



June 2015

Create a myCourses Connection in Respondus

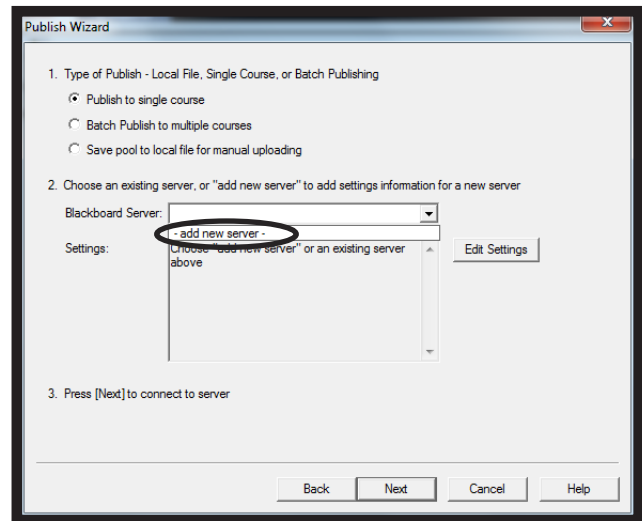


Blackboard

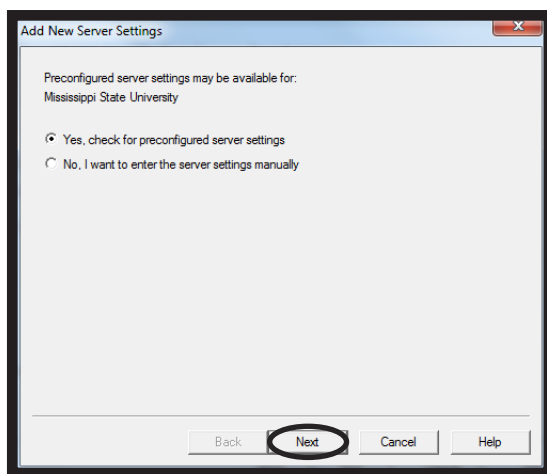
Creating a myCourses link in Respondus can be accomplished in just a few steps. Use the following instructions to do so.



1. With your desired file open in Respondus, click the **Preview and Publish** tab. Select **Publish to Blackboard** then click the **Publish Wizard**

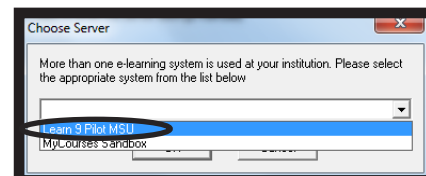


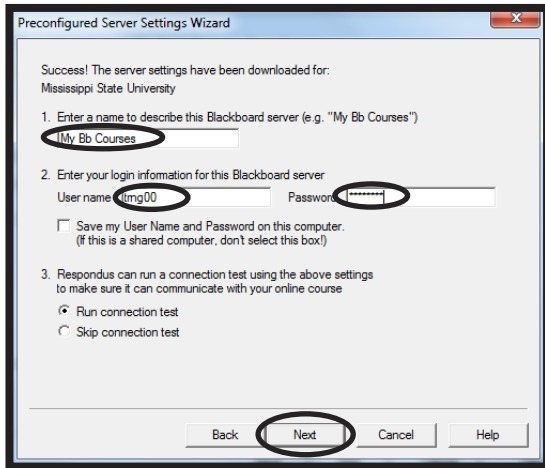
2. Click the **Blackboard Server** drop-down box and select **-add new server-**.



3. The Add New Server Settings box will appear. Click the **Next** button.

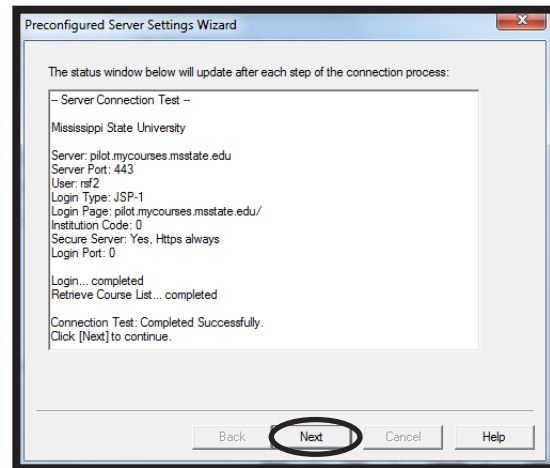
4. Click the drop-down box and choose **Blackboard Learn**. Then click the **Next** button.



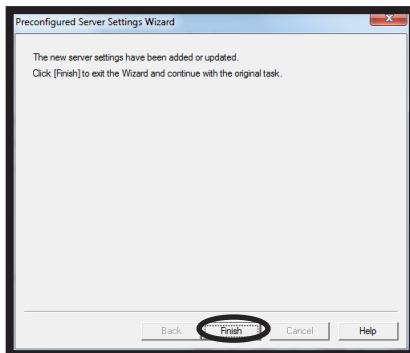


5. Give your link a name. Enter your MSU NetID and NetPassword. Then click the **Next** button.

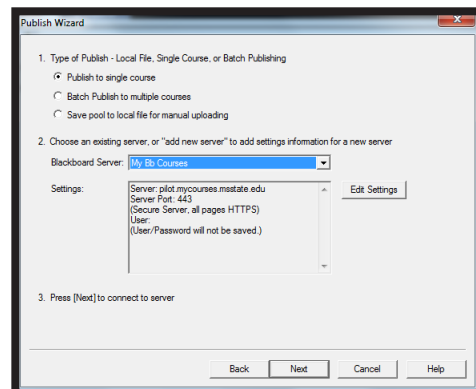
6. Click the **Next** button after the connection test is completed.



7. Click the **Finish** button.



8. Your link to myCourses is now available.



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