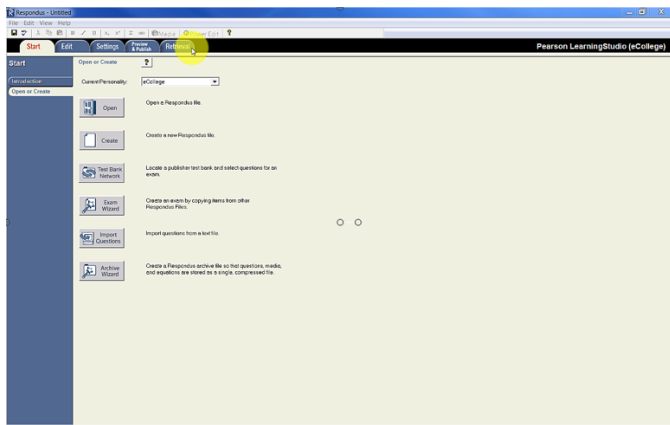


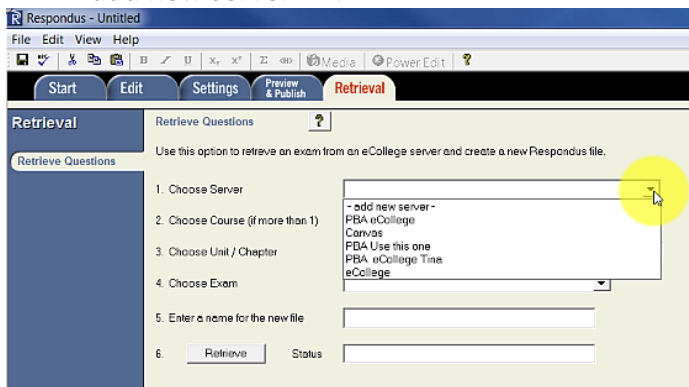
Retrieving Files from eCollege to Respondus

The below instructions will show you how to retrieve existing eCollege quizzes into Respondus for the purpose of editing or migrating out of eCollege.

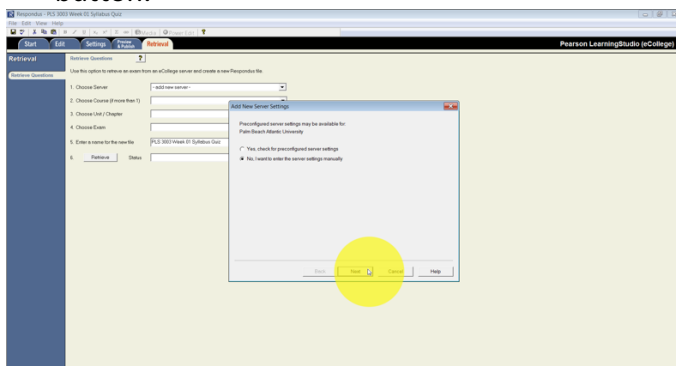
1. Click on the “Retrieval” tab.



2. Choose server. To begin, you will need to choose “– add new server –”.

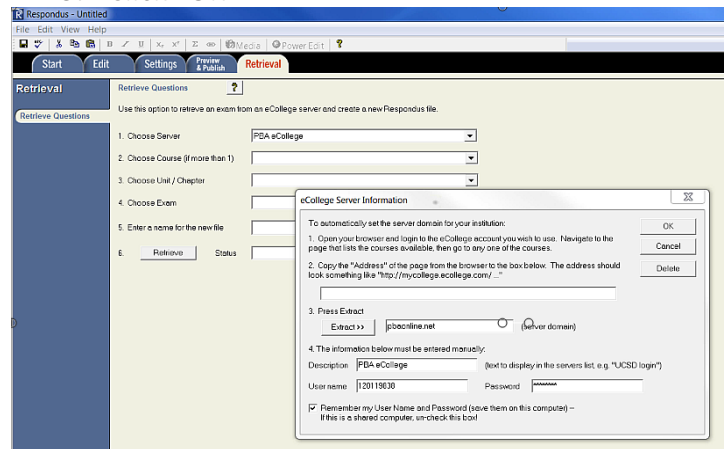


3. With the “No, I want to enter the server settings manually” radial selected, press the “Next” button.

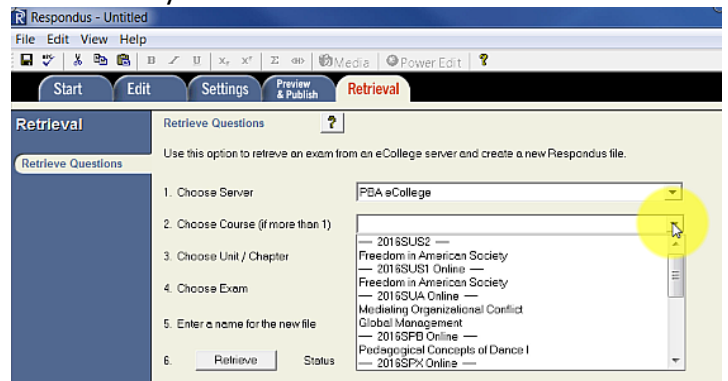


4. Here you will configure the PBA server settings:

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 “OK”

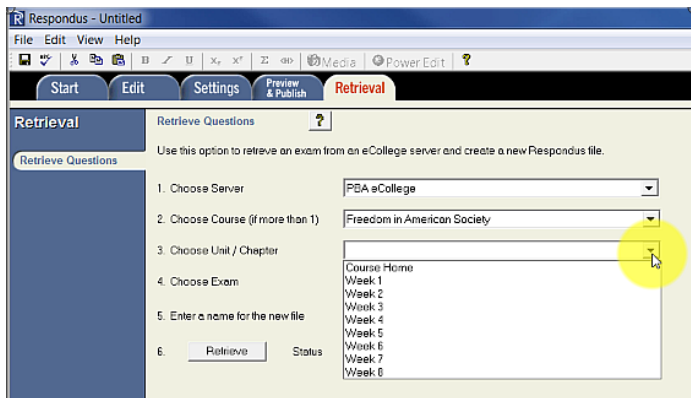


5. Choose your course.

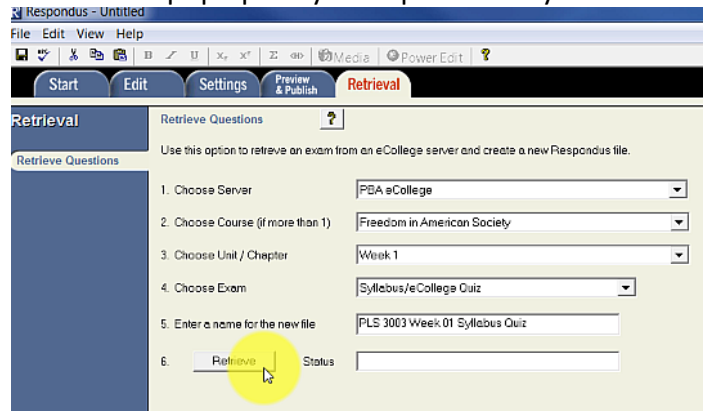


Retrieving Files from eCollege to Respondus

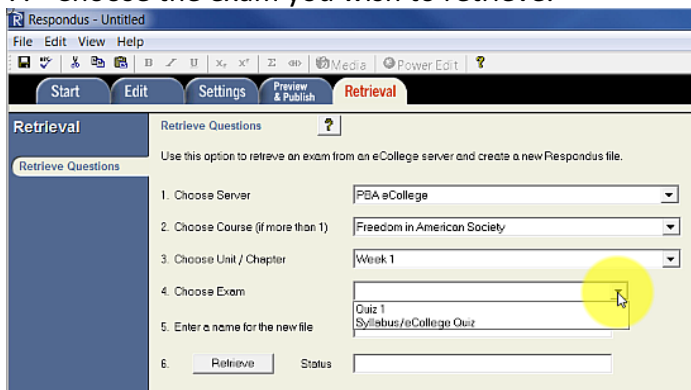
6. Choose the Unit or chapter of the exam you wish to retrieve.



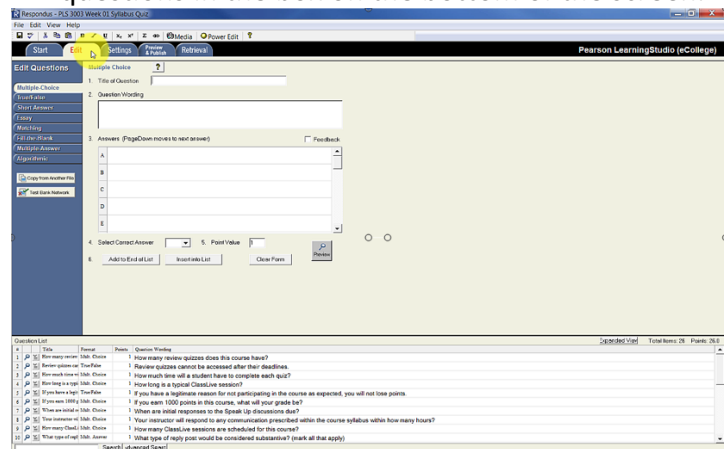
9. Click "Retrieve". When it is all finished, a dialog box will pop up for you to press "Okay."



7. Choose the exam you wish to retrieve.



10. You can now check your work by pressing the "edit" tab, which will allow you to see your questions in the box on the bottom of the screen.



8. Where it says, "Enter a name for the new file," you will want to give your file a name. With many files of the same name (i.e. "Quiz 1" and "Final Exam"), it is HIGHLY recommended that you use the naming convention of "(course code)(two-digit week)(quiz name)". For instance, "ABC 1234 Week 05 Abraham Lincoln Quiz" or "MAT 1853 Week 07 calculus quiz."

Note: Your files will default save to "C:/Users/(your PBA login name)/My Documents/respondus projects". It is recommended that you backup your data if you do not immediately publish it.