# SETUP A CONNECTION TO WTCLASS (BLACKBOARD)

If you do not have Respondus installed on your computer, please contact the ITSC Help Desk to place a ticket for it to be added to your computer. If the computer lab room is open, you can also come work down in the Hasting Electronic Learning Center.
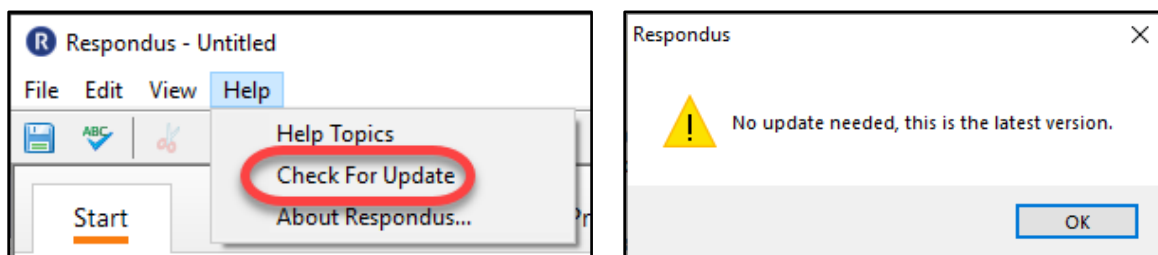
ITSC Help Desk   itsc@wtamu.edu   806-651-4357

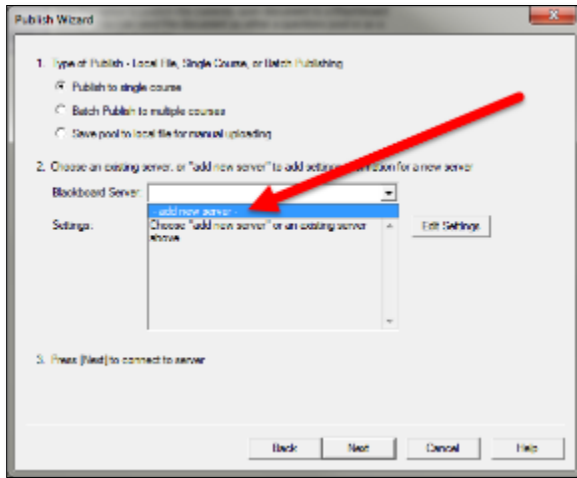**Step 1:** Ensure the Current Personality is set to "**Blackboard**".
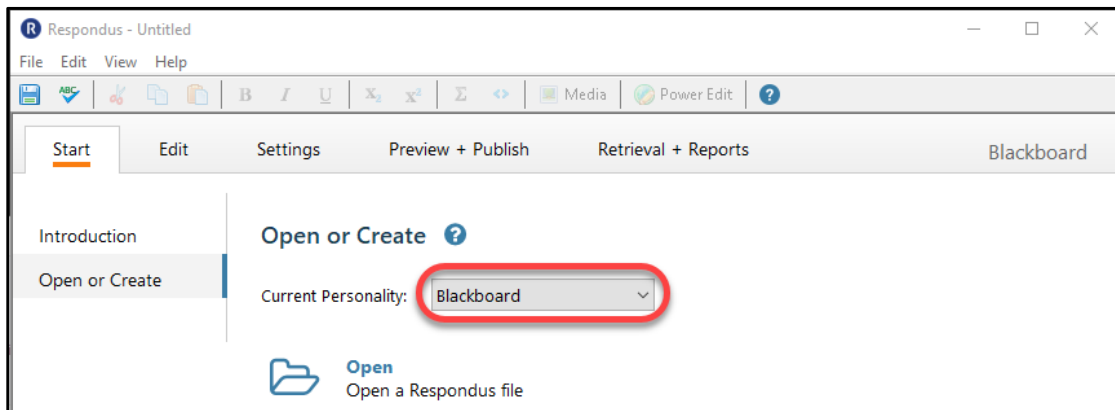
Step 2: Ensure that Respondus is up to date. If it is not up to date, an update may be required to connect to the WTClass server.
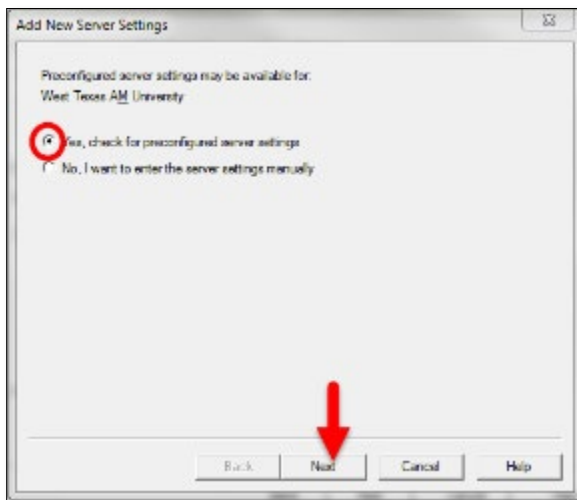
PRECONFIGURED SETTINGS

1. From within a **Publish Wizard** area, in the **Blackboard Server** dropdown box, select **"- add new server -"**


2. In the **Add New Server Settings** dialog box, select the option for "**Yes, check for preconfigured server settings**" and then click **Next**.

Note: Entering server settings manually will not allow for a connection to WTClass.

3. Complete the Preconfigured Server Settings Wizard dialog box:

   a. Enter a name to describe this connection. Example: "WTClass"

   b. Select the "**Save my User Name and Password on this computer**" option to keep your username and password stored for future use. (Please note, you will have to edit these settings when your password changes.)

   c. Ensure the "**Run connection test**" option is selected.
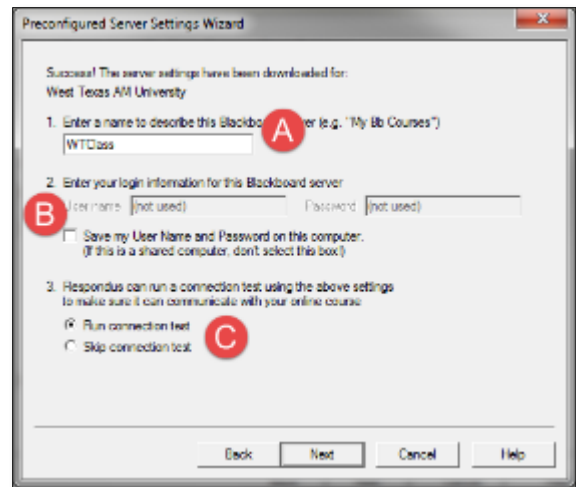
4. Select **Next**.

5. You will be taken to the WT Single Sign-On page to Login.
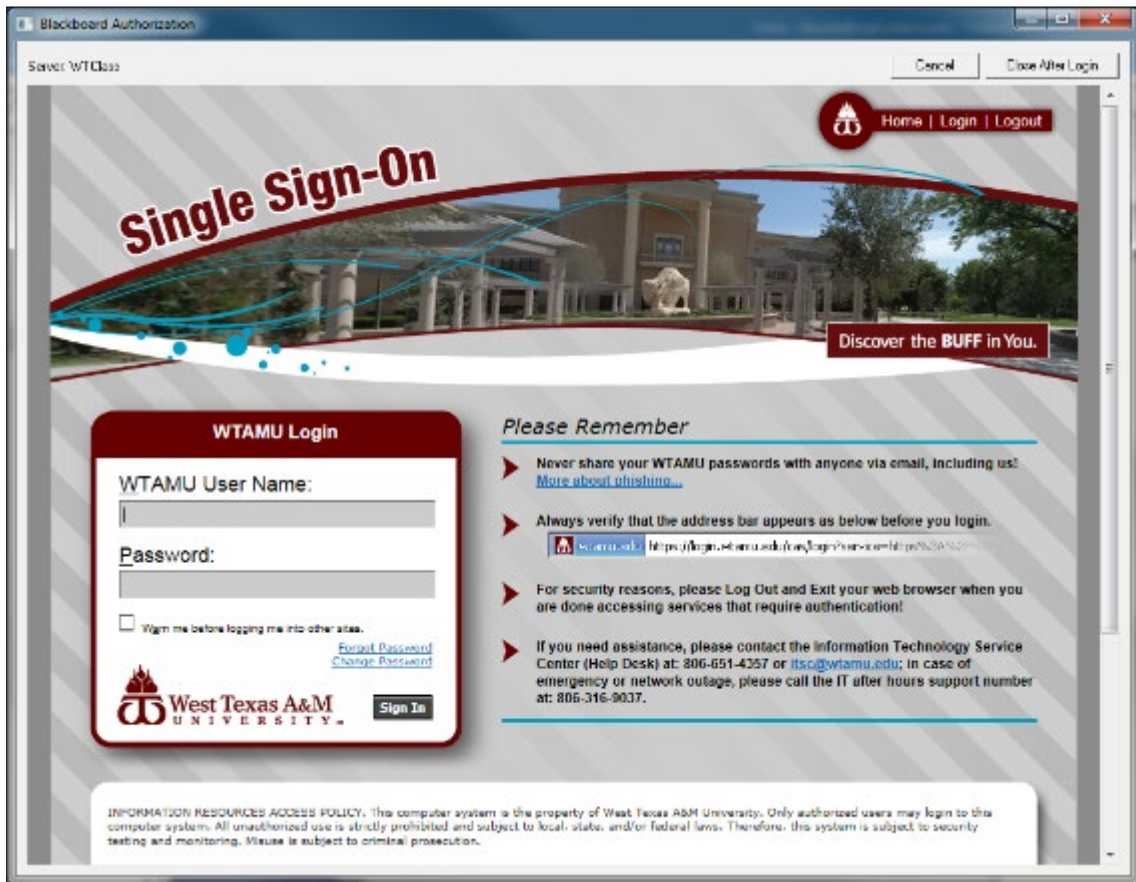
6. After logging in, you will get a message that "The specified resource was not found, or you do not have permission to access it." Select the "**Close After Login**" button in the upper-right corner of the page. **Do not** click anywhere else on this page, as it will cause the connection to fail.
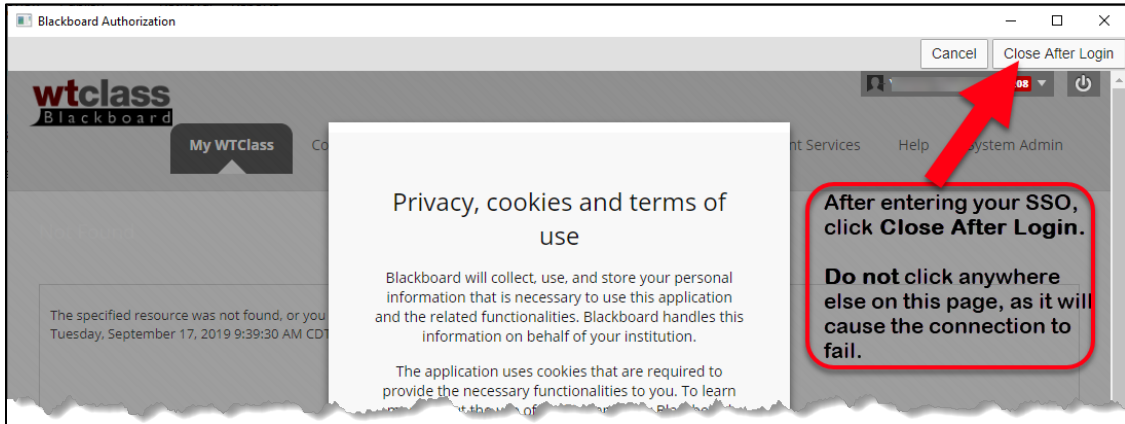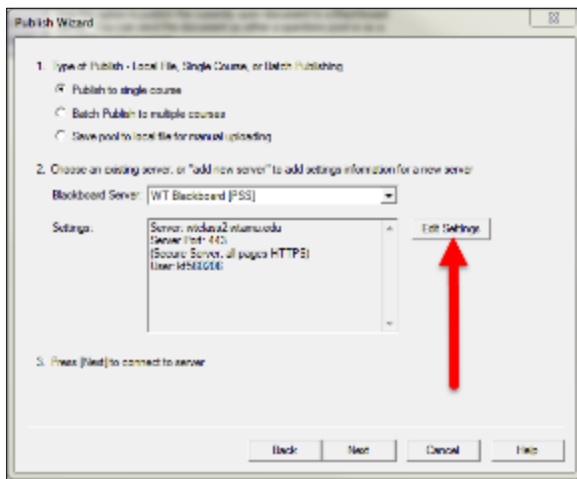

7. After receiving a "**Connection Test: Completed Successfully**" message, click **Next**.
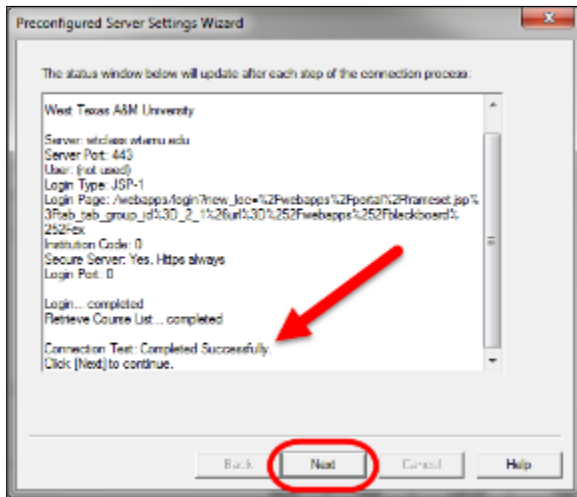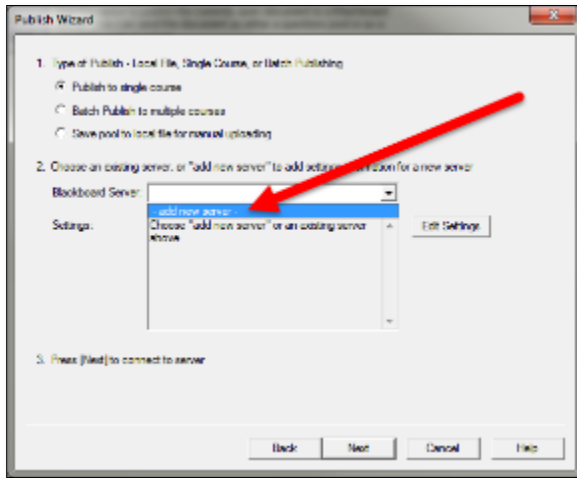
8. Click **Finish**.
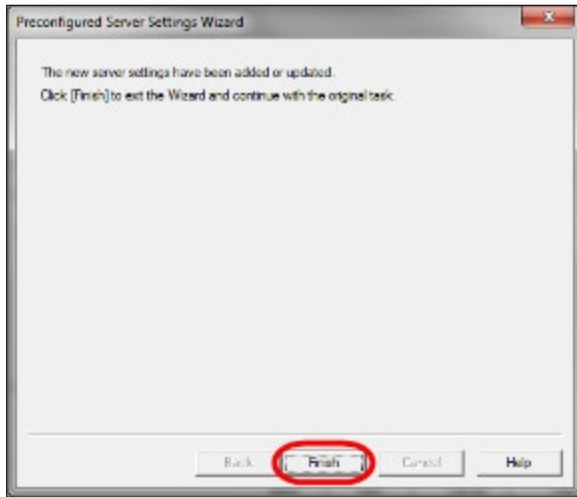
9. If any changes need to be made to these settings (i.e. change of password), select the **Edit Settings** button.
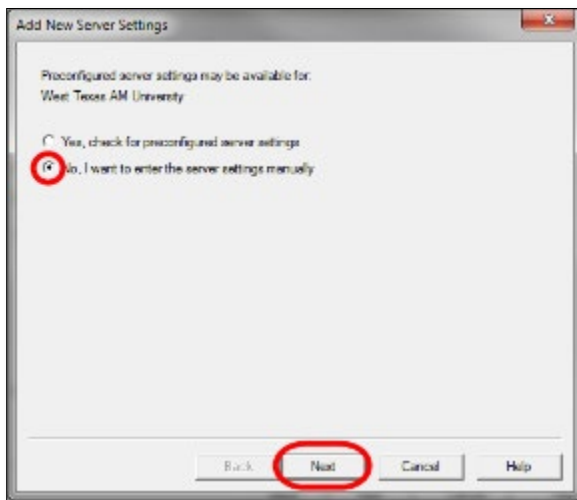

The Server Settings are now setup. **You only need to set up the server connection ONE time.**
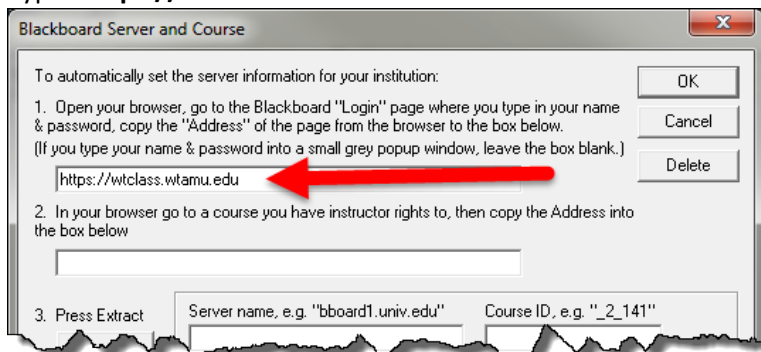
MANUALLY ENTERING SERVER SETTINGS

1. From within a **Publish Wizard** area, in the **Blackboard Server** dropdown box, select **"- add new server -"**

2. In the **Add New Server Settings** dialog box, select the option for "**No, I want to enter the server settings manually**" and then click **Next**.
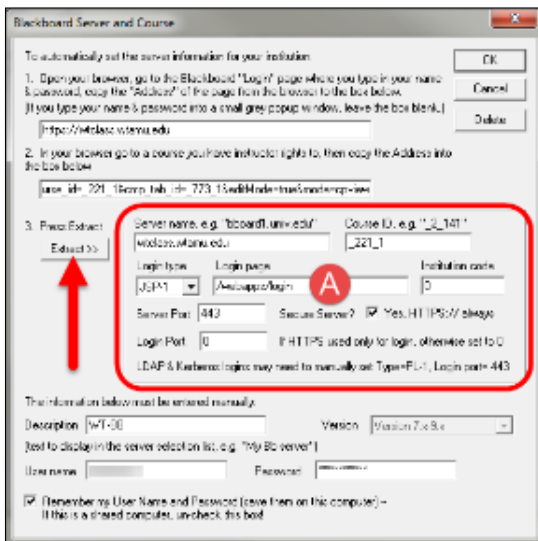

3. Type "**https://wtclass.wtamu.edu**" into the first box.

4. In the second box, open Blackboard and enter a course in which you are listed as an instructor. Copy the address from the browser window and paste it into the box for step 2.
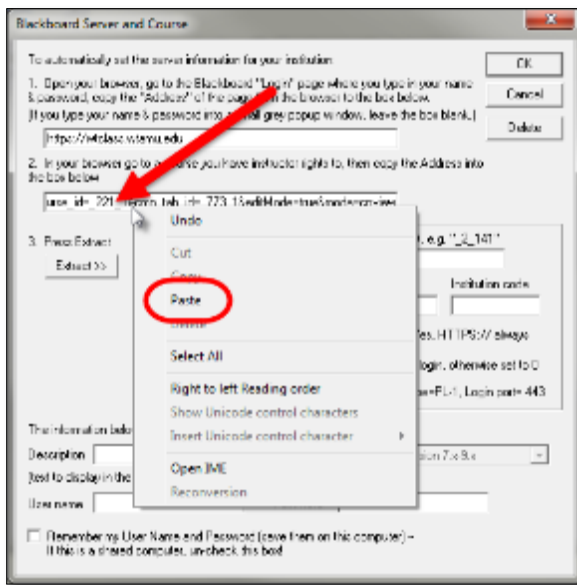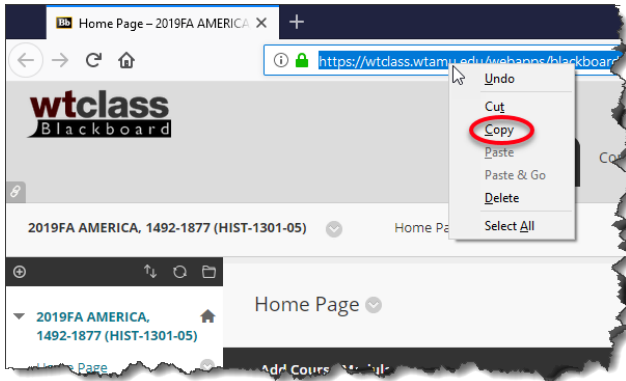
5. Click **Extract**. It should automatically enter information into the boxes at right. Do not edit these.

A. Verify that the **Login page** area has "/webapps/login" at the very least in this box. If it is not here, please enter "/webapps/login" into this box, do not change any other box.

6. Enter a **description** for this connection. "**WTClass-Blackboard**" might be a good suggestion.
Enter your **Buff Advisor** "*Username"* and *"Password."*
Select the "**Save my User Name and Password on this computer"** option to keep these stored
for future use. (Please note, you will have to edit these settings when your password changes)

10. If any changes need to made to these settings (i.e. change of password), select the **Edit Settings** button.

The Server Settings are now setup. **You only need to set up the server connection ONE time.**