How to Reconfigure/Configure Your Respondus Connection to Blackboard

When you are ready to transfer your exam or test pool into Blackboard, connecting to Blackboard is relatively easy.

1. First, make sure the exam is open has been opened in Respondus.

2. Next, click the “Preview & Publish” tab.

3. Click the Publish to Blackboard option. The publish wizard button will appear on the screen.

4. Click the “Publish Wizard” button
5. A pop-up box will appear similar to the one displayed below:

6. Click the down arrow located next to the “Blackboard Server” area. Select the “-Add New Server -” option.

7. Next, select the “Yes, check for preconfigured server settings” & click the “Next” button.
8. You will receive a success message. Complete the following information:

1. A name to describe the Blackboard Server (ex. Tamusa Blackboard).

2. Enter your Blackboard Username & Password.

3. Select the option to “Run Connection Test”

4. Click the “Next” button.

9. A status window will appear as the connection is being tested. Once testing has been completed, Click the “Next” button.

10. A message will appear confirming a successful connection. Click the “Finish” button.

In the event that you receive an error message, please check to see if you correctly entered your Blackboard password and log-in.

If this does not resolve the issue or if you have any questions contact, the ITS help desk at 210.784.HELP