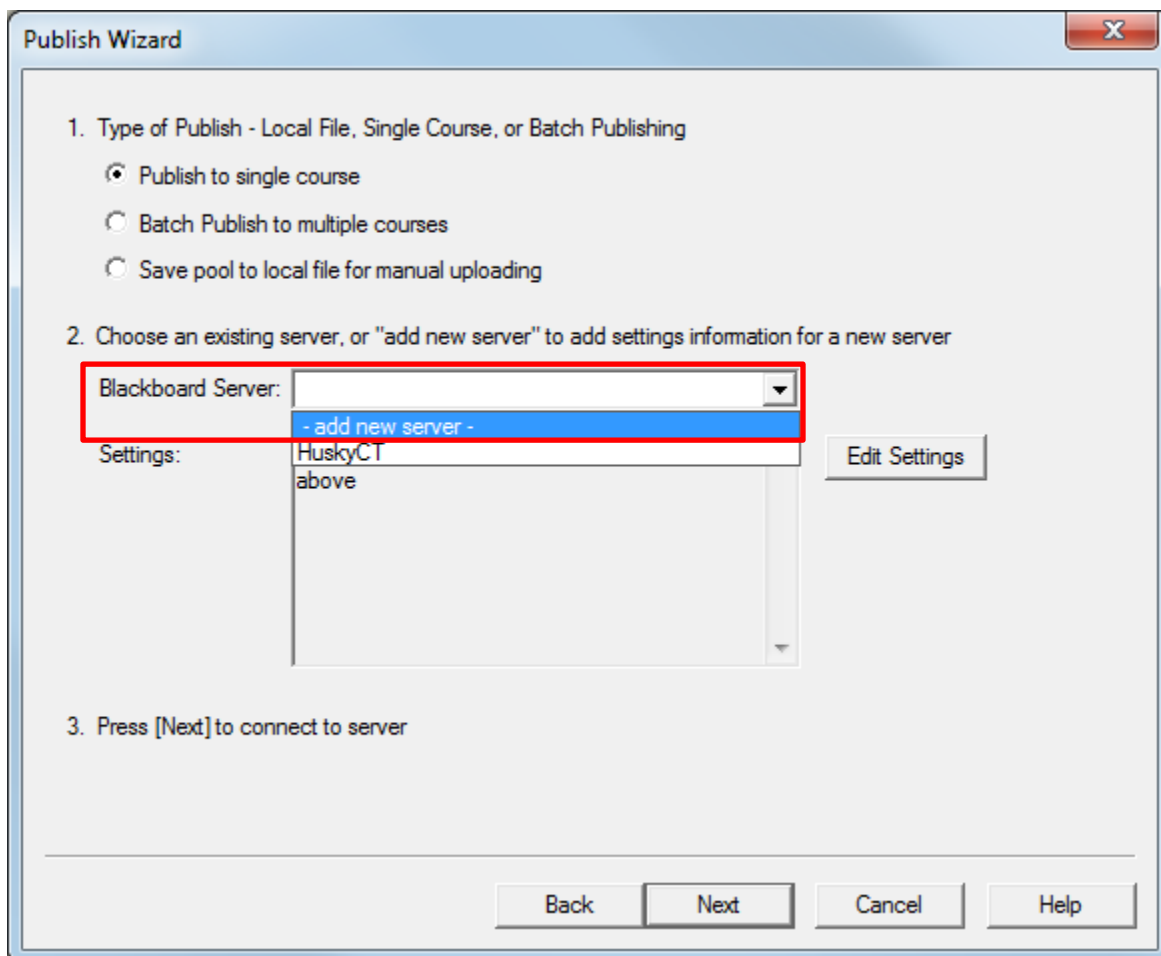


## Settings for Respondus Server connection to “new HuskyCT” (in use starting with summer classes)

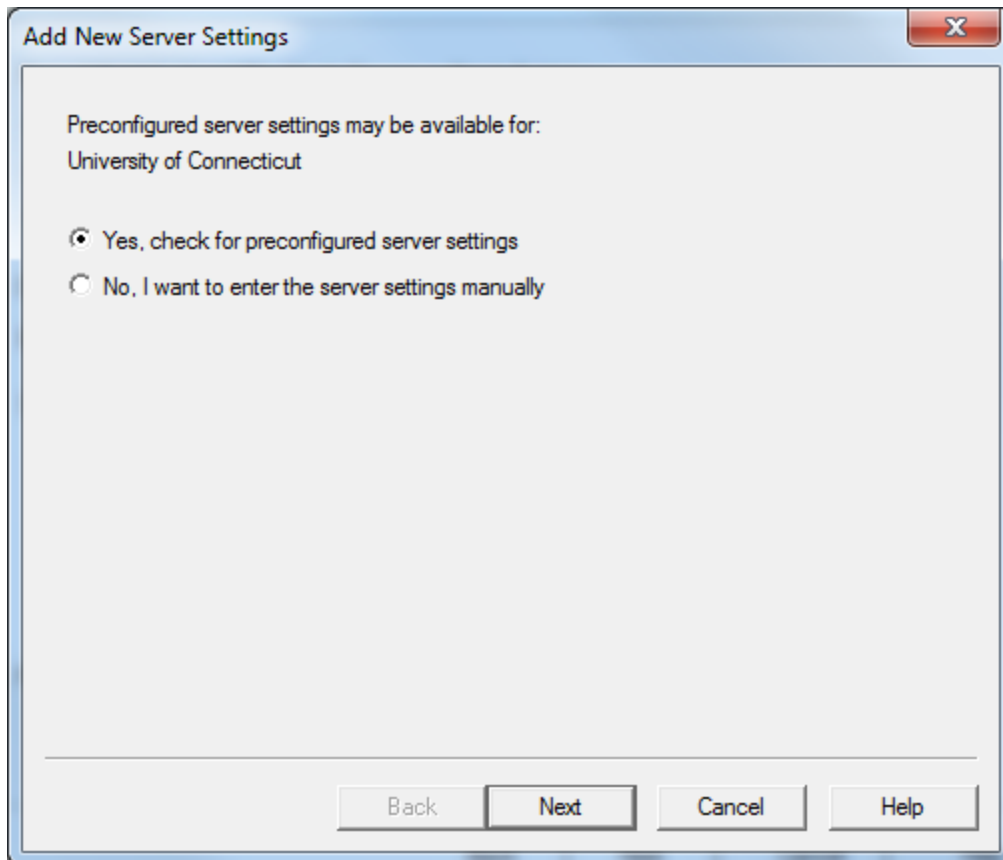
If you have been using Respondus 4.0 to publish test questions during, or prior to Spring 2015, you will need to add a new server setting to connect to the server that will be in use beginning with May term classes. You may want to keep the old server information there for a while in case you want to connect to classes on the old server and download tests or question pools.

### Please use the following steps to add a new server

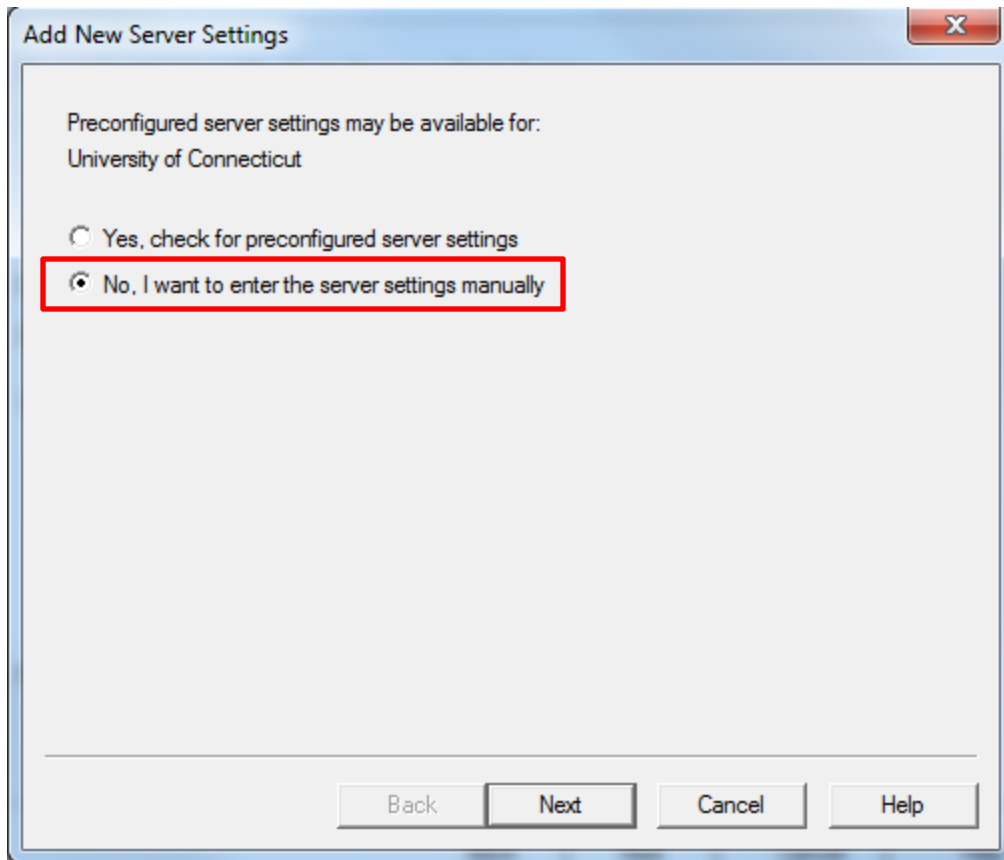
1. When you are ready to publish your test questions you activate the “Publish Wizard” in Respondus. This will load the screen shown below. Expand the Blackboard Server Menu and **click on “-add new server-”**



2. The next window will be the following:



3. **Change the setting** to “No, I want to enter the server settings manually” as shown below. Then click on Next.



4. **Fill in the server information *exactly*** as shown below. Then click OK.

**Blackboard Server and Course**

To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.  
(If you type your name & password into a small grey popup window, leave the box blank.)
2. In your browser go to a course you have instructor rights to, then copy the Address into the box below
3. Press Extract

Extract >>

Server name, e.g. "bboard1.univ.edu"      Course ID, e.g. "\_2\_141"  
     

Login type      Login page      Institution code  
           

Server Port            Secure Server?       Yes, HTTPS:// always

Login Port:            If HTTPS used only for login, otherwise set to 0

LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

The information below must be entered manually:

Description            Version     

(text to display in the server selection list, e.g. "My Bb server")

User name            Password     

Remember my User Name and Password (save them on this computer) --  
 If this is a shared computer, un-check this box!

OK      Cancel      Delete

5. If the connection is successful, you will be able to use the dropdown menu on the next screen to select the course you wish to publish to.

**Publish Wizard**

Choose Course to publish to

Exam/Survey

**PLEASE NOTE:** If you have copied the settings exactly and the connection is not working, you may need to update your Respondus 4.0 application. This is done by going to the Help menu in Respondus and choosing “Check for Update”.

