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

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