

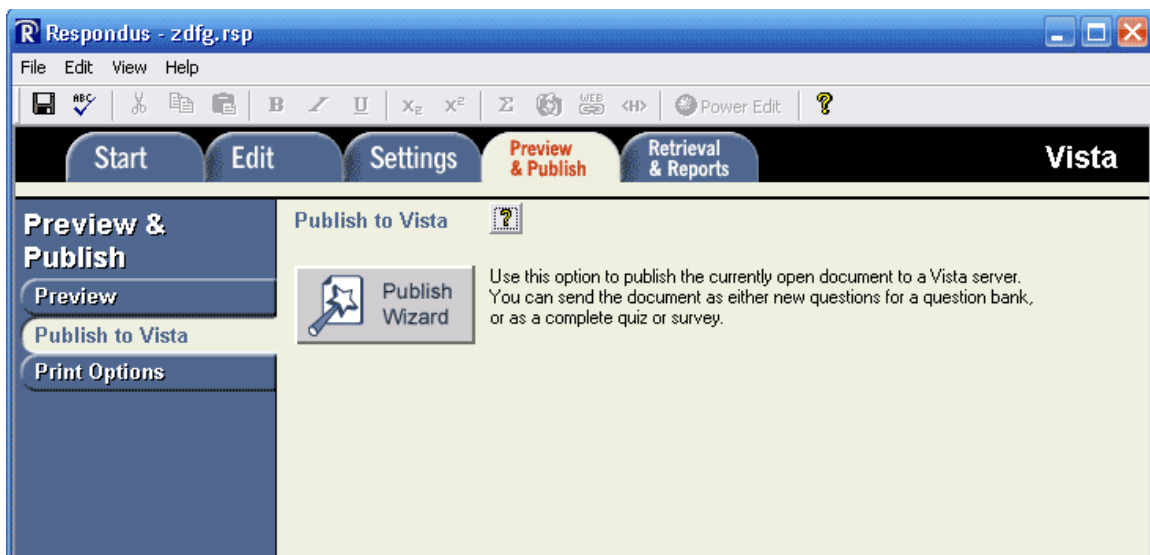
Configuring Respondus for use with WebCT Vista

NOTE: To obtain your Vista login information (it is different for Respondus than it is for logging into My.GSU), login to My.GSU and access the Personal Settings page. Also, it is recommended that you download the latest version from the website.

Respondus will allow you to setup assessment settings and questions. You can then import these into Vista. The following tutorial will show you how to connect to Vista in order to upload the questions/assessments to Vista.

This tutorial assumes you have already created your assessment or questions using the WebCT Vista personality setting within Respondus.

1. Click on the 'Preview & Publish' tab at the top of the Respondus window. Then click on the Preview & Publish menu choice 'Publish to Vista'.



2. Click on the Publish Wizard button and then choose to Add a New Server. When prompted, choose "Download pre-configured server settings". (If not prompted, add the following text to the Server box: <https://i.view.usg.edu/webct/> and click Extract. Choose the institution and continue to step 3.)
3. Finally, you will type in a description for the server. This will be saved, and allow you to skip this step in the future.
4. You can now type in your username and password for WebCT Vista and click the box to remember it. Note: This will bypass entering your information each time

you upload materials. NOTE: You must contact the WebCT Vista helpdesk to obtain this username/password.

5. (Skip the connection test, if asked to do so) Click OK and you will be redirected back to the Publish Wizard. Click on Next to proceed. (You may now be prompted for your WebCT Vista username and password if you opted to skip step 4 above)
6. After a few seconds, the Publish Wizard will load a new interface, which allows you to designate the section where you'd like to load the questions/assessment. Follow the steps and choose what you would like. For more information on the steps to load materials, please refer to the Respondus user manual. You are now ready to connect to WebCT Vista for all future operations.

Publish Wizard

1. Group or Section: Training - Training Course
Template: Section Content

2. Category to assign to Questions
 Create a new category: Chapter 1
 Use an existing category

3. Create or update a Quiz / Survey (optional)
 Create/update Quiz
 Create Quiz
 Create Self-Test
 Update
 Apply Question Sets to quiz
 Apply Settings to Quiz.
 Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server

< Back Next > Cancel Help