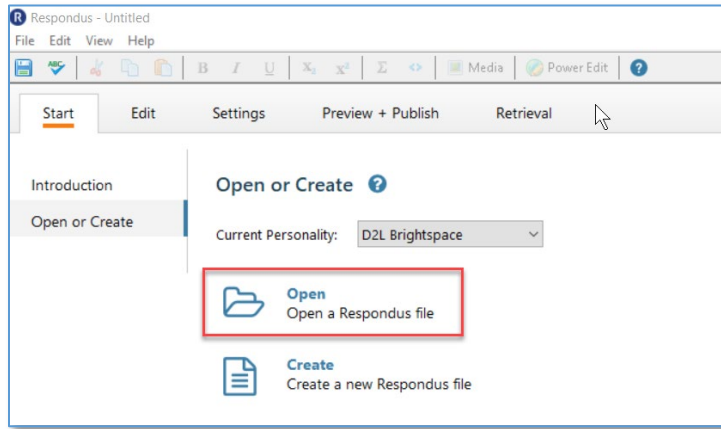
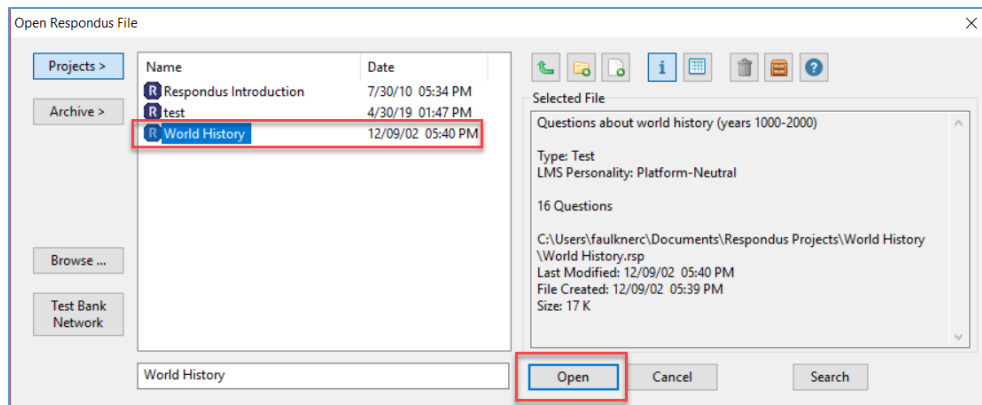


Guide to Publish Respondus Quizzes as Zip Files and Import into D2L

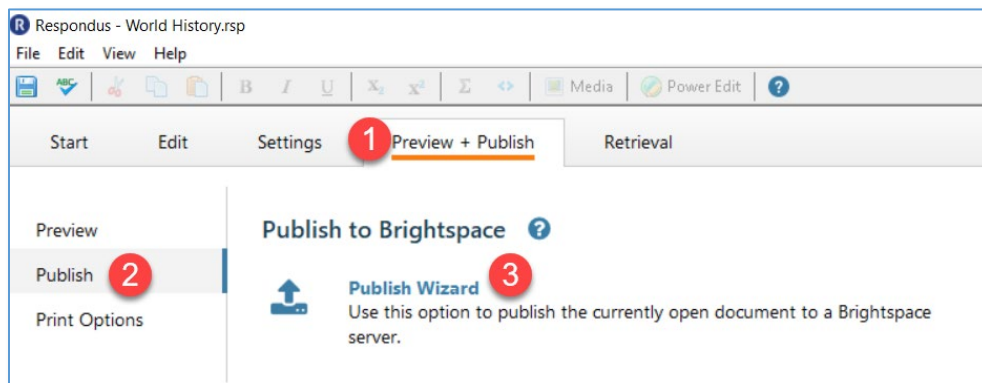
1. Open the Respondus 4.0 Campus-Wide program on your computer.
2. Select the “Open” icon to open a Respondus file.



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



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



5. Choose “Export QTI XML for manual upload to Brightspace” and select “Next.”

Publish Wizard

1. Type of Publish

Publish to single course

Batch Publish to multiple courses

1 Export QTI XML for manual upload to Brightspace

2. Choose an existing server, or “add new server” to add settings information for a new server

Brightspace Server: D2L.self

Settings: Server: elearn.apsu.edu
Auth Type: SOAP
Port: 443
HTTPS: Yes
User: faulknerc

3. Press [Next] to continue

< Back **2** Next > Cancel Help

6. Select the Assessment Type which will most likely be “Quiz.” Review and edit the additional options as needed. Select “Save As” and use the pop-up window to choose a place on your computer to save the zip file. Once the file is saved on your computer, select “Finish.”

Publish Wizard

1. Select preferences

Format: Brightspace package file

1 Assessment Type **2** Assessment Options

Quiz Apply Settings

Self Assessment Apply Random Sections

Question Library Section

3 Save As

3. D2L Brightspace Importing Instructions

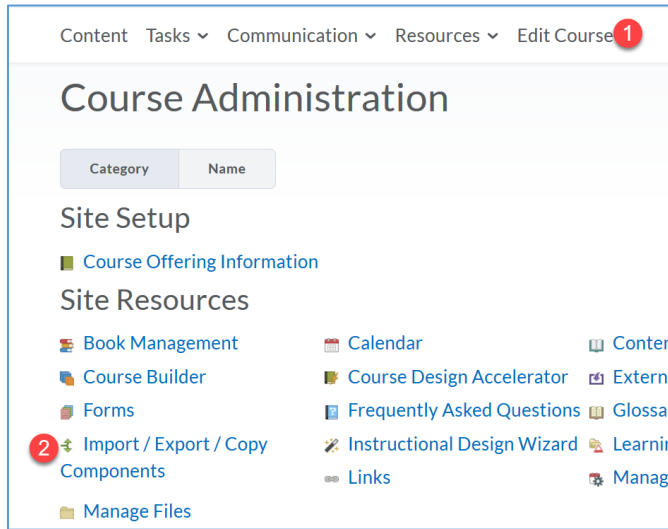
- Login as an instructor and select a course
- Select the “Course Admin” link
- Click “Import/Export/Copy Components”
- Choose “Import Components” and “from a File”; select Start
- In Select File, add the zip package associated with this text file
- Select Advanced Options...
- Click Continue after the pre-processing step
- At the Select Component to Import, check Quizzes
- At the Import Options, locate the “Import file to:” field
- Enter the EXACT file name shown below (it’s case-sensitive):

- Choose “Continue” three times

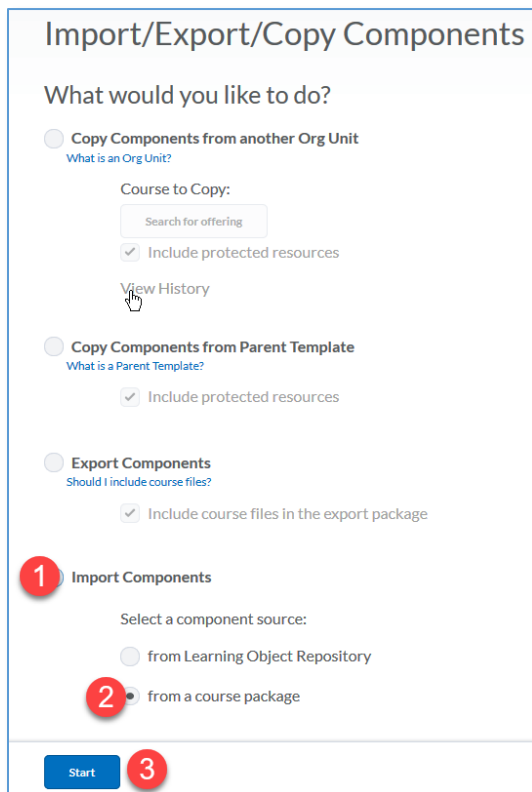
- The imported quiz will be available from the Quizzes area of the course

< Back **4** Finish Cancel Help

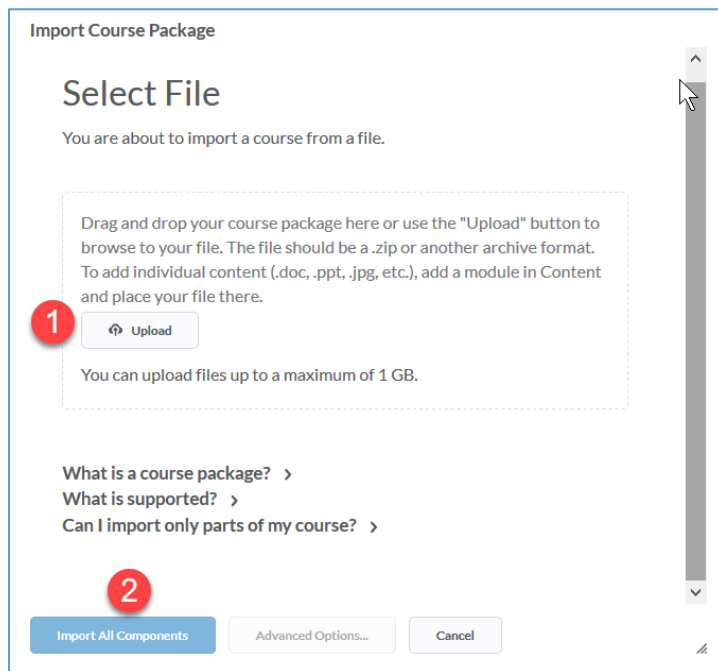
7. Log into D2L and navigate to your course. If you are transitioning to D2L, request to have a “Respondus Repository” D2L shell created for you so that you can move all your Respondus quizzes into one place. Contact Distance Education at online@apsu.edu.
8. Select “Edit Course” and then “Import/Export/Copy Components.”



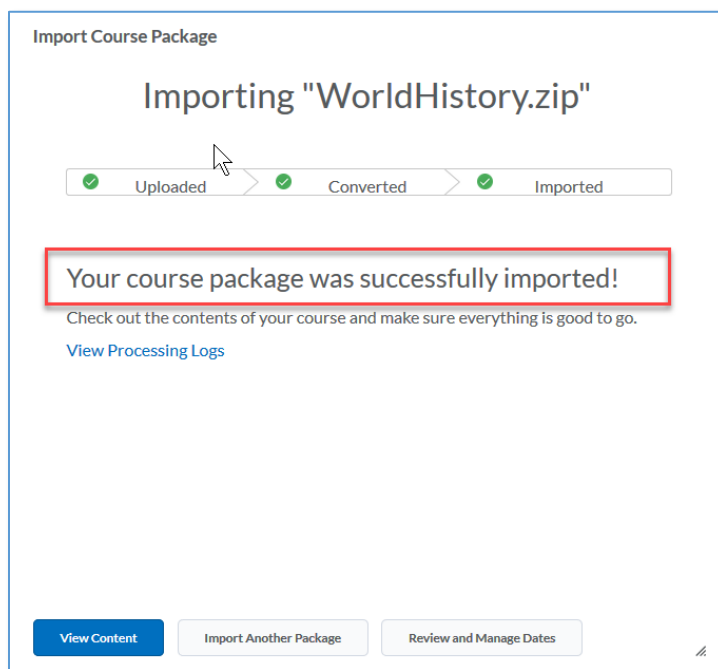
9. Select “Import Components,” “from a course package,” and then “Start.”



10. Select "Upload," use the pop-up window to find the appropriate zip file on your computer, and then select "Import All Components."



11. Once imported, you will receive this success screen.



12. You can now check that the quiz was added in D2L appropriately by selecting "Tasks" and then "Quizzes." The new quiz will be at the bottom of the quizzes list.