Updating Respondus 4.0 Publish Settings

If you configured Respondus 4.0 to publish to D2L prior to 12/14/23, you will need to make a one-time adjustment in your connection settings within the Respondus 4.0 app to be able to continue publishing quizzes from the tool to D2L. This is due to a security enhancement to D2L login which requires SSO authentication via DUO.

You will first need to remove the existing publish settings and then add the new settings. Please see steps for how to accomplish each step.

Remove Existing Publish Settings:
1. Open the *Respondus 4.0* application.
2. Check for updates by clicking **Help** at the top left of the screen and selecting *Check for Updates*.
   Note: If prompted for a new password, please visit the [KSU Application Hub](#) to "purchase" Respondus 4.0. You will not need to download the application again, but you will be provided with the current password in the details.
3. From the **Start Tab**, on the **Open or Create** sidebar menu, confirm that the current personality is set to **D2L Brightspace.**
4. Open any question bank file (or create a new one) - you need to have a file open to access the **Publish** menu.
5. Click on the **Preview + Publish** tab
6. Select the **Publish** from the left sidebar menu and click on *Publish Wizard*.
7. On step 2 of the dialogue window, you should see your current Brightspace Server.
8. Click on the **Edit Settings** button to the right of the *Settings* box.
9. Select **Delete** from the upper-right corner of the window that opens.

Add New Publish Settings:
1. From the **Publish Wizard Dialogue window** (steps 1 to 6 from above), click "add new server."
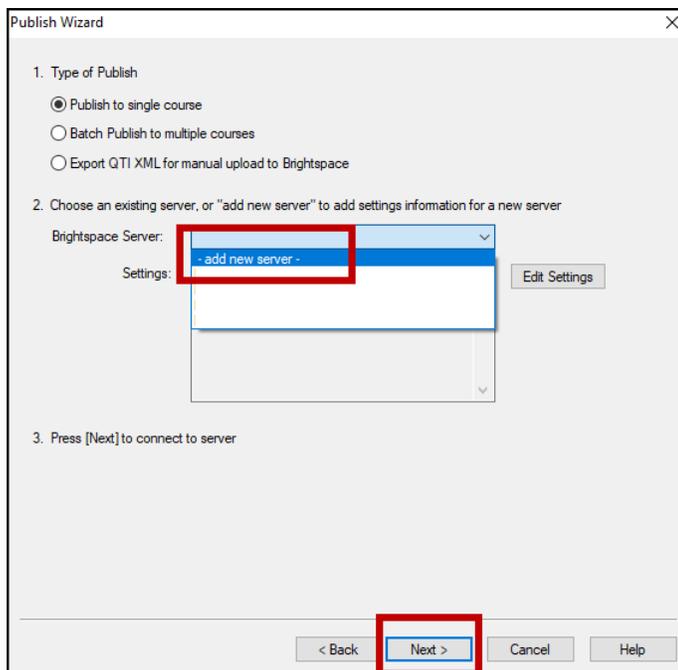
2. On the dialogue window that opens, select "Yes, check for preconfigured server settings" and click **Next**. From the dropdown in the Choose Server window, select **KSU D2L Brightspace**.
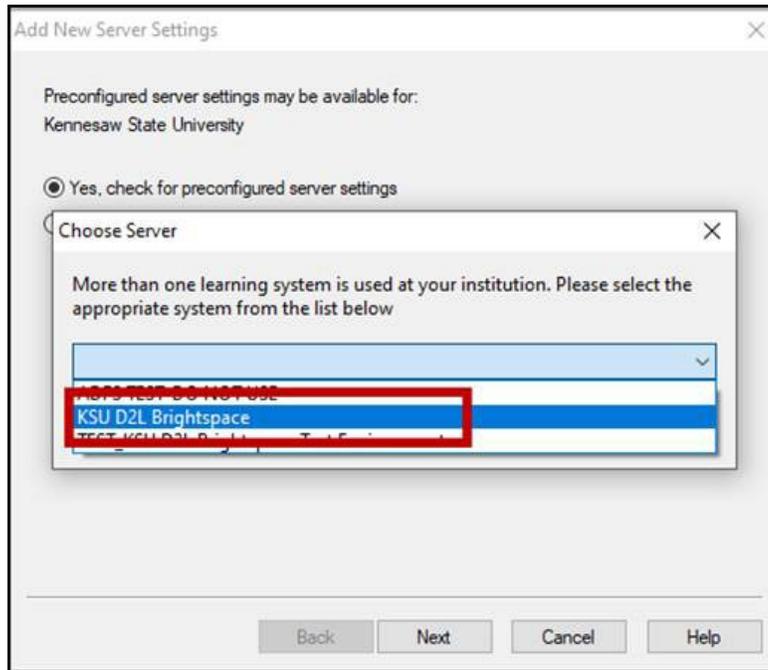
3. In the next dialogue window, complete items 1 – 3 as follows:
   a. **Item 1** - Name the connection in a way that is meaningful to you such as **KSU D2L**
   b. **Item 2** – Check "Save my User Name and Password" if you are not on a shared device and want to reduce the times you must sign in. If you prefer not to save your credentials, you may be asked to enter them a couple of times when publishing.
   c. **Item 3** - Choose to **Run connection test** and click **Next**. Follow the on-screen directions:
      i. Click **OK** to "Log into your learning system using the browser window."
      ii. A browser window should open with the DUO login screen. Enter your KSU credentials and verify using DUO.
      iii. Click **OK** to "When the login process is complete, click OK below to continue."
      Note: If you opt not to save your credentials, you may be prompted to repeat these steps.
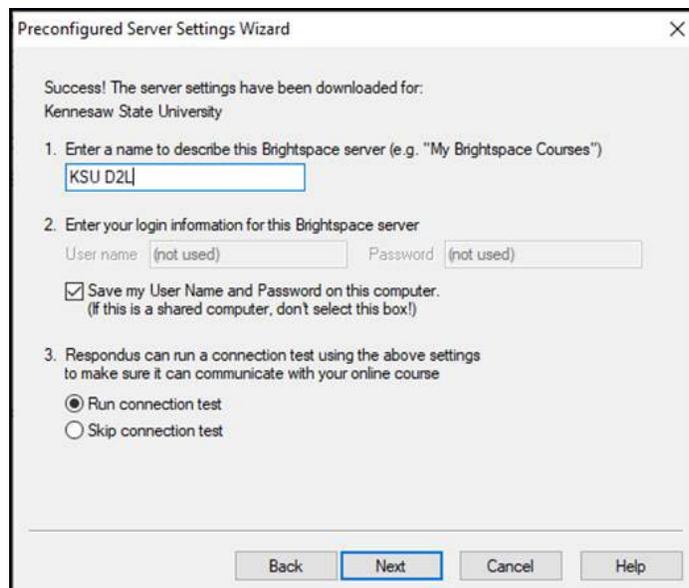
4. On the next screen, click **Finish**. You should then see the server description you entered appended with [PSS]. Example shown: KSU D2L [PSS]. You may click **Next** if you wish to publish something to a course or **Cancel** if you are ready to exit.
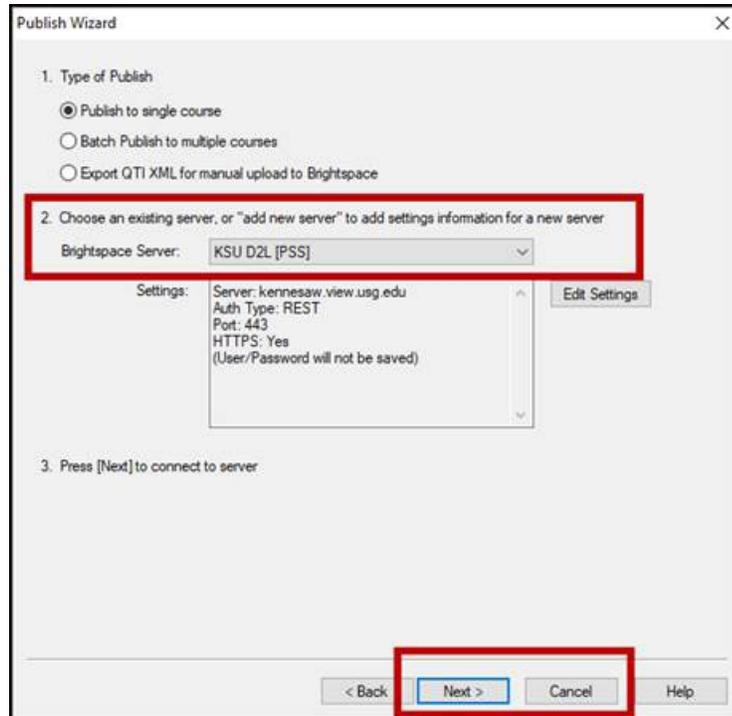
For future use, this server connection should be the default setting, but if it is not you may select it from the dropdown list. You may be prompted to sign in as in Steps (3c) i-iii whenever you publish to D2L Brightspace.