



Publishing a Test to Blackboard Through Respondus

Open up **Internet Explorer** and log in to Blackboard.



Step One

Click on the "**Preview and Publish**" tab, then "**Publish to Blackboard.**" Once you have completed these steps, click on "**Publish Wizard.**"

Step Two

Open up Respondus and open the test you wish to **publish.**



Step Three

Log into your Blackboard account and click "**Close after Login**" in the upper right hand corner.

Step Four

Select the "**Blackboard at FHSU**" server and click "**Next.**"



Step Five



Step Six

Select the course you wish to publish the test to and fill out the test information. After you have finished, click "**Next.**"

 <https://ilos.video/HwRr98>

