Respondus: Batch Upload Questions to Blackboard Ultra
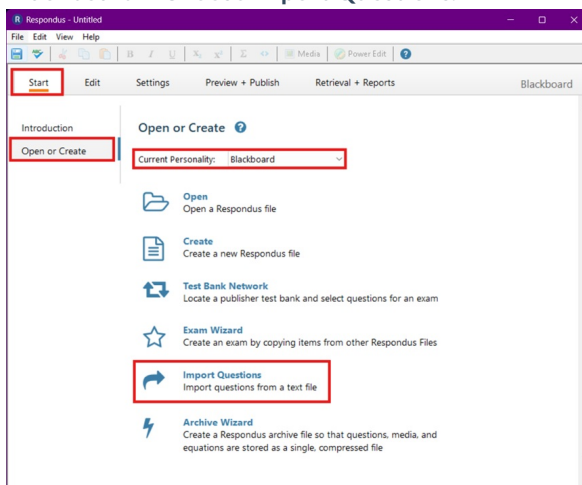
I. Respondus

1. Open **Respondus**.

2. Prepare a file that match Respondus supported file type and format. Please click the **Question Mark icon** > **Appendix** > **Standard Format for Importing Questions**. (This guide will be using .docx)
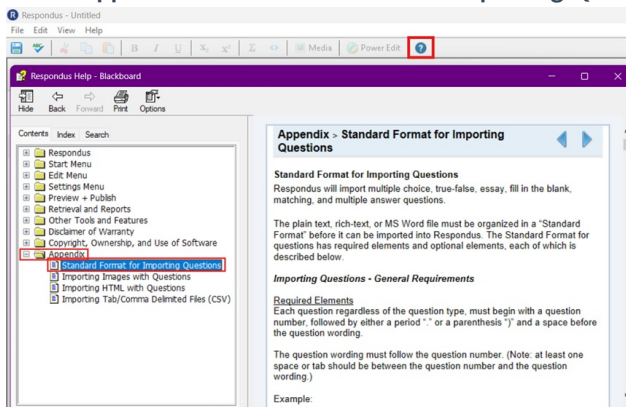

3. Within Respondus > Select **Start** tab > Select **Open or Create** from the left menu > Current Personality: **Blackboard** > Choose **Import Questions**.

4. Select which **type of file** you are going to import > Then click **Browse** to select the file.
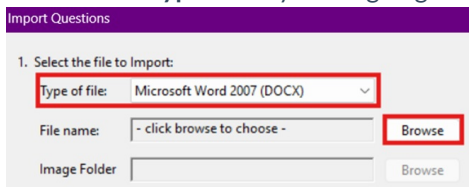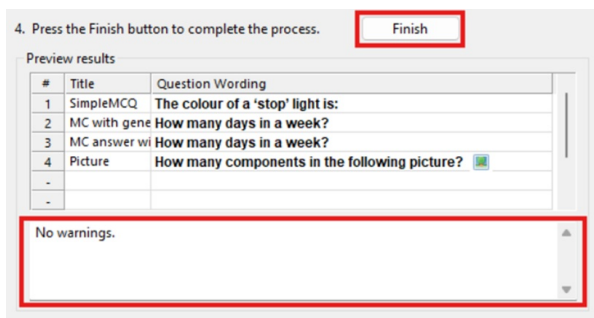

5. Under **Choose where to add the new Questions** > Select **Create a new document** > Provide a **document name** > Click **Preview** button to check any possible issues.
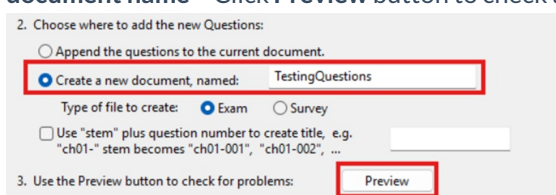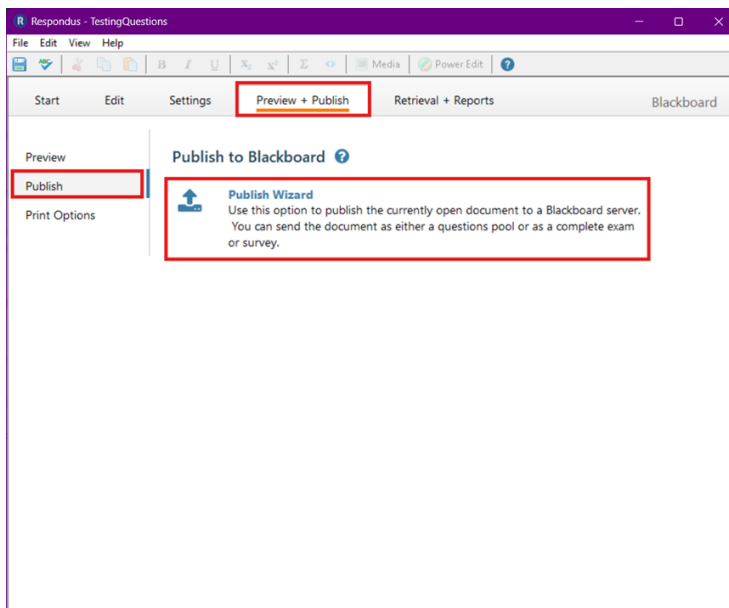

6. If no warnings / errors > Select **Finish** button.

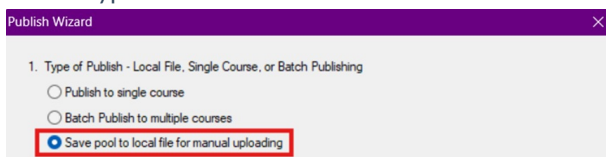7. Return to Respondus > Select **Preview + Publish** tab > Select **Publish** from the left menu > Choose **Publish Wizard**.
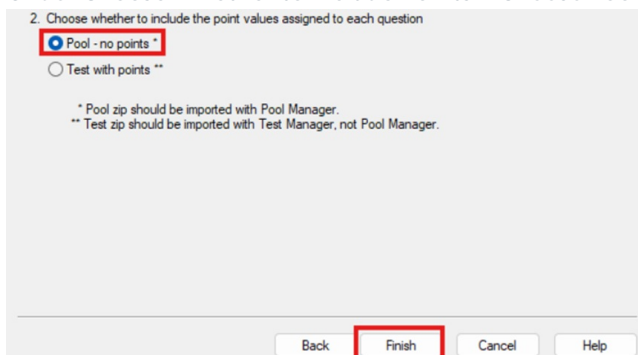

8. Under Type of Publish > Save **Pool to local file for manual uploading** > then select **Next**.

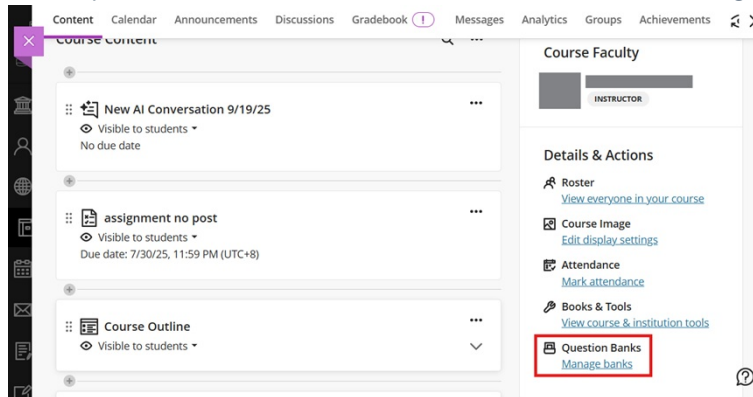9. Select **Save As** to choose a location on your computer.

10. Under **Choose Whether to Include Points** > Choose **Pool – no points** > Click **Finish**.
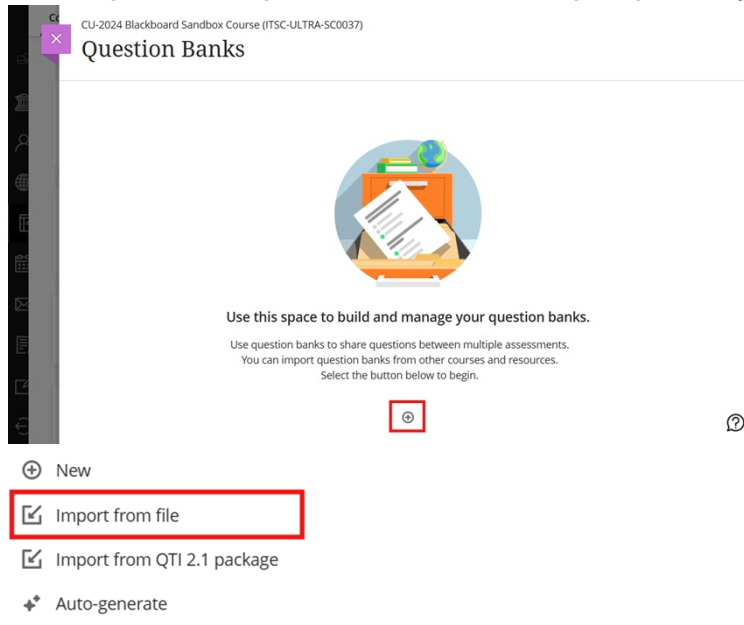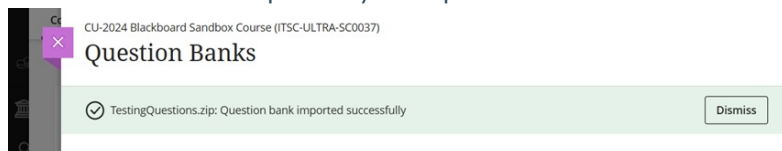

II. Blackboard Ultra

1. Access your **Blackboard Ultra course** > **Details & Actions** > **Manage banks**.
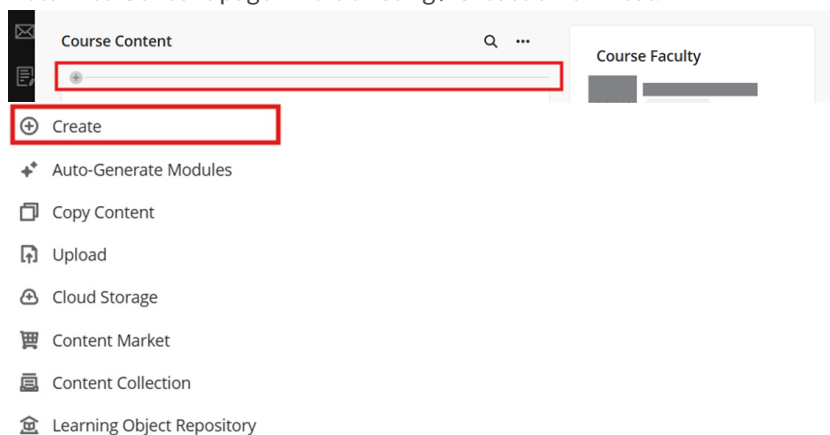

2. Click the **plus icon** > **Import from file** > Select the **zip file** you have just saved.
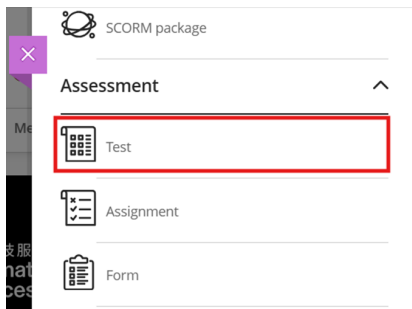

3. Wait for Blackboard to process your import.
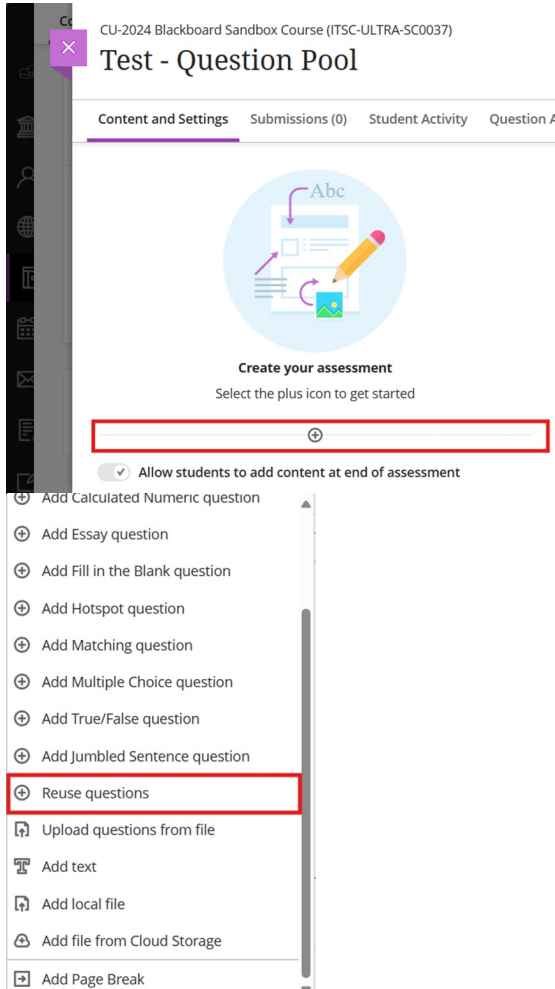

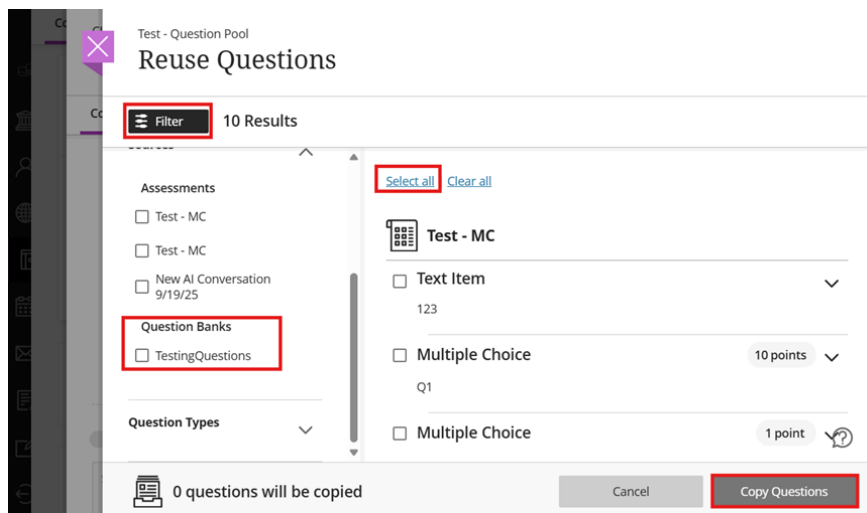4. Return to **Content** page > Edit existing / Create a new **Test**.

5. Click the **plus icon** > Select **Reuse questions**.

6. Filter your sources from the left menu by **checking the name** > Select the questions you wanted to use > Click **Copy Questions**.

For more information: Manual import of Respondus files into Blackboard Ultra – Respondus Support
(https://support.respondus.com/hc/en-us/articles/4409595693979-Manual-import-of-Respondus-files-into-Blackboard-Ultra)

Contact us: ITSC Service Desk (https://servicedesk.itsc.cuhk.edu.hk (https://servicedesk.itsc.cuhk.edu.hk)*) / elearning@cuhk.edu.hk*