

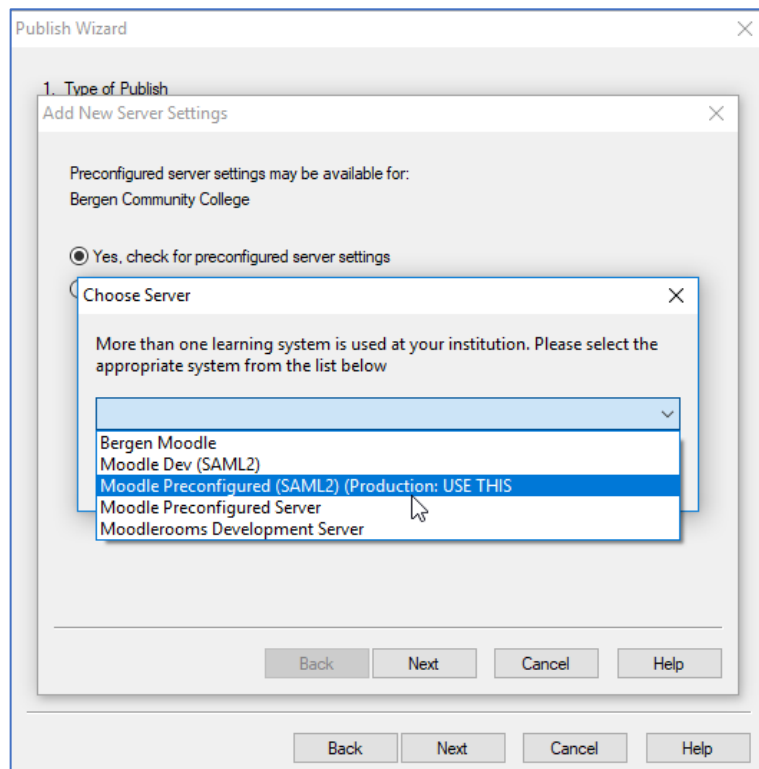
Respondus 4.0.8.5

Publish using Preconfigured Server Settings

1. Open the Respondus program
2. Open a test to publish to the Moodle course
3. Click **Preview and Publish** tab
4. Click **Publish to Moodle**

Setup Preconfigured Moodle Server

5. Click **Publish Wizard** button
6. Pull down the Moodle server and select **add a new server**
7. Click the radio button *Yes, check for preconfigured server settings*
8. Click **Next**
9. Select *Moodle Preconfigured (SAML2) Production USE THIS* from **Choose Server** dialog box



10. Click **OK**
11. Type a name to identify this server such as Moodle 3.x
12. Type your Moodle username
13. Click **Next**. You are prompted to *Log into Moodle using the browser window, then close the window...*
14. Click **OK**
15. Type in Moodle username and password.
16. Click **Sign in**
17. You are back to the *Log into Moodle using...* prompt

18. Click **Next** and then click **Finish**

Note: If you have not updated the Respondus program, click Help and then click Check update before selecting the preconfigured server settings.

Publish Tests

19. Select Moodle Server

20.. Click **Next**.

21. Type in Moodle Username and Password

22. Click **OK**

23. You are prompted to *Log into Moodle using the browser window, then close the window...*

24. Type in Moodle username and password

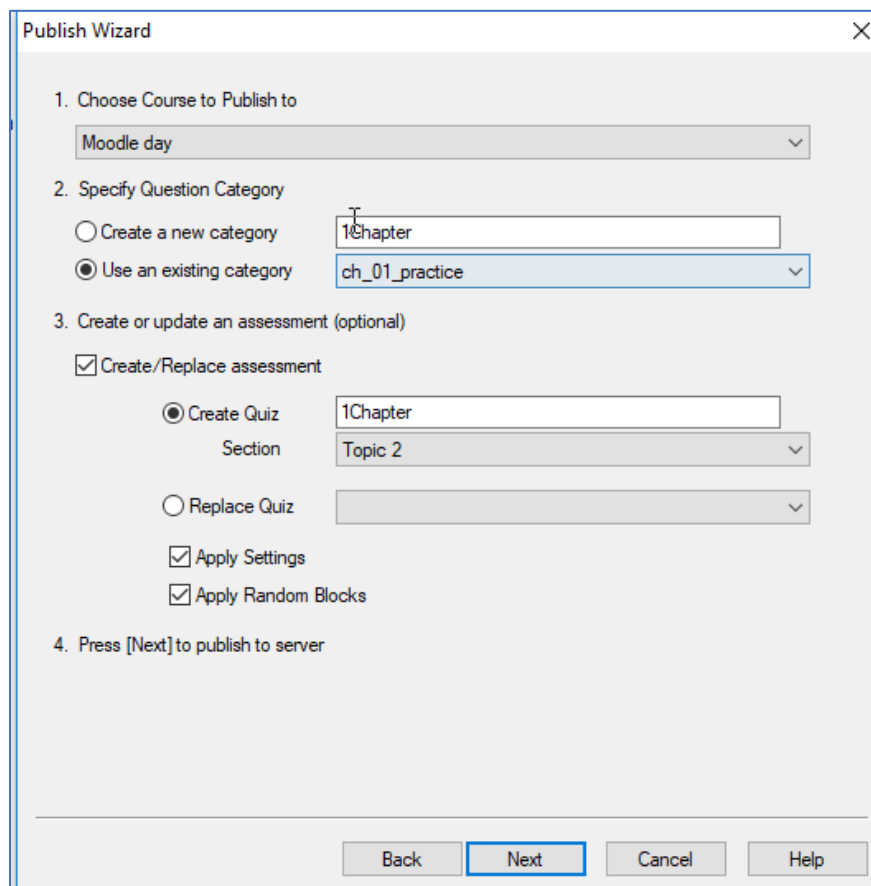
25. Click **Sign in**

26. You are back to the *Log into Moodle using...* prompt

27. Click **OK**

28. Pull down the **Choose Course to publish to** pull down menu

29. Select course, question category, name of the quiz and section



The screenshot shows the 'Publish Wizard' dialog box with the following settings:

- 1. Choose Course to Publish to:** Moodle day
- 2. Specify Question Category:**
 - ☐ Create a new category: 1Chapter
 - ☒ Use an existing category: ch_01_practice
- 3. Create or update an assessment (optional):**
 - ☒ Create/Replace assessment
 - ☒ Create Quiz: 1Chapter, Section: Topic 2
 - ☐ Replace Quiz: (empty)
 - ☒ Apply Settings
 - ☒ Apply Random Blocks
- 4. Press [Next] to publish to server**

At the bottom, there are four buttons: Back, Next (highlighted with a blue border), Cancel, and Help.

30. Click **Next** to publish the test to the selected course