

Respondus – Test – Batch Publish

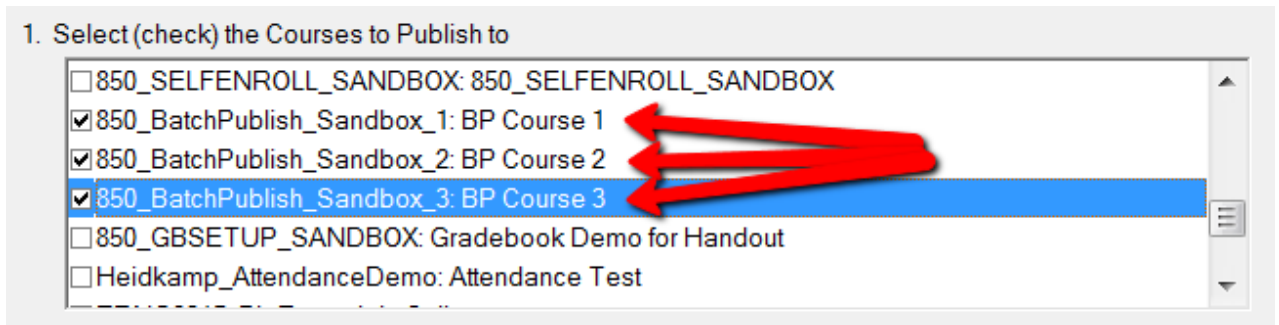
This handout will walk through batch publishing a test to multiple courses using Respondus. For this example, Lesson 3 Test needs to be published to three course sections inside the Lesson 3 folder with test options set.

1. Open Respondus and open the test that needs to be published.
2. Select the **Settings** tab.
3. Select **Random Blocks** on the left (this is an optional step if random blocks are needed).
 - Use this option to create a random set of questions for this exam.
 - Example: The exam contains 50 questions but only 25 should be assigned at random.
 - Step 1: Select **Random Blocks**. Leave the defaults for all options except the last two.
 - Step 2: Near **Selected Number** enter the number of questions to be used.
 - Step 3: Enter the **point value** for each question. Select the **OK** button at the top right of the window.
4. Select **Availability** on the left.
 - These items correspond to the settings in Blackboard. Set the options as needed for the courses.
5. Select **Other Settings** on the left.
 - These items correspond to the settings in Blackboard. Set the options as needed for the courses.
6. Select on the **Preview & Publish** tab.
7. Select **Publish to Blackboard** option on the left.
8. Select **Publish Wizard**.
 - Under Step 1 choose **Batch Publish to multiple courses**.
 - For Step 2 choose the college server.
 - Select the **Next** button.

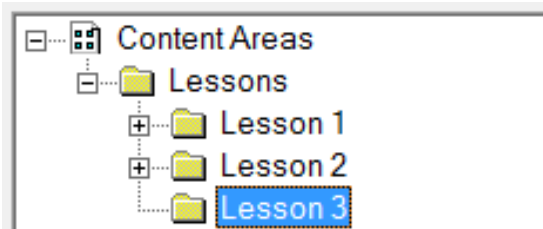
1. Type of Publish - Local File, Single Course, or Batch Publishing

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

9. Wait for the next screen to load; this may take a few moments.
- Under Step 1 check **every section** that needs this test.
 - Under Step 2 modify the test name (if needed).
 - Leave Steps 3 and 4 at the default (this will apply the settings chosen in previous steps).



10. On the next screen select the content area that the test should be published to then select **Next**.



11. The last window will display the status of the upload; when the process is complete select **Finish**.