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### Using Respondus to Upload Tests into Moodle

1. **Open the Respondus application** and set the personality to Moodle.

2. **Open, Create, or Import a quiz.**
   - Open a Respondus file.
   - Create a new Respondus file.
   - The Respondus Exam Wizard is the quickest way to create an exam using an existing set of questions.
   - Import questions from a text file.

3. Your quiz will open in **Editing mode**. Make any modifications you require.

4. **Click on the Preview & Publish tab.**
   - Click on the Preview the File button to review each question for accuracy. Make any corrections required.

Before publishing your Respondus file to the server, it is recommended that you "preview" the file. In the file, the Respondus file remains on your hard drive and a browser-like window is used to view it. If you want to make changes to the Respondus file, click the "modify item" button from within the preview tool and return to the preview task once the change is made.
Within the Preview & Publish mode, click on Publish to Moodle, then click on the Publish Wizard button.

1. The default is to publish to a single course, but you can also publish to multiple courses.
2. Choose the “add new server” option from the dropdown menu.

Choose the manual option and click Next.

Preconfigured server settings may be available for:
Central Piedmont Community College

- Yes, check for preconfigured server settings
- No, I want to enter the server settings manually

Next >
1. Follow the instructions on this screen and enter the information indicated.

3. Press Extract

4. Enter a description for your server (Moodle makes sense)

Enter your user Name and Password (if you elect to have Respondus remember this, be sure to update it if you change your password.)

5. Click OK

This takes you back to the Publish Wizard screen.

Make sure your Moodle server is selected.

Click Next.
1. Select the course (or courses) where you want to upload your quiz.

2. You can create a new category or use an existing one.

3. You can also choose to directly deploy the quiz to a specific course block or replace an existing quiz.

You can apply basic settings and random blocks now or modify the settings within your course.

Click Next.

Your quiz will upload into Moodle. Click Finish.

-- Start Moodle Publish --
* Creating new question category...
* Publishing all questions...
* Exporting questions...
* 15 question(s) successfully exported.
* Uploading questions...
* Creating new quiz...
* Adding questions to quiz...

-- Completed successfully --