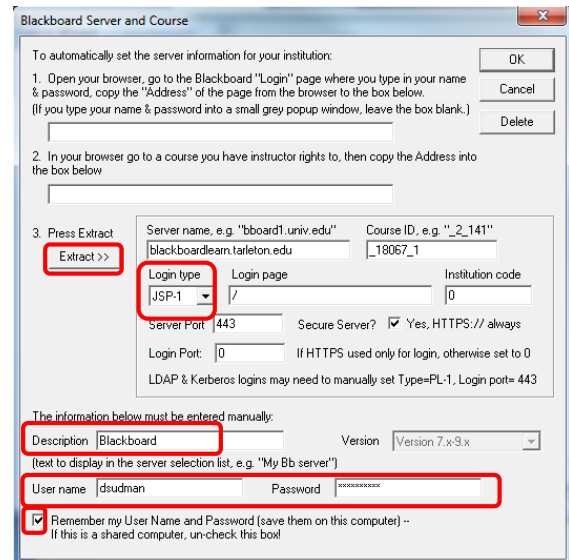


Set up Blackboard Server Connection in Respondus

In order to do any type of integrated task through Respondus with Blackboard, the server connection must be set up. Follow these steps to set up and save the connection:

1. In the first box, enter the web address <https://blackboardlearn.tarleton.edu> or open your browser, go to the Blackboard login page, copy the URL of the page and paste it into the first box.
2. In a web browser, log in to Blackboard and open any course in which you are instructor. Copy the URL from that page and paste it into the second box.
3. Press the **Extract** button.
4. Be sure **Login type** is set to JSP-1.
5. Enter a name for the server in the description box.
6. Enter your NTNET username and password.
Check the **Remember my User Name and Password** option if you wish to save the login.
7. Click **OK**.

NOTE: When you change your NTNET password, you will need to manually update the password in Respondus. To do so, press the Edit Settings button on any task that integrates with Blackboard, such as Publish or Retrieval.



To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type your name & password into a small grey popup window, leave the box blank.)
2. In your browser go to a course you have instructor rights to, then copy the Address into the box below
3. Press Extract

Server name, e.g. "bboard1.univ.edu" Course ID, e.g. "_2_141"
blackboardlearn.tarleton.edu 18067_1

Login type: JSP-1 Login page: / Institution code: 0

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

Login Port: 0 If HTTPS used only for login, otherwise set to 0

LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

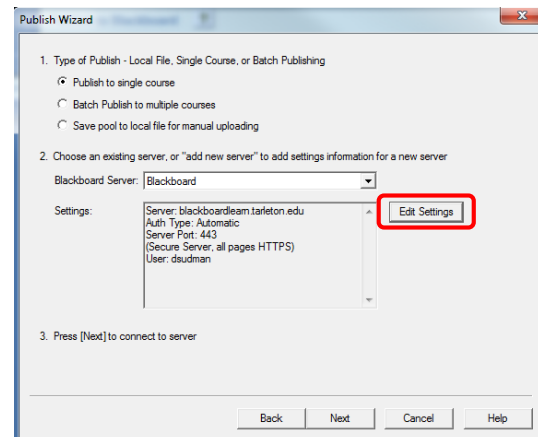
The information below must be entered manually:

Description: Blackboard Version: Version 7.x-9.x

(text to display in the server selection list, e.g. "My Bb server")

User name: dsudman Password: *****

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



1. Type of Publish - Local File, Single Course, or Batch Publishing

Publish to single course
 Batch Publish to multiple courses
 Save pool to local file for manual uploading

2. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard Server: Blackboard

Settings:

Server: blackboardlearn.tarleton.edu
Auth Type: Automatic
Server Port: 443
(Secure Server, all pages HTTPS)
User: dsudman

3. Press [Next] to connect to server

Buttons: Back, Next, Cancel, Help