

RESPONDUS: PUBLISH TO ULEARN

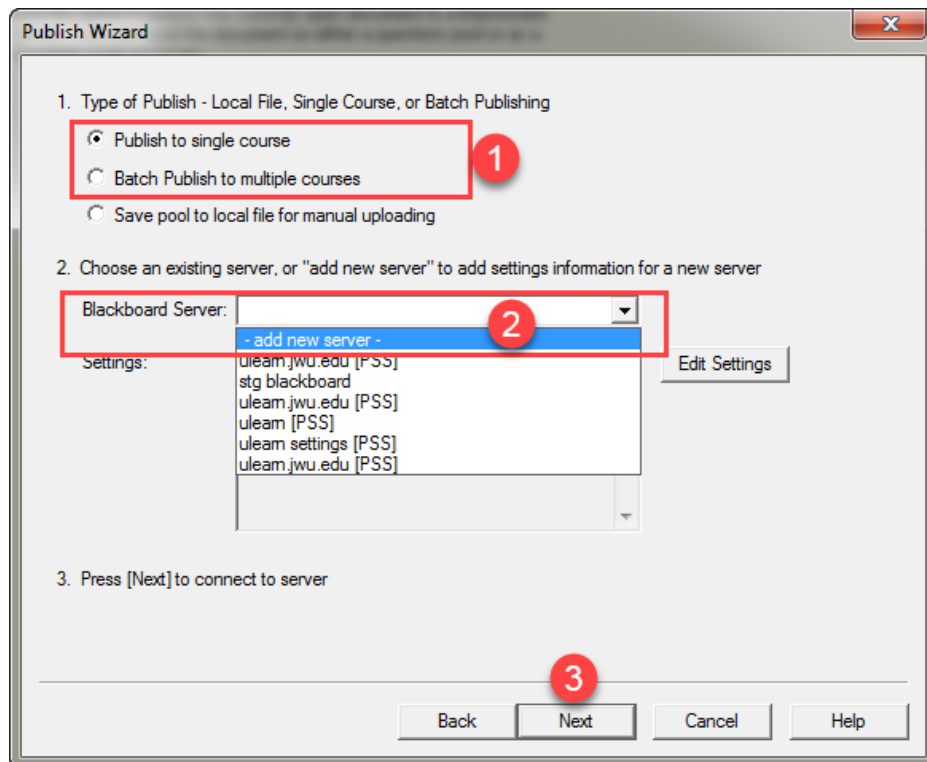
Once you have created a test in Respondus, it can be published to ulearn.

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**.

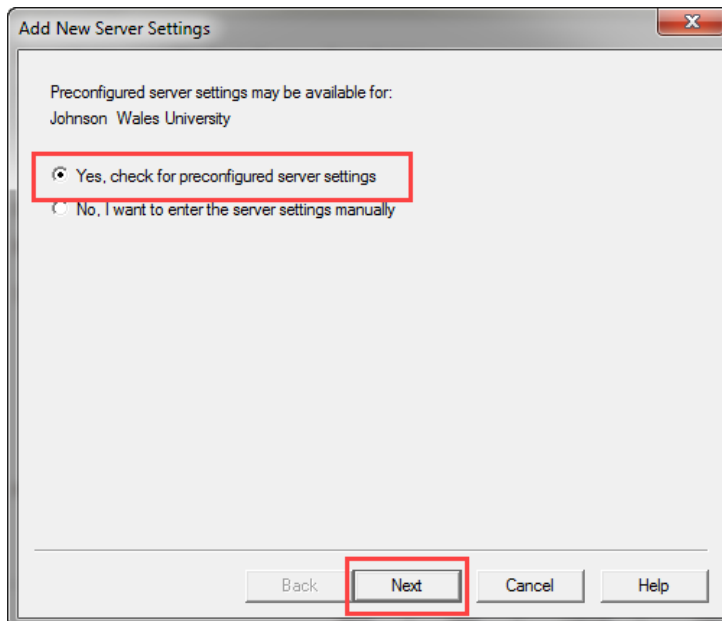


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Note:

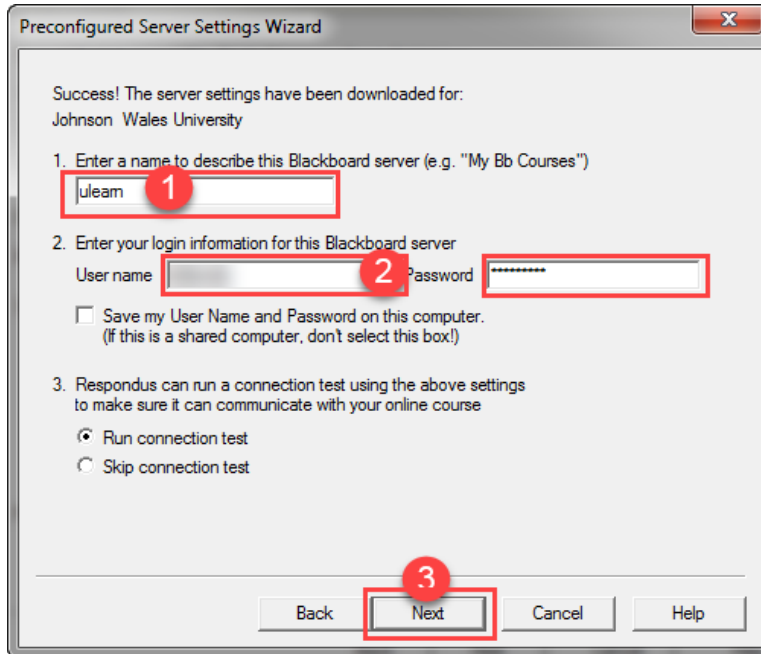
Blackboard serve settings will only have to be set up once for each computer. You will need to edit the settings when your JWU password changes.

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



4. In the Server Settings Wizard box, type *ulearn* 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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Preconfigured Server Settings Wizard

Success! The server settings have been downloaded for:
Johnson Wales University

1. Enter a name to describe this Blackboard server (e.g. "My Bb Courses")
uleam

2. Enter your login information for this Blackboard server
User name: [redacted] Password: [redacted]

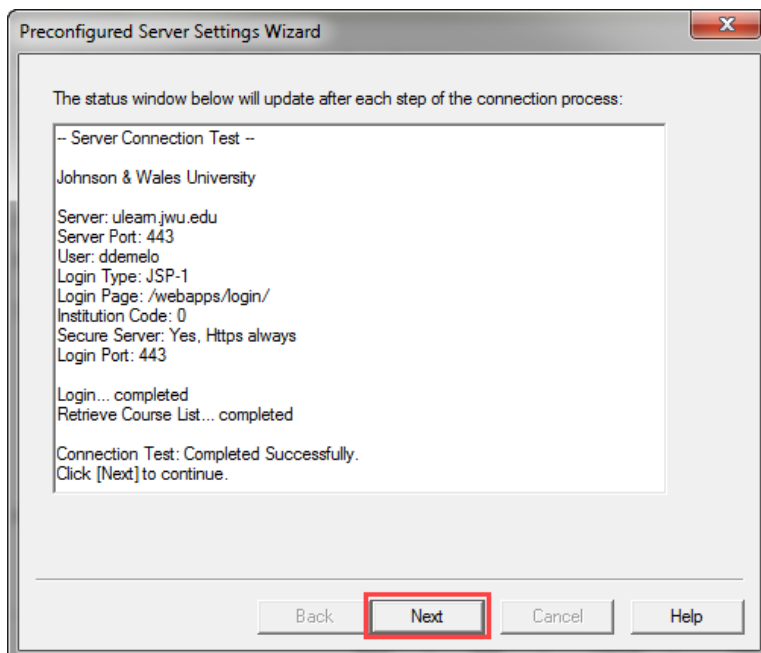
Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)

3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course

Run connection test
 Skip connection test

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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**.



Preconfigured Server Settings Wizard

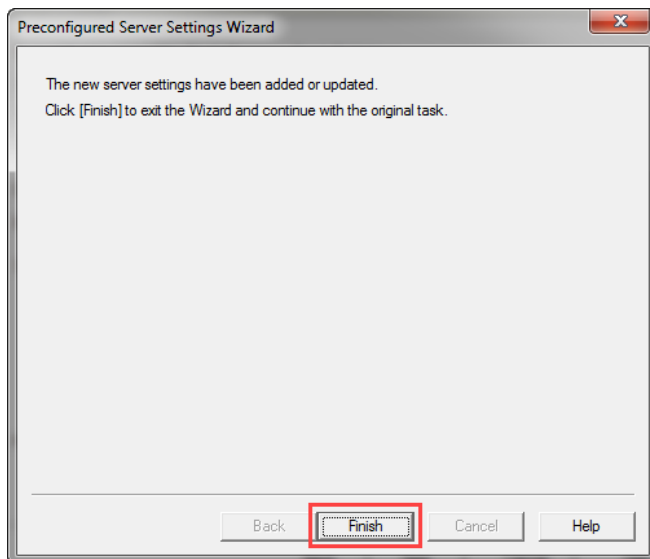
The status window below will update after each step of the connection process:

```
-- Server Connection Test --  
Johnson & Wales University  
Server: ulearn.jwu.edu  
Server Port: 443  
User: ddemelo  
Login Type: JSP-1  
Login Page: /webapps/login/  
Institution Code: 0  
Secure Server: Yes, Https always  
Login Port: 443  
  
Login... completed  
Retrieve Course List... completed  
  
Connection Test: Completed Successfully.  
Click [Next] to continue.
```

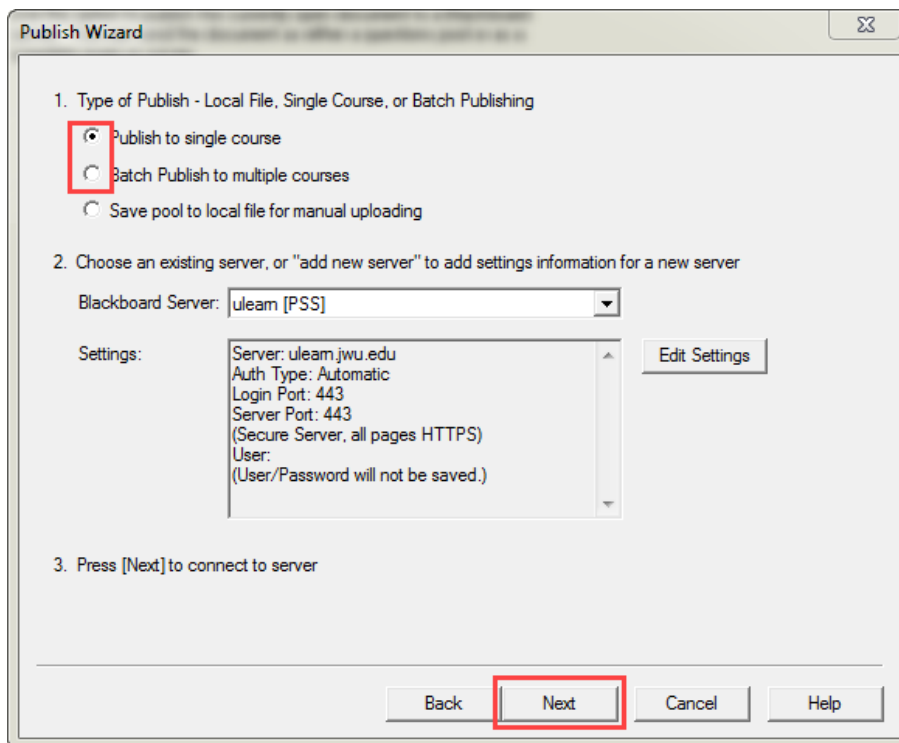
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6. Click **Finish** to exit the server settings wizard.



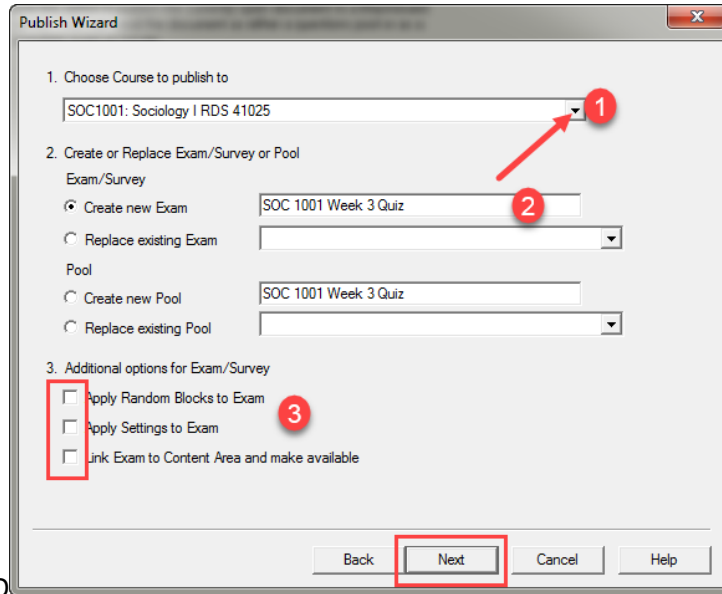
7. Choose either to publish to a single course or batch publish to multiple courses (Single course is the default). With the **ulearn** server settings already set up, click **Next** to connect to the server. You *may* be prompted to enter in your user name and password.



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- 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:

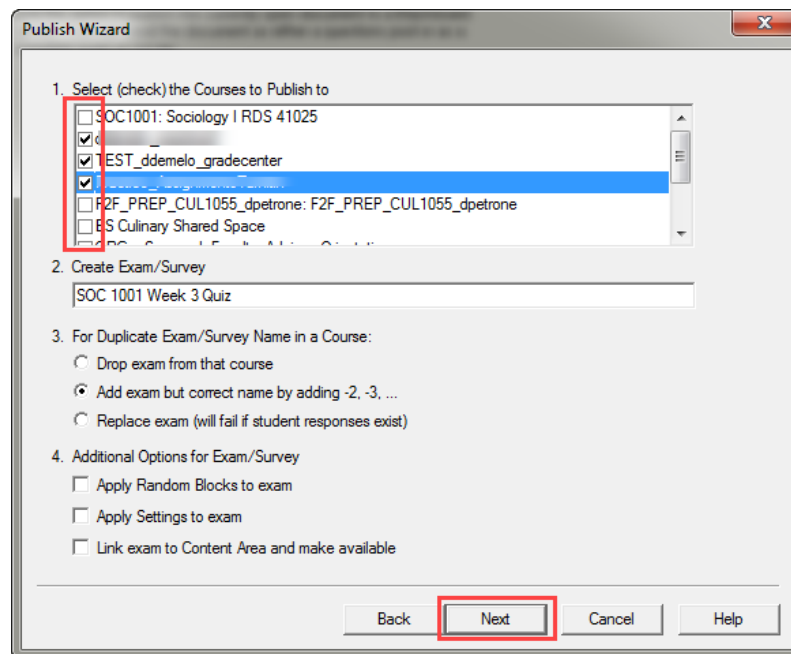


Publish Wizard

- Choose Course to publish to
SOC1001: Sociology I RDS 41025
- Create or Replace Exam/Survey or Pool
Exam/Survey
 Create new Exam SOC 1001 Week 3 Quiz
 Replace existing Exam
 Pool
 Create new Pool SOC 1001 Week 3 Quiz
 Replace existing Pool
- Additional options for Exam/Survey
 Apply Random Blocks to Exam
 Apply Settings to Exam
 Link Exam to Content Area and make available

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Batch publish to multiple courses view:



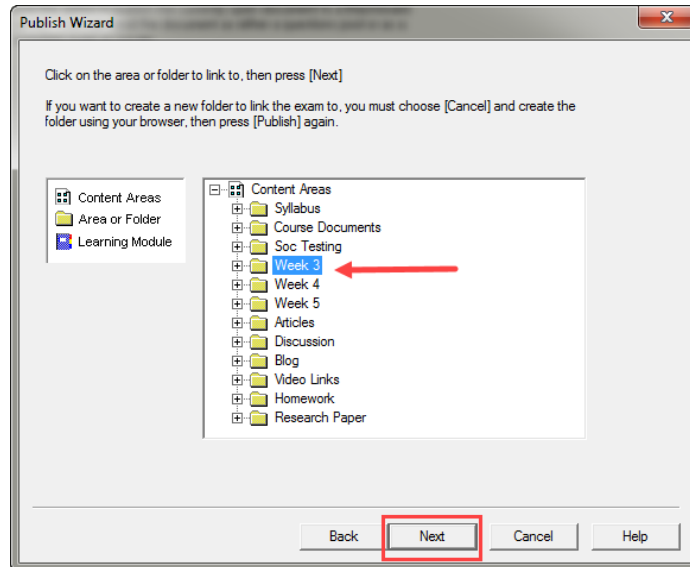
Publish Wizard

- Select (check) the Courses to Publish to
 SOC1001: Sociology I RDS 41025
 TEST_ddemelo_gradecenter
 F2F_PREP_CUL1055_dpetrone
 BS Culinary Shared Space
- Create Exam/Survey
SOC 1001 Week 3 Quiz
- For Duplicate Exam/Survey Name in a Course:
 Drop exam from that course
 Add exam but correct name by adding -2, -3, ...
 Replace exam (will fail if student responses exist)
- Additional Options for Exam/Survey
 Apply Random Blocks to exam
 Apply Settings to exam
 Link exam to Content Area and make available

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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.

10. 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**.

