

## 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.

Success! The server settings have been downloaded for:  
Western Michigan University

1. Enter a name to describe this Desire2Learn server (e.g. "My Desire2Learn Courses")
2. Enter your login information for this Desire2Learn server  
User name  Password   
 Save my User Name and Password on this computer.  
(If this is a shared computer, don't select this box!)
3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course  
 Run connection test  
 Skip connection test

8. Click Next to run the connection test, then click Finish.

```
Server Connection Test --
Western Michigan University
Server: elearning.wmich.edu
Auth Type: SOAP
Port: 443
User: scott
Secure Server: Yes, Https always

Login... completed
Retrieve Course List... completed

Connection Test: Completed Successfully.
Click [Next] to continue.
```

9. When uploading a quiz select the preconfigured server [PSS].

