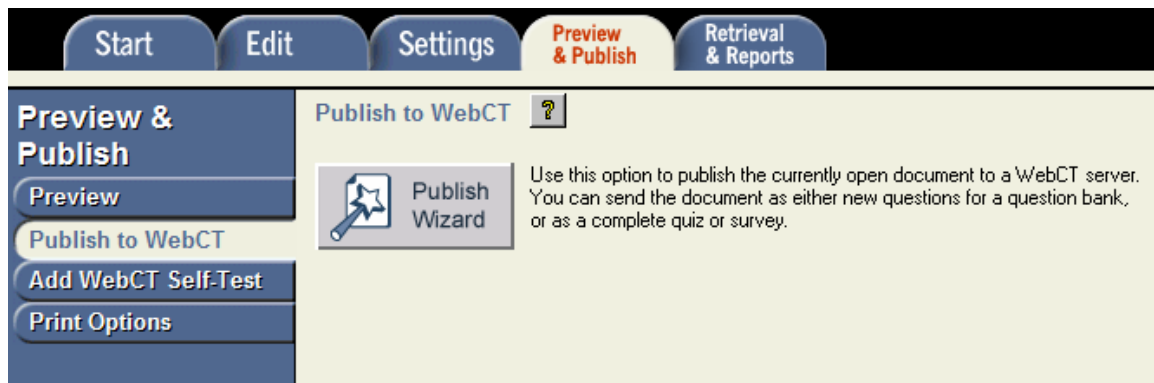


Publish to WebCT

The *Publish to WebCT* wizard is available from the *Preview & Publish* menu and it guides a user through the steps of publishing a quiz to WebCT. You must already have a WebCT account and password in order to use this task. In addition, it is helpful to understand the basic approach used by WebCT to create an online quiz.

Click on the “Preview and Publish tab”(located at the top)
Choose Publish to WebCT (located on the left side of the screen).



Choose the publish wizard button.

The initial decision is to choose if the quiz should be published to a single course or to multiple WebCT courses. (Note: This “Batch Publish” feature is only available in the Campus-wide version of Respondus.) (MTSU has a Campus-wide version)

Publish Wizard [X]

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: [Choose "add new server" or an existing server above]

[Edit Settings]

3. Press [Next] to connect to server

[< Back] [Next >] [Cancel] [Help]

The second step requires that information be entered about the WebCT server and the user account. (This information can be stored for future use, enabling this step to be bypassed after the initial setup.) From the *WebCT Server* list, select "Add New Server." A window will open.

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

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

Input fields:

- Empty text box (for step 1)
- Empty text box (for step 2)
- Server name: mtsu30.mtsu.edu
- Login Port: 0
- Server Port: 443
- Secure Server? Yes, HTTPS:// used on all pages
- Description: WebCT
- User name: aldsmith
- Password: xxxxxxxx

You do not have to use step one and two proceed to number 3.

Enter mtsu30.mtsu.edu for the server name

Login Port: 0

Server Port: 443 MTSU uses a "secure server" (https://), the secure server checkbox should be selected and the Login Port number should be set to 443.

Now provide a short description for the WebCT server. The server can be called anything you like, such as "WebCT."

Enter your Pipeline *User Name* and *Password*. If you want Respondus to remember the User Name and Password for future sessions, select the "Remember my User Name..." setting. Click [OK] to close the WebCT Server Settings window.

Before clicking [Next], be sure you are connected to the Internet. If using a dial-up connection, go ahead and connect to the Internet now.

Click [Next] to continue. The Windows hour-glass will appear momentarily. If the connection is successful, the next page of the wizard will appear. Click the dropdown arrow and choose the course to which the quiz should be added.

Publish Wizard

1. Select Course to publish to:

(001622005S) ADV COST ACTG BUDGET & CONTROL (JEANNIE HARRINGTON)

2. Create or update a Quiz? Survey (optional)

Create or update Quiz

Create new quiz Respondus Introduction

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

If the connection is unsuccessful, an error message will indicate that Respondus was unable to connect to the server using the provided settings. If this occurs, troubleshoot it as follows:

- Make sure you are running a supported version of WebCT and have the correct “personality” selected from the Start menu in Respondus. (MTSU uses WebCT 4.1)
- Make sure your connection to the Internet is working properly.
- Double-check the *designer-level* Password and User ID information. In fact, open your browser, go to the WebCT server, and enter the identical login information. This will confirm that the WebCT server is running and that the User ID and Password are correct.
- Check that the port and secure server settings are correct.

- Make sure you are running the latest version of Respondus (go to Help>Check for Update to see if a more current version is available).

WebCT requires that questions be placed in a “category” (i.e. a question database) before they are used in a quiz or survey. So decide whether to create a new WebCT category or use an existing one. To use an existing category, select the second option and choose a category from the pull-down list. All questions will be appended to this category.

The remaining selections are optional including the creation of a quiz (it is possible to publish a “category” to WebCT without a quiz).

To create a quiz or update an existing one, select the “Create or Update Quiz” option. If creating a new quiz, enter a name for the quiz or use the default name provided. To update an existing quiz, select a quiz from the pull-down list. If an existing quiz is selected, a popup window will ask whether to erase the original questions or to append the questions in the current file to the original quiz file. Make your selection and click [OK].

Other options can be selected at this point. If Question Sets were created for the quiz (see the *Settings* menu) they will be uploaded if the *Question Sets* option is selected. The point values and selections from the *Settings* menu can also be uploaded with the quiz.

Click [Next] and Respondus will begin publishing the quiz and settings to the WebCT course. A status report appears during the publishing process. For a typical quiz, the publishing process takes 20-40 seconds. This can increase to five minutes or more if a large number of media files are being uploaded or if the server connection is particularly slow. You will know that the publish process is complete when the hourglass disappears and the phrase “**Completed successfully**” appears in the “status” window.

After an exam is published to WebCT, it is recommended that you go to the course and confirm that everything appears as expected.