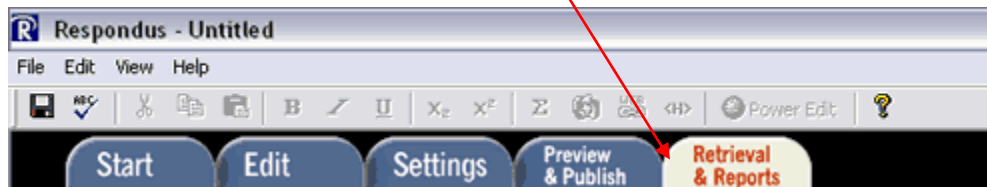


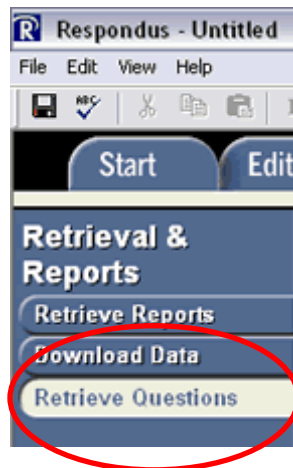


Porting Quizzes Between WebCT Courses

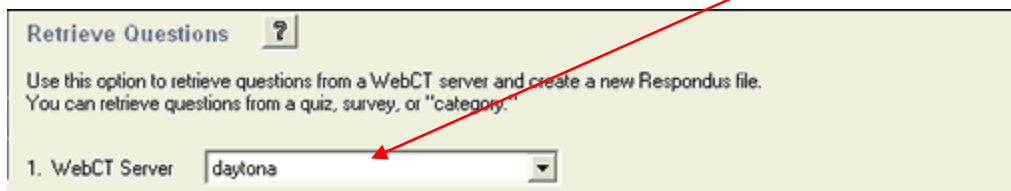
1. Open Respondus
2. Select the Retrieval and Report Tab



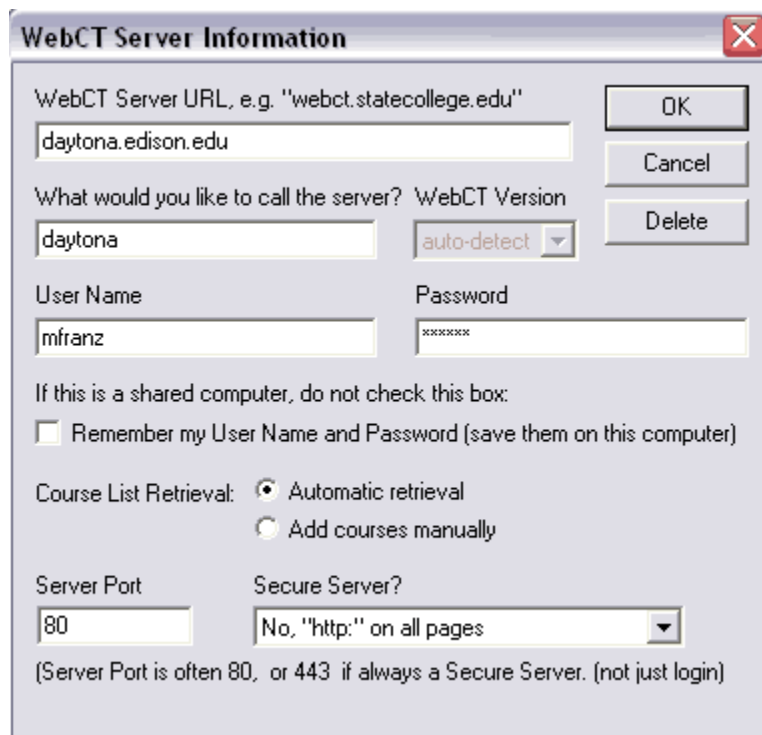
3. Select the "Retrieve Questions" tab on the left hand side of the screen



4. Choose the appropriate WebCT server from the drop down list



- The server information selected from the previous step will automatically appear in the first field. Now fill in the remaining data as it is outlined in the image below (including your personal user name and password)



The image shows a dialog box titled "WebCT Server Information". It contains several input fields and options:

- WebCT Server URL, e.g. "webct.statecollege.edu": A text box containing "daytona.edison.edu".
- What would you like to call the server? WebCT Version: A text box containing "daytona" and a dropdown menu set to "auto-detect".
- User Name: A text box containing "mfranz".
- Password: A text box containing "xxxxxxx".
- If this is a shared computer, do not check this box: An unchecked checkbox labeled "Remember my User Name and Password (save them on this computer)".
- Course List Retrieval: Two radio buttons, "Automatic retrieval" (checked) and "Add courses manually".
- Server Port: A text box containing "80".
- Secure Server?: A dropdown menu set to "No, 'http.'" on all pages".

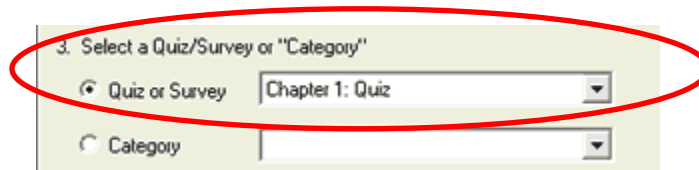
At the bottom, there is a note: "(Server Port is often 80, or 443 if always a Secure Server. (not just login))". On the right side of the dialog, there are three buttons: "OK", "Cancel", and "Delete".

- From the "Course" drop down menu select the correct WebCT course you would like to retrieve your quiz from.



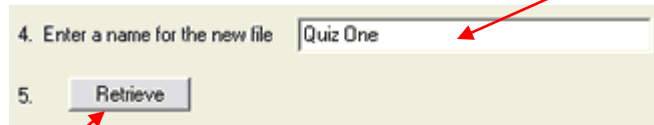
The image shows a section of a form with the label "2. Course". Below the label is a dropdown menu with "CAREER" selected. The dropdown menu is circled in red. Below the dropdown menu are two radio buttons: "ISO character set (standard)" (checked) and "UTF-8 character set".

- Click on the radio button that corresponds to "Quiz or Survey", then select the quiz you wish to retrieve from the drop down list.



The image shows a section of a form with the label "3. Select a Quiz/Survey or 'Category'". Below the label are two radio buttons: "Quiz or Survey" (checked) and "Category". To the right of the "Quiz or Survey" radio button is a dropdown menu with "Chapter 1: Quiz" selected. The entire section is circled in red.

8. Enter the name for the quiz you are creating in the “name for new file” field.



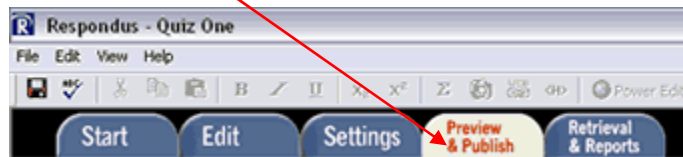
4. Enter a name for the new file

5.

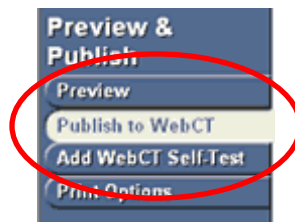
A red arrow points to the text input field containing "Quiz One". Another red arrow points to the "Retrieve" button.

9. Press the “retrieve” button.

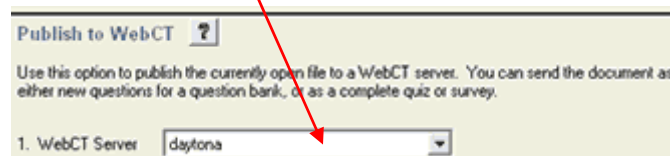
10. Click on the “Preview & Publish” tab in Respondus



11. Select the “Publish to WebCT” tab on the left hand side of the screen



12. From the “WebCT Server” drop down menu, select the server to which you want to post the quiz.



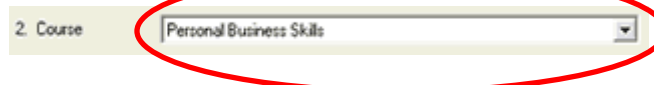
Publish to WebCT 

Use this option to publish the currently open file to a WebCT server. You can send the document as either new questions for a question bank, or as a complete quiz or survey.

1. WebCT Server

A red arrow points to the "WebCT Server" dropdown menu.

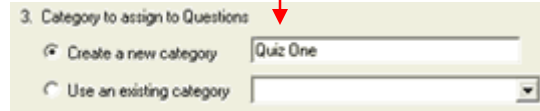
13. Select the appropriate course where the quiz will reside.



2. Course

The "Course" dropdown menu is circled in red.

14. Select the radio button “Create a New Category” and enter a name

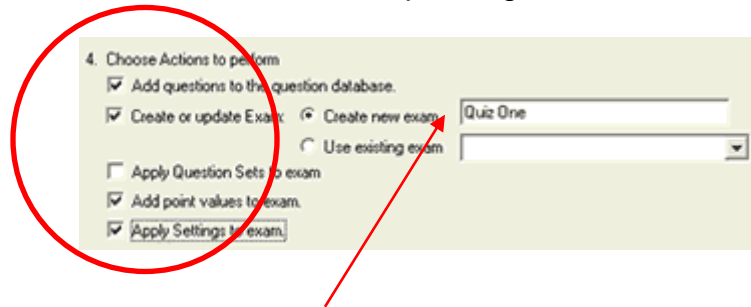


3. Category to assign to Questions

Create a new category Quiz One

Use an existing category

15. Place a check mark in the corresponding fields as shown below



4. Choose Actions to perform

Add questions to the question database.

Create or update Exam: Create new exam Quiz One

Use existing exam

Apply Question Sets to exam

Add point values to exam.

Apply Settings to exam.

16. Select the “Create New Exam” radio button and provide the exam name

17. Publish the quiz



Publish Status

18. Login to the appropriate WebCT course to which you just published the quiz, add the quiz tool (if you have not already done so), and you should see this quiz in your listing.