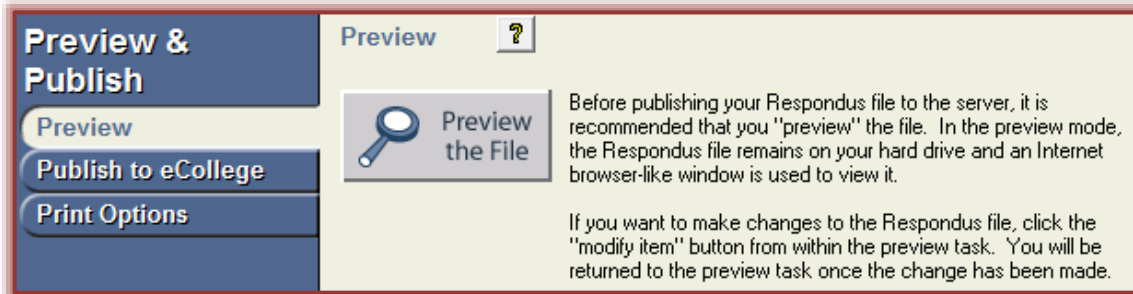


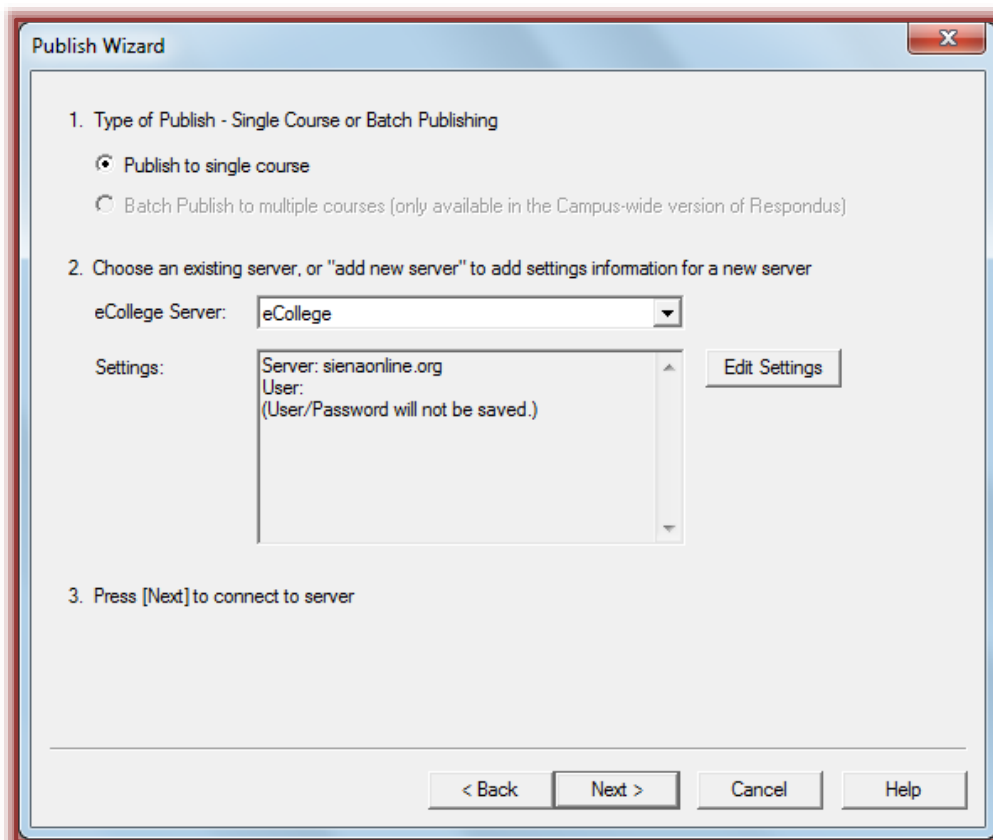
Respondus-Publish to eCollege

This feature guides a user through the steps of publishing an exam to the eCollege server. In order to do this, the user must already have an eCollege account and password.

- ✦ Click the **Preview and Publish** tab at the top of the Respondus window.
- ✦ Click the **Publish to eCollege** button. In order to complete this process, you must be connected to the Web.



- ✦ Click the **Publish Wizard** button.
- ✦ When you first publish the exam in Respondus, you will have to set up the options for access to eCollege.
 - ★ In the **eCollege Server** list, click the **Add New Server** option (see illustration below).



- ★ The **eCollege Server Information** window will display (see illustration on next page).
- ★ In the **Copy the Address** box, input <http://sienaonline.org>.
- ★ Click the **Extract** button.
- ★ The **eCollege address** will appear in the **Extract** box.

- * Input a **Description** for the site, such as **eCollege**.
 - * Input your **User Name** and **Password**. This is required.
 - * Click the **OK** button to return to the **Publish Wizard**.
- † **eCollege** should now appear in the **eCollege Server** box.

To automatically set the server domain for your institution:

1. Open your browser and login to the eCollege account you wish to use. Navigate to the page that lists the courses available, then go to any one of the courses.
2. Copy the "Address" of the page from the browser to the box below. The address should look something like "http://mycollege.ecollege.com/ ..."

3. Press Extract

Extract >> [] (server domain)

4. The information below must be entered manually:

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!

Buttons: OK, Cancel, Delete

- † Click **Next** to continue to the next step in the Wizard.
- * You will be prompted to enter your User Name and Password if you did not check the **Remember my Password** in the **eCollege Server Information** window.
 - * The Windows hour-glass will appear.
 - * It may take a few minutes to complete this process; please be patient.

Enter login information

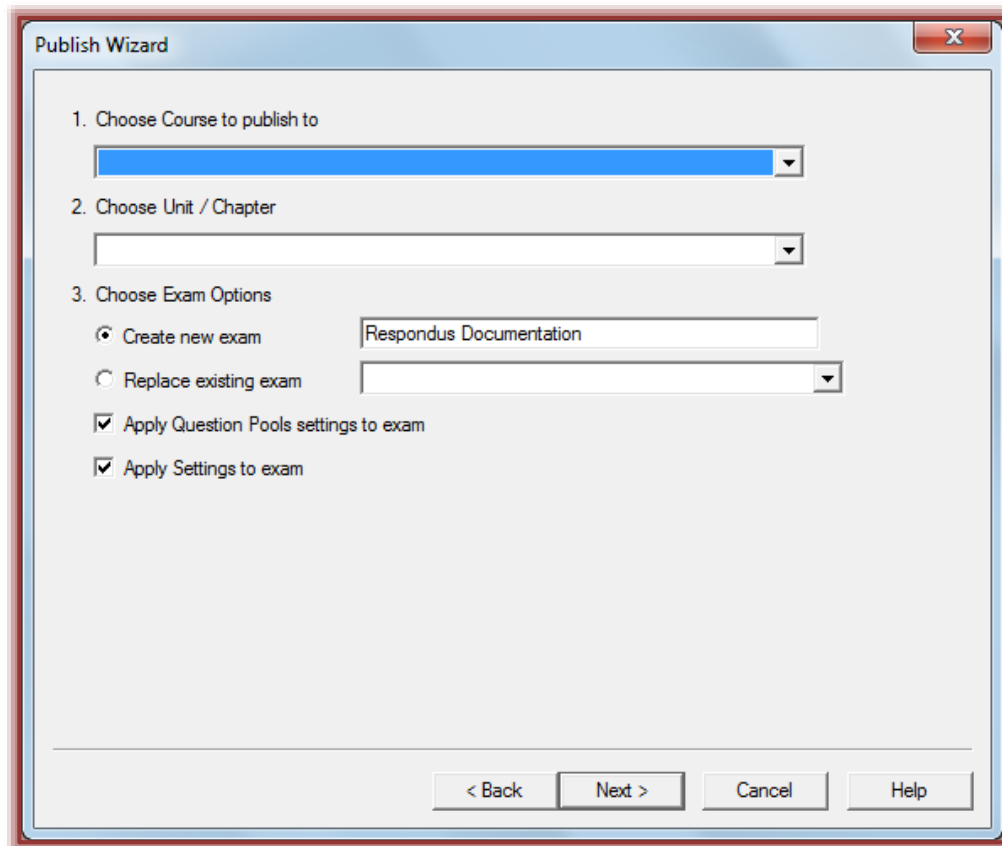
Because the "remember my user name" box was not checked, you must type in your user name and password each time.

User name []

Password []

Buttons: OK, Cancel

- † If the connection is successful, the next window in the Wizard will display (see illustration top of next page).
- † In the **Choose Course to Publish to** list, select the course that the exam is to be published to.
- * Only the courses that you are an instructor in will display.
 - * Make sure that you select the course from the correct term. The most recent term will appear at the top of the list.
 - * The Windows hour-glass will appear again.
 - * This process may take a few seconds.
 - * Once the above process is completed, the course title will appear in the **Choose Course** box.
- † Click the **Choose Unit/Chapter** list arrow.
- † Select the **Unit/Week/Chapter** to which the exam is to be published.



- † Under **Choose Exam Options**, select one of the following:
 - * **Create New Exam** – This option should be chosen to publish this exam as a new one in eCollege. When this option is chosen, input a name for the exam. This is the name that will appear for the exam in eCollege.
 - * **Replace Existing Exam** – Use this option to replace an exam that has already been published to or created in eCollege. For this option, click the list arrow and select the exam that is to be replaced.
- † If **Question Pools** were created for the exam, they can be uploaded by selecting the **Question Pools** option.
- † To apply the settings that were selected for the exam, make sure the **Apply Settings to Exam** check box is checked.
- † Click **Next** to publish the exam to eCollege.
 - * A status report will appear during the process.
 - * A typical exam should take 20-40 seconds to publish to eCollege.
 - * Exams with a large number of media files could take up to five minutes to publish.
 - * The amount of time it takes to publish the exam will depend on the speed of the server connection.
- † Once the exam has been published to eCollege, the **Completed Successfully** message will appear in the status window.
- † After the exam is published, it is a good idea to access the exam in eCollege and confirm that everything appears as expected.
- † Click the **Finish** button to complete the process.