Respondus Server Settings – How to Publish Quizzes to Elearning (D2L)

Use preconfigured server settings in Respondus to upload quizzes to Elearning. This method of setting up your server settings will eliminate the necessity to update your software each year with a new password. You must also publish at least one quiz or exam to one of your courses during the year.

1. Create a new quiz or Open an existing one.
2. When you are ready to upload the quiz to Elearning, click on the Preview & Publish tab.
3. Click the Publish button (on the right).
4. Click the Publish Wizard button.
5. From the dropdown list, select Add New Server.
6. Select “Yes, check for preconfigured server settings” (the default).
7. Click Next and fill out the panel with your login information.

8. Click Next to run the connection test, then click Finish.
9. When uploading a quiz select the preconfigured server [PSS].