

HOW DO I ? PUBLISH FROM RESPONDUS TO MY LMS SUBJECT?

WHAT IS RESPONDUS?

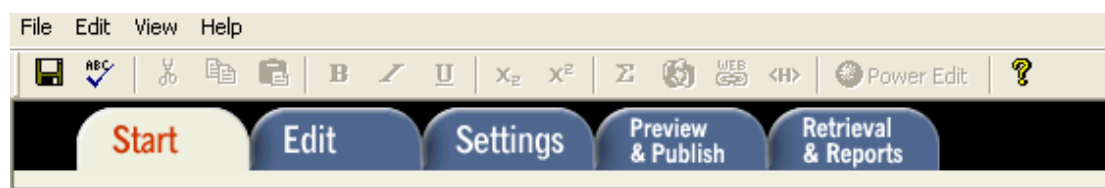
Respondus is a powerful software application that can be used to create and manage assessments that can be printed to paper or published directly to Blackboard, WebCT, eCollege, ANGEL and other eLearning systems.

INSTALL RESPONDUS

You will need to have a copy of Respondus installed on your desktop computer in order to create a quiz, survey or self test.

You can download and install a copy of Respondus from <http://www.respondus.com/download/respondus.shtml> or you can obtain a copy on disk from the ICT Service Desk in Peribolos West at the Bundoora campus.

When you have installed the software, you can activate it by entering the Licence Key details which are available from http://www.latrobe.edu.au/ict/services/support/software_licenses/respondus



CREATE AN ASSESSMENT

There are video tutorials to introduce you to using the software to create an assessment and apply the settings at <http://www.latrobe.edu.au/lms/technologies.html>

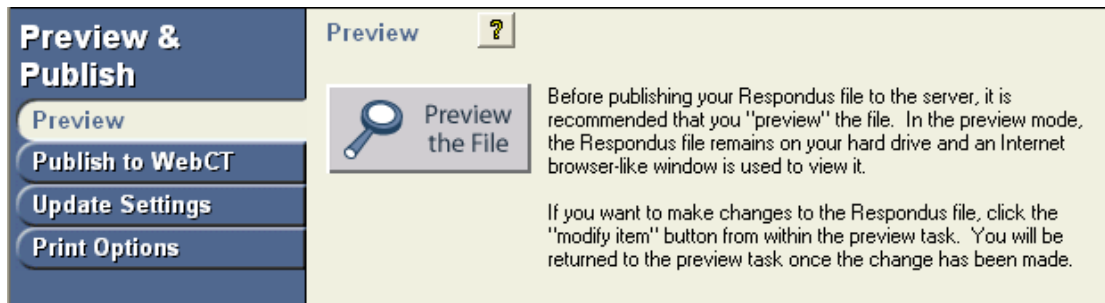
La Trobe University has been allowed to link to these tutorials with the express permission of the Flexible Learning Unit of Swinburne University of Technology.

Additionally, the Respondus user manual is available from <http://www.latrobe.edu.au/lms/howto.html> and the Manufacturer provides a number of Quick Start Guides at <http://www.respondus.com/products/quickstart.shtml>

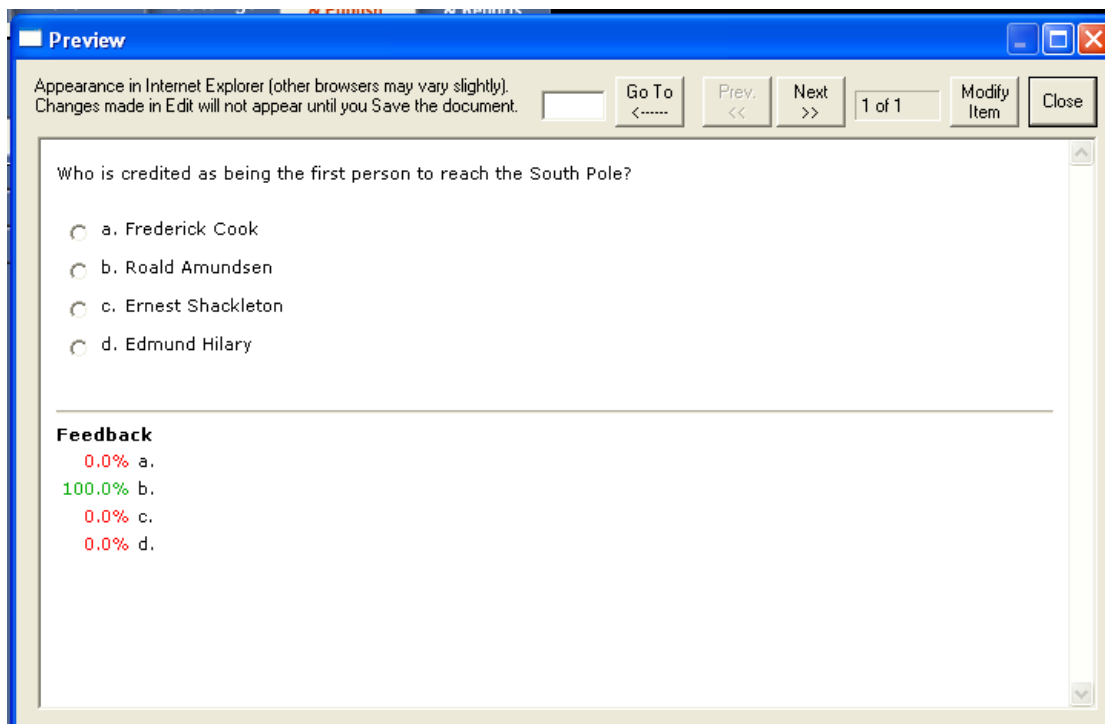
To preview and publish an assessment, you can use the 'Publish Wizard'. This function is available from the Preview and Publish tab at the top of the Respondus screen.

PREVIEW A RESPONDUS ASSESSMENT

Before you publish your assessment to the LMS, you can preview it locally.



At any point during the preview you may select 'Modify Item' to make changes to any question used in the assessment.



PUBLISH A RESPONDUS ASSESSMENT

When you are satisfied with your assessment, you are ready to publish it to the LMS/WebCT. To do this, select 'Publish to WebCT' then choose the 'Publish Wizard'. This function guides you through the steps of telling the Respondus software where you want it to upload the assessment that you have just created. You are telling Respondus about the LMS at La Trobe University.

Firstly you need to choose whether you are publishing to a single 'Course' or to multiple 'course'. Then you need to choose an existing server or 'add new server'. The first time you use the system, this is the setting you will choose.

1. Type of Publish - Single Course or Batch Publishing

Publish to single course

Batch Publish to multiple courses

2. Choose an existing server, or "add new server" to add settings information for a new server

WebCT 6 Server:

Settings:

Enter the name of the server to which you will be publishing your assessment. This needn't be a formal title, just something that makes sense to you.

2. Choose an existing server, or "add new server" to add settings information for a new server

WebCT 6 Server:

At the next screen, you will be prompted to add the LMS Server Information. To obtain the information, you will need to start a browser and log into the LMS, then select any subject on your MyCourse list.

You can copy and paste the address from the address box in your browser and then use the 'Extract' function

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

(server domain)

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 servers list, e.g. "UCSD login")

User name Password

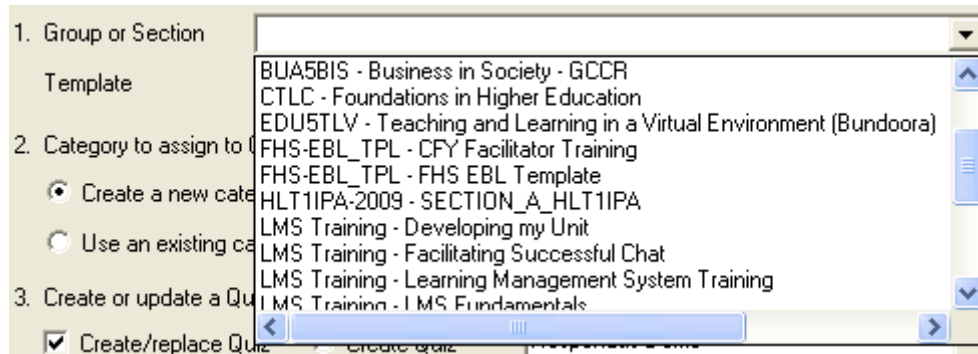
Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!

IMPORTANT USERNAME INFORMATION When you type your username into the appropriate field, please append the username with @ltu.edu.au This applies only if you have a La Trobe University username.

At this point, you can choose whether or not the system should remember your username and password. It is recommended that you do not choose this option if it is likely that someone other than you will be using your computer.

Press [Next] to connect to the LMS server. A connection will be made and the Respondus system will log you in to the LMS.

At the next screen, you choose the LMS Subject (Respondus calls them Group or Section) to which you want to publish your quiz.



Then you can choose to assign your assessment to a new category or an existing category. If you intend to use the LMS for multiple assessments, it is recommended that you use this function to 'file' your assessment.

Then you select whether your new assessment is a quiz or a self test. If you have chosen to use Question Sets when you created your quiz in Respondus, you can also upload the Question Sets at this point. You can also apply the Quiz Settings (availability, duration etc) that you have already selected in Respondus. When you are satisfied with your selection, choose 'Next'.

The 'Publish Wizard' then works through a number of steps and publishes your quiz to your selected subject in the LMS.

```

- Start WebCT Publish --
Quiz: Quiz Respondus Demo
Category: Respondus Demo

Creating category
Uploading questions
Authentication for Settings
Preparing to add Quiz/Survey Settings
Duration and Date settings

Completed successfully.
  
```

To check this, log in to the LMS and choose the subject to which you have just published the assessment. Select the assessment function to check if the new assessment has been added.

Order	Title	Type	Duration	Points
1	Sample	Quiz	10 Minute(s)	12
2	assessment (Hidden)	Quiz	1 Hour(s)	15
3	Test-1040209	Quiz	Unlimited	1
4	Quiz Respondus Demo	Quiz	10 Minute(s)	1

Create Link on: - Select -