

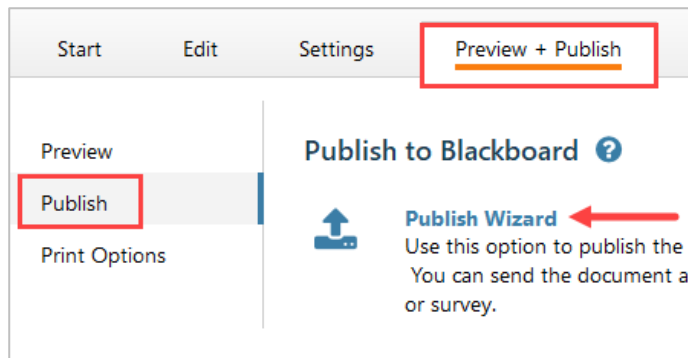
# RESPONDUS: PUBLISH TO ULEARN

Once you have created a test in Respondus, it can be published to ulearn.

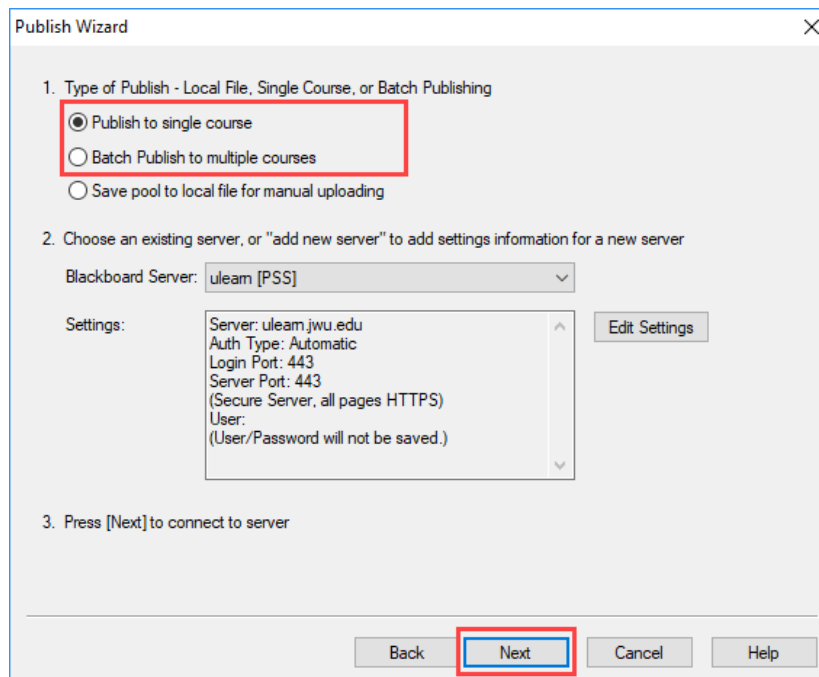
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## Instructions

1. Click the **Preview & Publish** tab and click **Publish to Blackboard** from the left menu. Click the **Publish Wizard** button.



2. In step 1 of the publish wizard, select either **Publish to single course** or **Batch Publish to multiple courses**. In step 2 of the publish wizard, from the drop down menu select **add new server** in the Blackboard Server option. If the Blackboard Server settings are already setup, then skip to step 7 below, otherwise click **Next**.

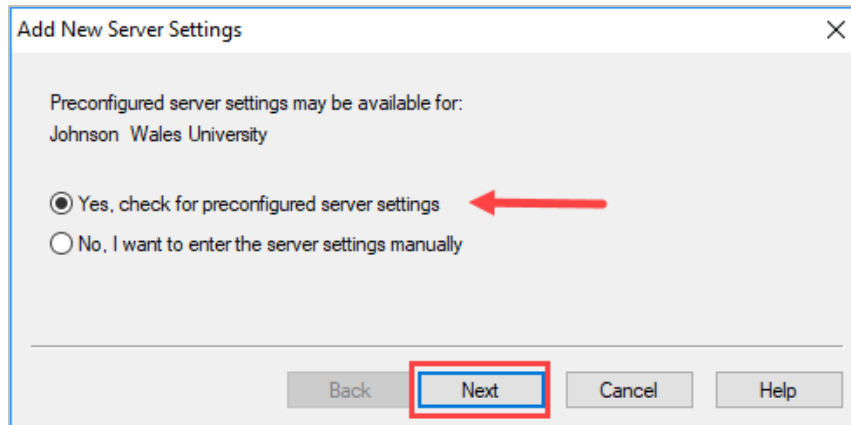


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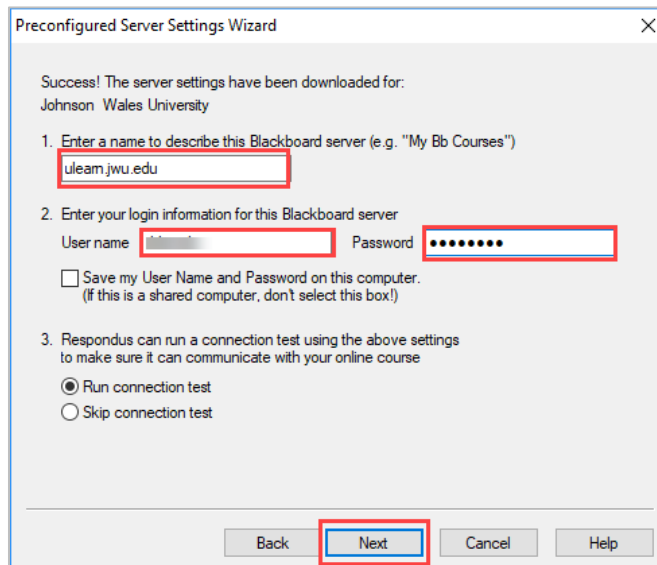
**Note:**

Blackboard server settings will only have to be set up once for each computer. You will need to edit the settings when your JWU password changes.

3. Select **Yes, check for preconfigured server settings**. Click **Next**.

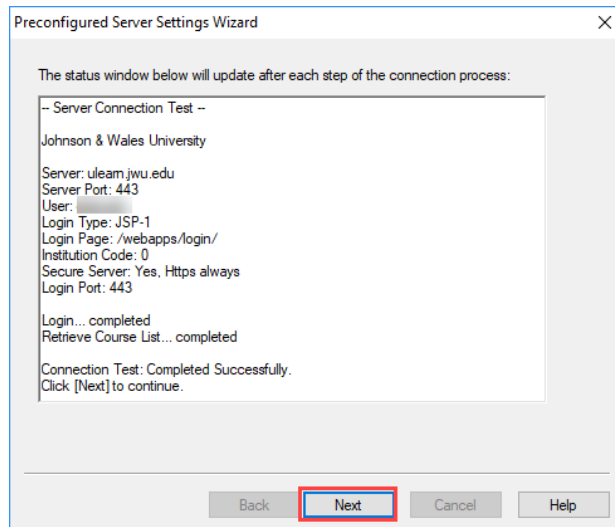


4. In the Server Settings Wizard box, type *ulearn.jwu.edu* for the name to describe the Blackboard server. Type in your **JWU User name** and **Password** in the boxes provided. If you wish to save your password, check box to **Save my User Name and Password on this computer**. Click **Next**.

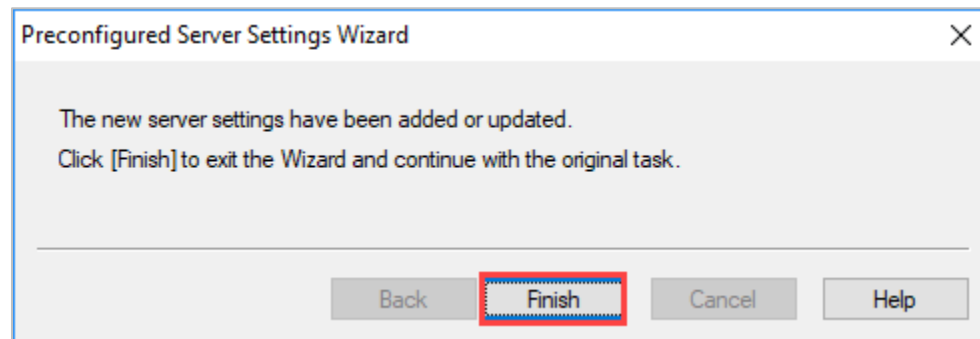


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5. Respondus will now perform a routine server connection test to ensure connection has been established. Once the server connection test is complete, click **Next**.

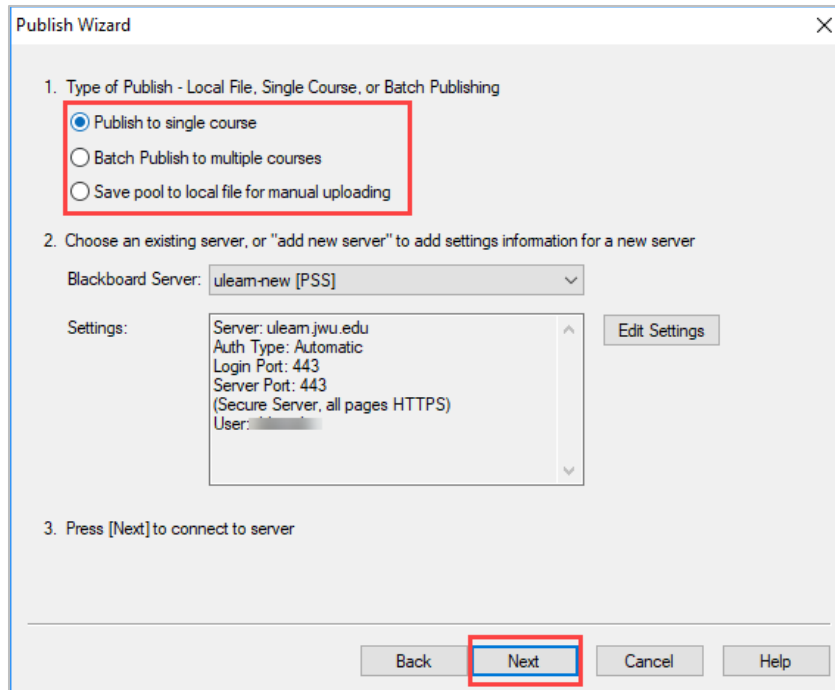


6. Click **Finish** to exit the server settings wizard.



7. Choose either to publish to a single course or batch publish to multiple courses (Single course is the default). With the **ulearn** server settings already set up, click **Next** to connect to the server. You *may* be prompted to enter in your user name and password.

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Publish Wizard

1. Type of Publish - Local File, Single Course, or Batch Publishing

- Publish to single course
- Batch Publish to multiple courses
- Save pool to local file for manual uploading

2. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server: ulearn-new [PSS]

Settings:

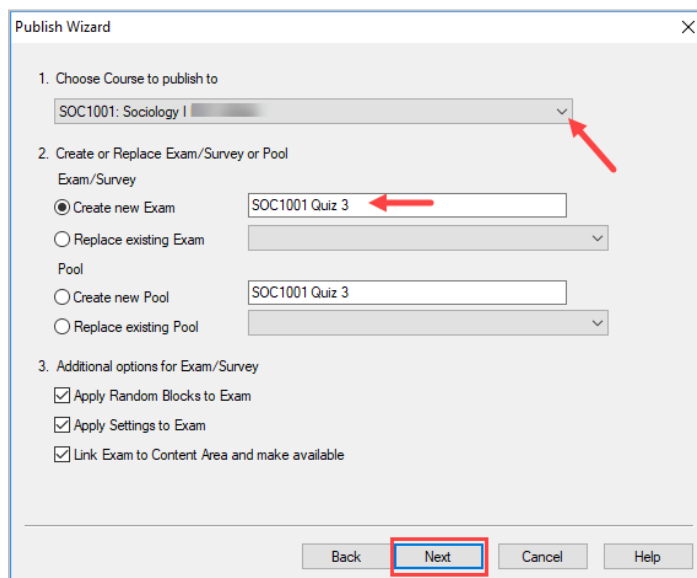
Server: ulearn.jwu.edu  
Auth Type: Automatic  
Login Port: 443  
Server Port: 443  
(Secure Server, all pages HTTPS)  
User: [redacted]

3. Press [Next] to connect to server

Back Next Cancel Help

8. If publishing to a single course, select the course to publish the test to from the drop down box. If batch publishing to multiple courses, check the box beside each course to publish the test to. The test name should display in the text box beside **Create New Exam**. Click **Next**.

Publish to single course view:



Publish Wizard

1. Choose Course to publish to

SOC1001: Sociology I

2. Create or Replace Exam/Survey or Pool

Exam/Survey

- Create new Exam SOC1001 Quiz 3
- Replace existing Exam

Pool

- Create new Pool SOC1001 Quiz 3
- Replace existing Pool

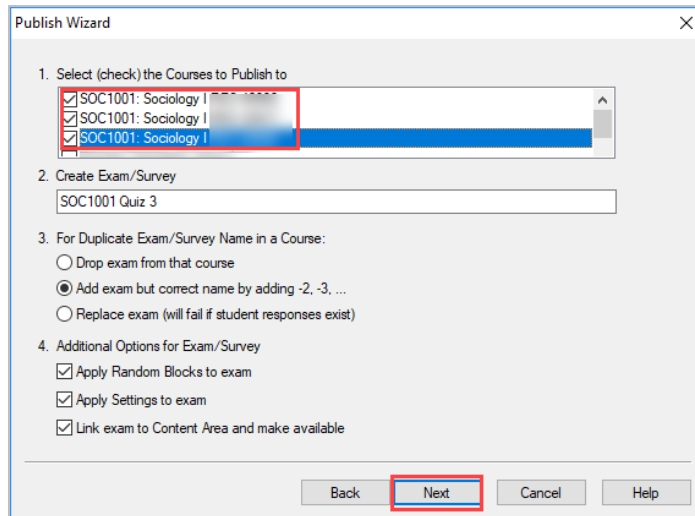
3. Additional options for Exam/Survey

- Apply Random Blocks to Exam
- Apply Settings to Exam
- Link Exam to Content Area and make available

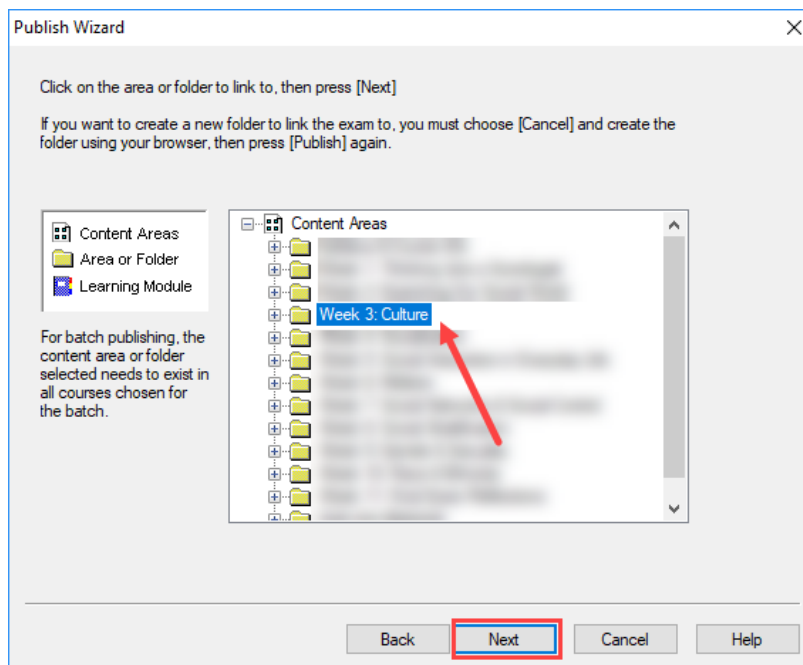
Back Next Cancel Help

# RESPONDUS: PUBLISH TO ULEARN

Batch publish to multiple courses view:



9. Select the content area in which you would like to post the test. Click **Next**.



## Note:

If batch publishing to multiple courses, the content area you select will be used for all courses.

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- The test will begin uploading to ulearn. The message "Completed successfully" will appear in the status window once the test has completed uploading. Click **Finish**.

