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

**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 at [https://blackboard.purdue.edu/](https://blackboard.purdue.edu/) and login into the correct campus. The *My Blackboard* dashboard will appear with the list of your courses.
- **Highlight** and **Copy** the URL that appears in the browser's address bar.

- **Open** **Respondus**, and ensure that the **Current Personality** dropdown is set to “WebCT Vista/CE 8.x”.

- Within the **Respondus** application, **click** on the **Retrieval & Reports** tab.
- **Click** on the **Retrieve Questions** link on the left.
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 underneath “2. Copy the Address...”. Paste the URL copied previously into this textbox.

Click the Extract button. This will 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.

- **Type** the username and password used for accessing the proper campus in Blackboard Vista’s system into the **Username** and **Password** text field.

- Optionally, **click** in the **Description** text field to provide a description of the server (e.g. "Blackboard Vista Server" in the screenshot below).

- **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.

  - **Click** the OK button.

  - **Open** a web browser, and **type** in the URL [http://mycourses.purdue.edu](http://mycourses.purdue.edu) to get to the Blackboard Learn login page. Once logged in, enter a course you are an instructor of then **highlight** and **copy** the URL that appears in the browser's address bar.

- **Open** Respondus again and **click** on the Start tab.

- **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 text field underneath step 1 for the Blackboard Login page type in https://mycourses.purdue.edu.

In the second text field underneath step 2, paste the URL that appeared once you logged into a course in Learn, as shown on page 3.

Click the Extract button.

Type the username and password used for accessing Blackboard Learn in the User name and Password text fields.

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".

Click the Remember my User Name and Password option to have Respondus remember your credentials each time you start the program.

Once finished, click the OK button.