OFFICE OF
**Academic
Technology**
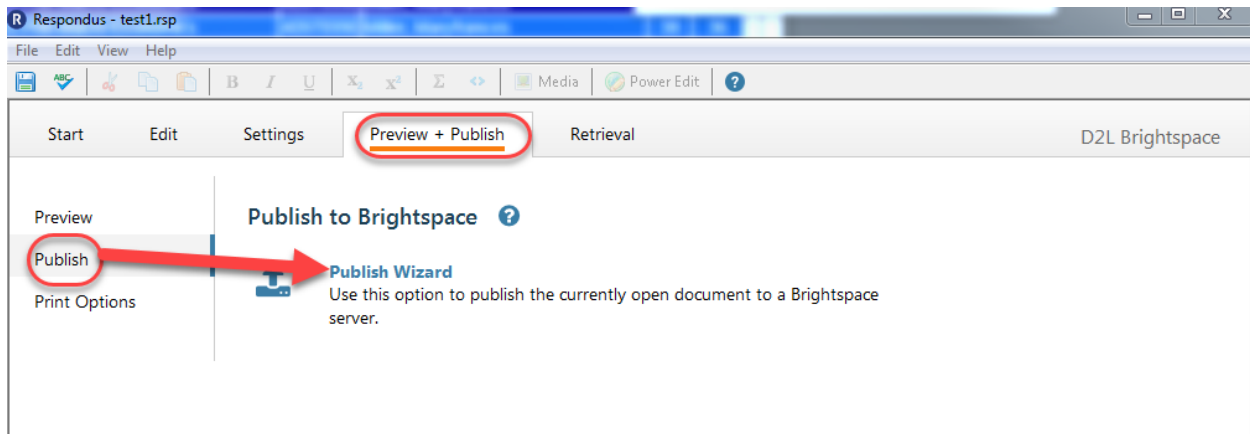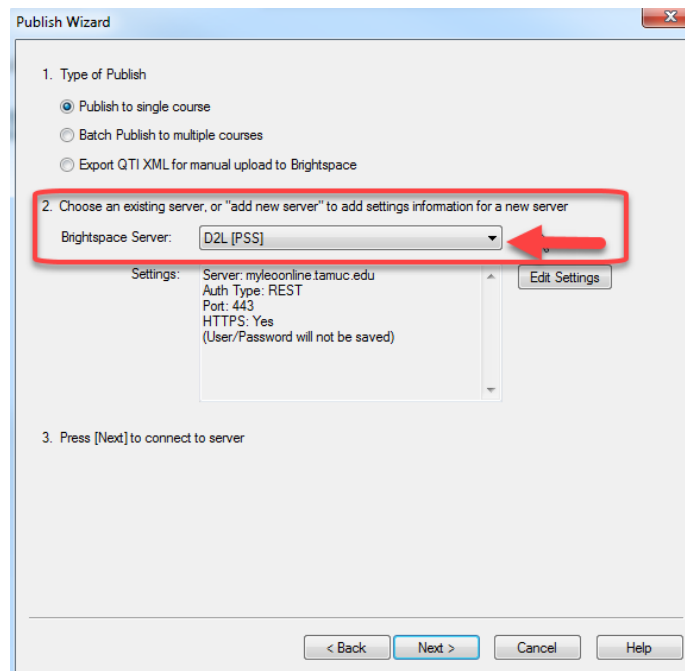A&M-COMMERCE

Respondus®

How to Publish from Respondus to MyLeo Online

1. Click on the Preview and Publish Tab at the top, and then select "**Publish**" along the left hand side.
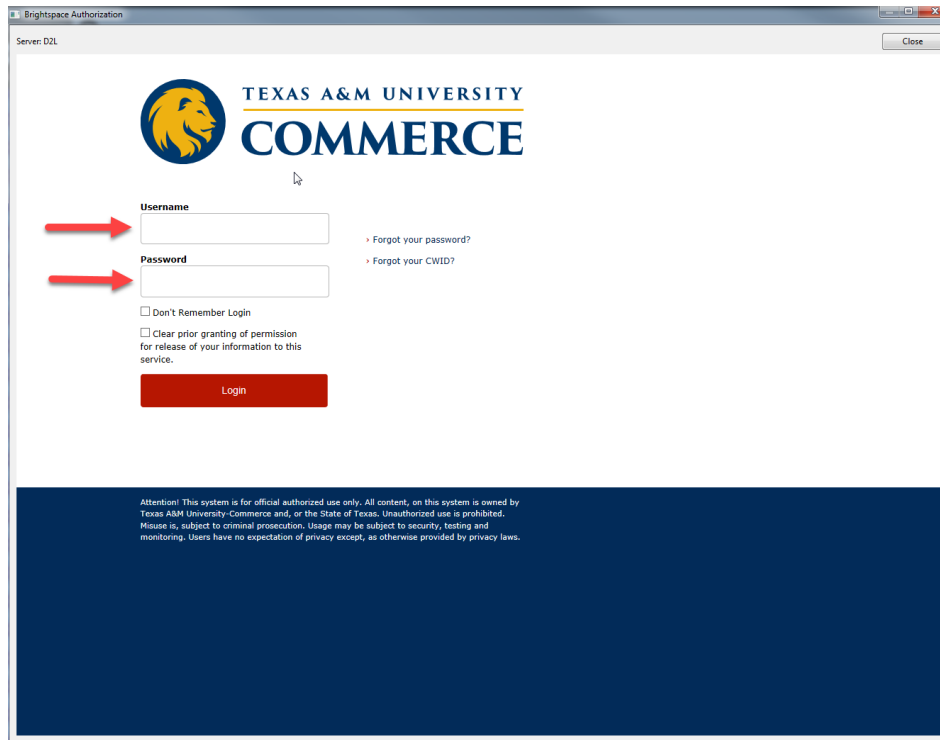

2. Click on Publish Wizard (If you have already set up your server connections click on next and continue to number 8, if you have not set up your server follow the steps for establishing server connection, once done with those return to number 8)

3. Make sure the Brightspace server is showing in the number 2 option. The Brightspace server will have the "PSS" beside it.

4.

5. Click "**Next.**"
6. Type in you AD credentials. LastNameFirstName and your password. These are the same credentials you use to access your university email or computer.

7. Select the "**course**" where you would like to upload the exam to.

8. From the appropriate drop down boxes, select where you would like to place the quiz. You may either put the exam directly into the Activities and Quizzes, or you may choose to have the quiz put into the Question Library.

9. Click next and the file will be uploaded to MyLeo Online.

10. After you see the message "Completed Successfully", click Finish to complete this task.
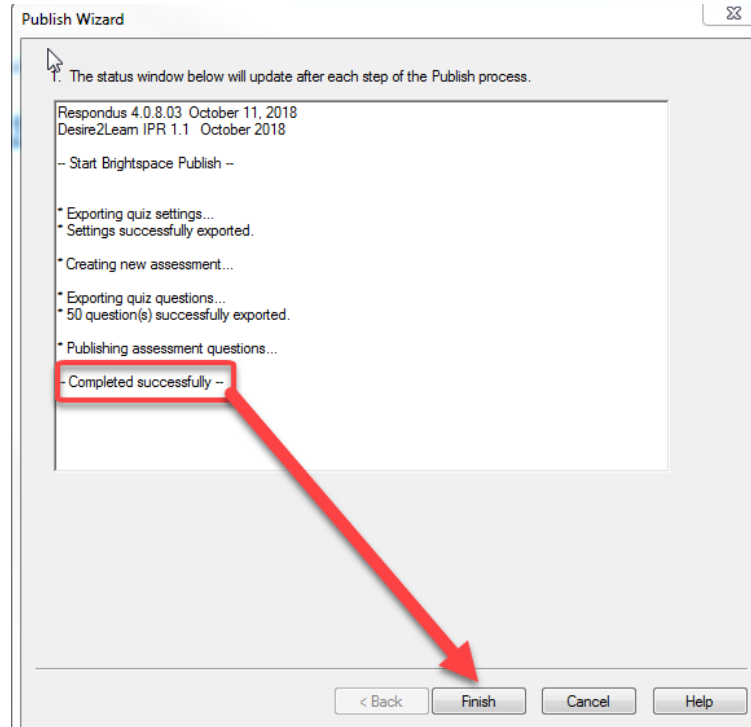
You will find your quiz in MyLeo Online in the Activities >>Quizzes, or in the Question Library.