How to Publish Assessments to a Single Course Shell:
Respondus allows you to easily publish assessments to either a single course or to multiple courses at one time.

1. Launch Respondus, and open the exam/quiz you wish to publish to your course.

2. **Click** on the **Preview & Publish** tab in the top row 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.

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. **Click** on the **Choose course to publish to drop-down box** and select the course you wish to publish your exam/quiz to.

9. **If you are adding a new exam** to your course, there will be no need to make any changes to the settings located in #2 of the publish screen.

   **If you are replacing an existing exam/quiz,** then make sure you click the radio button labeled Replace existing Exam, then click on the drop-down box and select the exam/quiz you wish to replace.

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** to publish exam/quiz to selected course.

12. If you had selected the setting **“Make exam visible to students”**, then you will need to let Respondus know where to place the exam/quiz in your selected course.

   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 course. You will know when the exam/quiz is done being published (uploaded) as the last statement in the status window will show **Completed successfully**.

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.