

Directions

1. Open Respondus. From the Start Tab. Select WebCT CE 3.x – 4.x as the Current Personality.

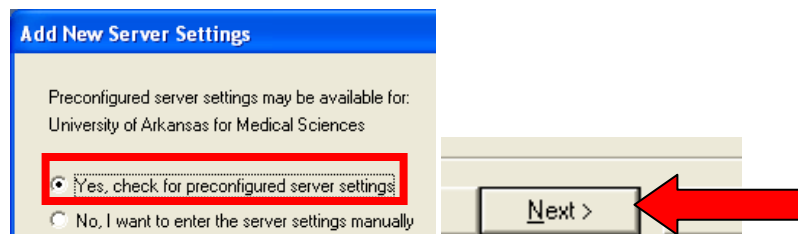
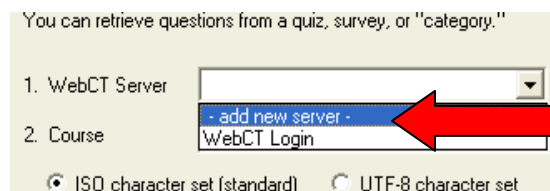
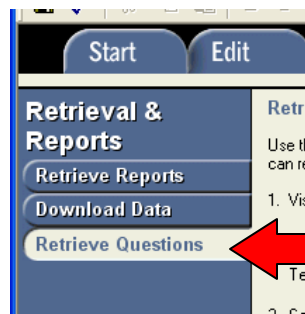
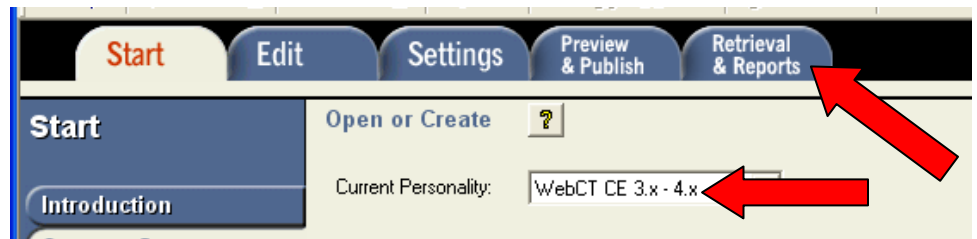
2. Click on Retrieval & Reports.

3. Select Retrieve Questions.

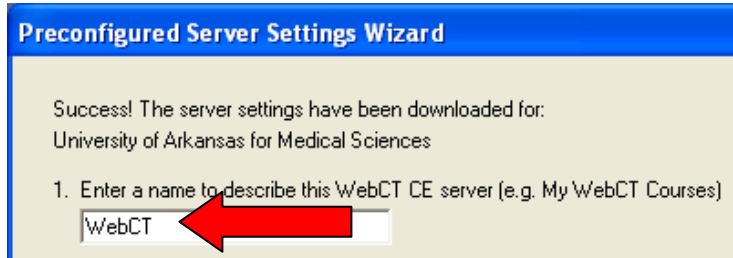
4. If this is your first time using Respondus, under WebCT Server select add new server.

(Note: in subsequent efforts, your settings will be saved and you will choose the WebCT Server from the drop down menu)

5. Select: Yes, check for preconfigured server settings. Click Next.

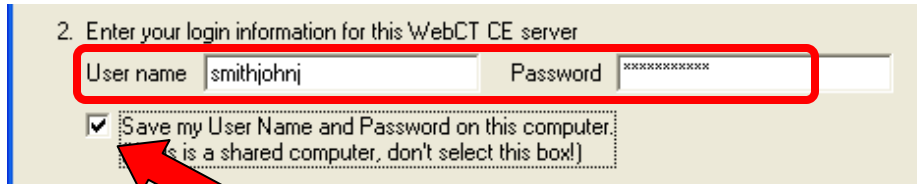


6. Enter **WebCT as the name to describe the server.**

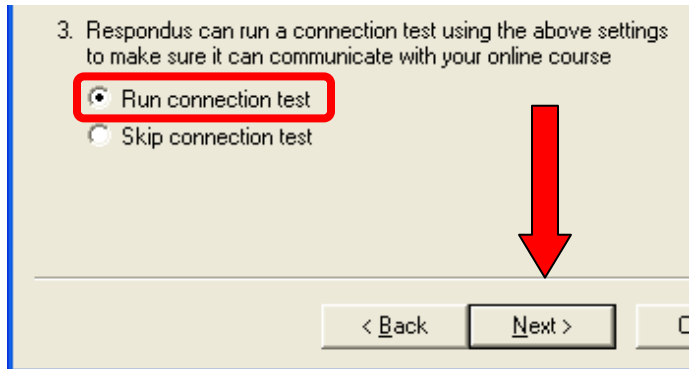


7. Enter your WebCT 4.1 Login information.

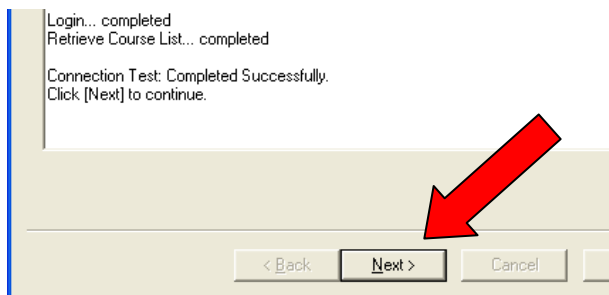
Note: If you are the only user of the computer, you may choose to save your user name and password. Keep in mind, when you change your password in Blackboard, you will have to manually change your password in Respondus.



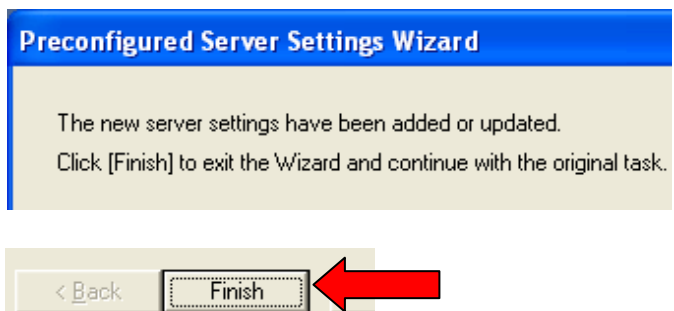
8. Select Run connection Test. Click Next.



9. After the successful connection test, click next again.



10. Click Finish



11. Select the course that contains the questions you wish to move. Leave ISO character set checked.

Retrieve Questions ?

Use this option to retrieve questions from a WebCT server and create a new Respondus file. You can retrieve questions from a quiz, survey, or "category."

1. WebCT Server WebCT

2. Course [OED7025David's Experiments] David's Experiments [OED7025] [C...]

ISO character set (standard) UTF-8 character set

12. Select the Quiz you wish to move. You may also move a Category if you wish.

3. Select a Quiz/Survey or "Category"

Quiz or Survey Sample Quiz

Category

13. Enter a name for the new file.

4. Enter a name for the new file Sample Quiz

14. Click Retrieve.

5. Retrieve

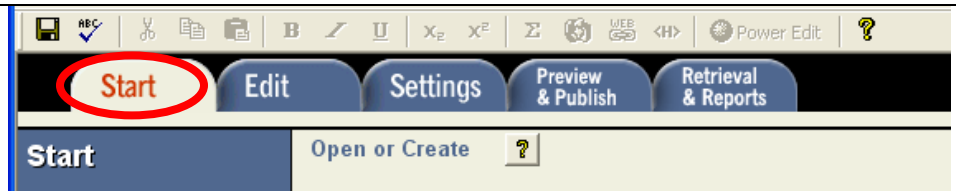
15. Congratulations. You have exported your quiz.

5. Retrieve

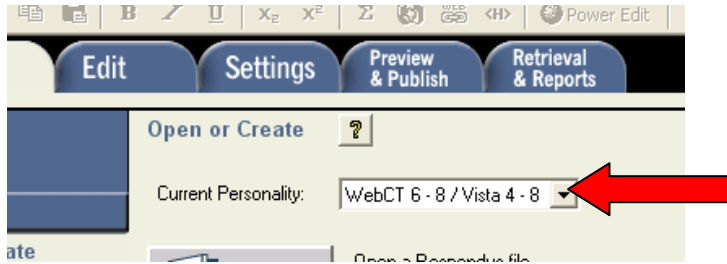
Status

Successfully completed.

16. After you have retrieved your quiz from WebCT 4.1 return to the Start tab.



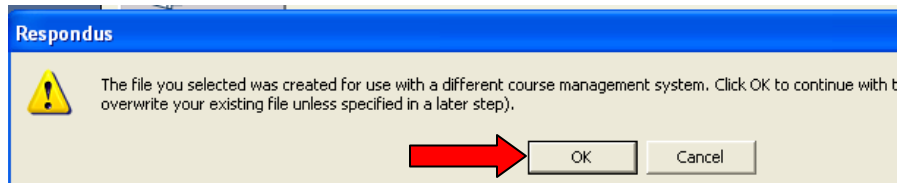
17. Change the Current Personality to: WebCT 6-8/Vista 4 – 8



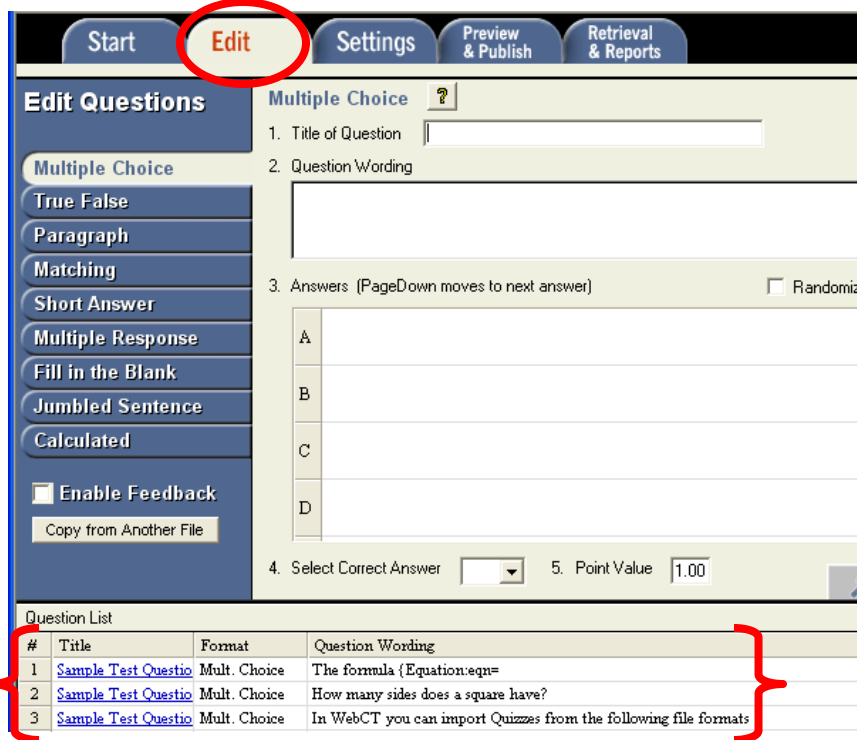
18. Notice in the right hand side of the screen that you are now working in WebCT 6/Vista 4



19. Click on OK to continue with the conversion of the file.

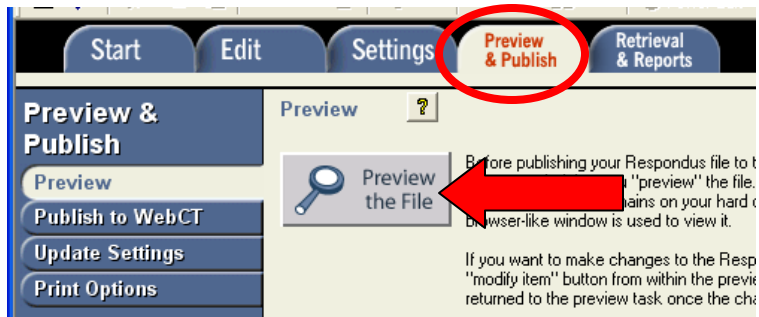


20. You will be sent to the Edit tab where you should see your exam questions in the Question List



21. Go to the Preview & Publish tab.

22. You may preview your file if you wish by clicking on Preview

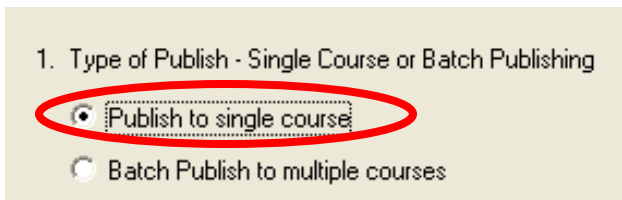


23. Select Publish to WebCT

24. Click on the Publish Wizard.

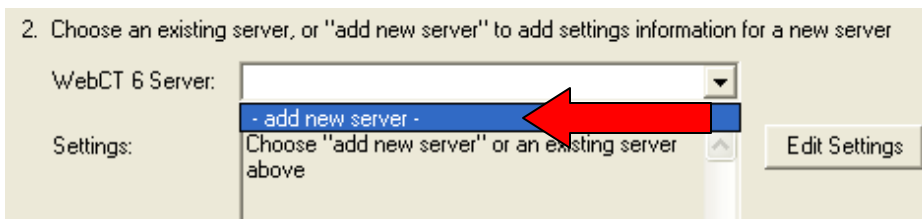


25. Select Publish to a single course.



26. If this is your first time importing content into Blackboard 8, select Add New Server.

(Note: in subsequent efforts, your settings will be saved and you will choose the server from the drop down menu)

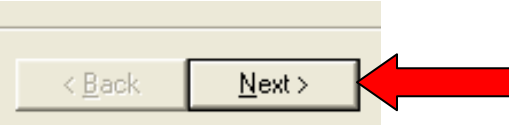


27. Select, 'No, I want to enter the server settings manually'

Preconfigured server settings may be available for:
University of Arkansas for Medical Sciences

- Yes, check for preconfigured server settings
- No, I want to enter the server settings manually

28. Click Next



29. Enter the name 'Blackboard Server'

Success! The server settings have been downloaded for:
University of Arkansas for Medical Sciences

1. Enter a name to describe this WebCT CE6 server (e.g. My WebCT Courses)

Blackboard Server

30. Enter your login information.

Note: If you are the only user of the computer, you may choose to save your user name and password. Keep in mind, when you change your password in Blackboard, you will have to manually change your password in Respondus.

2. Enter your login information for this WebCT CE6 server

User name Password

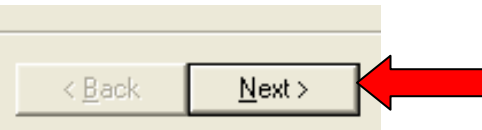
Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)

30. Select Run Connection Test.

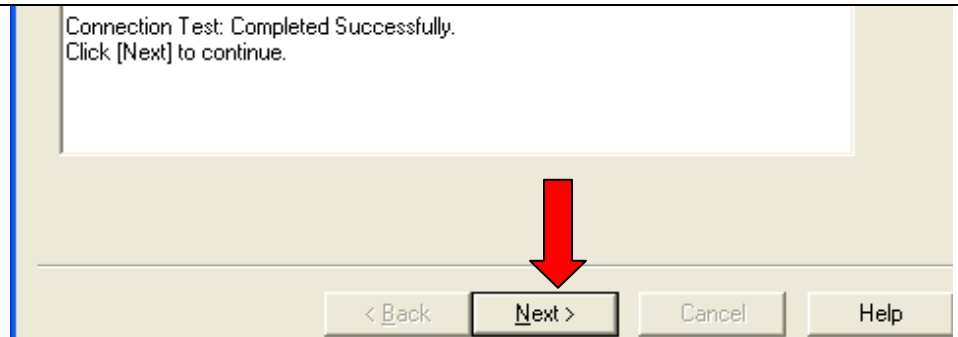
3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course

- Run connection test
- Skip connection test

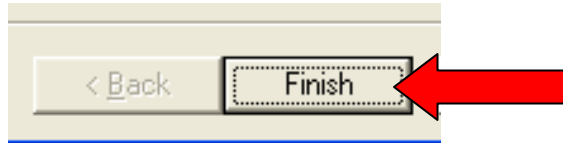
31. Click Next



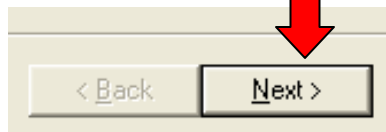
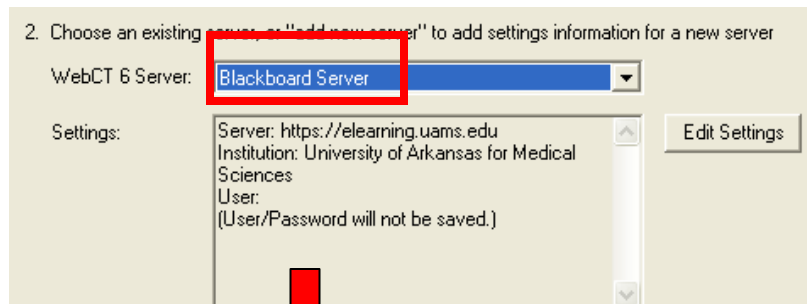
32. After Successful Test, click Next again.



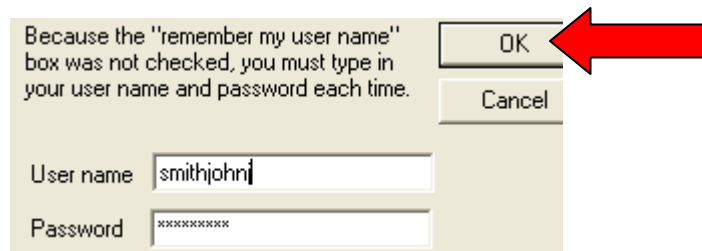
33. Click Finish.



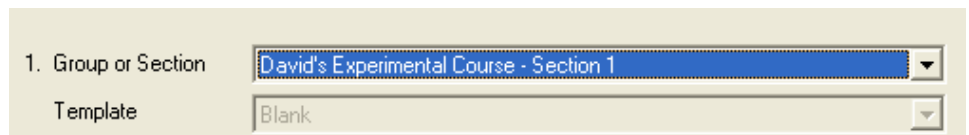
34. Make sure your server is selected and click next.



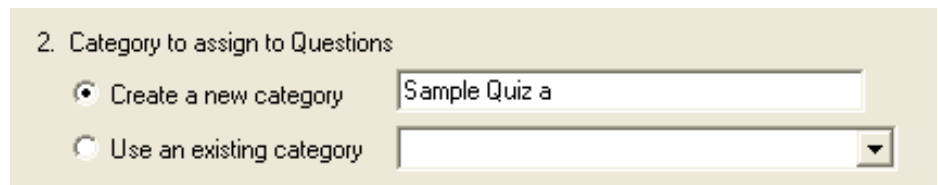
35. Enter your login information and click Ok.



36. Select the course.



37. Create a new category or select an existing category.



38. If it is a new quiz, check Create/replace Quiz, and Create Quiz.

Check the appropriate Boxes.

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

39. Click Next.

< Back Next >

40. You should see a message that says "completed successfully"

[- Start WebCT Publish -]

Quiz: Sample Quiz a

Category: Sample Quiz a

Creating category

Uploading questions

Authentication for Settings

Preparing to add Quiz/Survey Settings

Duration and Date settings

Completed successfully.

41. Click on Finish.

< Back Finish

Congratulations! You have successfully moved your quiz from WebCT 4.1 to Blackboard 8.