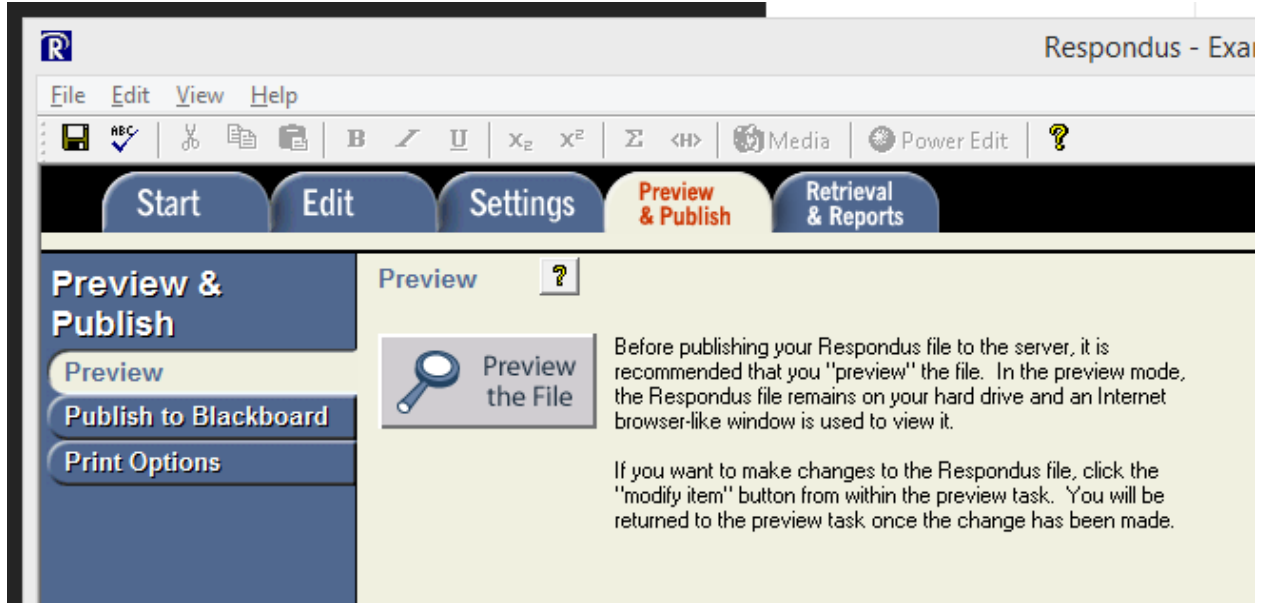
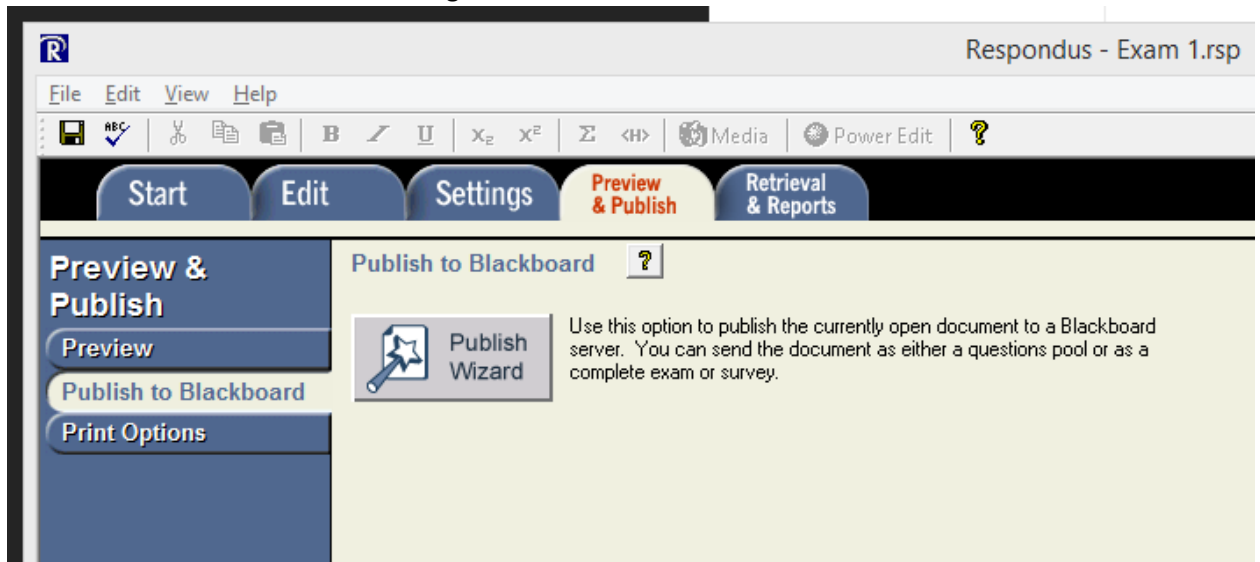


Uploading exams to Blackboard using Respondus.

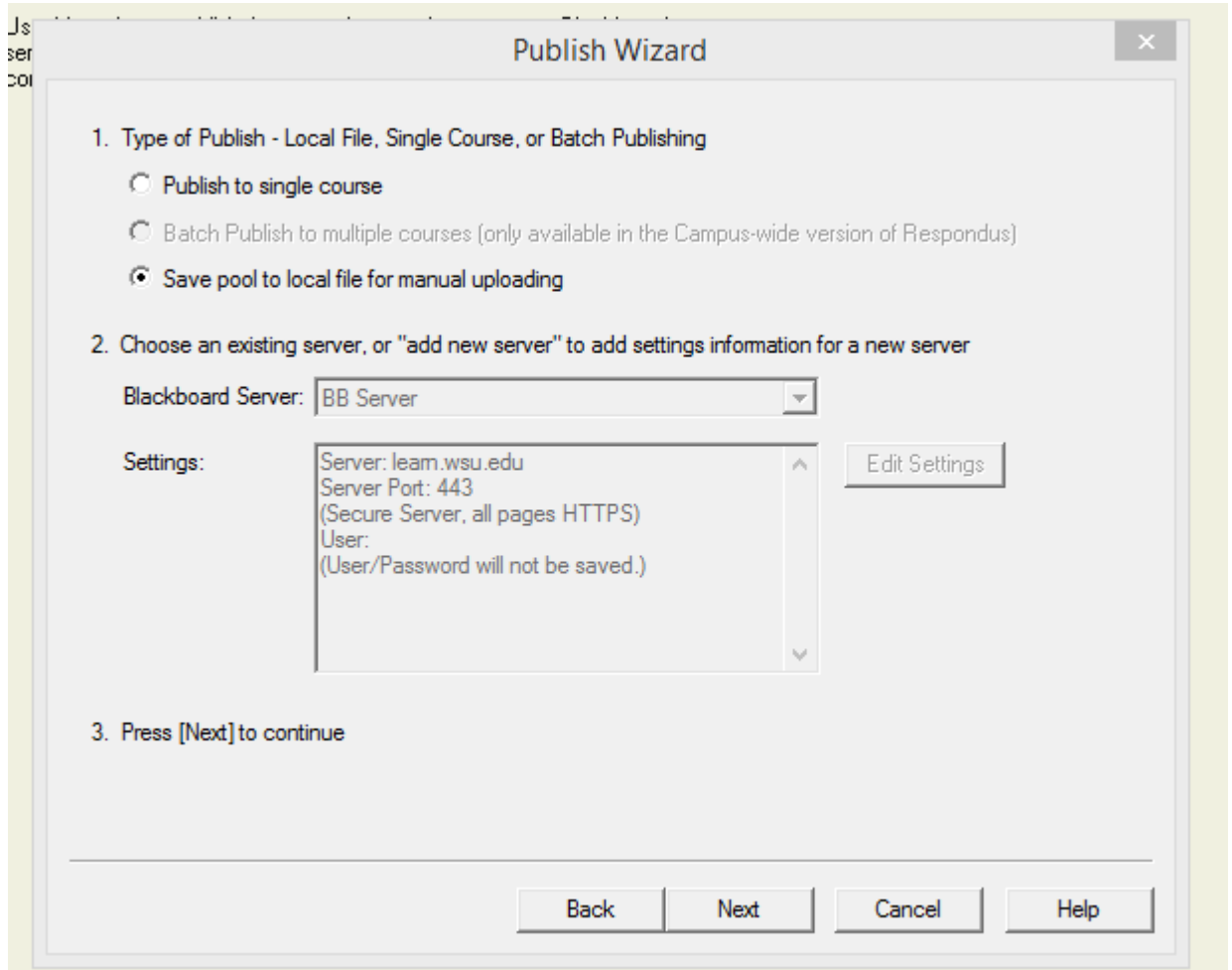
1. After the exam has been created in Respondus, navigate to the Preview & Publish tab.



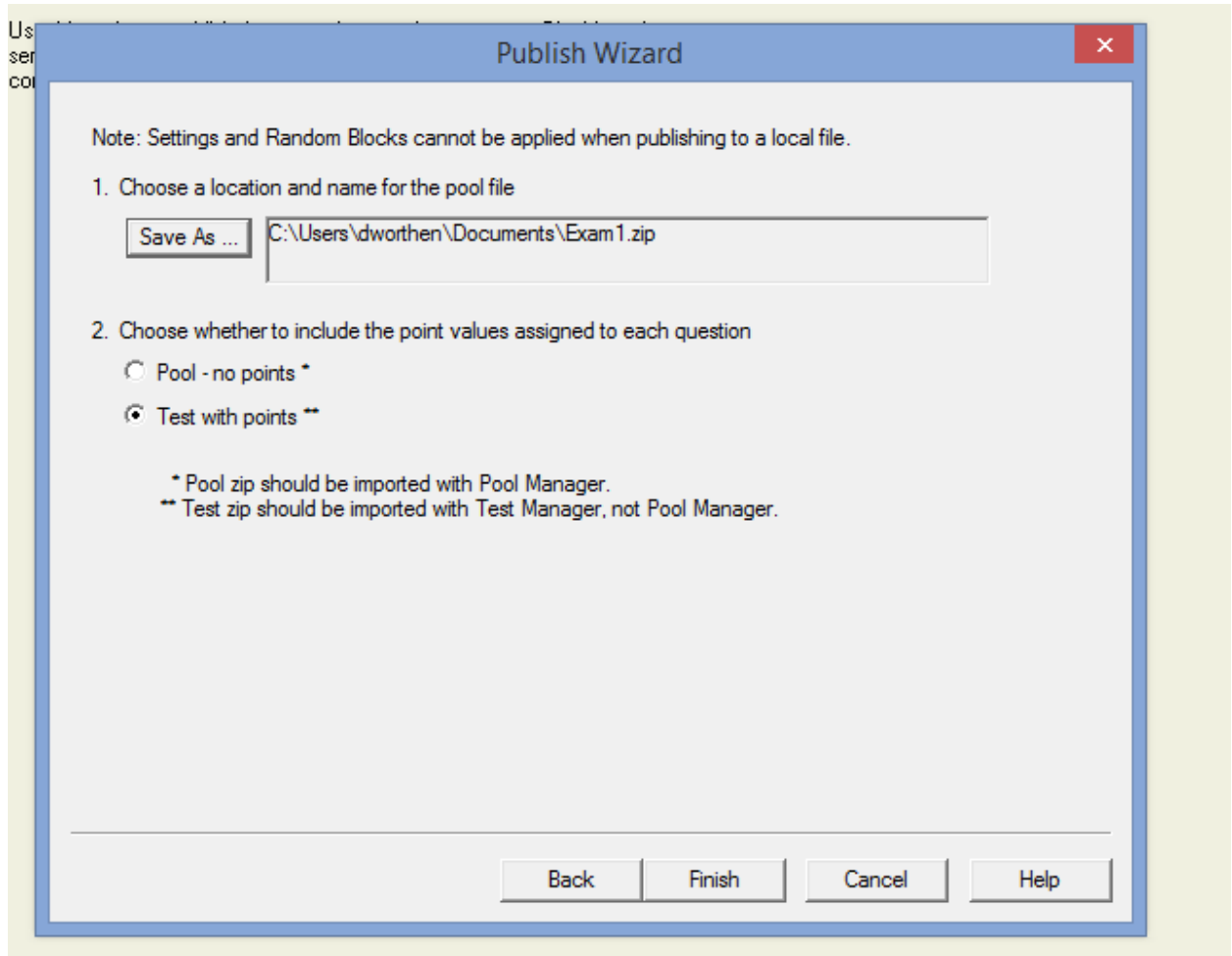
2. Select the Publish to Blackboard navigation link and then the Publish Wizard button.



3. Choose the "Save pool to local file for manual uploading" and select next.



4. Choose a location to save the zip file and select the export option. For this tutorial we will select the "Test with points" option. This option will create a new exam in Blackboard learn and will honor the points set per question when creating the test in respondus. Select finish to save the zip package.



5. Login to the Blackboard Learn course you wish to upload the test to and navigate to the Tests, Surveys, and Pools page located under the Course Tools section in the Course Menu:

The image shows a sidebar menu on the left and a main content area on the right. The sidebar menu is titled "COURSE MANAGEMENT" and includes the following items: "Control Panel", "Content Collection" (with a right-pointing arrow), "Course Tools", and a list of tools: "Announcements", "Blackboard Collaborate", "Cengage Learning MindLinks", "Commercial Content Tools", "Course Calendar", "Course Messages", "Date Management", "Discussion Board", "McGraw-Hill Higher Education", "Pearson's MyLab & Mastering", "Rubrics", "SafeAssign", "Self and Peer Assessment", "Send Email", "Tasks", and "Tests, Surveys, and Pools" (highlighted in yellow). The main content area on the right has a "My Tasks:" section, followed by a "What's New" section with a user icon, and a "Needs Attent" section with a user icon.

6. Select Tests then Import Test.

The image shows the "Tests" page interface. At the top, the word "Tests" is displayed in a large, bold font. Below it, a subtitle reads "Tests are a means of assessing student perform". At the bottom of the page, there is a navigation bar with two buttons: "Build Test" and "Import Test".

7. Select the zip package that was exported from respondus and click submit.

Test Import

Test Import adds an exported test to the set of tests. This is a useful way to reuse a test. Only test packages created by Blackboard Learn can be imported. Tests created by others, tests created at other institutions, and tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)

Cancel **Submit**

TEST IMPORT

*Click **Browse** to locate a file to import.*

Attach File

Selected File File Name

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel **Submit**

8. The uploaded test should now be listed in the Tests, Surveys, and Pools page.

- 2015-SPRI-SANDBOX-Respondus_test-01-LEC
- Home Page
- Course Information
- Calendar
- Content
- Discussions
- My Grades
- Tools
- Help

Tests

Tests are a means of assessing student performance

Build Test **Import Test**

Name ▲

Exam1