

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.

1. Type of Publish		
Publish to single c	ourse	
Batch Publish to m	ultiple courses	
Export QTI XML for	r manual upload to Brightspace	
2. Choose an existing se	rver, or "add new server" to add settings infor	mation for a new server
Brightspace Server:	D2L [PSS]	-
Contractor		
	Auth Type: REST Port: 443 HTTPs: Yes (User/Password will not be saved)	-
3. Press [Next] to conne	ct to server	

- 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.

Brightspace Authorization			×
Server: D2L			Close
		ERCE	
Us	ername		
\rightarrow	> Forac	nt your password?	
Pa	ssword > Forgo	your CWID?	
	Don't Remember Login		
for	Clear prior granting of permission release of your information to this		
se	vice.		
	Login		
Att Te	ention! This system is for official authorized use only. All cont as A&M University-Commerce and, or the State of Texas. Uni	ent, on this system is owned by authorized use is prohibited.	
Mii mo	use is, subject to criminal prosecution. Usage may be subject nitoring. Users have no expectation of privacy except, as othe	to security, testing and erwise provided by privacy laws.	

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

Choose Course to Publish to					
				-	
Craste /Perises Assessment T	-	_			
Quiz	,pc				
Oreate new quiz	test1				
Replace existing quiz				-	
Self Assessment					
Create new self test	test1				
Replace existing self test				-	
Question Library Section					٦
Create new section	test1				н
Replace existing section				•	н
Additional Options for Assessme	ent lype				•
Apply Settings					
Apply Random Sections					
Press [Next] to publish to serve	r				

- 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.

Publish Wizard	23
T. The status window below will update after each step of the Publish process.	
Respondus 4.0.8.03 October 11, 2018 Desire2Leam IPR 1.1 October 2018	
Start Brightspace Publish	
* Exporting quiz settings * Settings successfully exported.	
* Creating new assessment	
 Exporting quiz questions 50 question(s) successfully exported. 	
* Publishing assessment questions	
- Completed successfully -	
< Back Finish Cancel H	elp
< Back Finish Cancel H	elp

You will find your quiz in MyLeo Online in the Activities >>Quizzes, or in the Question Library.