

## Black Hills State University Instructional Design

### **Upload Quiz into D2L**

(Using Respondus)

#### **Import Questions**

1. Open Respondus to go to the 'Start Tab'> Click on 'Import Question' for "Import Questions' window to pop-up.



Preview

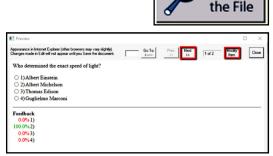
- Make sure that the 'Type of file:' is 'Plain Text'-(.txt) / 'Word doc' (.doc / .docx) and in the specified format
- 2. Select the type of file > Click on 'Browse'
- 3. Select the saved Notepad / Word document with the formatted questions
- 4. Type a name for 'Create a new document, named:'
- 5. Leave the 'Exam' button checked for 'Type of file to create:'
- 6. Click 'Preview' for the questions to be displayed the 'Preview results' area
  - · Preview Results area will display warnings, if any
- 7. Click 'Finish"

#### **Preview Questions**

- 1. Click on the Preview & Publish tab> 'Preview'> Preview the File Button
- 2. In the Preview pop-up window,
  - Use the 'Next' button to check the question
  - Use the 'Modify Item' button and follow the steps to modify any question that did not import correctly.
- Click 'Close'

### **Expanded View**

Click on the 'Edit' tab > 'Expanded View' to enlarge the

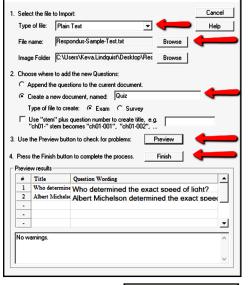




#### **Publish Questions to D2L**

- 1. Click on the Preview & Publish tab> 'Publish'> Publish Wizard button
- 2. In the Publish Wizard pop-up window, click on the drop-down arrow > 'add a new server' for 'Add New Server Settings' window to open







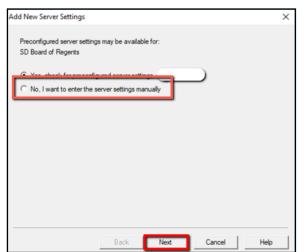


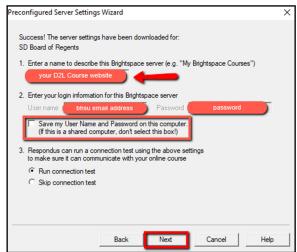
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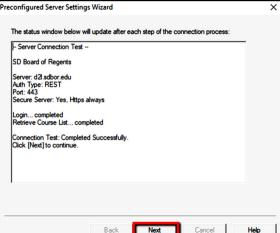
(Using Respondus)

- 3. In the 'Add New Server Settings' window, select 'No, I want to enter the server settings manually'
- 4. Click 'Next' for the 'Preconfigured Server Settings Wizard' to open
- 5. In the 'Preconfigured Server Settings Wizard',
  - for item 1: copy & paste the website address of your D2L course,
  - for item 2: enter your BHSU email address and password'
  - Note: You can save the User Name and Password if you wish to
  - Click 'Next' for 'Brightspace Authorization' with 'Server:D2L' internet browser to open
- 6. If you have not saved the user id and password, use your BHSU email credentials to sign in for a different 'Preconfigured Server Settings Wizard' window to open
- 7. Click 'Next' > 'Finish' for the 'Publish Wizard' window to open











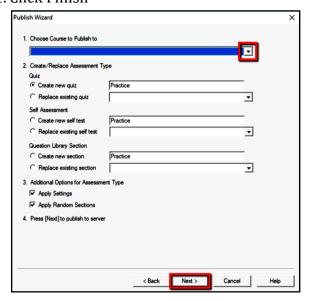


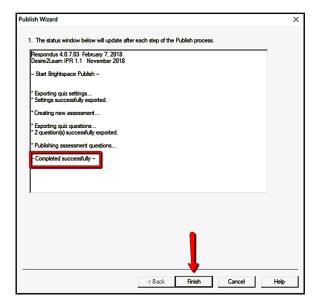
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- 8. In the new 'Publish Wizard' window, select the course from the drop-down menu
- 9. Click 'Next' for Respondus to export questions into the selected D2L course
- 10. Wait for 'Completed Successfully' message to display
- 11. Click Finish





- 12. Log in to D2L > Enter the specific course
- 13. Click on Assessments > Quizzes to find the exported quiz

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