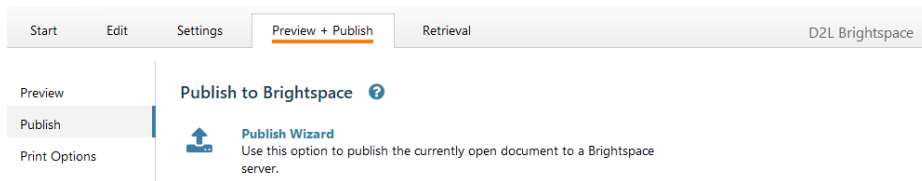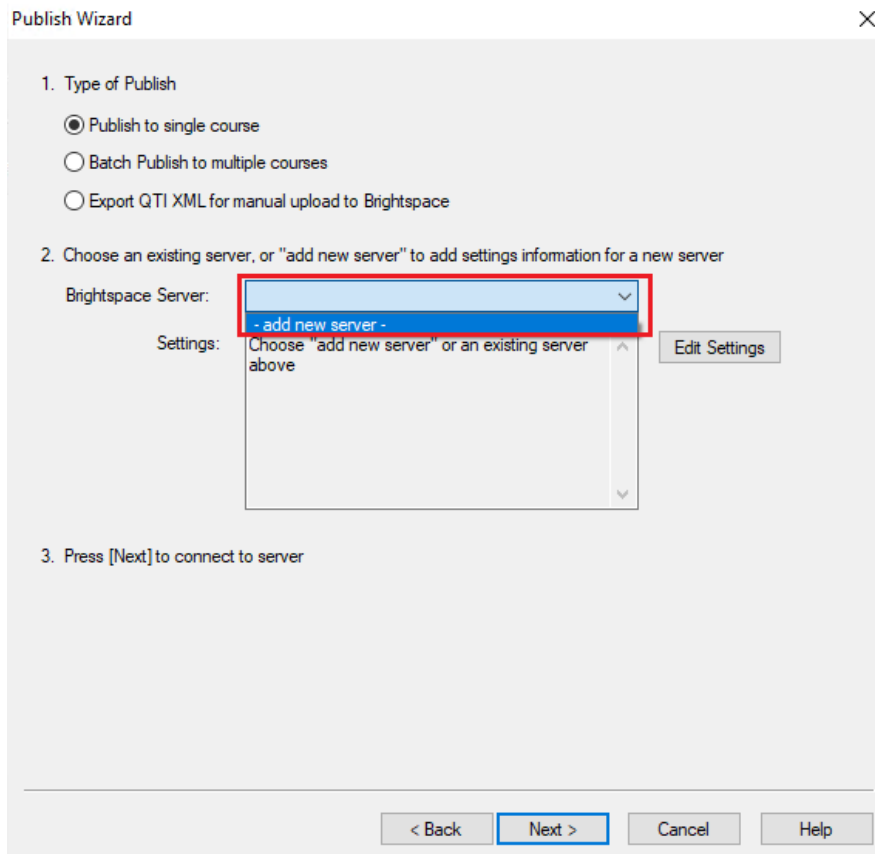## Publishing a Quiz from Respondus to myCourses

In order to publish an assessment (e.g. quiz, survey or self-assessment) from Respondus to myCourses, you must have already created the assessment, as well as entered and/or imported questions.

Under the **Start** tab, make sure that the **Current Personality** is set to **Brightspace**.

1. To begin the publishing process, click the **Preview & Publish** tab, select **Publish** and click **Publish Wizard**.

2. From the **Publish Wizard** screen and under the **Brightspace Server** drop-down list, select **-add new server-**.

3. Select **No, I want to enter the server settings manually** and click **Next**.

4. Enter the myCourses address exactly as shown below, including the 's' after http and all slashes: **https://mycourses2.mcgill.ca/**

Brightspace Server Information   ✕

1. Open your browser and login to the Brightspace account you wish to use. Navigate to the page that lists the courses available, then go to any one of the courses.

[OK]

2. Copy the "Address" of the page from the browser to the box below.

[Cancel]

https://mycourses2.mcgill.ca/

[Delete]

3. Press Extract

[Extract >>]   Server Domain   mycourses2.mcgill.ca

Server Port   443   Secure Server?   ☑ Yes, HTTPS:// always

4. The information below must be entered manually, then press the OK button:

Description   McGill   (text to display in the servers list, e.g. "UCSD login")

User name   ██████████ @mcgill.ca   Password   ••••••••••

☐ Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

Note: If entered correctly, when you press **Extract >>**, '**https://mycourses2.mcgill.ca**' will appear under the server domain.

5. Enter "McGill" in the **Description** field.
6. Enter your McGill email address in the **User name** field and enter your e-mail password in the **Password** field.
7. Click **OK**.
8. Click **Next** to connect to myCourses.
9. Select the course under **Choose Course to Publish to**.

10. Select your assessment type (quiz, survey or self-assessment) and indicate whether it is a new assessment or if it will replace an existing one.

Publish Wizard ✕

1. Choose Course to Publish to

   (prj-sandbox_   ) sandbox -   ▾

2. Create/Replace Assessment Type

   Quiz
   - ◉ Create new quiz   `Sample test`
   - ◯ Replace existing quiz   ▾

   Self Assessment
   - ◯ Create new self test   `Sample test`
   - ◯ Replace existing self test   ▾

   Question Library Section
   - ◯ Create new section   `Sample test`
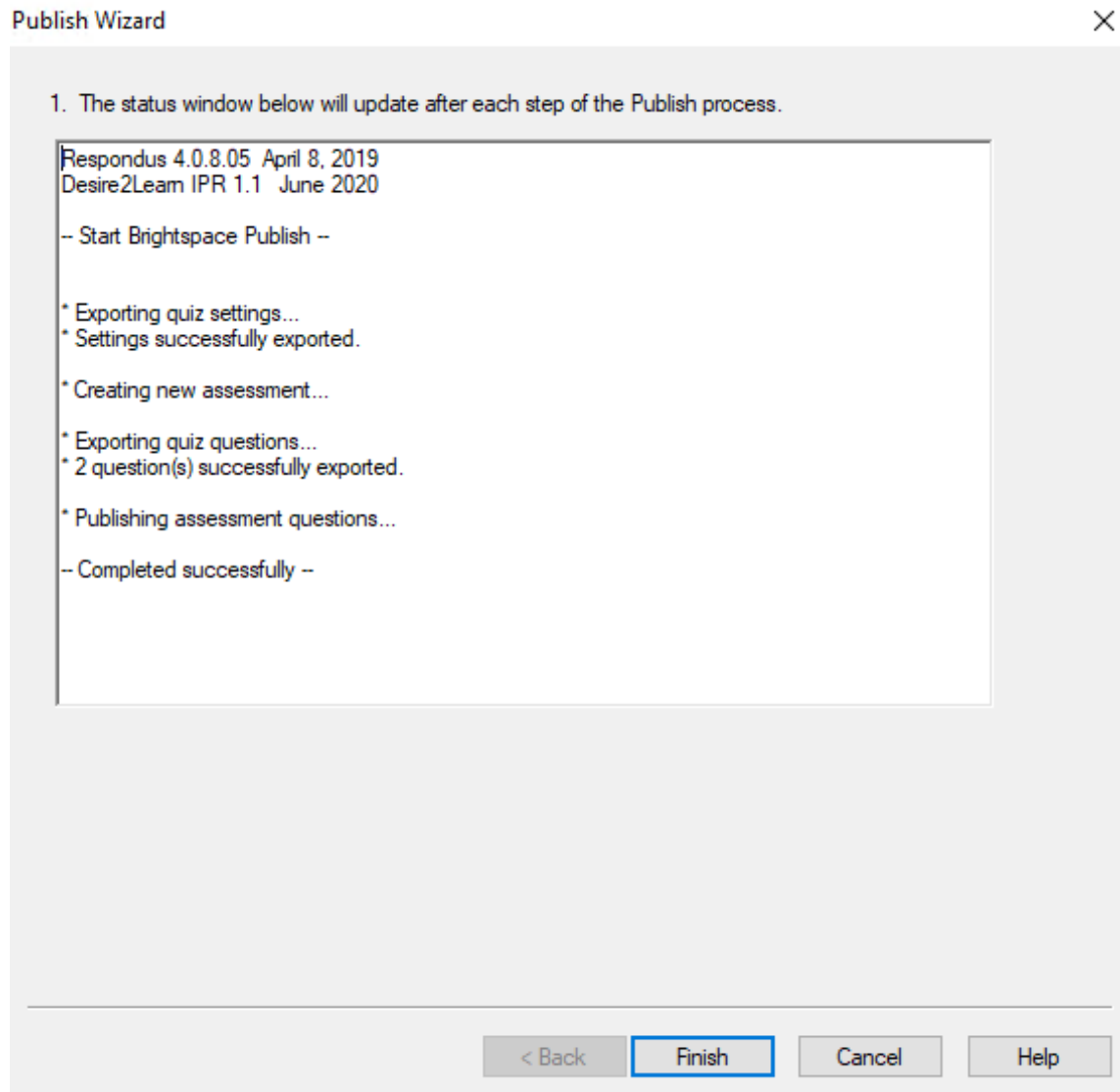   - ◯ Replace existing section   ▾

3. Additional Options for Assessment Type
   - ☑ Apply Settings
   - ☑ Apply Random Sections

4. Press [Next] to publish to server

   [< Back] [Next >] [Cancel] [Help]

11. Click **Next**.

Publish Wizard   ✕

1. The status window below will update after each step of the Publish process.

```
Respondus 4.0.8.05  April 8, 2019
Desire2Learn IPR 1.1   June 2020

-- Start Brightspace Publish --


* Exporting quiz settings...
* Settings successfully exported.

* Creating new assessment...

* Exporting quiz questions...
* 2 question(s) successfully exported.

* Publishing assessment questions...

-- Completed successfully --
```

< Back   Finish   Cancel   Help

12. Click **Finish** to publish your assessment to the course.