How to Publish Assessments to a Multiple (Batch) Course Shells:

1. Launch Respondus, and open the exam/quiz you would like to publish to Blackboard

2. **Click** on the **Preview & Publish** tab from to top row tab menu.

3. **Click** on the **Publish to Blackboard** tab located on the left side of the screen.

4. **Click** on the **Publish Wizard** button

5. Make sure the radio button labeled **Publish to single course** is selected.

6. Using the drop-down box labeled **Blackboard Server**, select your Blackboard server profile that you use to publish to Blackboard.
NOTE: You should have setup your server profile prior to attempting to publish (upload) an exam/quiz. If you have not setup a profile, please carry out part one of the steps for publishing to Blackboard (XXXX).

7. Click the Next button

TIP: if Respondus says it has a problem accessing Blackboard, please go back and redo the steps for setting up your profile.

8. Select each of your courses where you would like to publish (upload) your assessment.

9. If you are adding a new exam to your course, then there will be no need to make any changes to the settings located in #3 of the publish screen.

If you are replacing an existing exam/quiz, then make sure you click the radio button labeled Replace exam (will fail if student responses exist).

10. Check and uncheck settings listed in Additional options for Exam/Survey area based on how you want your setting applied upon publishing (upload) your exam/quiz to your course.

11. Click the Next button.

12. Select where you would like Respondus to publish (upload) your assessment based on your course shell content structure.
To select where you would like to place your exam/quiz, locate the content area represented by a folder, and click on the “+” symbol to open that content area. Once you have navigated to where you would like to place your exam/quiz click the Next button.

13. Now Respondus will publish (upload) your exam/quiz to your selected courses. You will know when the exam/quiz is done being published (uploaded) as the last statement in the status window will show **Completed successfully... -Published to X courses.....-End**

**Blackboard 6.3+ Batch publish --.**

| Published to 2 courses, No errors, 2 warnings |
| - End Blackboard 6.3+ Batch Publish - |

14. **Click** the **Finish** button

15. You should now either have an exam/quiz published ready for students to take, or have uploaded an exam/quiz to your selected course’s test manager area for later deployment – depending on what exam/quiz setting you had selected prior to publish (upload).

If you need assistance with publishing your assessment to Blackboard using Respondus, please do not hesitate to contact the Instructional Technologies & Distance Learning (ITDL) department via phone 614.287.5991.