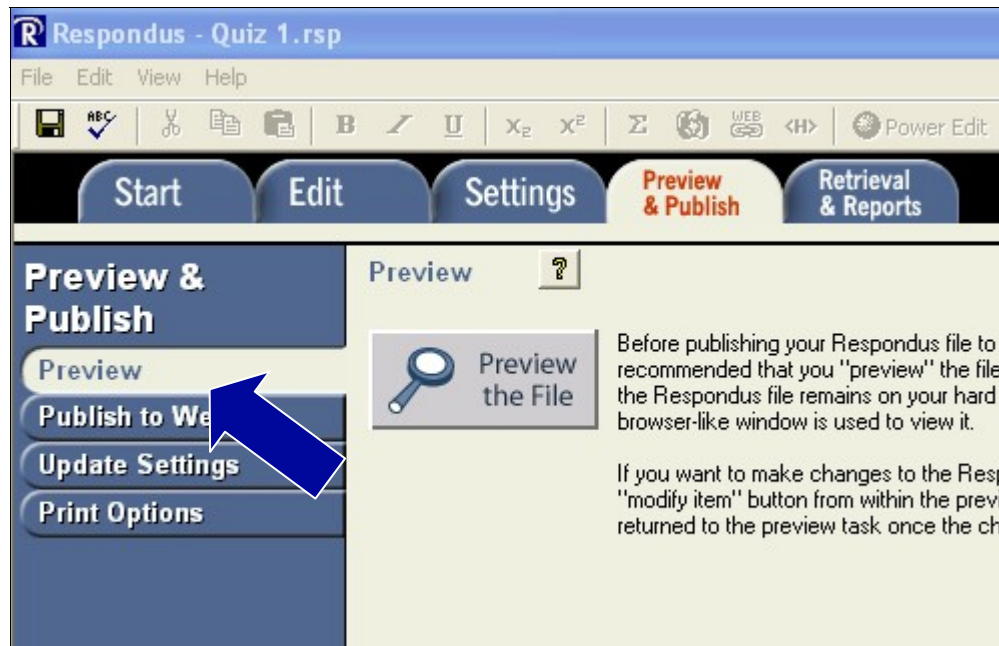
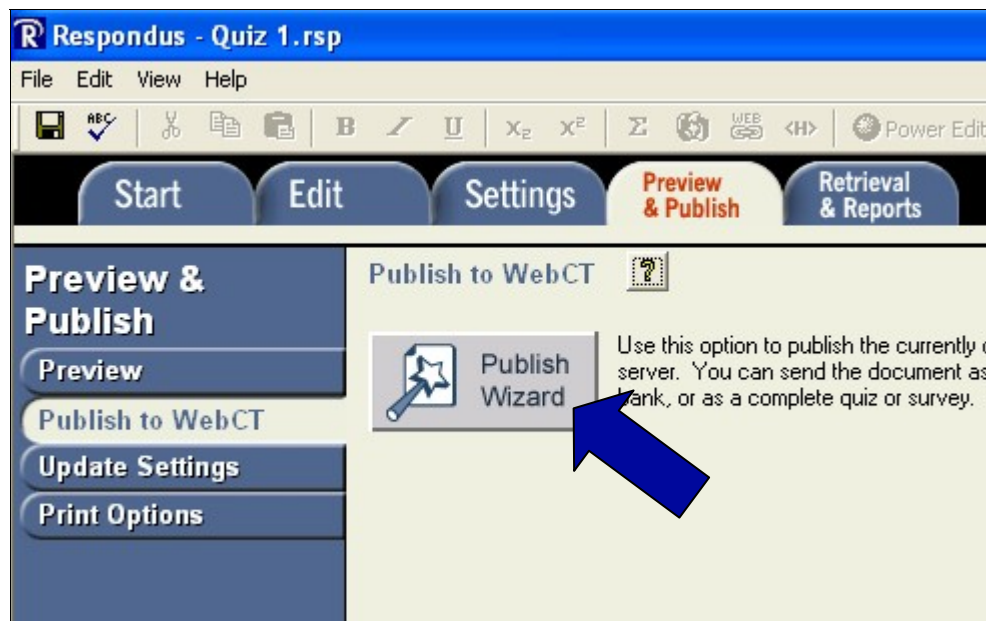


# How to Publish a Quiz to Blackboard

1. From the **Preview & Publish** tab, click the **Publish to WebCT** button (even though it's Blackboard).

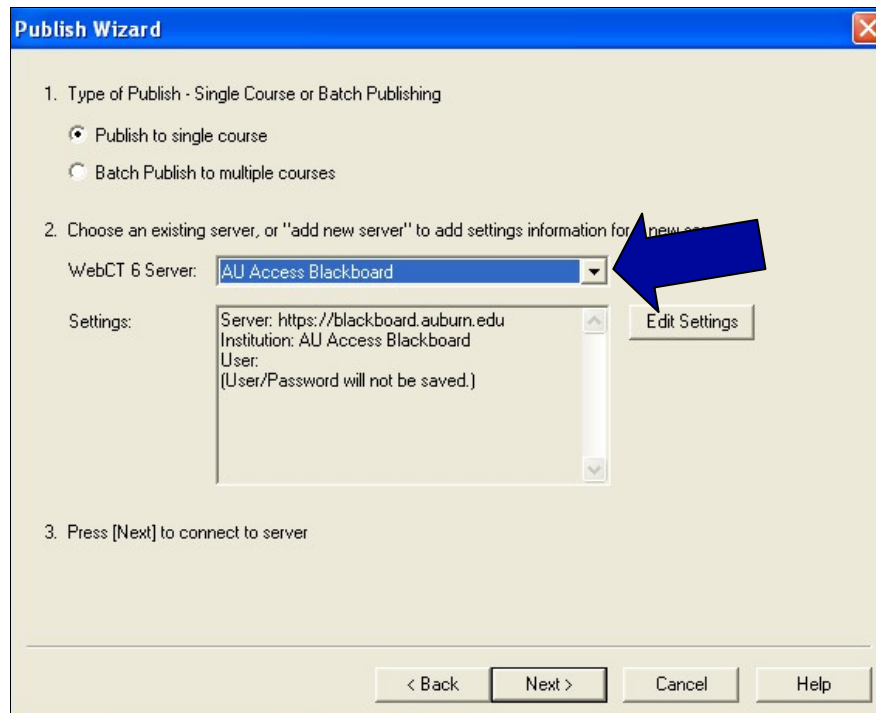


2. Click the **Publish Wizard** button.



# How to Publish a Quiz to Blackboard

3. Select the **AU Access Blackboard** item from the drop-down menu. Then click **Next >**.



**Publish Wizard**

1. Type of Publish - Single Course or Batch Publishing

Publish to single course  
 Batch Publish to multiple courses

2. Choose an existing server, or "add new server" to add settings information for a new server

WebCT 6 Server: **AU Access Blackboard**

Settings:

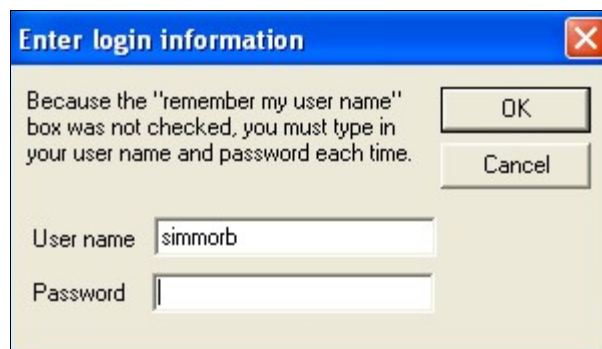
Server: https://blackboard.auburn.edu  
Institution: AU Access Blackboard  
User:  
(User/Password will not be saved.)

3. Press [Next] to connect to server

< Back   Next >   Cancel   Help

**Note:** If you need help adding Blackboard as an option, please see the video help “How to Configure Respondus for Blackboard.”

4. Enter your User name and Password and click **OK**.



**Enter login information**

Because the "remember my user name" box was not checked, you must type in your user name and password each time.

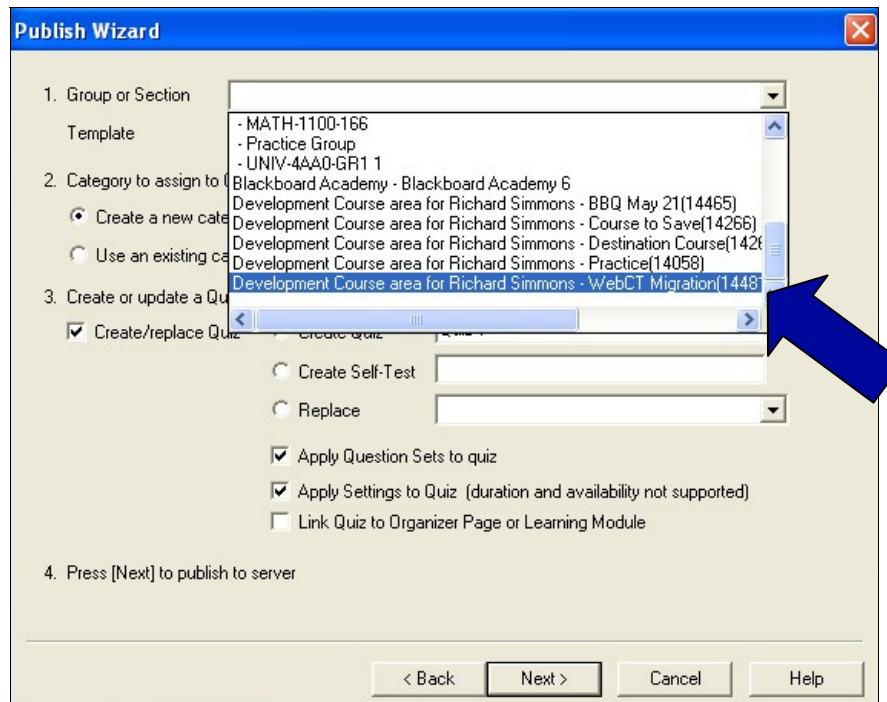
User name:

Password:

OK   Cancel

# How to Publish a Quiz to Blackboard

5. Select the drop-down arrow and choose your specific section. The sections are available towards the bottom of the list.



**Publish Wizard**

1. Group or Section: [Dropdown]

Template: [Dropdown]

2. Category to assign to Questions

- Create a new category
- Use an existing category

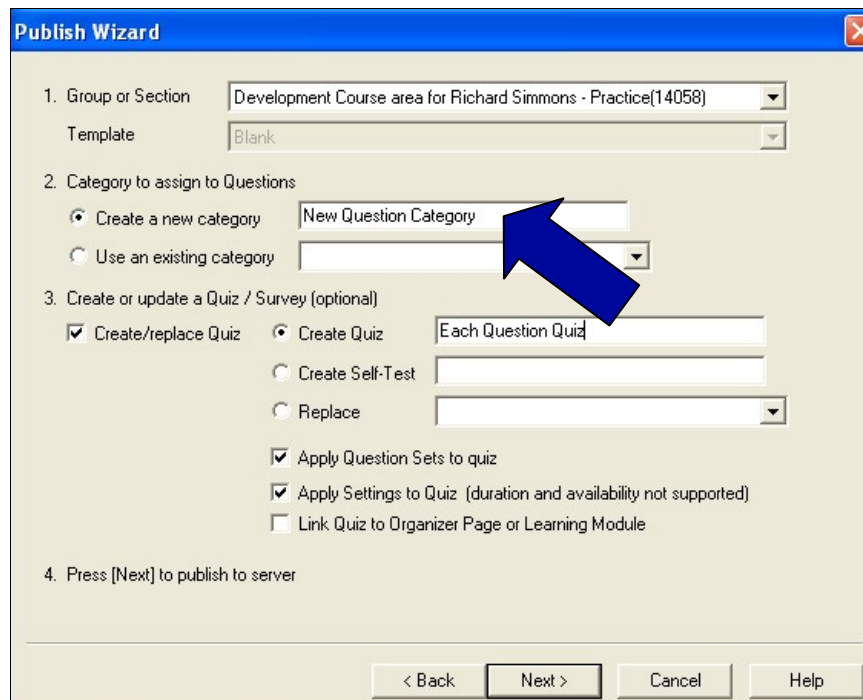
3. Create or update a Quiz / Survey (optional)

- Create/replace Quiz
- Create Self-Test
- Replace
- Apply Question Sets to quiz
- Apply Settings to Quiz (duration and availability not supported)
- Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server

< Back Next > Cancel Help

6. Enter a name for the question category.



**Publish Wizard**

1. Group or Section: [Development Course area for Richard Simmons - Practice(14058)]

Template: [Blank]

2. Category to assign to Questions

- Create a new category: [New Question Category]
- Use an existing category: [Dropdown]

3. Create or update a Quiz / Survey (optional)

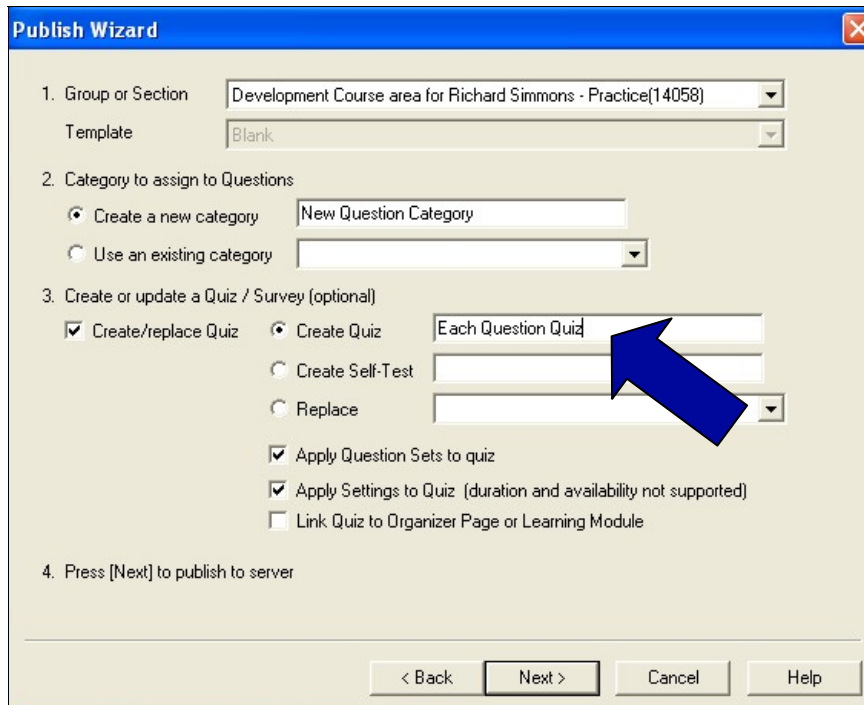
- Create/replace Quiz
- Create Quiz: [Each Question Quiz]
- Create Self-Test
- Replace
- Apply Question Sets to quiz
- Apply Settings to Quiz (duration and availability not supported)
- Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server

< Back Next > Cancel Help

# How to Publish a Quiz to Blackboard

7. Enter a name for the quiz itself.



**Publish Wizard**

1. Group or Section: Development Course area for Richard Simmons - Practice(14058)  
Template: Blank

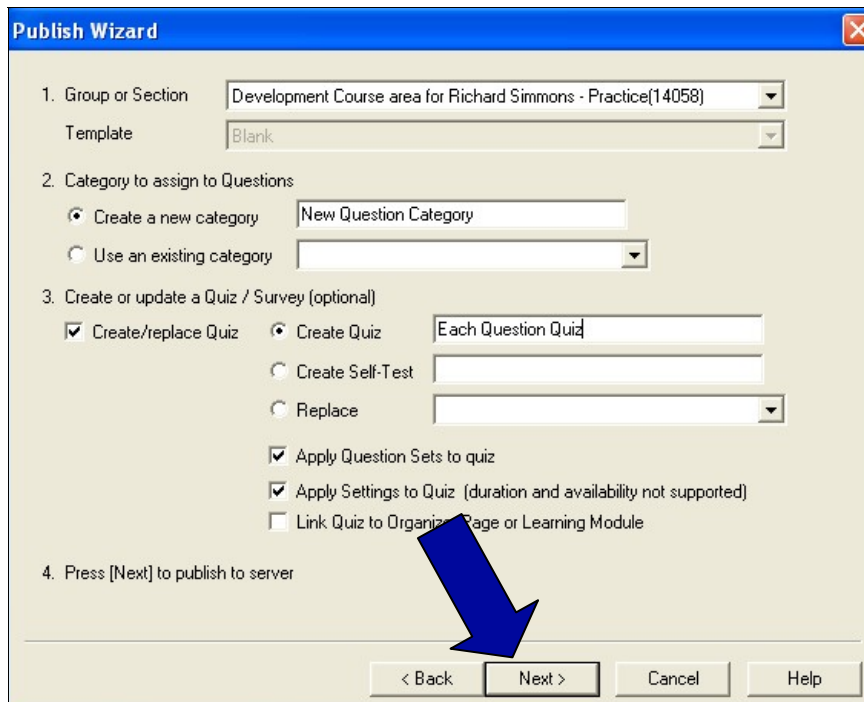
2. Category to assign to Questions  
 Create a new category: New Question Category  
 Use an existing category: [dropdown]

3. Create or update a Quiz / Survey (optional)  
 Create/replace Quiz  
 Create Quiz: Each Question Quiz  
 Create Self-Test: [text box]  
 Replace: [dropdown]  
 Apply Question Sets to quiz  
 Apply Settings to Quiz (duration and availability not supported)  
 Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server

< Back Next > Cancel Help

8. Click the **Next >** button.



**Publish Wizard**

1. Group or Section: Development Course area for Richard Simmons - Practice(14058)  
Template: Blank

2. Category to assign to Questions  
 Create a new category: New Question Category  
 Use an existing category: [dropdown]

3. Create or update a Quiz / Survey (optional)  
 Create/replace Quiz  
 Create Quiz: Each Question Quiz  
 Create Self-Test: [text box]  
 Replace: [dropdown]  
 Apply Question Sets to quiz  
 Apply Settings to Quiz (duration and availability not supported)  
 Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server

< Back Next > Cancel Help

# How to Publish a Quiz to Blackboard

9. Click the **Finish** button once uploaded.

