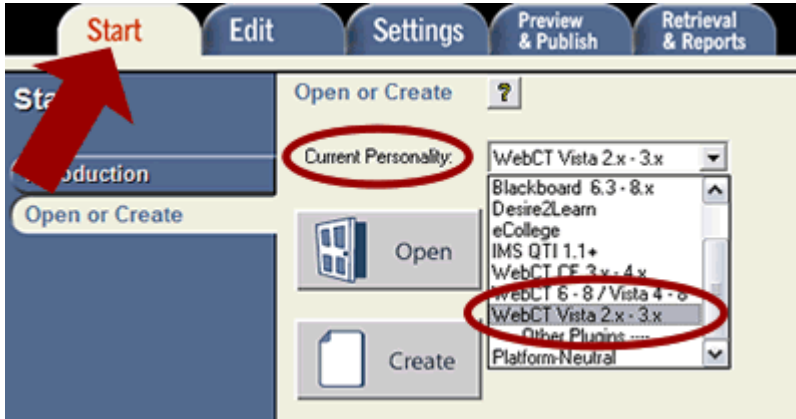


# RESPONDUS

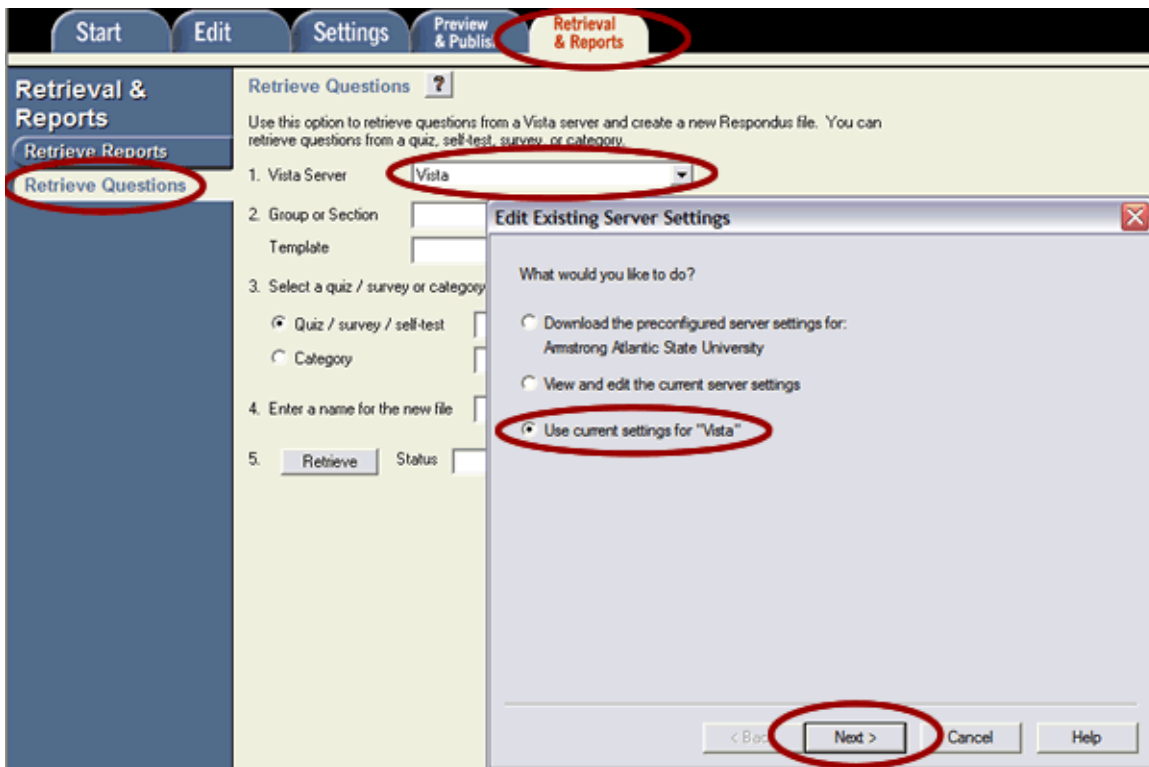
## Retrieving Exams from V3 and Uploading to V8

1. Before retrieving exams from Vista 3 courses, make sure that you are using the correct Course Management System (CMS) personality. By default, you should be on the **Start** tab. Click on the **Current Personality** dropdown menu and select **WebCT Vista 2.x – 3.x**.

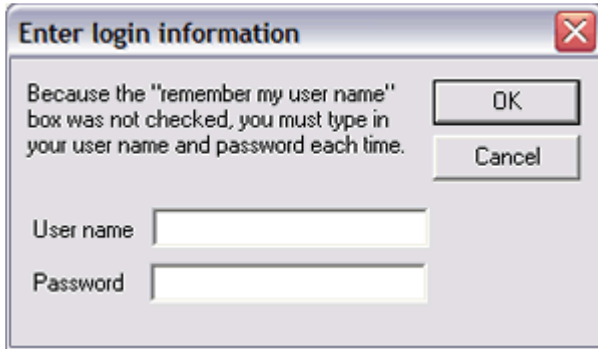


Please note that you can change the “personality” at any time from the **Start** menu.

2. Click on the **Retrieval & Reports** tab and then click on **Retrieve Questions** located on the left hand side of the screen. Click on the **Vista Server** drop down menu and select the server from which you will be retrieving exams (the name reflected will be based on the name you have provided for the server). In the example below, the server is named “Vista.”



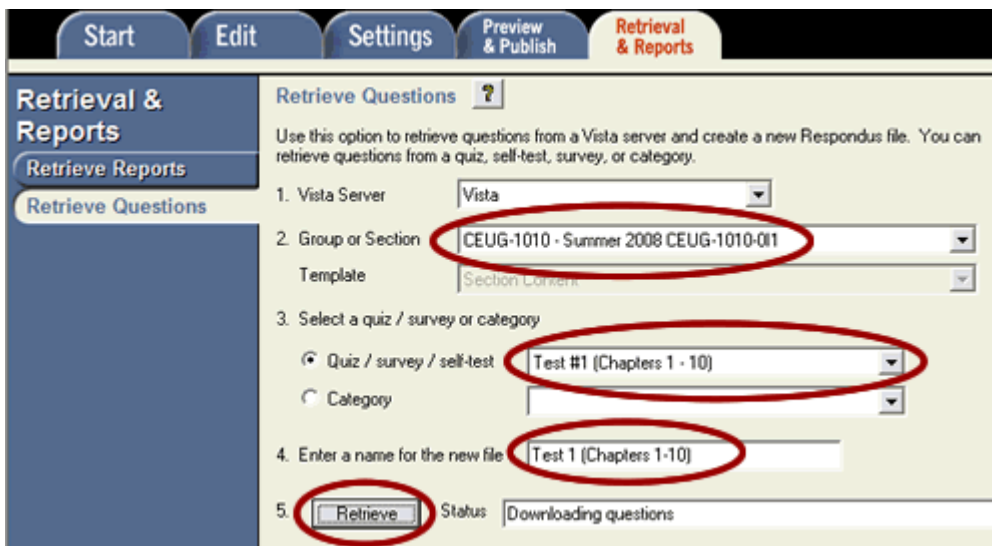
3. The **Edit Existing Server Settings** dialog box will appear. By default, the radio button next to “Use current settings for “Vista/name of server that you have provided”” will be selected. Click **Next**.
4. The **Enter login information** dialog box will appear. Enter your Vista user name and password and click **OK**.



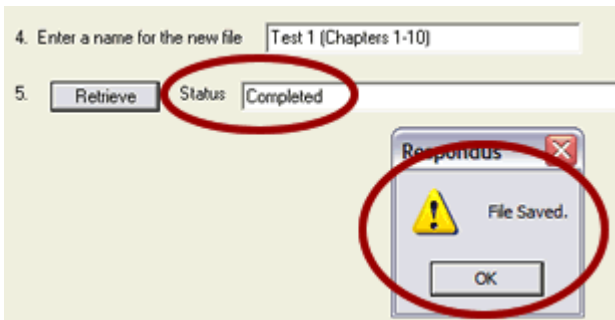
5. After logging in, select the section (course) that contains the assessment that you would like to retrieve from the **Group or Section** drop down menu. Next, choose the **Quiz / survey / self-test** from the drop down menu.

**Enter a name for the new file** in the field provided. Please note that these files are stored on your hard drive in a folder called Respondus Projects. You will not be able to use the same file name twice.

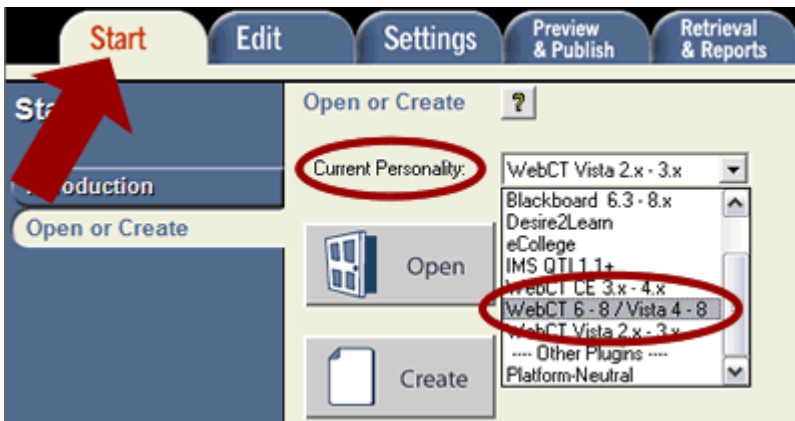
Click **Retrieve**.



6. Once the file has downloaded, the **Status** bar will indicate that the download has **Completed**. In addition, a Respondus dialog box will appear that states that the “File Saved.” Click **OK**.

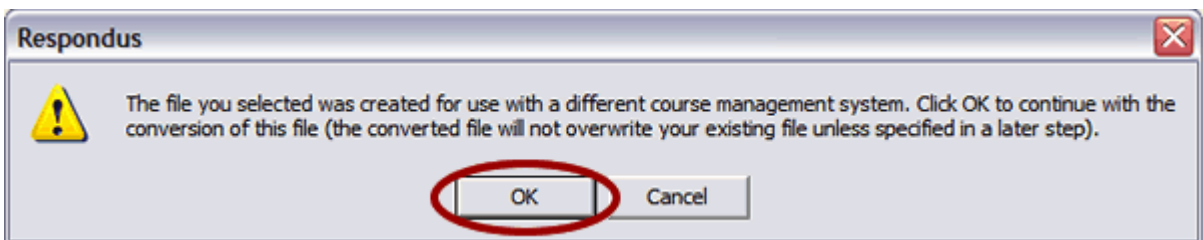


7. You are now ready to upload your test to Pirates' VIEW Vista 8! Click on the **Start** tab and change the CMS personality to reflect the Pirates' VIEW Vista 8 personality.



Click on the **Current Personality** dropdown menu and select **WebCT 6 – 8 / Vista 4 - 8**.

8. The following dialog box will appear:



Click **OK**.

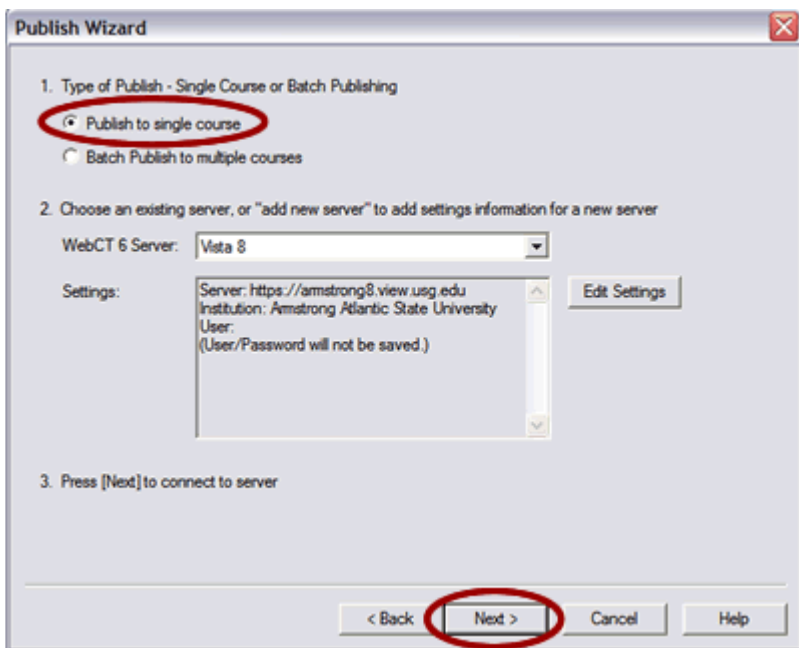
9. The exam will open up under the **Edit** tab. Click the **Preview & Publish** tab then click on **Publish to WebCT** located on the left hand side of the screen. Click the **Publish Wizard** button.



10. The **Publish Wizard** dialog box will appear. By default, **Publish to single course** is selected. Select the WebCT Server from the drop down menu. Please keep in mind that the name of the server will be based on the name that you provided when setting up the server settings.

If you are using Respondus with Pirates' VIEW for the first time, you will need to "Add New Server" (see page 4 of "Creating Assessments in Word and Uploading with Respondus" for step-by-step instructions).

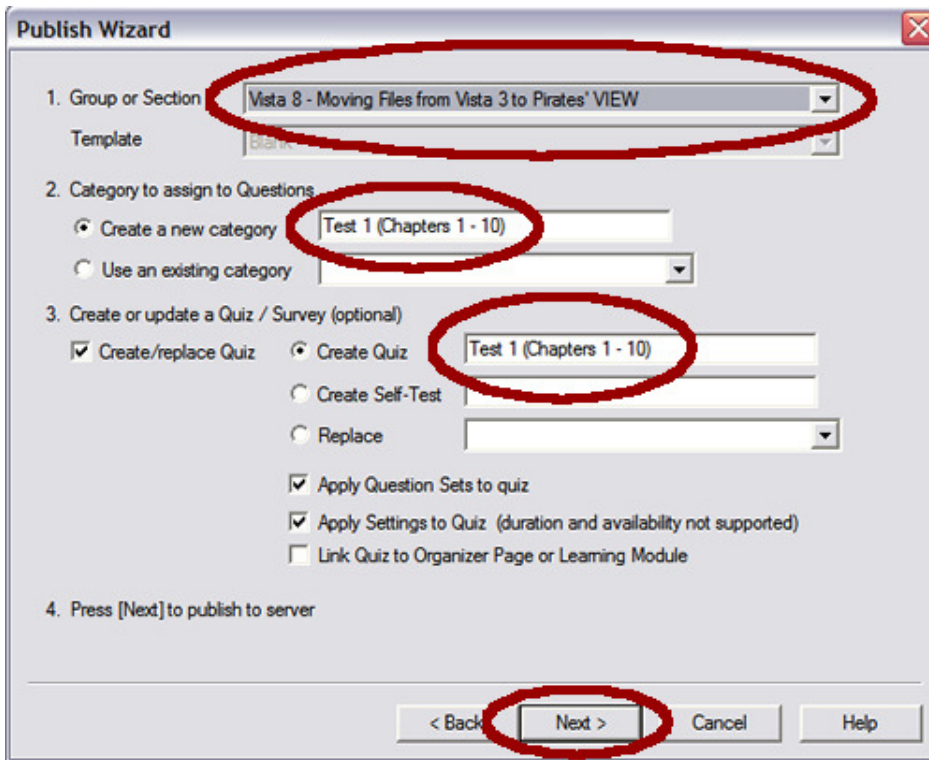
Click **Next**.



11. The **Enter login information** dialog box will appear. Enter your Pirates' VIEW Vista 8 user name and password and click **OK**.

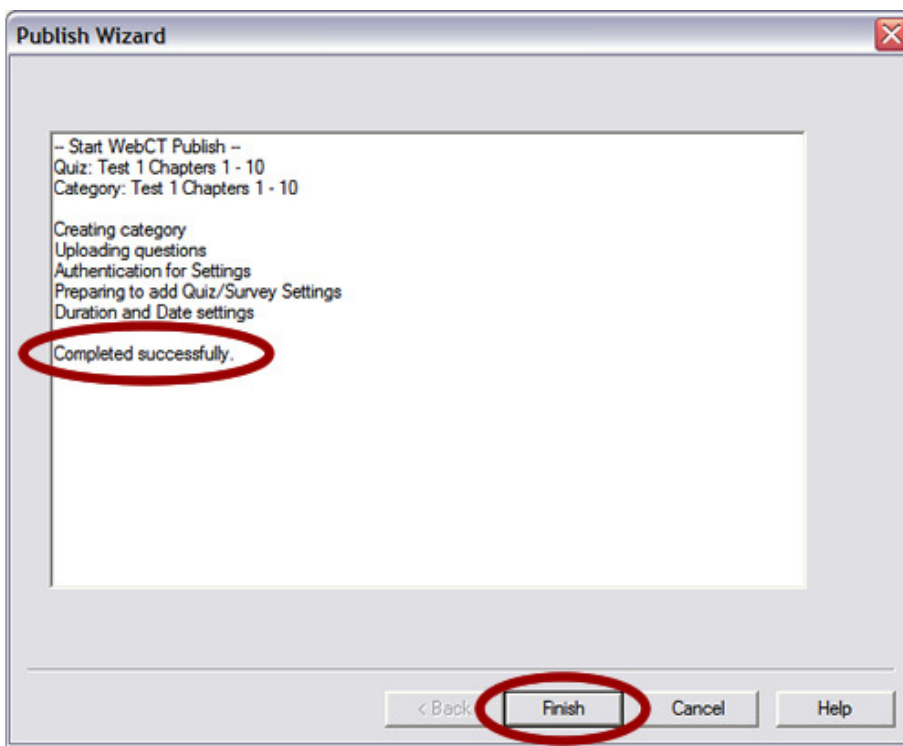


12. After logging in, select the section (course) to which your assessment will be uploaded from the **Group or Section** drop down menu.



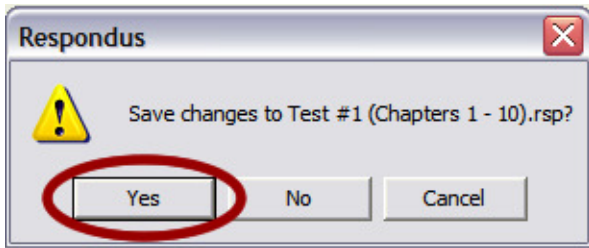
Edit the **Create a new category** and **Create Quiz** fields if necessary. Click **Next** to publish the quiz to your Pirates' VIEW Vista course.

13. The status window will show you the progress of your file as it is being uploaded into Vista.



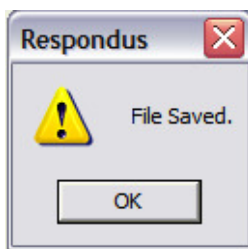
When you see “Completed successfully,” click the **Finish** button.

14. When you close Respondus, the following dialog box will appear:



Click **Yes** to save changes (conversion from Vista 3 assessment/survey to Vista 8 assessment/survey) to your assessment.

15. A Respondus dialog box will appear that states that the "File Saved." Click **OK**.



16. Now you will need to log in to your Pirates' VIEW course and configure the settings for your assessment.

For more information regarding assessment settings, please see "Pirates' View Instructor Tools: Assessments, Grade Gook and Student Tracking" documentation located on the Pirates' VIEW Vista site at [http://www.online.armstrong.edu/jobaids/PV\\_V8\\_Instructor\\_Tools.pdf](http://www.online.armstrong.edu/jobaids/PV_V8_Instructor_Tools.pdf).