Apply Settings and Publish files in Respondus

1. Apply Settings

After we finish the quiz question creation, we will apply setting to them. The settings will be used if we choose “Apply setting” when upload files into Blackboard.

a. Use Random Blocks to create question set in simple way
b. Availability: set up quiz time duration, quiz availability...

2. Publish files

a. Copy the URL from Blackboard login page and paste it to “1” in the image below
b. In a Blackboard course where you’d like to upload the quiz questions
   i) Click the Control Panel
   ii) Copy the URL in the browser address bar
   iii) Paste it into “2” as in the image below
c. Click “Extract” button in “3”
d. Type in your User name and Password
e. If you work on your personal computer, you may check the box to remember your log in, and then you will not need to type them in for later use.
f. Choose the course from the drop down list
g. Click “Create new Exam” radio button to upload a new exam
h. Check “Apply settings to Exam” to use the settings in Blackboard
i. Click a content area you’d like to make the quiz available to students

j. Check the quiz in a Blackboard course