

Learn – Create Test from Word File with Respondus

1. Create Word File:
 - a. create file using auto numbering
 - b. edit=>select all=>cut=>paste special=>Unformatted Text
 - c. save file – save as doc or docx based on your version of Word
 - d. close Word

2. Import to Respondus:
 - a. start=>Current Personality choose Blackboard 7.x - 9.x:
 - b. Import Questions
 - c. type of file enter doc or docx
 - d. browse for filename
 - e. create new named: name file
 - f. Preview – make note of any warnings
 - g. click Finish
 - h. click down arrow next to question to fix any warnings

3. Import to Learn
 - a. Preview and Publish=>Publish to Blackboard=>Publish Wizard
 - b. click Edit Settings and login to Learn
 - c. click Next
 - d. choose course to publish to
 - e. click Next
 - f. choose Tests
 - g. click Next
 - h. click Finish