Procedure for uploading Respondus tests into MyGateway

Step 1: Start Respondus and open the test that you want to upload to MyGateway.
Step 2: Select the Preview and Publish tab; select Publish to Blackboard; select Publish Wizard
Step 3: Select “add new server”; select “Next”
Step 4: copy and paste the MyGateway login page url into the first window.
Step 5: log in to MyGateway, Select a course you are teaching, copy and past that url into the second window.
Step 6:

- Press the “Extract” button.
- Type the number “443” into the Login Port box.
- Give a name to your server settings.
- Type in your user name and password.

Click on “OK” when these fields are filled in.
Step 7: Select “Type of Publish”;
click “Next”
Step 8: choose desired course and settings options; select next; follow uploading prompts

Use this option to publish the currently open document to a Blackboard 6.3+ server. You can send the document as either a questions pool or as a complete exam or survey.

1. Choose Course to publish to

2. Create or Replace Exam/Survey or Pool

   Exam/Survey
   - Create new Exam: World History
   - Replace existing Exam

   Pool
   - Create new Pool: World History
   - Replace existing Pool

3. Additional options for Exam/Survey
   - Apply Random Blocks to Exam
   - Apply Settings to Exam
   - Link Exam to Content Area and make available