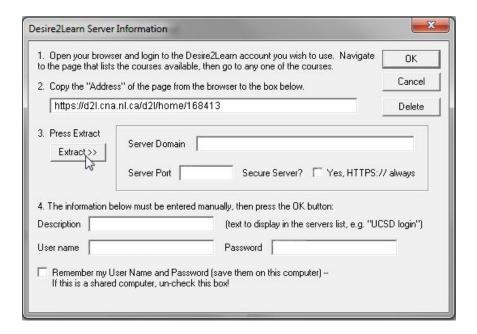# Publishing Your File to Your Course

Now that you have prepared your file in Respondus, the next step is to publish it to your course. To do this:

1. Assuming you have your file open and ready to publish (described in the previous tutorial), click on the **Preview and Publish** tab.

2. Click the **Publish** option on the left menu. Then click the **Publish Wizard** button.
   By default, *Publish to a single course* is selected and normally this is what you will want to do.

> **If this is your first time accessing this feature, you'll need to add your server information. Once this has been set up, you'll need only to select the server you want and enter your username and password.**

3. From the Dropdown menu displayed choose *Add New Server*.

4. Check the option *No, I want to enter server settings manually*. Then click the **Next** button.

5. As instructed in the dialogue that appears, log into your D2L course and copy and paste the url into the field provided in Step 2 as shown. Use the **Extract** button to automatically fill in the fields in Step 3.

6. Enter a descriptive name such as **D2L Login** in the Description field and then enter your network username and password.
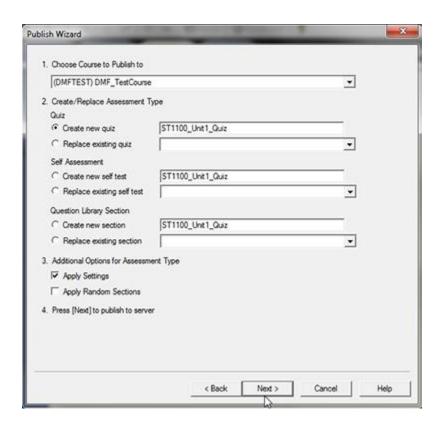
7. Click **OK** to continue.

8. Choose the course you wish to publish to from the dropdown menu that appears.

9. Choose whether you want your questions to appear in your course as a quiz, a self-assessment or within a folder in the Question Library. Most likely, you will want to go with the default *Create new quiz*.

> **Best practice is to also include questions in the Question Library as well. There are two reasons for this:**
>
>   1. **to ensure you have a backup version should you inadvertently delete a quiz; and**
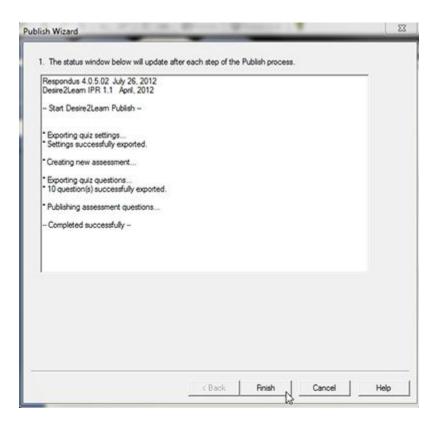>   2. **to allow you to 're-use' questions on other quizzes or exams.**
>
> **Note: You cannot publish to both at the same time.**

10. If you adjusted your quiz settings in Respondus, ensure that **Apply Settings** option is also checked. Your window should look similar to the one shown below:

Click **Next** to Publish.

11. The status window will show the progress of the publishing process. Click on the **Finish** button when you see the *Completed successfully* message.

12. Minimize Respondus and login to your D2L course to view your quiz in the Quiz area.

Optional:

Return to Respondus and publish your quiz to the Question Library (or Import from the quiz to the Question Library in D2L) if you would like to build a repository of questions for future use within your course.