

## Publishing a Respondus Quiz to WebCT

When the quiz is complete, click on the "Preview and Publish" tab at the top of the WebCT Screen. Select the option to "Publish to WebCT"

To set up the WebCT Server Settings:

1. Select the "add new server:" option from the dropdown menu

The screenshot shows the 'Publish to WebCT' dialog box. The title bar reads 'Publish to WebCT'. Below the title bar, there is a help icon and a description: '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.' The dialog is divided into several sections:

- 1. WebCT Server:** A dropdown menu with '- add new server -' selected.
- 2. Course:** A dropdown menu.
- 3. Category to assign to Questions:** Two radio buttons: 'Create a new category' (selected) with a text box containing 'World History', and 'Use an existing category' with a dropdown menu.
- 4. Choose Actions to perform:** A checked checkbox 'Add questions to the question database.' and three unchecked checkboxes: 'Create or update Exam', 'Apply Question Sets to exam', 'Add point values to exam.', and 'Apply Settings to exam.'. Under 'Create or update Exam', there are two radio buttons: 'Create new exam' (selected) with a text box containing 'World History', and 'Use existing exam' with a dropdown menu.
- 5. Publish:** A 'Publish' button and a 'Status' text box.

The screenshot shows the 'WebCT Server Information' dialog box. It contains the following fields and options:

- WebCT Server URL, e.g. "webct.statecollege.edu":** A text box containing 'webcttoday.sunybroome.edu'.
- What would you like to call the server? WebCT Version:** A text box containing 'webct' and a dropdown menu set to 'auto-detect'.
- User Name:** A text box containing 'surdeyc'.
- Password:** A text box with masked characters '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' (selected) and 'Add courses manually'.
- Server Port:** A text box containing '80'.
- Secure Server?:** A dropdown menu set to 'No, "http:" on all pages'.

Buttons for 'OK', 'Cancel', and 'Delete' are located on the right side of the dialog. A mouse cursor is pointing at the 'OK' button.

2. Enter the WebCT Server information displayed in the diagram to the left (substituting your username and password).

3. Click the OK button

Once a connection is made to the WebCT Server a listing of courses will appear in the Course dropdown list. – Select the course that you would like to upload the quiz to.

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2. Course
3. Category to assign to Questions
  - Create a new category
  - Use an existing category
4. Choose Actions to perform
  - Add questions to the question database.
  - Create or update Exam:  Create new exam   Use existing exam
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**Choose whether you would like to add a new category to the WebCT question database or use a category that already exists in your course.**

**When all other settings are correct, click the Publish button**