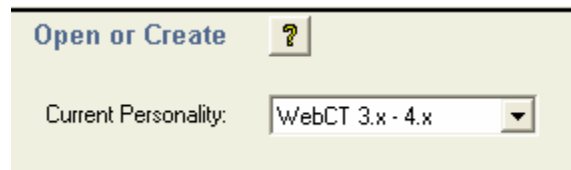


WEBCT — RESPONDUS PUBLISHING TO V4.1 OF WEBCT

NOTE: You can only configure the server for publishing after creating or opening a file.

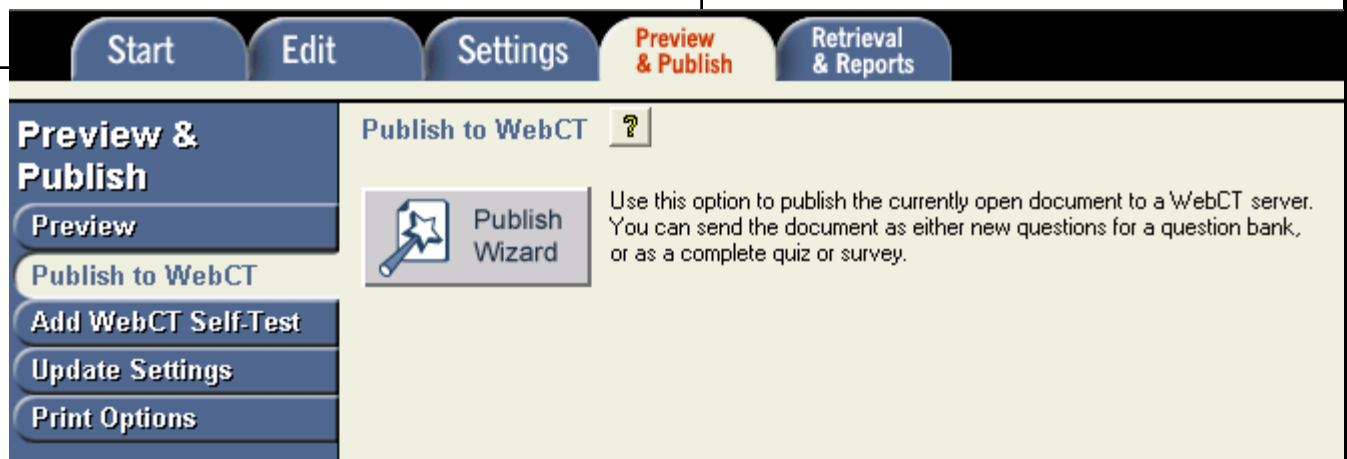
After you have finished your test questions and selected your settings, you are ready to upload to WebCT.

- The first time you upload to WebCT v4.1, you will need to configure your copy of Respondus to work with the WebCT v4.1 server.
- When you first open Respondus, be sure you have selected **WebCT 3.x-4.x** as your personality. This is the setting you will need to upload to your PC WebCT course.



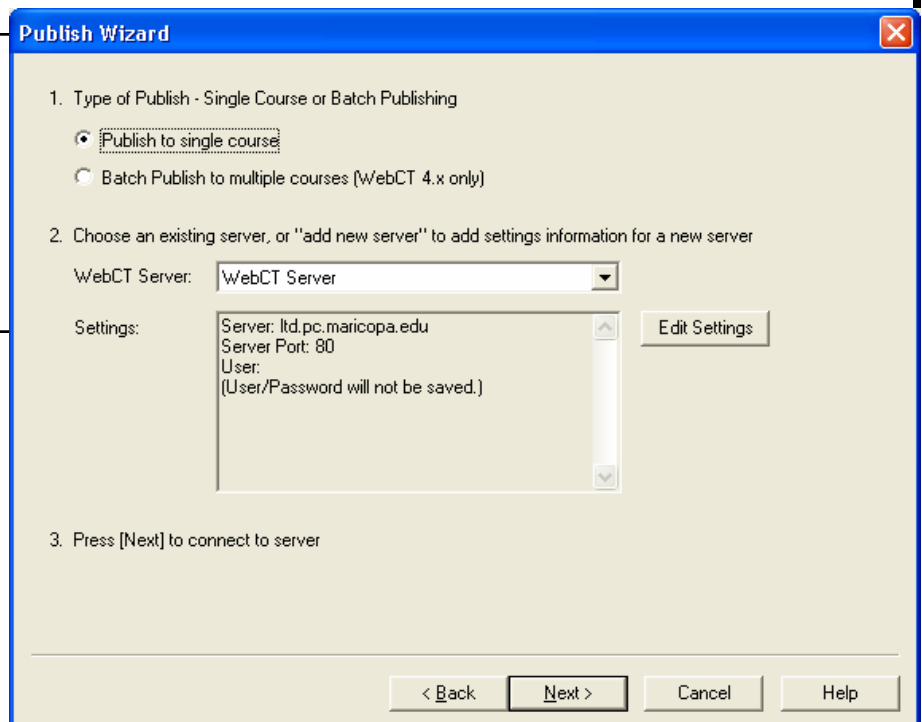
Last Updated February 16, 2006

1. Select the **Preview and Publish** tab.
2. Chose the **Publish to WebCT** option in the left menu.
3. Click the Publish Wizard button.



The screenshot shows a software interface with a top navigation bar containing buttons for 'Start', 'Edit', 'Settings', 'Preview & Publish' (highlighted in red), and 'Retrieval & Reports'. Below this, a left-hand menu is open to 'Preview & Publish', showing sub-options: 'Preview', 'Publish to WebCT' (highlighted), 'Add WebCT Self-Test', 'Update Settings', and 'Print Options'. The main content area is titled 'Publish to WebCT' and features a 'Publish Wizard' button with a star icon. To the right of the button, text reads: 'Use this option to publish the currently open document 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. Select the publish to a single course radio button.
2. Select Add new server from the WebCT Server drop-down menu.



The 'Publish Wizard' dialog box is shown with the following steps and options:

1. Type of Publish - Single Course or Batch Publishing
 - Publish to single course
 - Batch Publish to multiple courses (WebCT 4.x only)
2. Choose an existing server, or "add new server" to add settings information for a new server

WebCT Server:

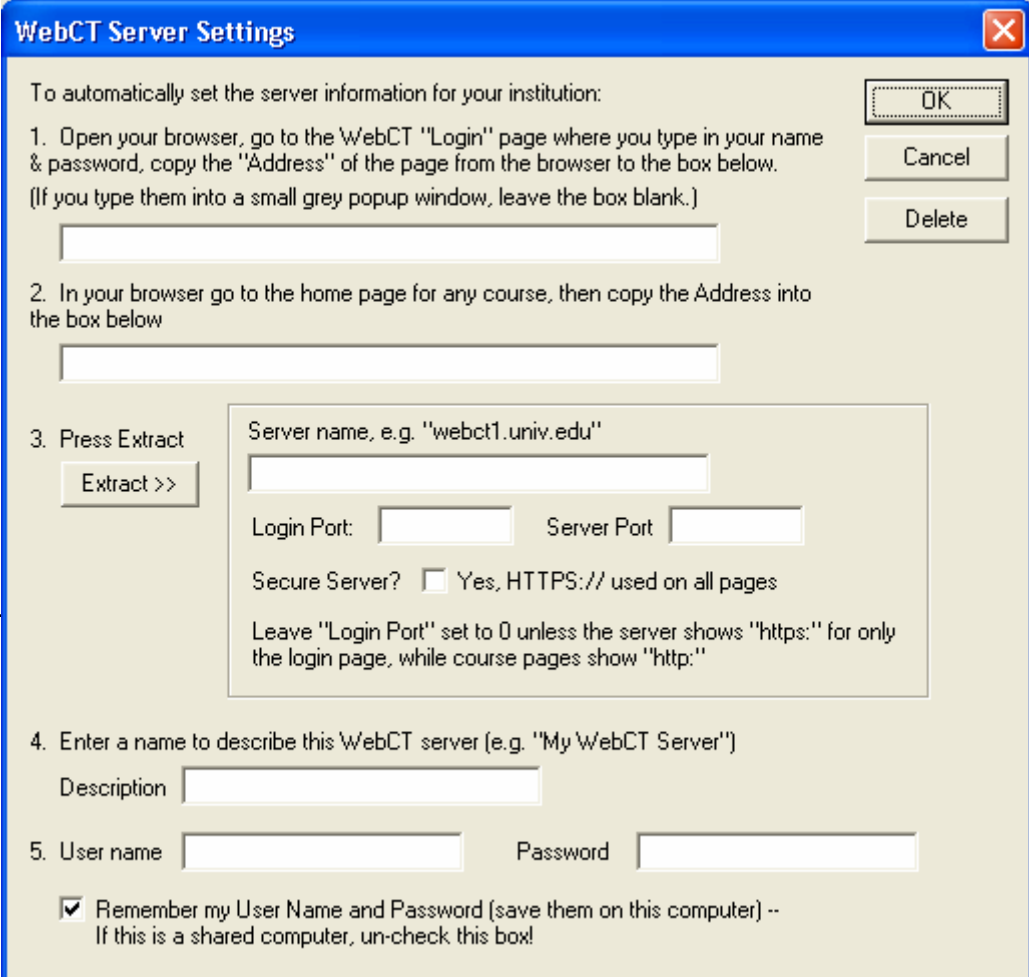
Settings:

 (User/Password will not be saved.)
3. Press [Next] to connect to server

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

The WebCT Server Settings window displays.

1. Copy and paste the address from the WebCT login page (**prior** to logging in) into the Step 1 field.
2. Log in to WebCT.
3. Select and enter a course.
4. Copy and paste the address of the home page into the Step 2 field.
5. Click Extract.
6. The information will automatically populate (server name, port, etc.).
7. Enter a description for this server.
8. Enter your WebCT designer username.
9. Enter your password.
10. If you are using your own machine, check the remember password option.
11. Click **OK**.
12. You will be returned to the Publish Wizard—Click Next.



WebCT Server Settings

To automatically set the server information for your institution:

1. Open your browser, go to the WebCT "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type them into a small grey popup window, leave the box blank.)

2. In your browser go to the home page for any course, then copy the Address into the box below

3. Press Extract

Server name, e.g. "webct1.univ.edu"

Login Port: Server Port

Secure Server? Yes, HTTPS:// used on all pages

Leave "Login Port" set to 0 unless the server shows "https:" for only the login page, while course pages show "http:"

4. Enter a name to describe this WebCT server (e.g. "My WebCT Server")

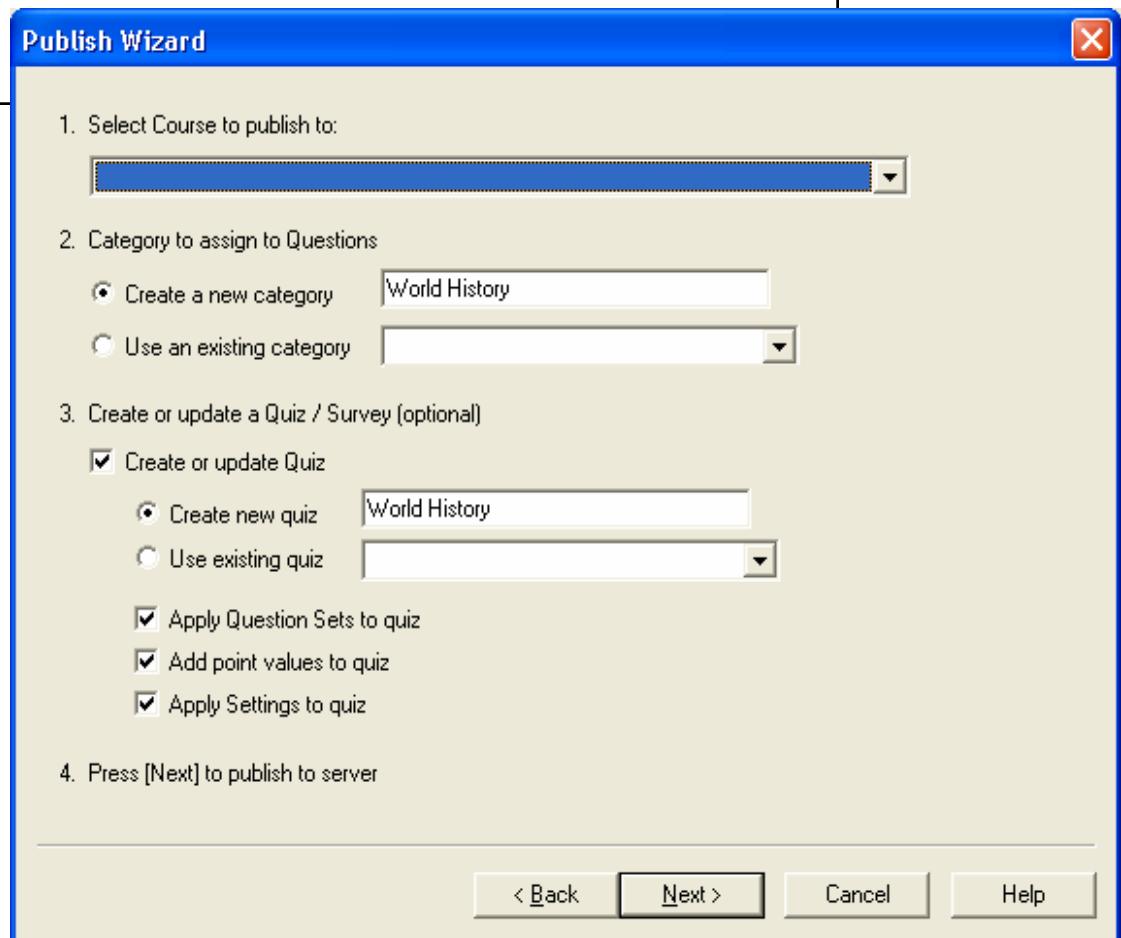
Description

5. User name Password

Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

Buttons: OK, Cancel, Delete, Extract >>

1. Select your course from the drop-down menu. (Give Respondus a couple of minutes to retrieve information from the server!)
2. Create or select an existing category.
3. Tell Respondus what actions to perform.
4. Click Next.



Publish Wizard

1. Select Course to publish to:

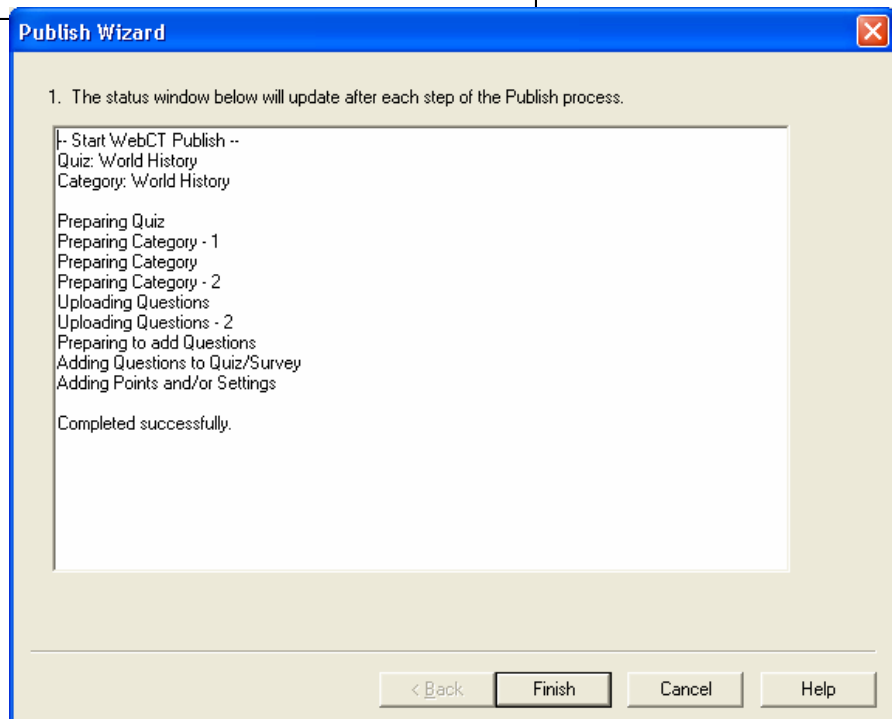
2. Category to assign to Questions
 Create a new category
 Use an existing category

3. Create or update a Quiz / Survey (optional)
 Create or update Quiz
 Create new quiz
 Use existing quiz
 Apply Question Sets to quiz
 Add point values to quiz
 Apply Settings to quiz

4. Press [Next] to publish to server

< Back Next > Cancel Help

You will see a status window when the materials are being uploaded to the class. Click Finish to complete the upload.



Summary

1. You must have a file open before you can access the Preview and Publish tab.
2. You should have all questions entered.
3. Be sure the settings are as you want them.
4. Click on the Preview and Publish tab, select the Upload to Web CT option, and follow the steps in the Publish Wizard.