

Respondus and Blackboard: Sharing Tests with Other Users

There are two ways to share Respondus and Blackboard tests with other instructors.

Sharing Via Respondus

1. Archive Respondus test (similar to exporting):
 - A. Click “Start” tab.
 - B. Click “Archive Wizard.”
 - C. Select test you want to archive.
 - D. Click “Next” to save archived test to the default location: the “Archive” folder in the “Respondus Projects” folder on your computer.
 - E. Click “Browse” to choose a location other than the default location, and then click “Next.”
 - F. File is archived as an .rsa file that can be restored (similar to importing) into the same instance of Respondus or can be emailed to someone using another instance of Respondus.
2. To share the test, email the .rsa archived file to anyone who has Respondus.
3. After saving the file on his or her computer, the recipient can restore (import) the file into his or her instance of Respondus:
 - A. Click “Start” tab.
 - B. Click “Open.”
 - C. Click “Browse” and select .rsa file.
 - D. Follow screen prompts to add file to Respondus.
4. The user who archives the file can also restore the file to his or her own instance of Respondus:
 - A. Click “Start” tab.
 - B. Click “Open.”
 - C. Click “Archive” and select .rsa file.
 - D. Follow screen prompts to restore file to Respondus.

Sharing Via Blackboard

Tests published from Respondus into Blackboard as well as tests created in Blackboard can be shared by exporting the test out of Blackboard.

1. Export the test out of Blackboard:
 - A. In TSP (Tests, Surveys, and Pools), click the drop-down menu next to the test you want to export.

- B. Choose "Export," which zips the file and exports it out of Blackboard.
- C. Save the exported zipped file to your computer.
- 2. Email the file to anyone using Blackboard.
- 3. The recipient can now import the file into a Blackboard course:
 - A. Save the emailed zipped file to your computer.
 - B. In TSP in a Blackboard course, select "Import" and then select the test.
 - C. Test is saved in TSP but must now be deployed to a content area and configured.