

# Instructions for Importing and Publishing Questions to Blackboard

## Prepare Your Questions for Importing

Respondus allows you to import multiple-choice, true-false, paragraph, short answer, matching, and multiple response questions from a file that can be published into ELMS.

The first thing you will need to do is prepare a file containing the questions you want to import. *Instructions* for doing this and then importing them into Respondus are available in Respondus *Help*. Follow the steps below to locate them:

1. Open Respondus.
2. Make sure the Current Personality is set to Blackboard 6.3 - 7.x.
3. Click **Help>Help Topics** in the top menu bar.
4. With the Help **Contents** tab selected, double-click the category **Start Menu**.  
[Alternatively, you can click the Index tab, and type in the word "importing." This will find the section on importing questions.]
5. Double-click **Importing Questions into Respondus**. You will see a complete set of instructions for Importing Questions. Questions will need to be formatted using the Respondus simple "standard format." Start with Step 1: You can access the standard format instructions by clicking on the "**Standard Format**" link. Scroll through the page to locate the question format you need (e.g., multiple-choice, true/false, etc). We suggest printing this page as a reference.

Once you have prepared your questions file, complete the remaining steps (Steps 2 - 4) in the Importing Questions instructions.

When the questions have imported you will see them listed at the bottom on the screen. You are now in the Edit mode (the Edit tab is selected).

## Edit Questions in Respondus (optional)

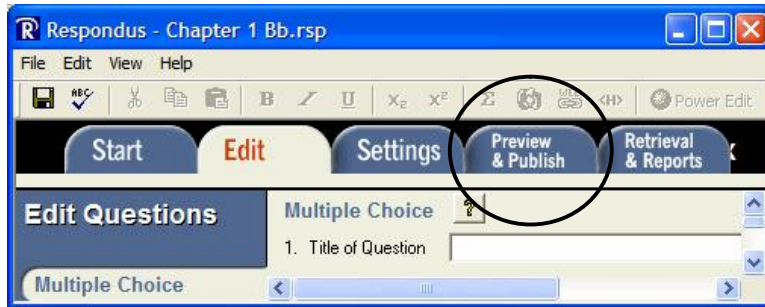
If you are satisfied with your questions, you may skip directly to the Previewing and Publishing step.

If you wish to edit your questions, you may read about the available Edit features under Help > Help Topics > Editing a File.

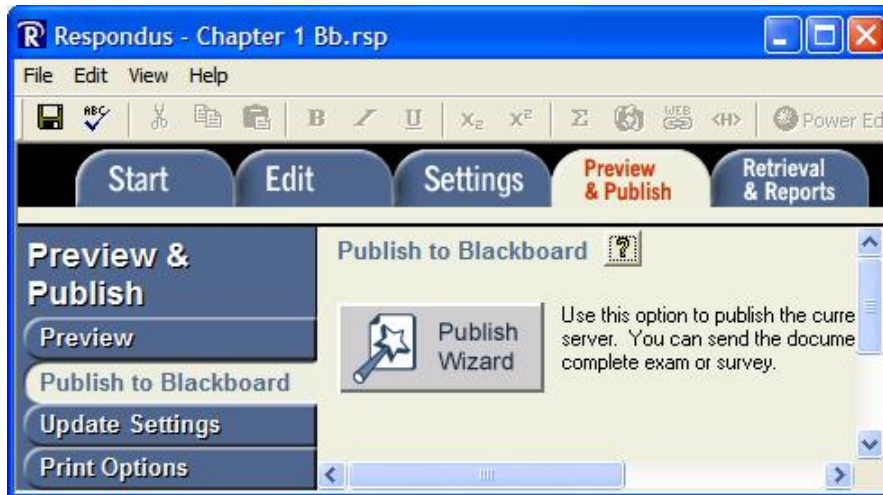
## Publish Quiz/Survey/Questions to Blackboard

When you are ready to publish your questions to Blackboard, follow the steps below:

1. Select the **Preview & Publish** tab along the top.



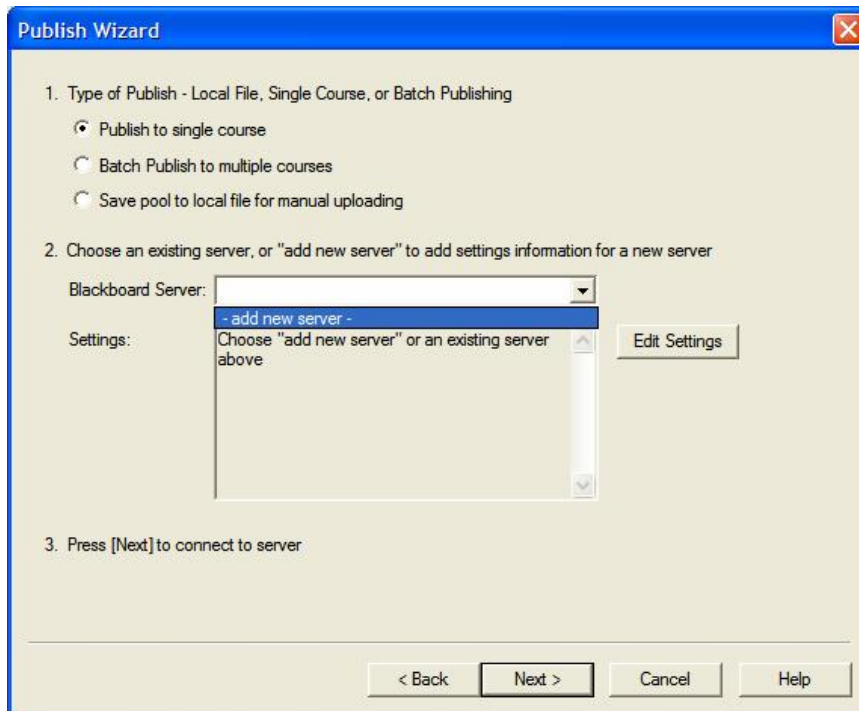
2. Select the **Publish to Blackboard** tab on the left.
3. Click the **Publish Wizard** button. The Publish Wizard window appears.



4. In the first step, you have the following options:
  - Publishing questions to a single Bb course.
  - Publishing to multiple courses in a single batch. Use batch publishing if you have more than one Blackboard course you into which you would like to publish the current quiz. For example, TA sections.
  - The third option simply allows you to save the file in a format that can be uploaded manually into Bb without Respondus.

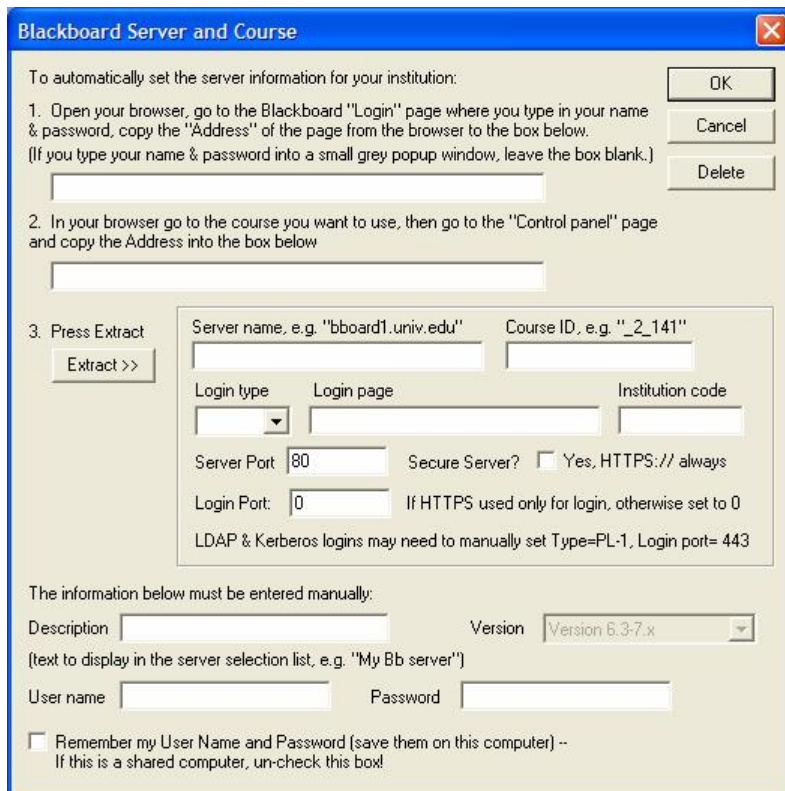
### **Set-up the Blackboard Connection (*You only have to do this one time per computer!*)**

5. Step 2 connects Respondus to the Blackboard server. If you have not set up a connection to Bb before, you can do it at now by selecting – **add new server** –.

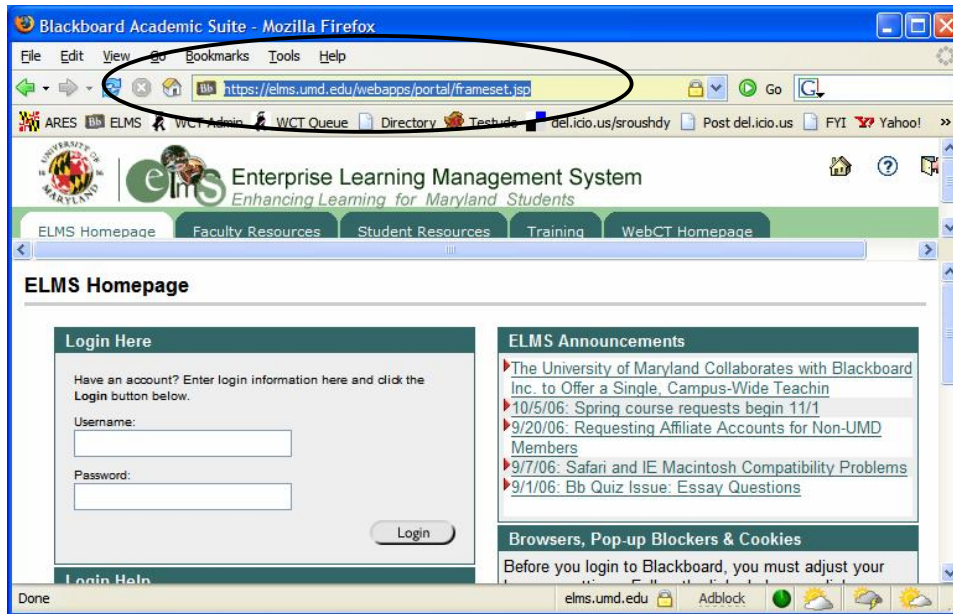


6. The first two steps assist you in getting information to complete step 3, the actual settings needed to connect to the server. Click the **Next** button.

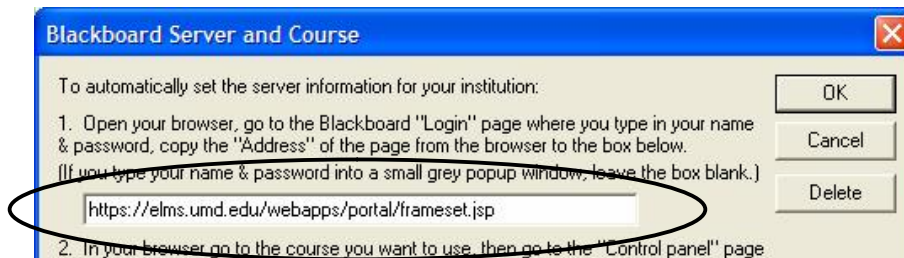
**Note:** Completing this form will configure a method of connecting directly to your ELMS Blackboard courses. These settings will be saved, so you only need to complete this form one time for the computer you are using.



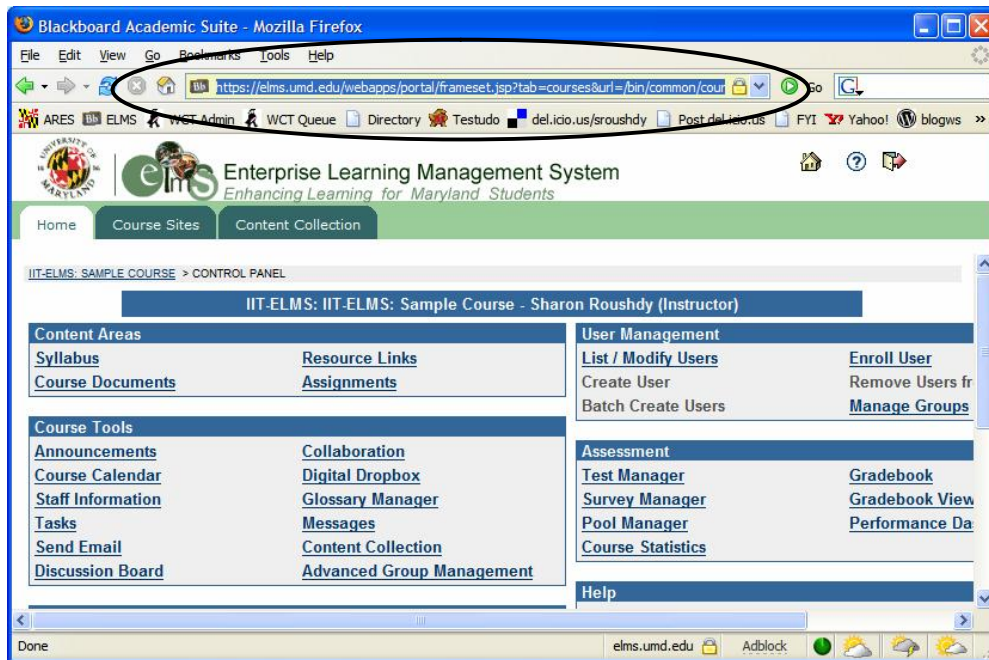
7. To get information for step 1, open your browser and go to the Blackboard login page: *elms.umd.edu*.
8. Copy the URL (or address) from the browser window.



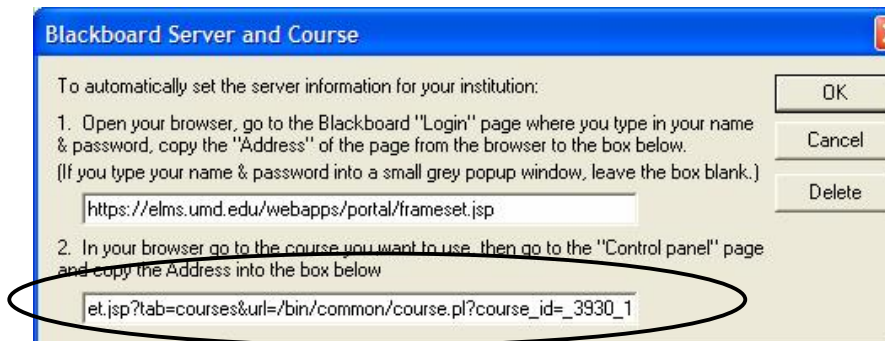
9. Leave your browser open (you can minimize it), because you'll return in a moment to copy one more URL.
10. Return to Respondus and paste the URL in the first text box.



11. Go back to **http://elms.umd.edu** and login.
12. Go to the *Control Panel* of any ELMS course in which you are an Instructor.
13. Copy the URL (or address) from the browser window.



14. Return to Respondus and paste the URL in the second text box.



15. Click the **Extract** button. The necessary information is filled automatically.



**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 the course you want to use, then go to the "Control panel" page and copy the Address into the box below

3. Press Extract

Server name, e.g. "bboard1.univ.edu"  Course ID, e.g. "\_2\_141"

Login type  Login page  Institution code

Server Port  Secure Server?  Yes, HTTPS:// always

Login Port:  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!

16. Next, type in a **Description** for the connection, such as "ELMS."

17. Then, type in *your* **Username** and **Password**. This is the same ID you use to login to ELMS.

18. Finally, you may check the "Remember my Username and Password" if you don't want to sign in each time. However, if you share your computer with others, it is better not to check this box.

The information below must be entered manually:

Description  Version

(text to display in the server selection list, e.g. "My Bb server")

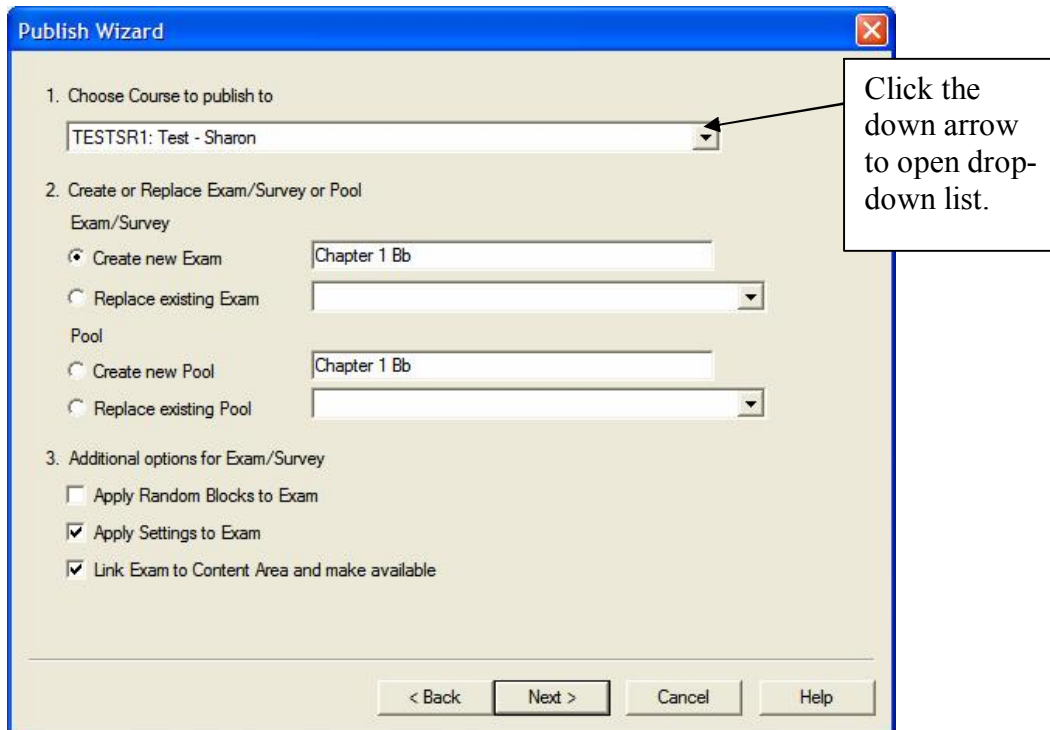
User name  Password

Remember my User Name and Password (save them on this computer) --  
If this is a shared computer, un-check this box!

19. Click the **OK** button. Your settings will be saved, so the next time you need to publish to ELMS, you can connect immediately when you select the server.

20. Once the connection is made, you will be able to see your Blackboard courses listed in the "**Choose Course to publish to**" dropdown menu. From the list, select the course into which you want to publish the exam or survey.

## Select the Exam/Survey and Options; then Publish



21. In step 2, you have four options: The **first two** options relate to either creating a new exam (test or quiz) or replacing an existing exam. When you publish as an “exam,” you can also publish any settings and also add it to a Content Area of your course.

The **second two** options relate to having questions in a Pool. Pools are a group of questions that can be added to one or multiple exams or surveys. *The primary advantage of having questions in Pools is that they are a good way of organizing large numbers of questions. They also allow you to pull a sub-set (or sub-sets) of questions randomly for a test/quiz, if desired.*

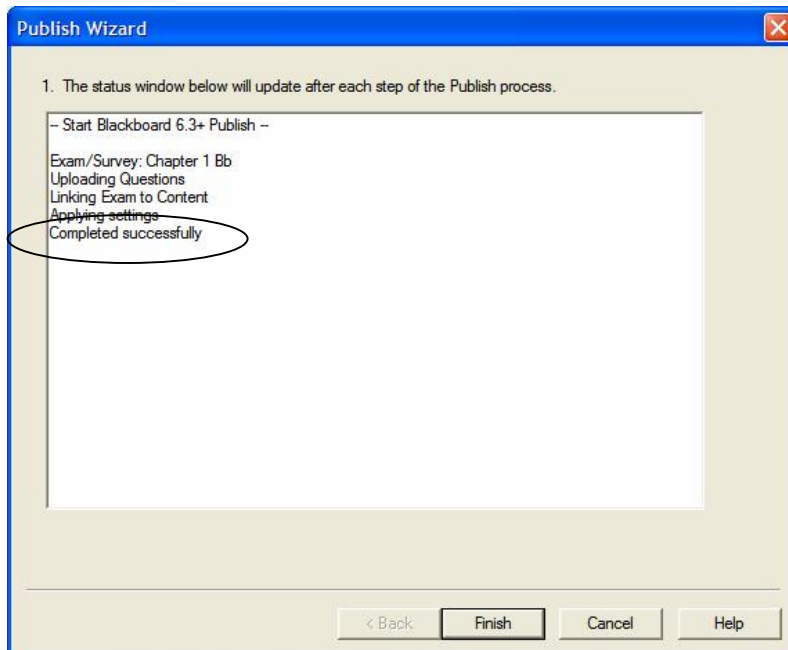
If you select the “Create new Pool” option, you would need to go to your course and then add the exam or survey by going to the *Test Manager* or the *Survey Manager*. At that point, you simply select the desired questions from the Pool or Pools you have created previously.

22. The options in step 3 are only valid when creating a new Exam or replacing one. If you are creating or replacing an exam, you can choose to apply any random blocks or other settings you may have configured in Respondus.
23. The last option allows you to make your quiz available to students in a Content Area of your choice.
24. When ready, click the **Next** button.
25. If you chose to link your exam to a Content Area, you will see this window. Simply select the desired Content Area from those available (*not an option, if publishing as a pool*).



26. Click the **Next** button to beginning the publishing process.

27. Once the process has completed, click the **Finish** button.



28. The exam, quiz, survey, or pool is now in your ELMS Blackboard course.

**Notes:** As an Instructor, you can manage/edit your quiz or pool under Test Manager or Pool Manager, on the Control Panel.

- If you published your Respondus file as an “Exam” and specified a Content Area, go to the Content Area and check the **Modify > Modify the Test Options** links of the test/quiz to set the availability settings.



- If you published your Respondus file as a *Pool*, you will need to create a new Test and add questions from the pool (or pools). From the Control Panel, go to the Content Area (where you would like to place the quiz for your students), then select the “+Test” option.
- **For information on setting up your quiz in ELMS, please download the following two handouts: Tests and Surveys "The Basics" or Tests and Surveys Using Question Pools, under the *Training* tab at <http://elms.umd.edu> (you must be logged out to see the *Training* tab).**