

# Respondus

Respondus is a **Windows-based** authoring tool that makes it easy to create and manage exams for Blackboard.

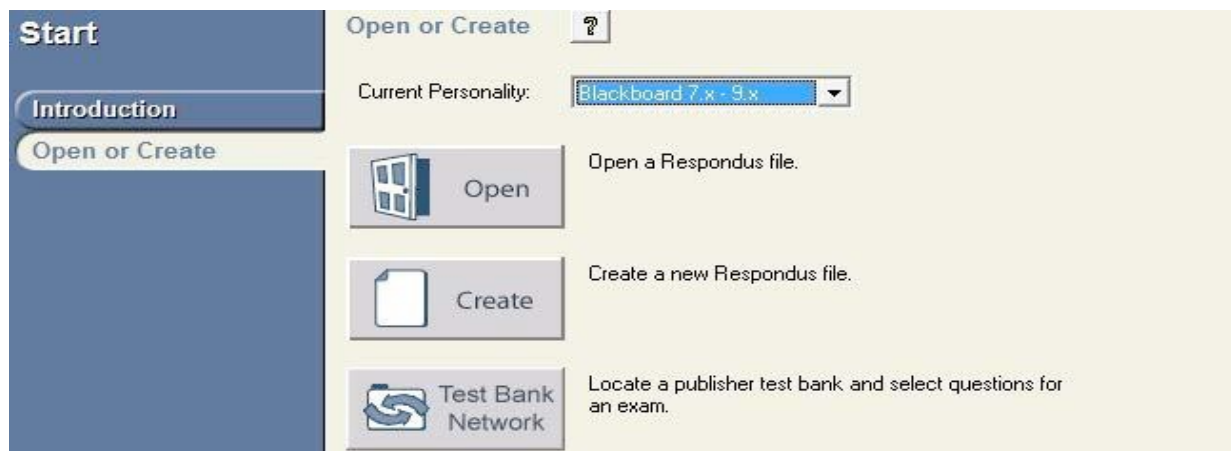
Respondus must be installed on your computer. If you wish to install it, contact [bbadmin@gvsu.edu](mailto:bbadmin@gvsu.edu) and you will be added to an organization on Blackboard called Respondus. In this organization you will be able to download the latest version of Respondus and find all the login information that you need to set up the program on your computer.

## Installing Respondus

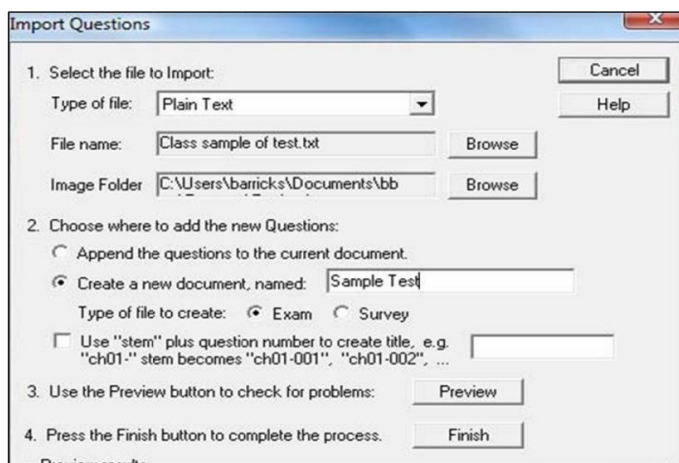
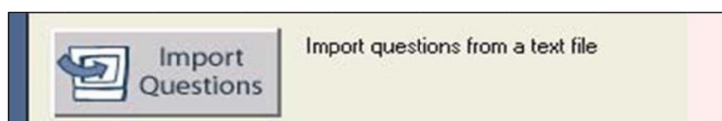
1. Download **Respondus4.exe** from the Respondus BB site to your Windows machine.
2. Install Respondus 4.0 on your computer.
3. Make your choice on Installing the Equation Editor
4. Locate the Respondus Icon on your desktop
5. Fill in the registration information based on the data given on the Respondus BB site.
6. Click **License**
7. It is your choice if you would like to sign up for the Respondus newsletter.
8. For the course management system choose 6.03 - 9
9. Click **OK**



Your file must be saved at Plain Text or Rich Text Format. Closing the file and reopening it to make sure all is A-Okay after you convert it to RTF or TXT.



## Click Import questions



## Click Preview

\*\*\*Check for problems and fix the original file. If problems found, upload again.

Once you are ready to upload your exam to Blackboard, select the “Publish Wizard” from the “Preview and Publish” taskbar in Respondus.



Review the publishing options and click “Next”.

A screenshot of the 'Publish to Blackboard' wizard. It has three steps. Step 1: 'Type of Publish - Local File, Single Course, or Batch Publishing'. The 'Publish to single course' radio button is selected. Step 2: 'Choose an existing server, or "add new server" to add settings information for a new server'. The 'Blackboard Server' dropdown is set to '- add new server -'. Below it, the 'Settings' section shows 'Server: bb.gvsu.edu', 'Server Port: 80', and 'User: barricks'. There is an 'Edit Settings' button. Step 3: 'Press [Next] to connect to server'. The 'Next' button is circled in red.

The **Add New Server Settings** screen will appear. Select the **No, I want to enter the server setting manually** button and click **Next**.

A screenshot of the 'Add New Server Settings' dialog box. It has a title bar 'Add New Server Settings'. The text inside says 'Preconfigured server settings may be available for: Grand Valley State University'. There are two radio buttons: 'Yes, check for preconfigured server settings' and 'No, I want to enter the server settings manually'. The 'No' option is selected.

You will be prompted to enter your server information:

In **line 1**, you should copy and paste the URL of the GVSU Blackboard Login page – <https://mybb.gvsu.edu>.

For **line 2**, simply click on the Blackboard course you wish to add the test to and copy the URL into line 2.

Click the **Extract>>** button on item 3 to auto populate the rest of the fields.

If **Login page** remains empty, **copy line 1** into the empty field.

Next, add **GVSU Server** into the **Description** field.

In the **Username** and **Password** fields type in your myBB log in information.

\*\*\*Make sure the information on your screen is as it is shown on the screenshot below with the exception of your course URL and your username and password. *You may want to check the Remember Me box.*

**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 a course you have instructor rights to, then copy the Address into the box below
3. Press Extract

|  |  |
|--|--|
| Server name, e.g. "bboard1.univ.edu"                                       | Course ID, e.g. "_2_141"                           |
| <input type="text" value="mybb.gvsu.edu"/>                                 | <input type="text" value="_181055_1"/>             |
| Login type   | Login page   |
| <input type="text" value="JSP-1"/>   | <input type="text" value="https://mybb.gvsu.edu"/> |
| Server Port  | Institution code                                   |
| <input type="text" value="443"/>   | <input type="text" value="0"/>                     |
| Secure Server?   |  |
| <input checked="" type="checkbox"/> Yes, HTTPS:// always                   |  |
| Login Port:  |  |
| <input type="text" value="0"/>   | 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!

You can now select which course the exam should be published in.

1. Choose Course to publish to

2. Create or Replace Exam/Survey or Pool

Exam/Survey

☐ Create new Exam

☐ Replace existing Exam

Pool

☒ Create new Pool

☐ 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

Once you have entered the information and clicked **Next** a status window will inform you that the exam is being uploaded to Blackboard.

Publish Wizard

1. The status window below will update after each step of the Publish process.

Respondus 4.0.5.00 May 17, 2012

-- Start Blackboard 9.x Publish --

Exam/Survey: Sample Test 1

Uploading Questions

Linking Exam to Content

Applying settings

Completed successfully

**Click Finish.** You can now review your exam in Blackboard. Please make sure that you make it available in Blackboard to your students. Also specify the question types you have uploaded through Respondus on Blackboard.