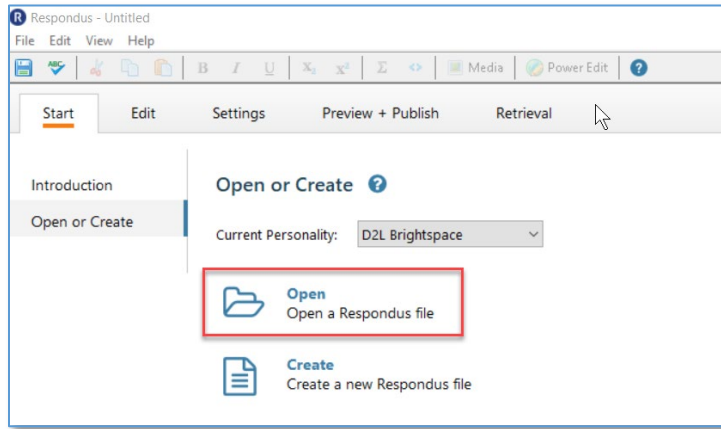
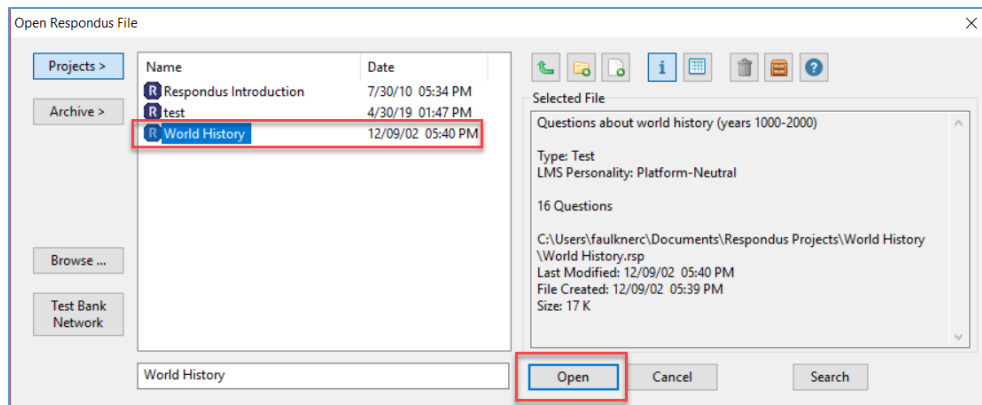


Guide to Publish Respondus Quizzes Directly into D2L

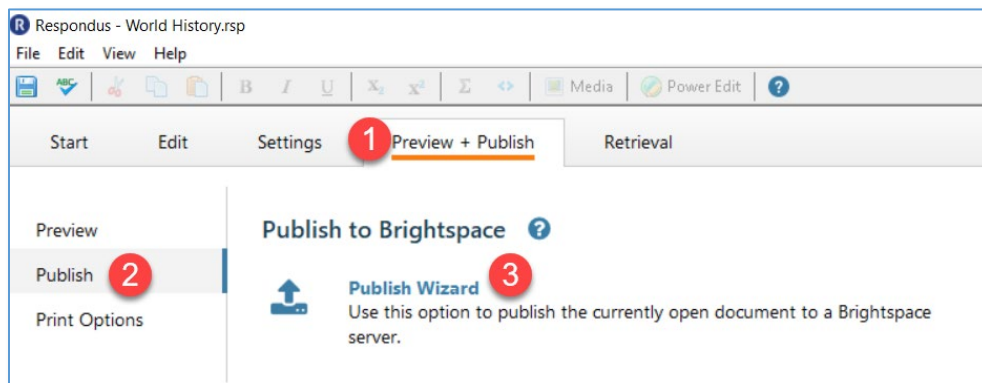
1. Open the Respondus 4.0 Campus-Wide program on your computer.
2. Select the “Open” icon to open a Respondus file.



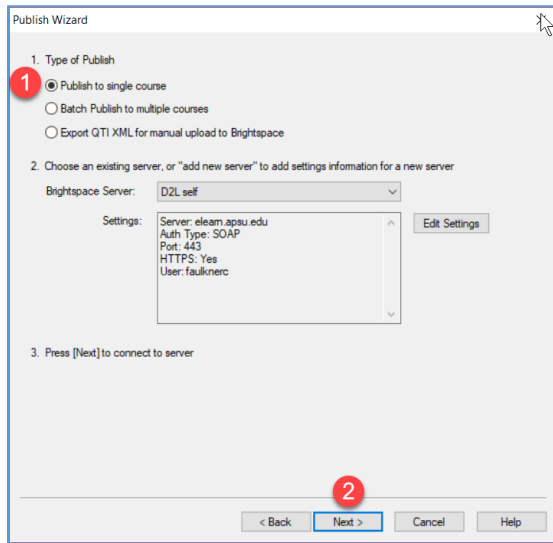
3. Choose the appropriate file from your Projects list and select “Open.”



4. Select “Preview + Publish” tab, “Publish,” and then “Publish Wizard.”

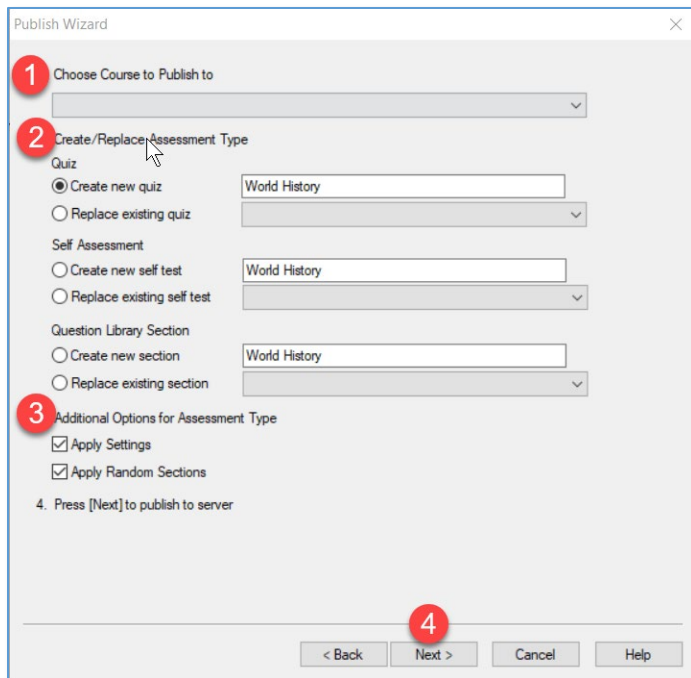


5. Choose "Publish to single course." The server settings should be set from the last time you used Respondus. Select "Next."

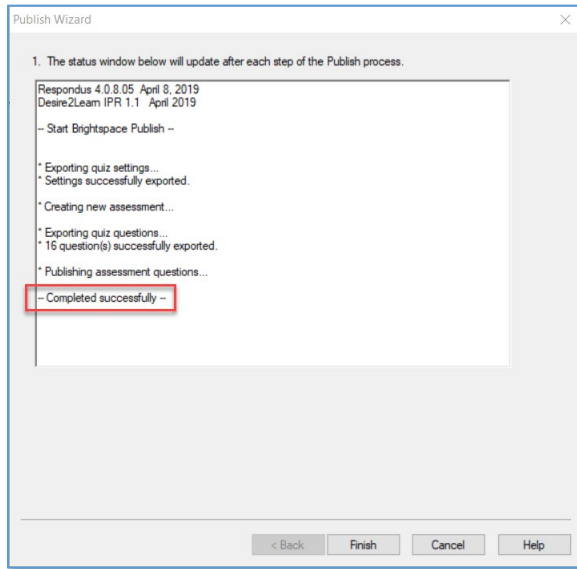


6. Select the appropriate course from the drop down. If you are transitioning to D2L, request to have a "Respondus Repository" D2L shell created for you so that you can move all your Respondus quizzes into one place. Contact Distance Education at online@apsu.edu.

Choose the assessment type. This will most likely be "Create new quiz." You can also edit the quiz name. Review and edit the additional options as needed and then select "Next."



7. Respondus will process your request and return the completed status if successful.



8. You can now check that the quiz was added in D2L appropriately. Log into D2L, find your course, and select "Tasks" and "Quizzes." The new quiz will be at the bottom of the quizzes list.