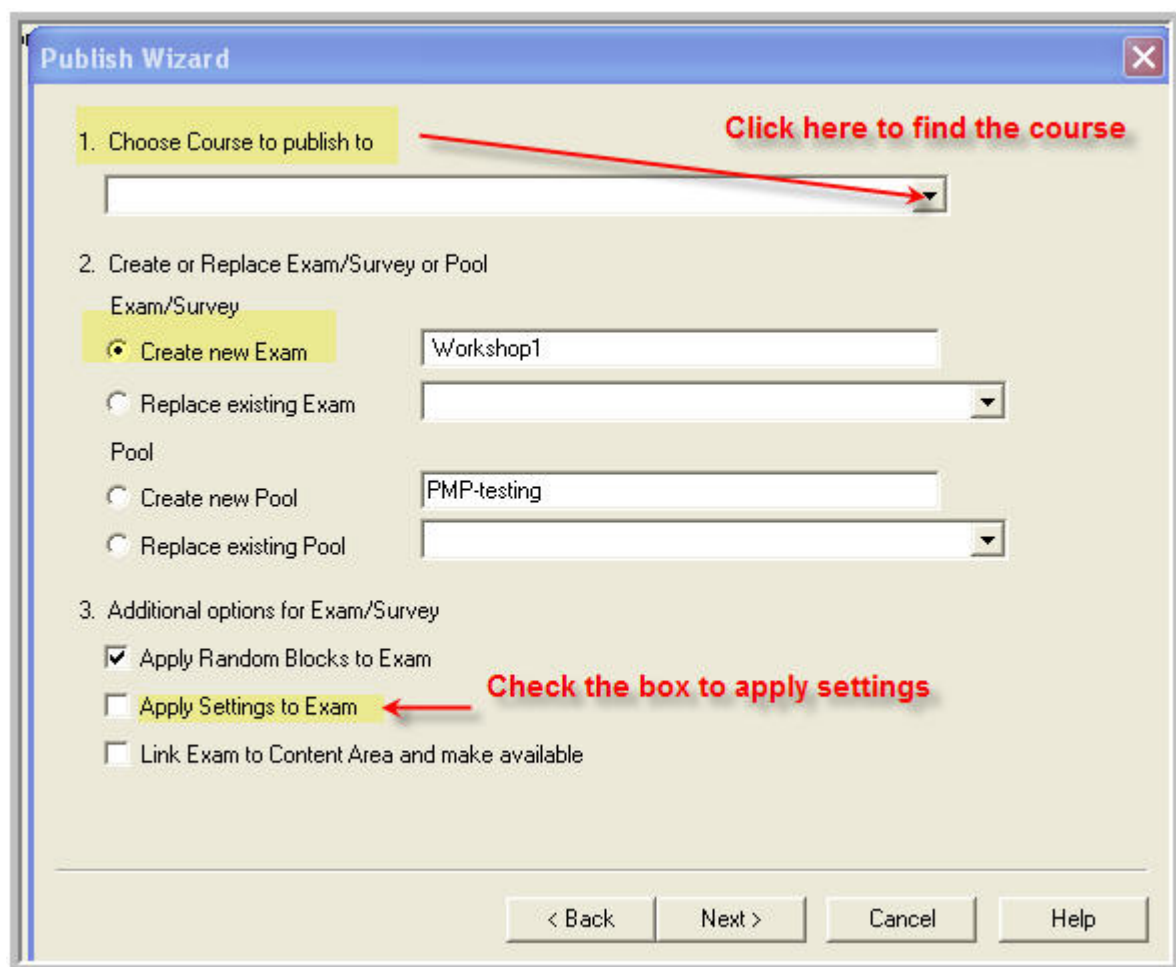
Description Version

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

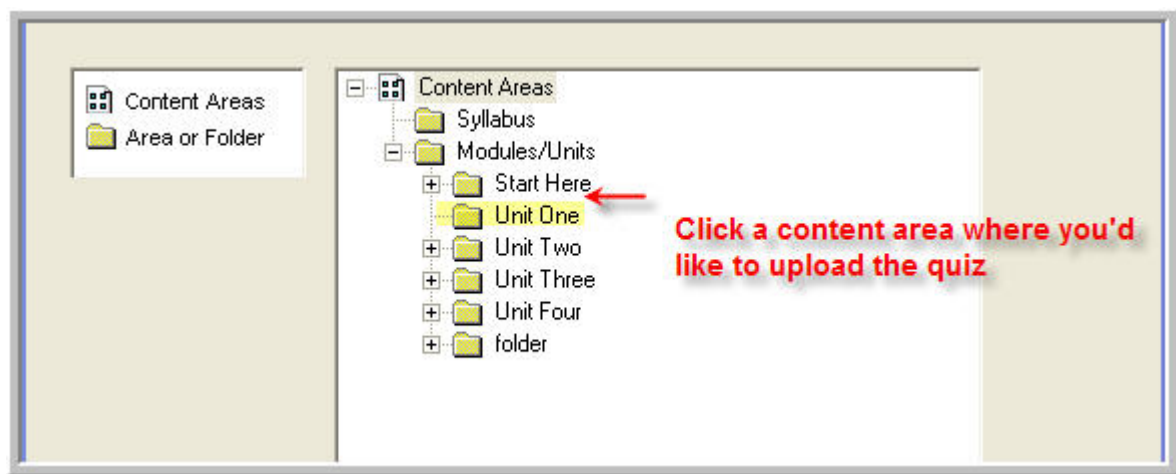
User name Password

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

- f. Choose the course from the drop down list
- g. Click " Create new Exam" radio button to upload a new exam
- h. Check "Apply settings to Exam" to use the settings in Blackboard



- i. Click a content area you'd like to make the quiz available to students



- j. Check the quiz in a Blackboard course