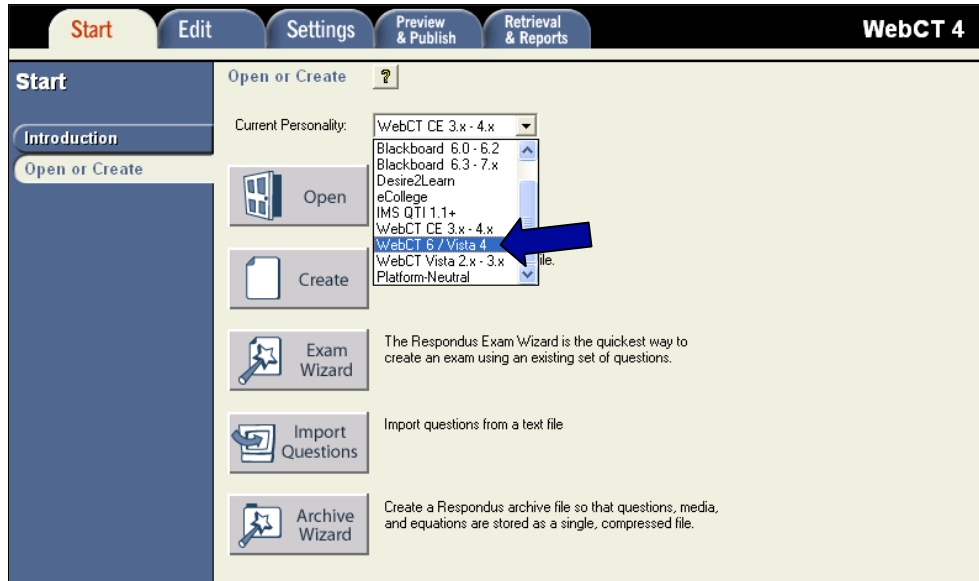


How to Add a Server

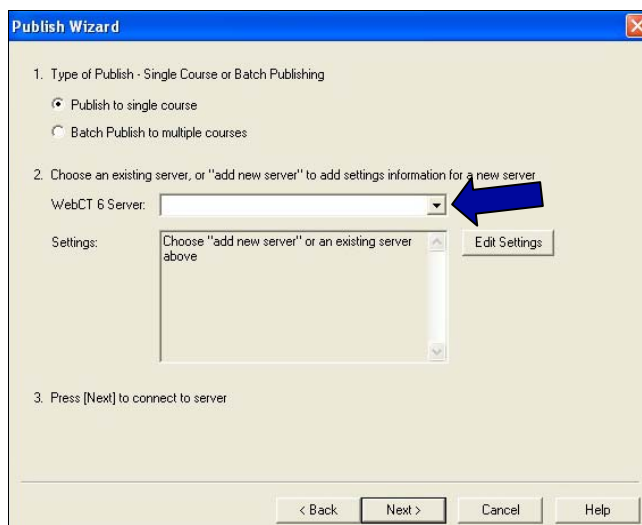
1. For Respondus to work with AU Access Blackboard, ensure the **Current Personality** is **WebCT 6/Vista 4**.

Click the **Current Personality** drop-down arrow and select **WebCT 6/Vista 4**.



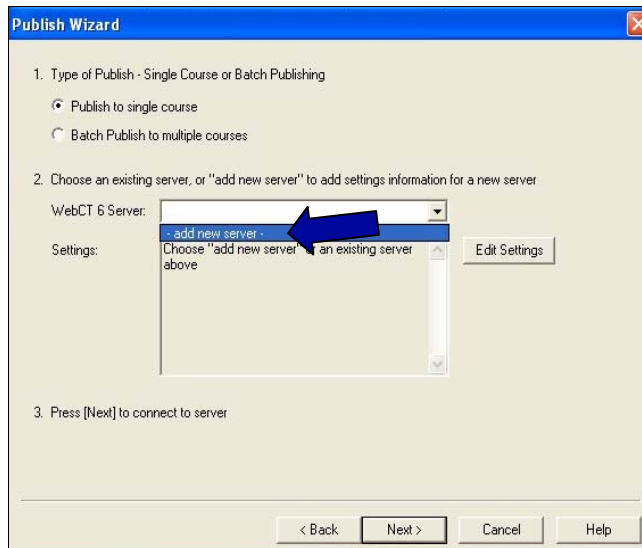
2. When attempting to publish or download questions, you will need to enter the correct server settings.

When using the Publish Wizard (see tipsheet on how to publish), click the **WebCT 6 Server** drop-down arrow.



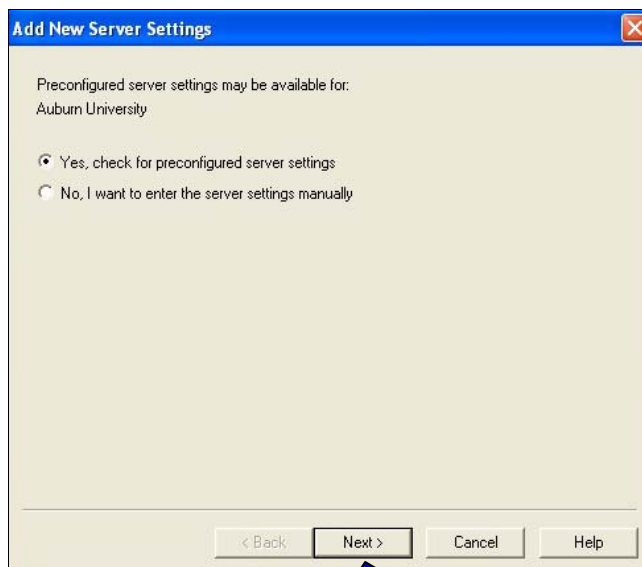
How to Add a Server

3. Select the - add new server - item.



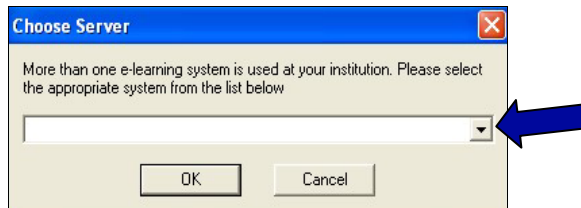
4. Blackboard's settings are pre-configured for Respondus. Leave the **Yes** radio button selected.

Click the **Next >** button.

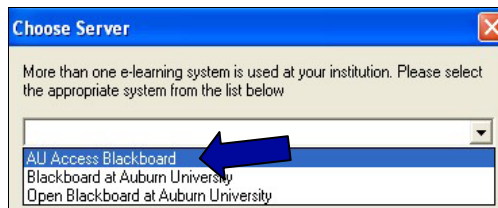


How to Add a Server

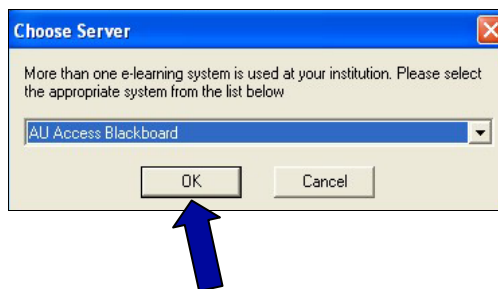
5. Select the drop-down arrow.



6. Select the **AU Access Blackboard** item.

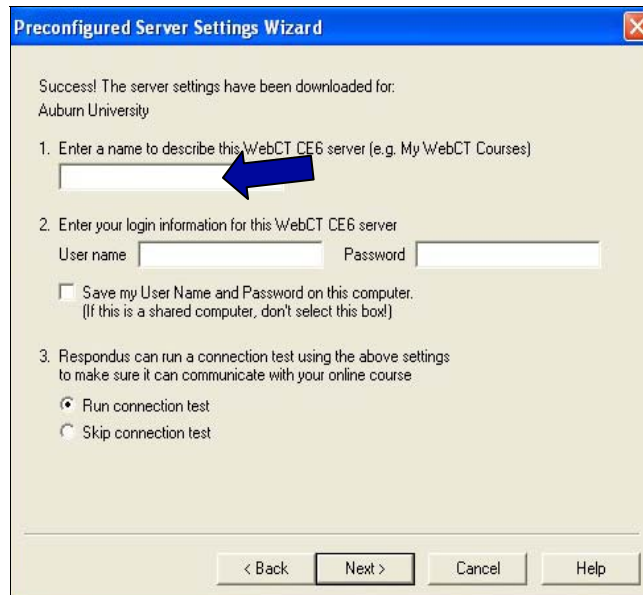


7. Click the **OK** button.

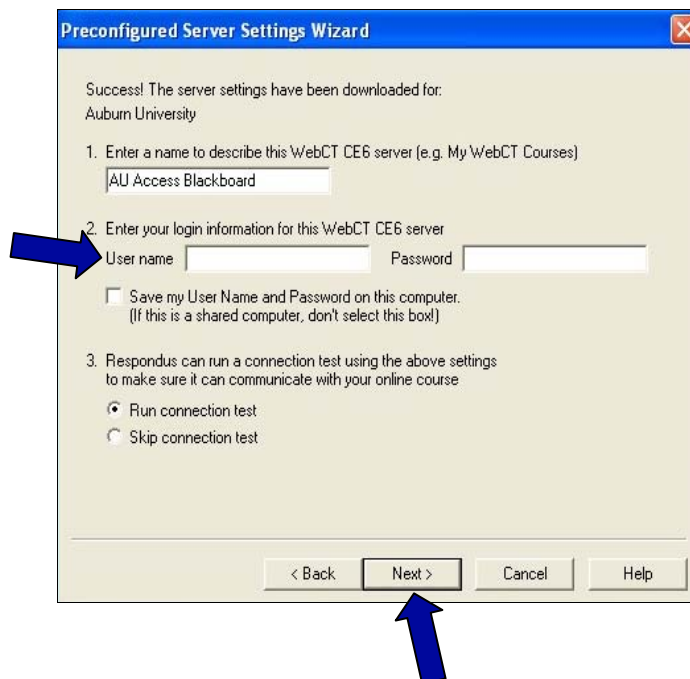


How to Add a Server

8. In the first field, type in **AU Access Blackboard**.

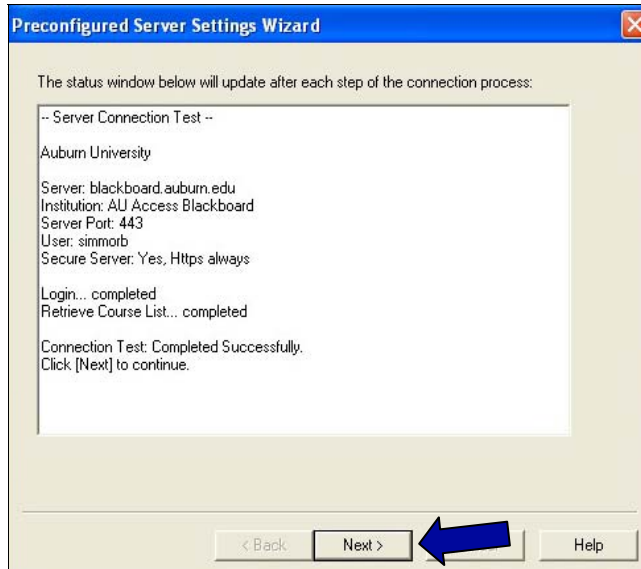


9. Enter your Auburn **User name** and **Password** and click **Next >**.



How to Add a Server

10. Click the **Next >** button.



11. Click the **Finish** button.

