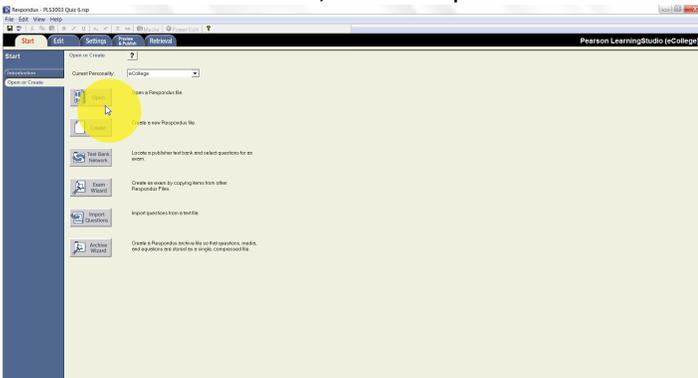


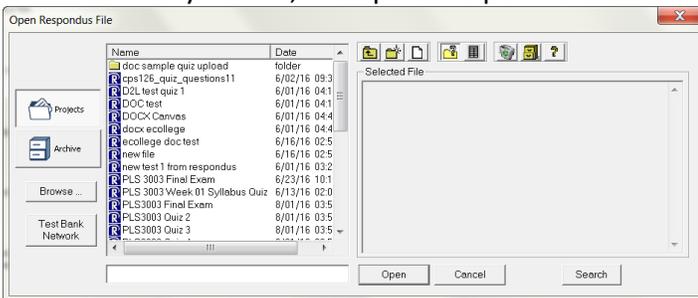
Publishing Respondus Files to eCollege

The below instructions will show you how to publish a Word or .txt file to eCollege using Respondus. If your file is already loaded in Respondus, you can skip to step #3.

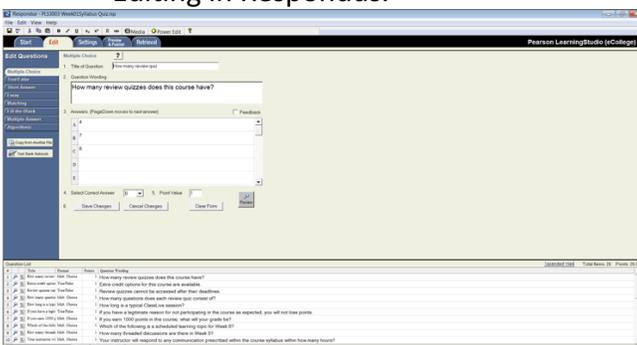
1. In the “Start” tab, select “Open”



2. Select your file, then press “Open.”



3. After you click on “Finish,” it will automatically take you to the “Edit” tab so you can edit, add or delete questions. For more help with this, view the Office of Online Learning’s training on “Editing in Respondus.”

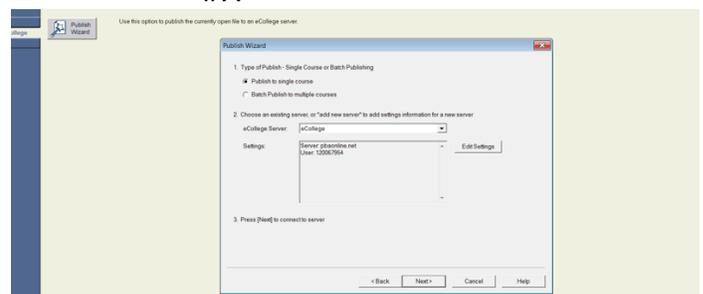


4. Click on the “Preview and Publish” tab on the top, then click on the “Publish to eCollege” button on the left. Then, click on the “Publish Wizard” button.



5. Now that the Publish Wizard is open, you can begin publishing the file from eCollege to Respondus.

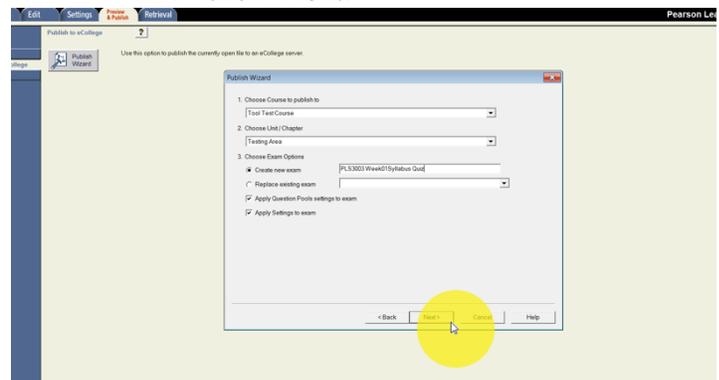
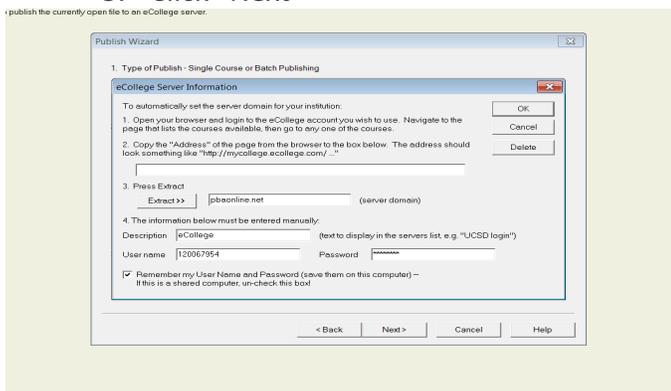
1. Unless you plan on using the same exact test in multiple classes, you will want to publish to a single course.
2. If you have not set up a server yet, click “- add new server -” and go to step #6. If you already have a server set up, simply click the eCollege server you have set up, click “Next” and go to Step #7.



Publishing Respondus Files to eCollege

6. (only if you are adding a new server)
Here you will configure the PBA server settings:
 1. Nothing to enter here.
 2. You can leave this blank.
 3. Enter "pbaonline.net".
 4. Enter the eCollege Server Information as follows:
Description: "PBA eCollege"
Username: This is your 9-digit numeric user name you use to log into eCollege.
Password: This is the password you use to log into eCollege.
5. Click "Next"

7. Now we need the location to publish this file.
 1. Select the course to publish the file.
 2. Select the Unit/Chapter to publish the file.
 3. The "Replace Existing Exam" is unreliable. Always select "Create New Exam" and name your exam. Due to the large quantity of exams, name your exam "'Course code number', 'two-digit week number' then exam name. For instance, you will see here that I have "PLS3003 Week 01 Syllabus Quiz"
 4. Click "Next."



8. Click "Finish." You will know that your file is successfully published when it says the final line in this box says "Completed successfully."

