Settings for Respondus Server connection to HuskyCT

Please use the following steps to add a new server

1. When you are ready to publish your test questions you activate the “Publish Wizard” in Respondus. This will load the screen shown below. Expand the Blackboard Server Menu and click on “-add new server-”

   ![Publish Wizard Screen](image)

   1. Type of Publish - Local File, Single Course, or Batch Publishing
      - Publish to single course
      - Batch Publish to multiple courses
      - Save pool to local file for manual uploading

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

   3. Press [Next] to connect to server

2. The next window will be the following:
3. **Change the setting** to “No, I want to enter the server settings manually” as shown below. Then click on Next.
4. Fill in the server information *exactly* as shown below. Then click OK.
5. **If the connection is successful,** you will be able to use the dropdown menu on the next screen to select the course you wish to publish to.

**PLEASE NOTE:** If you have copied the settings exactly and the connection is not working, you may need to update your Respondus 4.0 application. This is done by going to the Help menu in Respondus and choosing "Check for Update".