



How do I upload a test using Respondus?

Adding a Blackboard test using Respondus

1. Double-Click on the "Respondus" icon
2. Click on the "Import Questions" button
3. Select the type of file
4. Click the "Browse" to find the file to import
5. Click on the file and click on the "Open" button
6. Type a name for the new document
7. Click on the "Preview" button
8. Click on the "Finish" button
9. Edit and Modify settings (as needed)
10. In the Preview and Publish tab click on "Publish to Blackboard"
11. Click on the "Publish Wizard" button
12. Follow the steps in the wizard
13. Click on "Edit View" (upper right corner)
14. Click on the "Add Test" button
15. Click on the test to add from the Add Test list
16. Click on the "Submit" button
17. Click on the "OK" button
18. Click on the "Modify the Test" link to modify the Test Canvas or Click on the Modify the Test Options" link to modify the Test Options (if needed)
19. Click on the "OK" button