# **Export Respondus 4.0 exam to Blackboard**

Unfortunately, the connection between Respondus 4.0 and the Blackboard server no longer functions. Luckily, any tests you have created/converted with Respondus 4.0 can still be exported/imported to Blackboard via the manual upload option.

To do this, open any of the Respondus 4.0 test files you wish to upload to Blackboard using the “Start” >> “Open” button.

A screenshot of a computer

Description automatically generated

A screen will pop out with various Respondus files listed. Find the test you want, select it, then click “Open.”

A screenshot of a computer

Description automatically generated

Respondus will load the test in the “Edit” tab. If you need to make any changes to the test questions, please do so now before the export/import.

Click the “Preview + Publish” tab, then select the “Publish” button on the left and click “Publish Wizard”. On the “Publish Wizard” pop-up, click “Save pool to a local file for manual uploading”. Click “Next,” and the Publish Wizard screen will update.

A screenshot of a computer

Description automatically generated

On this next screen, click “Save As,” and you will be given the option to pick what computer folder the file saves to. It is CRITICAL to save the .zip file version of this test to a place on your PC where you can easily find it. I recommend “Documents” if you do not have a more specific location in mind.

Next, specify whether the questions are for a POOL (used to build tests with large potential question banks) or whether they are for a TEST (For this example, I picked “Test”). Click “Finish” when you are done. A small message will appear that says, “Pool file successfully created” (NOTE: It will say “pool file” regardless of what your choice was – just ignore it and click “OK”).