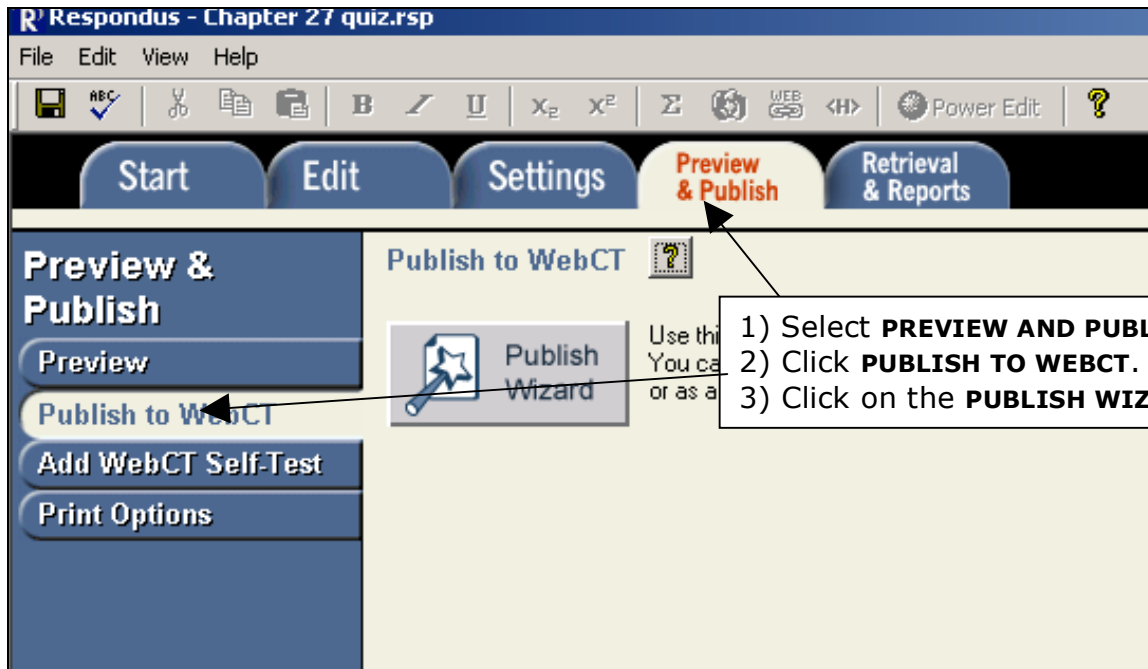




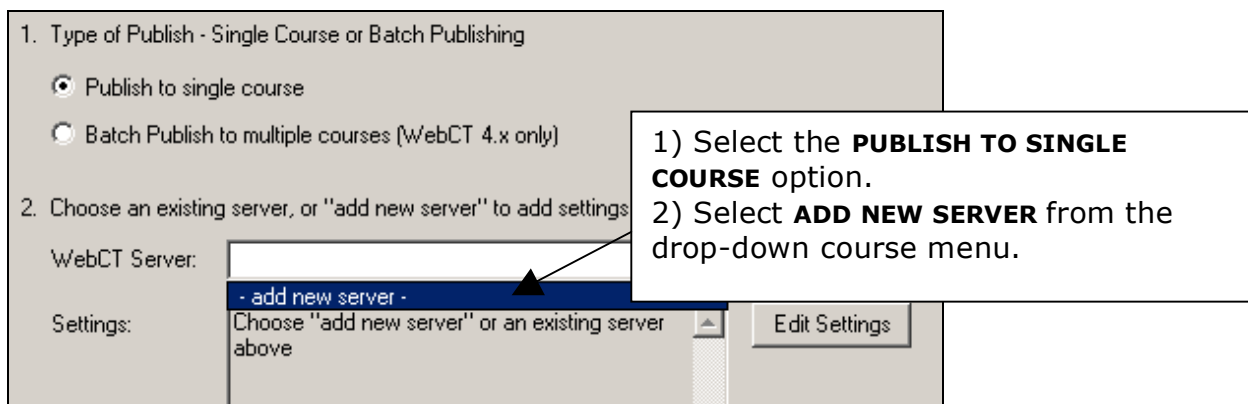
How to publish Assessments from Respondus to WebCT @ MCC

- From the Start page select, WebCT 6 under *Current Personality*
- Open a Respondus File.
- Select the **PREVIEW AND PUBLISH** tab.
- Select the **PUBLISH TO WEBCT** option at the left.
- Select the **PUBLISH WIZARD** button.

Current Personality: WebCT 6 / Vista 4



- Select MCC from the drop down menu or select -add new server- if this is the first time that you've used Respondus.





- Complete the information for the MCC Server.

WebCT 6 Server Information

1. Start your browser, log into your WebCT 6 institution, and go to any group, course or section.
2. Copy the "Address" of the page from the browser to the box below. The address should look something like "http://w6.mycollege.com/webct/..."
3. Press Extract
4. Press the Institutions button to retrieve the list of institutions on this server, then select one from the pull-down list.

 Choice:
5. The information below must be entered manually, then press the OK button.
 Description: (text to display in the server)
 User name: Password:
 Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!

Step 1: Do nothing
 Step 2: Type in
https://webct.mc.maricopa.edu/webct/entryPageIns.dowebct
 Step 3: Click on Extract>>
 Step 4: Click on Institutions>>, select **MESA COMMUNITY COLLEGE**
 Step 5:
 -Type in a **DESCRIPTION** for the server (WebCT Server or MCC WebCT Server – can be anything)
 -Type in your MCC username/password, checkmark 'Remember' only if you are on your own personal computer
 -Click **OK**

- Click on Next, give Respondus a couple of minutes to connect to the server.
- Select the course from the drop down list.
- Select Create New Category if it is a NEW quiz, or select 'Use an Existing Category' and select the existing category if you are EDITING a quiz.

NOTE: You will need to delete the existing quiz after adding the new quiz if you are trying to EDIT a quiz.

- Select 'Create Quiz' and type in the name to create a NEW quiz. Or select 'Create Self-Test' and type in the name to create a NEW Self-Test.
- Checkmark 'Apply Question Sets' if you are using Question Sets.
- Checkmark 'Apply Settings to the Quiz' to transfer most of the settings.
- Click on Next.
- Wait for Respondus to Publish the Assessment. Do not click on Finished until you see a success message.
- Click okay if you see an error message.

3. Create or update a Quiz / Survey (optional)

Create/replace Quiz

Create Quiz

Create Self-Test

Replace

Apply Question Sets to quiz

Apply Settings to Quiz (duration and availability not supported)

Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server