Topic: Publishing Quiz to D2L Brightspace

Respondus 4.0 allows you to:

- Publish a quiz directly to D2L Brightspace.
- Create a New Quiz or Replace an existing one.
- Add questions to the D2L Brightspace question library.

To publish a quiz to D2L:

1. Open Respondus.
2. On the Start page, Choose **Desire2Learn** (for D2L Brightspace) as the **Current Personality**.
3. Click **Open**.
4. Open the file you wish to publish.
5. Click the **Preview & Publish** Tab.
6. From the left sidebar, click **Publish**.
7. Click Publish Wizard.

8. Choose Publish to single course.
9. From the Desire2Learn Server Drop-down menu, Click add new server or if you have already added a new server, choose the specific server and click Next.

If you choose add new server:

1. Choose No, I want to enter the server settings manually.
2. Click Next.
3. In the address field, Paste the D2L Brightspace Url.
4. Click Extract. (This should automatically fill the Server Domain and Server Port)
5. Enter the Server name in the Description field.
6. Enter your Star ID.
7. Enter your Password.
8. Click the check box Remember my User Name and Password if you would like Respondus to remember your User Name and Password.
9. Click OK
10. Click Next
11. Choose course to publish to.

12. **Create new quiz**: This creates New Quiz in your course.

13. Enter the **Quiz Name** – OR -

14. **Replace existing quiz**: This replaces the existing quiz.

15. Enter the **Quiz Name** (Optional)

16. Choose the quiz to be replaced

17. Click **Next**

18. Click **Finish**
For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.