This handout contains the exact same information as the corresponding Blackboard Learn Respondus videos which are available at http://www.youtube.com/playlist?list=PLHNbpAQ59j3hTgPjmbXrMZB0a4ZXkJ1yi.

### Configuring Blackboard Servers

**Step-by-step**

- **Respondus** allows the transfer of assessments from Blackboard Vista to Blackboard Learn. Also, assessments can be built in “Respondus” independently and then uploaded to Learn as well. This tutorial will demonstrate how to configure the “Respondus” software.

- To get started, go to Blackboard Vista and login into the correct campus. The *My Blackboard dashboard* page will appear, that contains the list of courses you have access to. **Locate, highlight and copy** the URL that appears in the browser URL bar.

- Next, **open** “Respondus”. **Locate and click** on the **Retrieval & Reports** tab. Then, **click** on the **Retrieve Questions** link on the left.

- **Now, locate and click** the **Vista Server** dropdown. **Click** on the **Add New Server** option.
The “Add New Server Settings” dialog box will appear. **Click** the radio button on the left of the “No, I want to enter the server settings manually” option.

The “WebCT 6 Server Information” screen will appear. **Click** in the first text field, to paste the URL copied in the step above. Then, **click** the **Extract** button, which extract the information “Respondus” wants from the URL.

Now that the URL has been extracted, “Respondus” can recognize the different institutions that exist for Purdue. **Click** the **Institutions** button and then **click** the dropdown to choose an institution. For this tutorial, the “West Lafayette Academic Campus” option is selected.
Next, provide the username and password used for accessing the proper campus in Blackboard Vista’s system. Optionally, click in the Description text field to provide a description of the server, such as the one used in the screenshot below “Blackboard Vista Server”. Lastly, you can click the “Remember my User Name and Password” option to have “Respondus” remember your credentials each time you start the program.

**Note:** Open and Non-Academic campus logins will differ from regular Purdue Career Account credentials.

Once finished, click the OK button.

Open a browser again, and type the URL [http://mycourses.purdue.edu](http://mycourses.purdue.edu) to get to the Blackboard Learn login page. Once logged in, locate, highlight and copy the URL the appears in the browser’s URL bar.

Open “Respondus” again and click on the Start tab. Then, click on the Current Personality dropdown field and choose the Blackboard 7.x-9.x option.
Now, click the Retrieval & Reports tab. Then, click the Retrieve Reports button on the left of the window.

Click the Choose Server dropdown and click the Add New Server link.

The “Add New Server Settings” dialog box appears. Click the radio button next to the “No, I want to enter the server settings manually” option and then click the Next button.

The Blackboard Server and Course screen appears. In the first text field type in https://mycourses.purdue.edu, which is the URL for the Blackboard Login page. Next, in the second text field, paste the URL that appears once you are logged into Learn. Now, click the Extract button.
In the “Login Page” text field, type the URL https://mycourses.purdue.edu one more time.

Next, provide the username and password used for accessing the proper campus in Blackboard Learn’s system. Optionally, click in the Description text field to provide a description of the server, such as the one used in the screenshot below “Blackboard Vista Server”. Lastly, you can click the “Remember my UserName and Password” option to have Respondus remember your credentials each time you start the program.

Once finished, click the OK button.