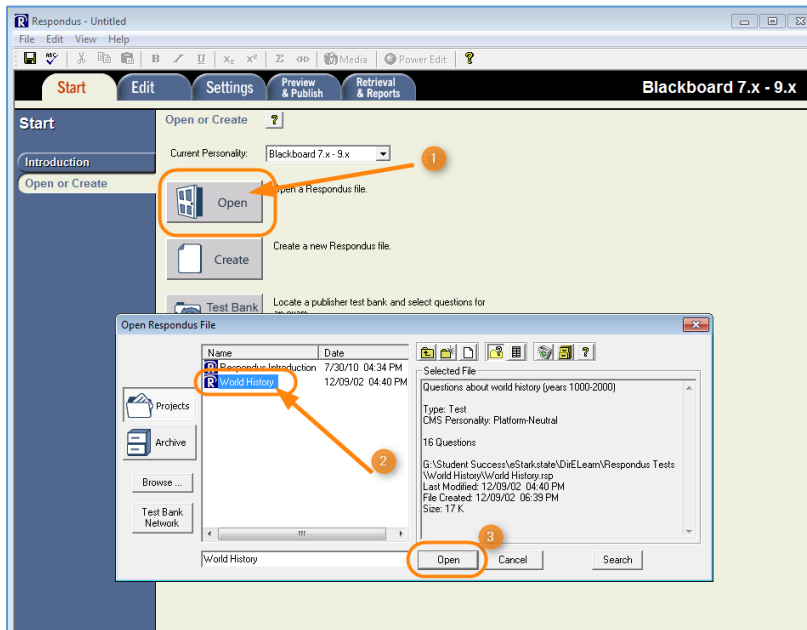


# Uploading Respondus Files to Bb

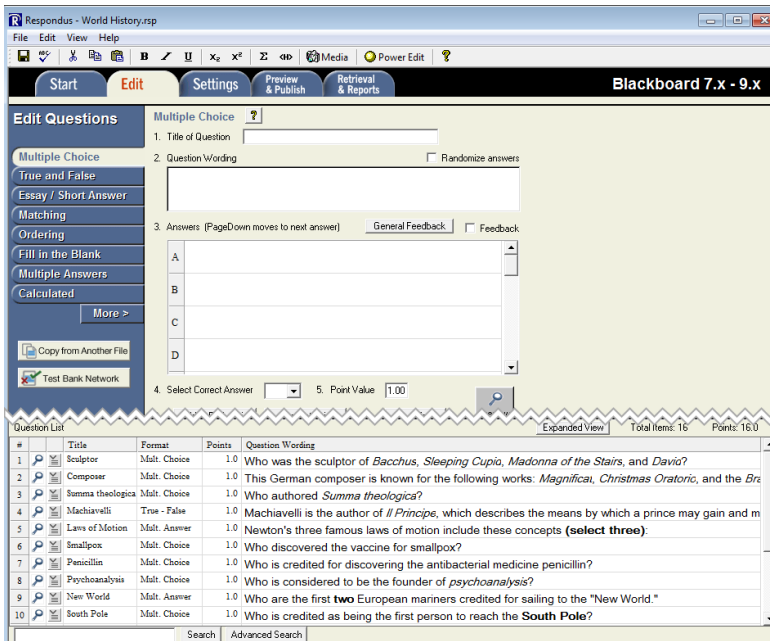
Once the test has been created in Respondus, you'll want to upload it to Blackboard.

## Directions:

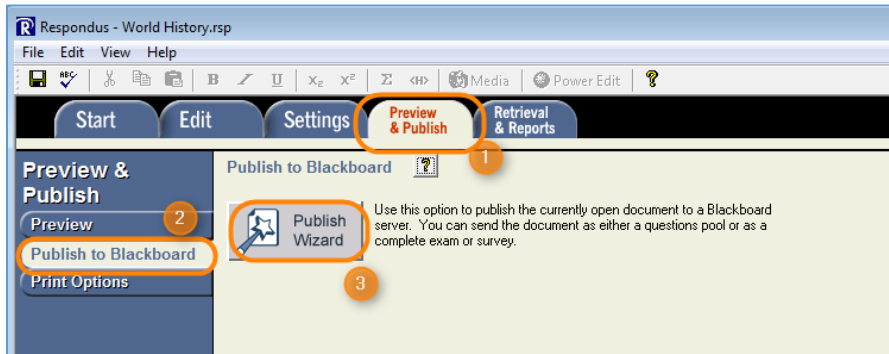
1. Open the Respondus software on your computer and then open the test you created.



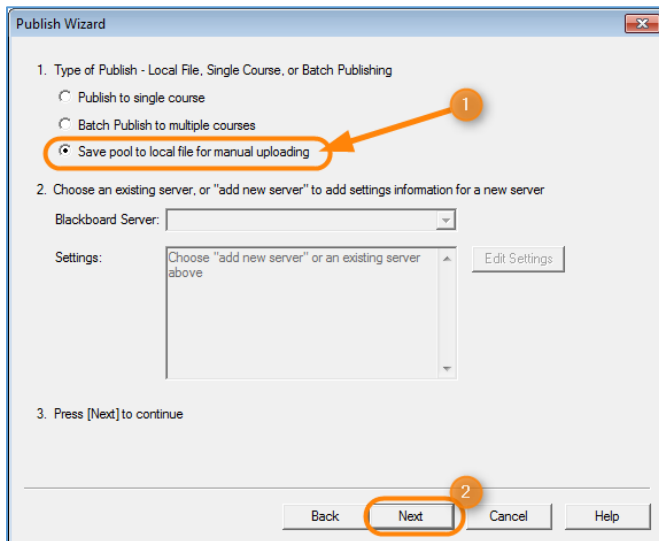
2. The test content will appear in the next window.



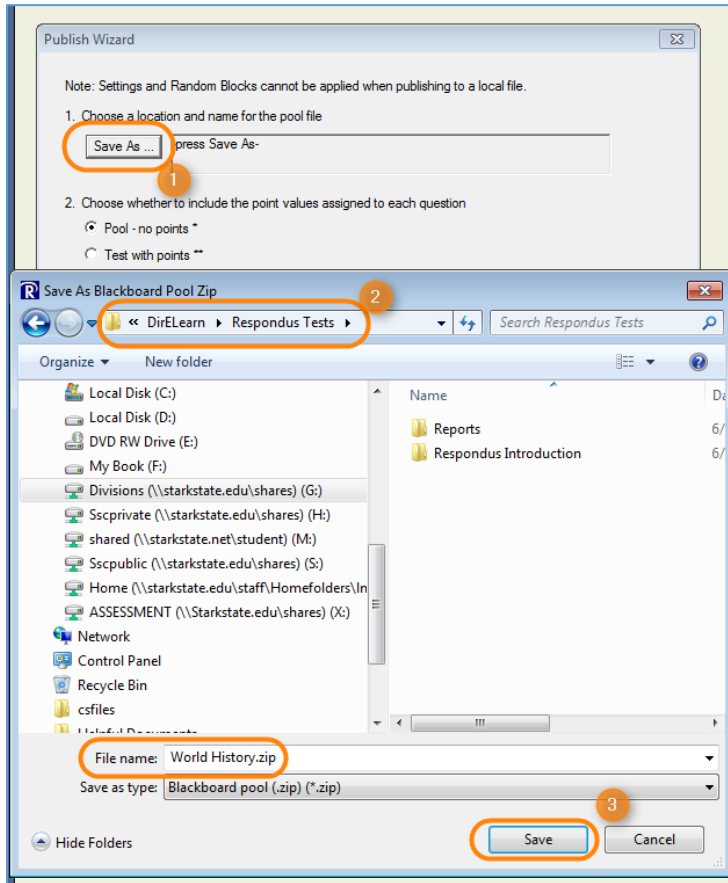
3. Click the **Preview & Publish** tab (1) and then choose the **Publish to Blackboard** (2) link on the left side of the screen. Then click the **Publish Wizard** button (3).



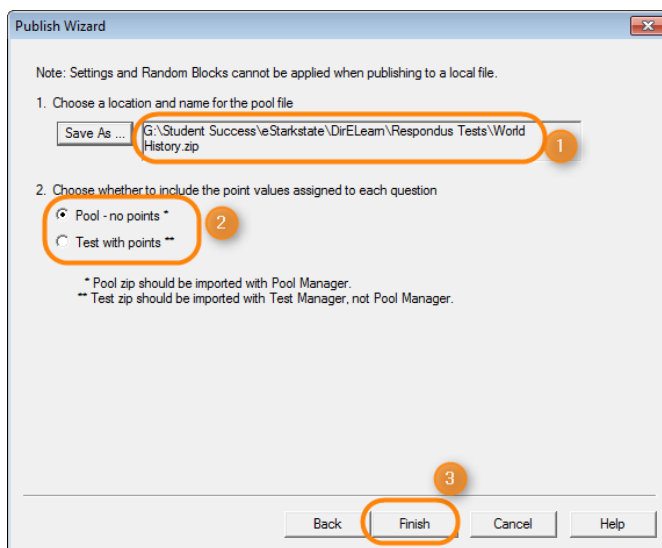
4. On the Publish Wizard screen, click the **Save pool to local file for manual uploading** radio button. Then click the **Next** button.



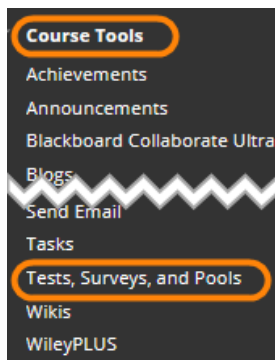
5. Click the **Save As** button, then when the Save As dialogue box opens, navigate to the location you want to save your tests and click the **Save** button.



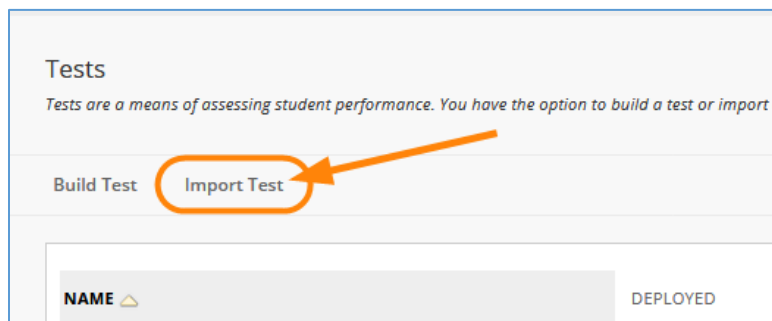
6. You'll see the location string in the Save As window. Use this to verify you're saving the file in the correct location. In item 2, choose whether this is a **Question Pool** or a **Test with points**. Finally, click the **Finish** button.



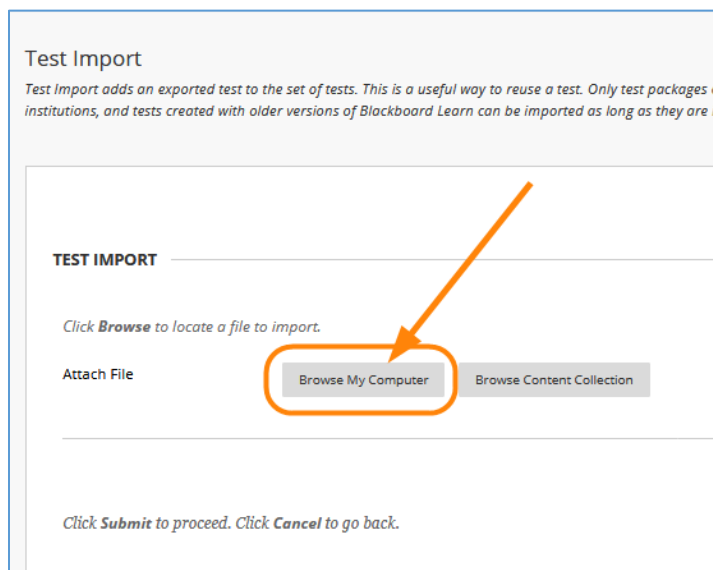
- Next, open the course in Blackboard to upload the test.
- Navigate to the **Course Tools** and choose **Tests, Surveys, and Pools**.



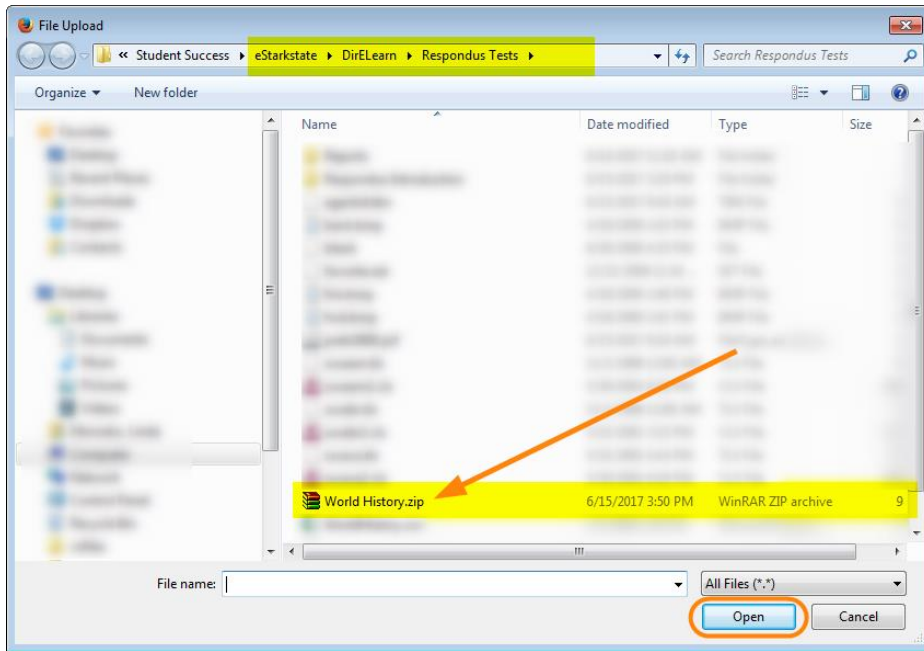
- Choose the **Import Test** option.



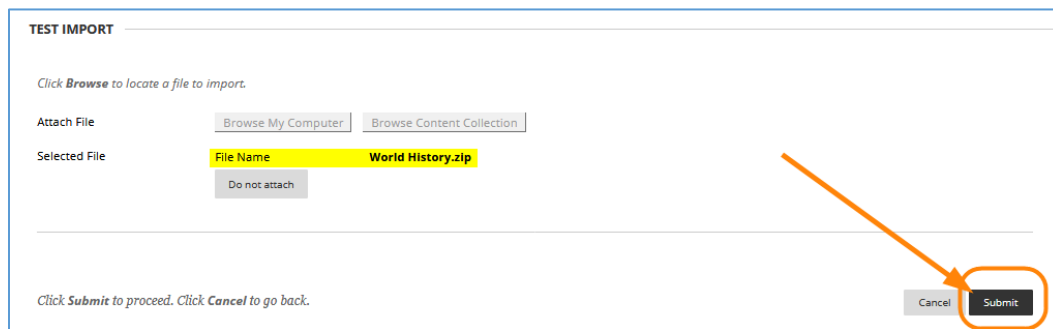
- Click the **Browse My Computer** button to Locate the saved .zip file on your computer (Step 5 above).



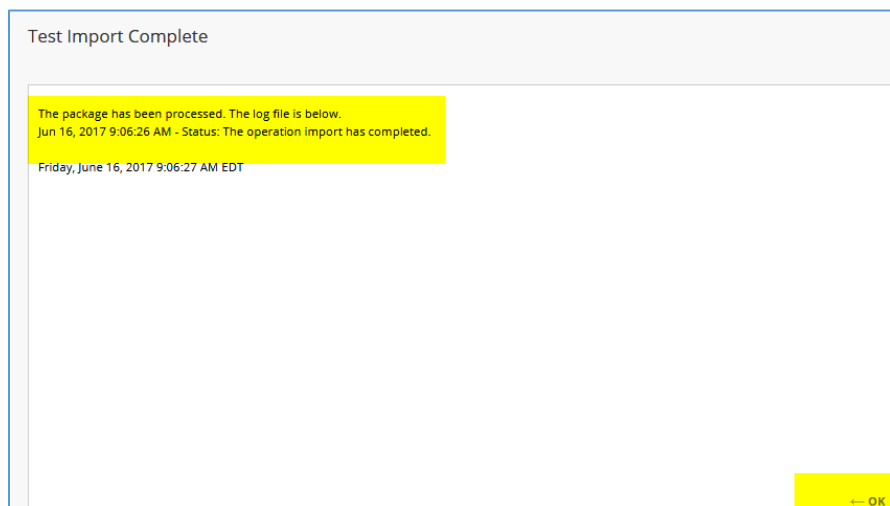
11. Find the file, click the file name and click the **Open** button.



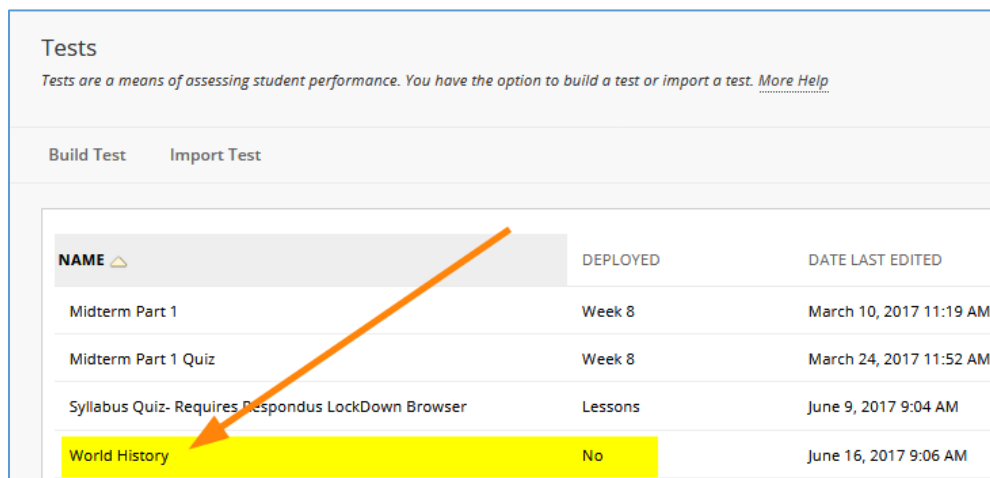
12. Verify the file name and then click **Submit**.



13. When the test has been imported, the following screen will appear:

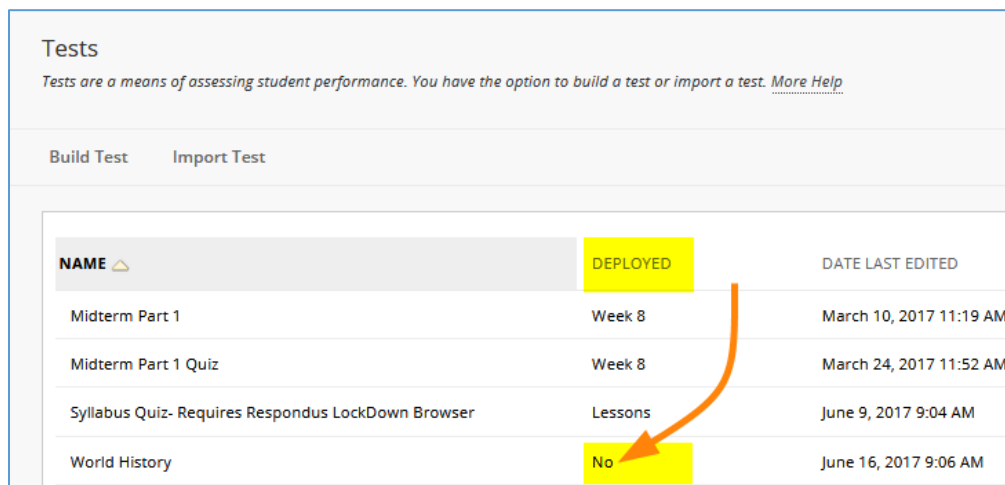


14. Click **OK** and the test will be displayed on the **Tests** screen.



| NAME   | DEPLOYED | DATE LAST EDITED        |
|--|----------|-------------------------|
| Midterm Part 1                                     | Week 8   | March 10, 2017 11:19 AM |
| Midterm Part 1 Quiz                                | Week 8   | March 24, 2017 11:52 AM |
| Syllabus Quiz- Requires Respondus LockDown Browser | Lessons  | June 9, 2017 9:04 AM    |
| World History                                      | No       | June 16, 2017 9:06 AM   |

15. Notice that this test is set to “**No**” in the **Deployed** column. In order for the test to be accessible to students, it must be deployed.



| NAME   | DEPLOYED | DATE LAST EDITED        |
|--|----------|-------------------------|
| Midterm Part 1                                     | Week 8   | March 10, 2017 11:19 AM |
| Midterm Part 1 Quiz                                | Week 8   | March 24, 2017 11:52 AM |
| Syllabus Quiz- Requires Respondus LockDown Browser | Lessons  | June 9, 2017 9:04 AM    |
| World History                                      | No       | June 16, 2017 9:06 AM   |

16. Click this link to follow our instructions on [deploying a test](#).

17. If you want to review the questions, click the **chevron** and choose **Edit** to look at the questions in Blackboard. For more editing information, see the instructions on how to [Add a Test](#).

