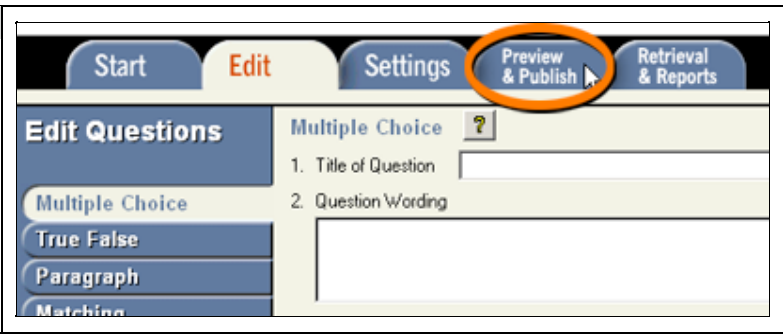
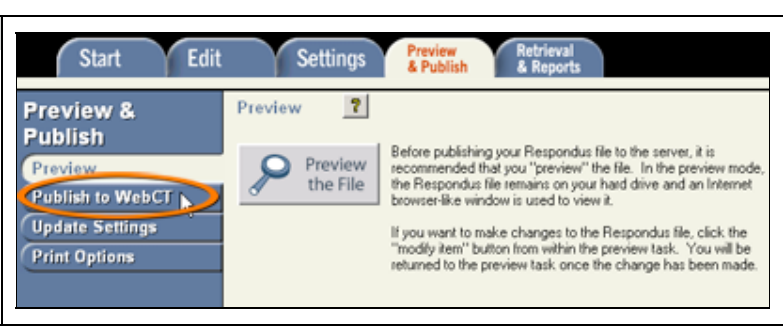
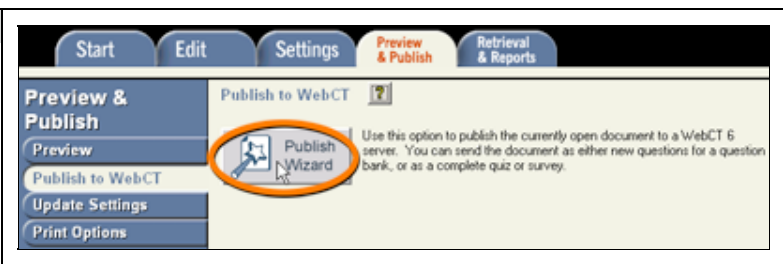


Upload Questions from Respondus into Blackboard Vista

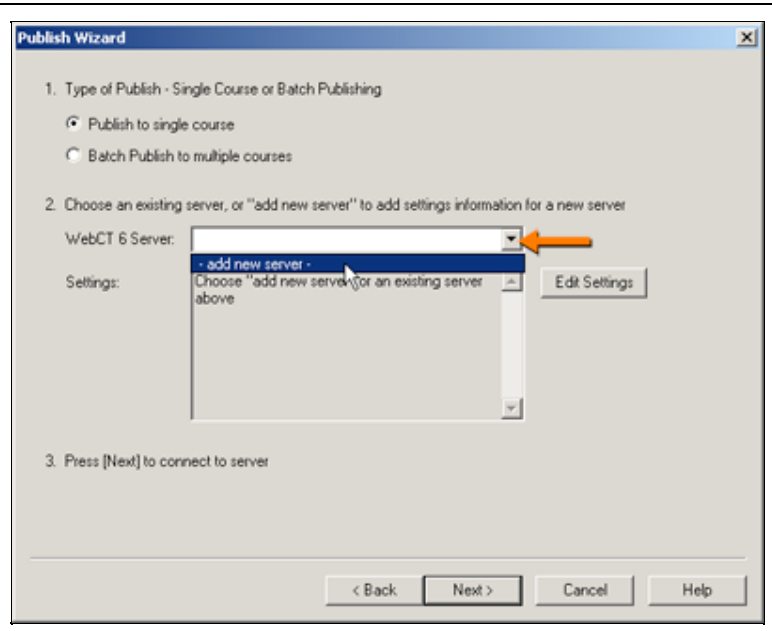
You are now ready to upload your quiz from Respondus into your Blackboard Vista course. You will need to publish the quiz using the Publish Wizard. If this is the first time you are uploading a quiz, you will need to add a new server.

NOTE: The Assessment tool **must** be added to the Blackboard Vista course you are uploading the quiz into.

<p>Step 1: Access the Preview & Publish Tab</p> <ol style="list-style-type: none"> At the top of the screen, click the Preview & Publish tab. The Preview & Publish screen is displayed. The Preview information is active. 	
<p>Step 2: The Publish Screen</p> <ol style="list-style-type: none"> On the left, click the Publish to WebCT link. The Publish to WebCT screen is displayed. 	
<p>Step 3: Start the Process</p> <ol style="list-style-type: none"> Click Publish Wizard to start the upload process. 	

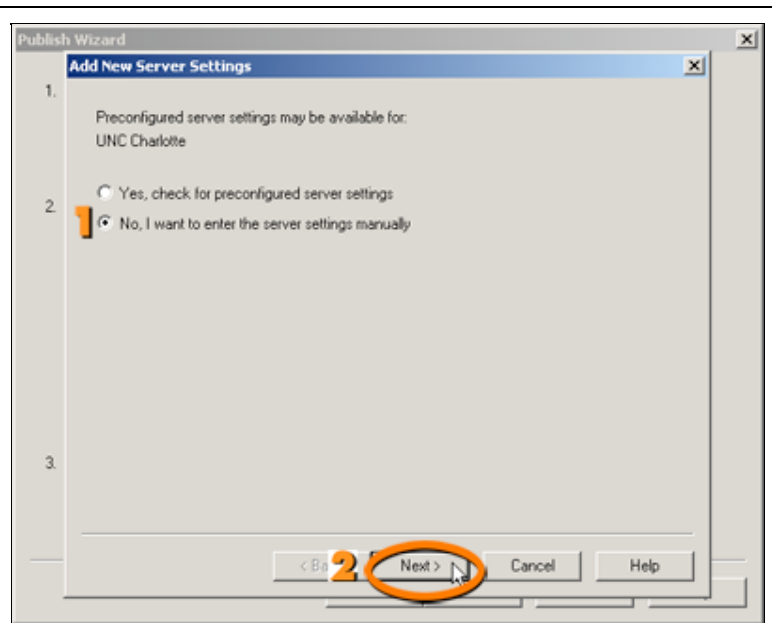
Step 4: The Publish Wizard Dialog Box

1. In the "1. Tpe of Publish - Local File, Single Course, or Batch Publishing" area, choose the type of upload you want to perform. In this example, we are keeping the deafaault of **Publish to single course**.
2. If you have not designated a server, you must do so before proceeding. In the "WecCT 6 Server" drop-down list, select - **add new server**-. The Add New Server Settings dialog box is displayed.



Step 5: Select Server Settings

1. Select **No, I want to enter the server Settings manually**.
2. Click **Next**. The WebCT 6 Server Information dialog box is displayed.



Step 6: Set up the Server

1. Log into Blackboard Vista.
2. Copy and paste the address of the My Blackboard Vista screen in the first text box.
3. Click **Extract** to automatically fill in the server domain information.
4. Click **Institutions** and choose **UNC Charlotte** from the drop-down list.
5. In the "Description" text box, type a name for the server. In this example, we have used **Blackboard Vista Server**.
6. In the "User name" text box, type your university user name.
7. In the "Password" text box, type the password you use to access Novell, 49er Express and Outlook.
8. Click **OK**. The Publish Wizard dialog box is displayed.

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.
5. The information below must be entered manually, then press the OK button:
6. User name
7. Password
8. OK

Extract >> (server domain)

Institutions >> Choice:

Description (text to display in the servers list, e.g. 'UCSD login')

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

Step 7: Select the Course and Other Actions

1. Click **Next**. (not illustrated). The second screen of the Publish Wizard is displayed.
2. In the "1. Select Group or Section:" drop-down list, select the course you want to import the quiz to.
3. In the "2. Category to assign to Questions:" area, choose to create a new category or use an existing category. In this example, we have used **Create a new category**.
4. In the "3. Create or update Quiz/Survey (optional)" area, choose to create a new quiz or add questions to an existing quiz. In this example, we have selected **Create Quiz**.
5. If you have created a question set, select **Apply Question Sets to quiz**.
6. If you have specified settings, select **Apply Settings to Quiz**.
7. If you plan to link the quiz to a specific page, select **Link Quiz to Organizer page or Learning Module**.
8. Click **Next**. The quiz starts uploading and the third screen of the Publish Wizard dialog box is displayed.

Group or Section Template

2. Category to assign to Questions

Create a new category Use an existing category

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

Create/replace Quiz Create Quiz Create Self-Test Replace

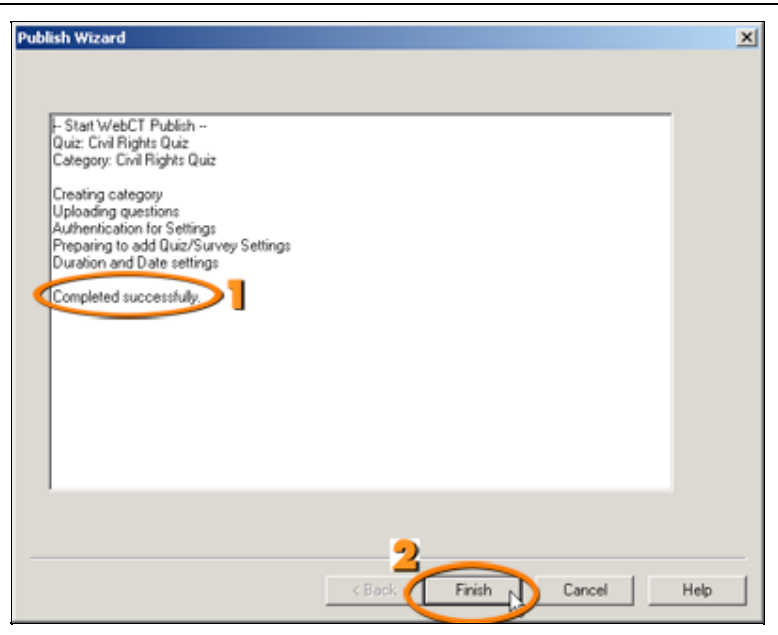
Apply Question Sets to quiz Apply Settings to Quiz (duration and availability not supported) Link Quiz to Organizer Page or Learning Module

4. Press [Next] to publish to server

< Back **Next >** Cancel Help

Step 8: The Results Screen

1. As the quiz is being uploaded, you will see a series of results. When the message "Completed successfully" is displayed, the quiz has been uploaded into your Blackboard Vista course(s).
2. Click **Finish** to close the Publish Wizard.
3. Open your Blackboard Vista course and preview the quiz (not illustrated).



Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte