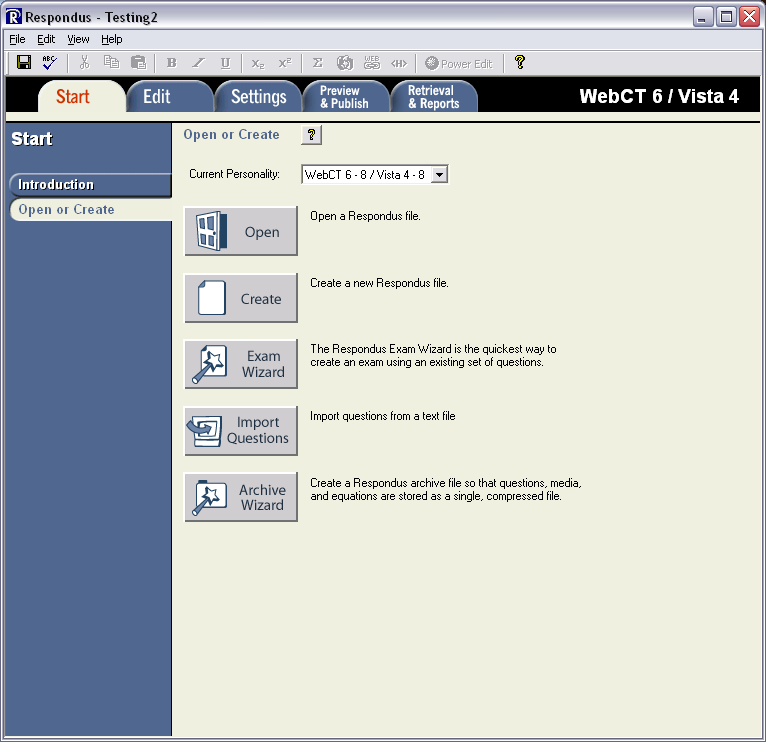
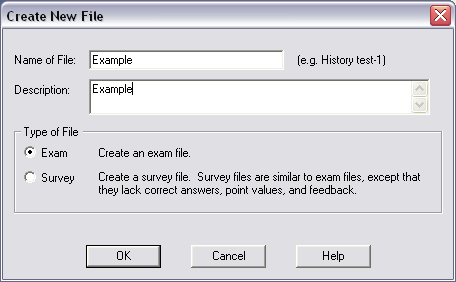
**Learning Respondus 3.5**

**Importing into Respondus**

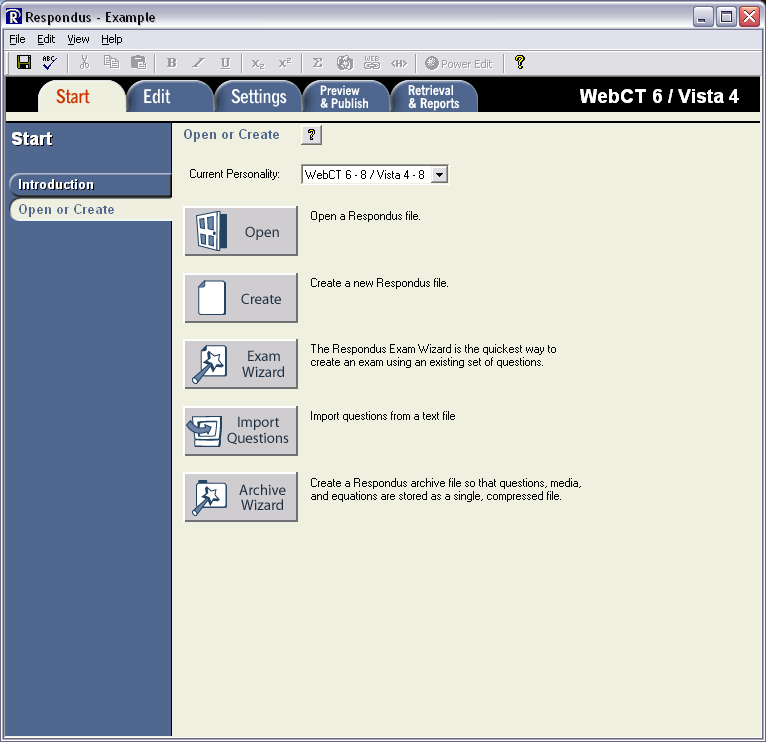
Step1) Start and **Create** a Respondus file.



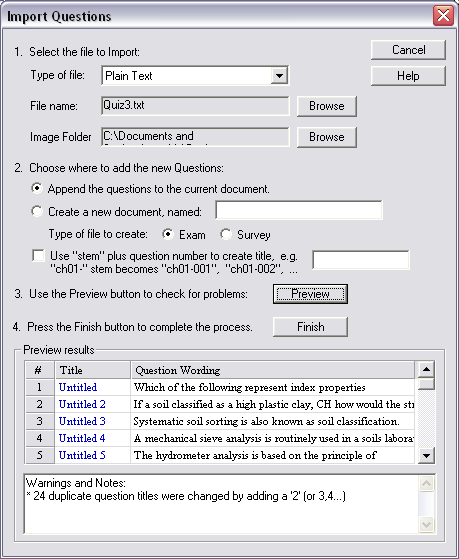
Step 2) Create a name for the .rsp file and a description, click **ok**.



Step 3) After clicking **ok**, tab over to the **start** page, this tab is located at the top of program

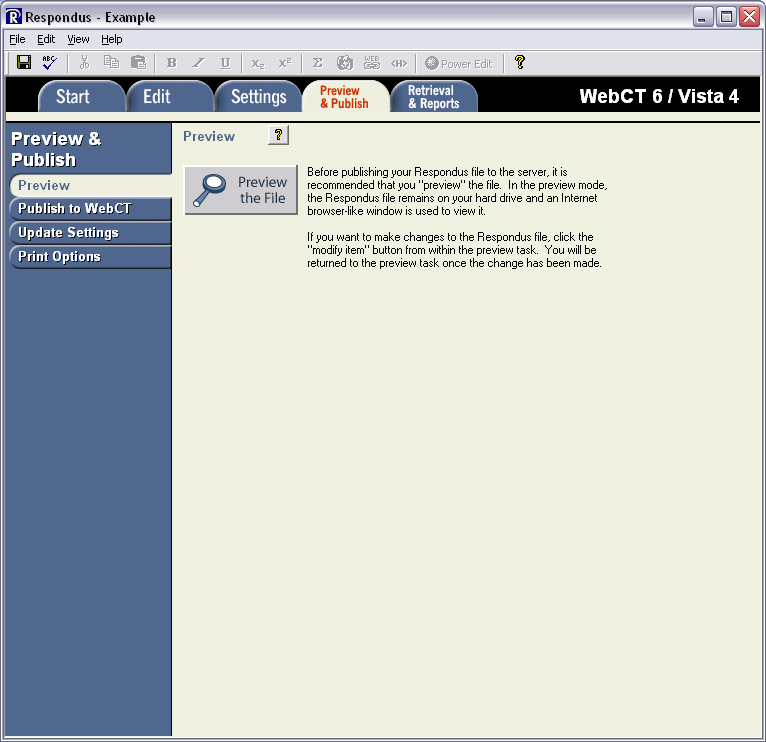


Step 4) Now that we have a Respondus file, we are ready to import questions. Click on the **import questions** button



Step 5) The above example displays the needed settings for your Respondus file.

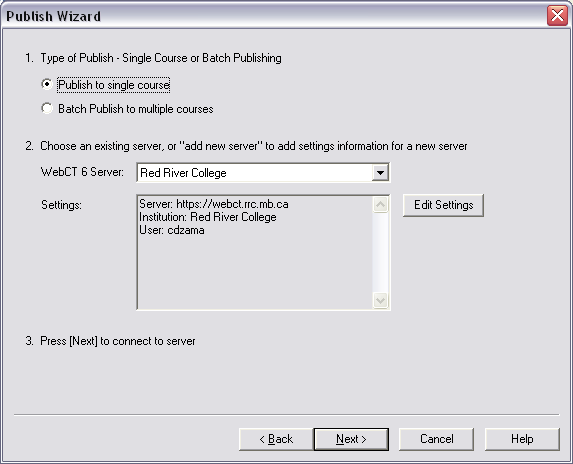
* If the type of file all you questions are on is a .txt file chose plain text.
* The file name is the browsed file you have selected which should be the .txt file with all the questions
* The image folder should be the folder holding all your images
* Append to document allows you to use multiple .txt files or just one. It will append the questions to the Respondus file you created.
* Click on **Preview**, review the warnings. The majority of the warnings will be the duplicate question titles warning. This warnings is simply stating that the “Title:” code in your .txt file is empty and Respondus will create titles for you. Any other warnings should be read and fixed, this may need more formatting.
* When all is ready click on the **finish** button



Step 6) At the top of the program click on the **Preview & Publish** tab.

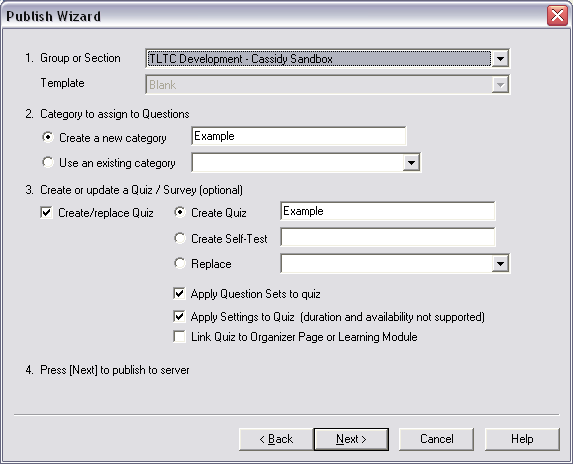
* From here you can preview the look of your questions and when ready publish to WebCT.

Step 7) Click on **Publish to WebCT** then click on the **Publish Wizard**.



Step 8) From here you can publish your questions to one or many courses. Also this is where you have to configure Respondus to interact with the WebCT server.

* Notice the server address and Institution, they must be exactly entered as shown as well your own credentials
* When the settings are set, click on **next**



Step 9) Pick the course you want to add the questions to.

* Also pick a container for your questions to be inputted in, whether you are creating a container or picking a pre-existing one.
* Now type a name for your quiz, be descriptive as this name is shown in WebCT
* After reviewing all settings click the **next** button, this will authenticate your credentials and upload your questions.