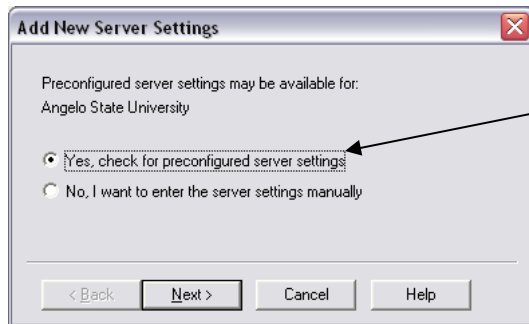


## Respondus – Connecting to the Server

The first time you use Respondus to upload a quiz, you will need to tell it how to connect to the Blackboard server.

- Open Respondus 3.5 Campus-wide.
- Select the Preview and Publish tab and choose the Publish to Blackboard menu item.
- Click the Publish wizard button.
- In part 2, choose "– add new server –" from the drop down menu to set up a connection to the Blackboard server.

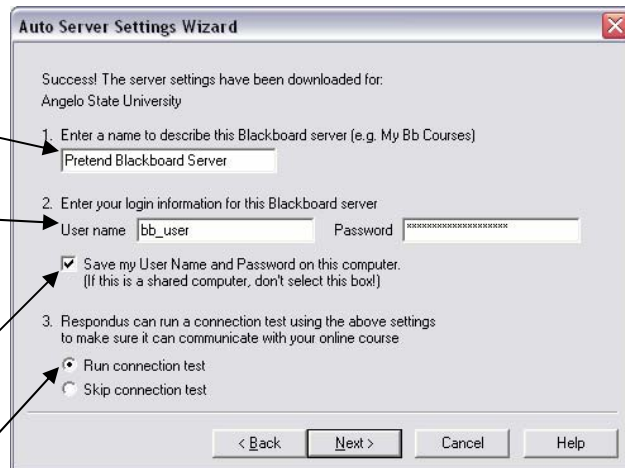
Respondus presents a dialog box that asks if you have preconfigured server settings, which means that if you have used Respondus on your computer in the past and have already setup the server settings, Respondus can retrieve them so you do not have to do it again.



- Choose 'Yes, check for preconfigured server settings' and click Next.

Respondus recognizes your previous settings and presents the message below:

- First, you will enter your own description for the settings.
- Next, you will enter your Blackboard username and password.
- We recommend you check the box that says 'Save my User Name and Password on this computer' as long as you are the only user of your computer.



- Next, Respondus can run a connection test to verify it can communicate with Blackboard. Choose 'Run connection test' and click Next.
- Respondus will display the results of the connection test in a dialog box. Click Next.
- Finally, click Finish to accept the server settings.