Publish Respondus Quiz

- Publish quiz
- Preview in Blackboard

Part I. Publish quiz

1. To publish a quiz from Respondus, go to the Preview & Publish tab and click “Publish Wizard”.

![Publish Wizard in Respondus](image)
2. Next to WebCT 6 Server list, choose “add new server”, and click next.
3. Select “No” from the Add New Server Settings window and click “Next”.

![Add New Server Settings window](image-url)
4. At the **WebCT 6 Server Information** window, use http://ce6.ccccd.edu/webct/logonDisplay.dowebct for the server address and click “Extract”. Choose “Collin County Community College District” from the Institutions list. Enter any name you wish to describe this server information at the **Description** field, and fill in your Blackboard user name and password. Click “OK” when finished.
5. Select the targeted course from *Group or Section*. Select “**Create a new category**” and assign a name to the new category. Select “**Create Quiz**” and assign a name to the quiz. Click “**Next**” when done.
6. Responduse will starting the upload process, click “Finish” when done.

![Publish Wizard](image)

**Part II. Preview in Blackboard**

1. To preview a uploaded quiz in Blackboard, go to Build tab, and click “Assessments”.

![PREVIEW IN BLACKBOARD](image)
2. Use the action link next to the quiz name, and choose “Preview”.