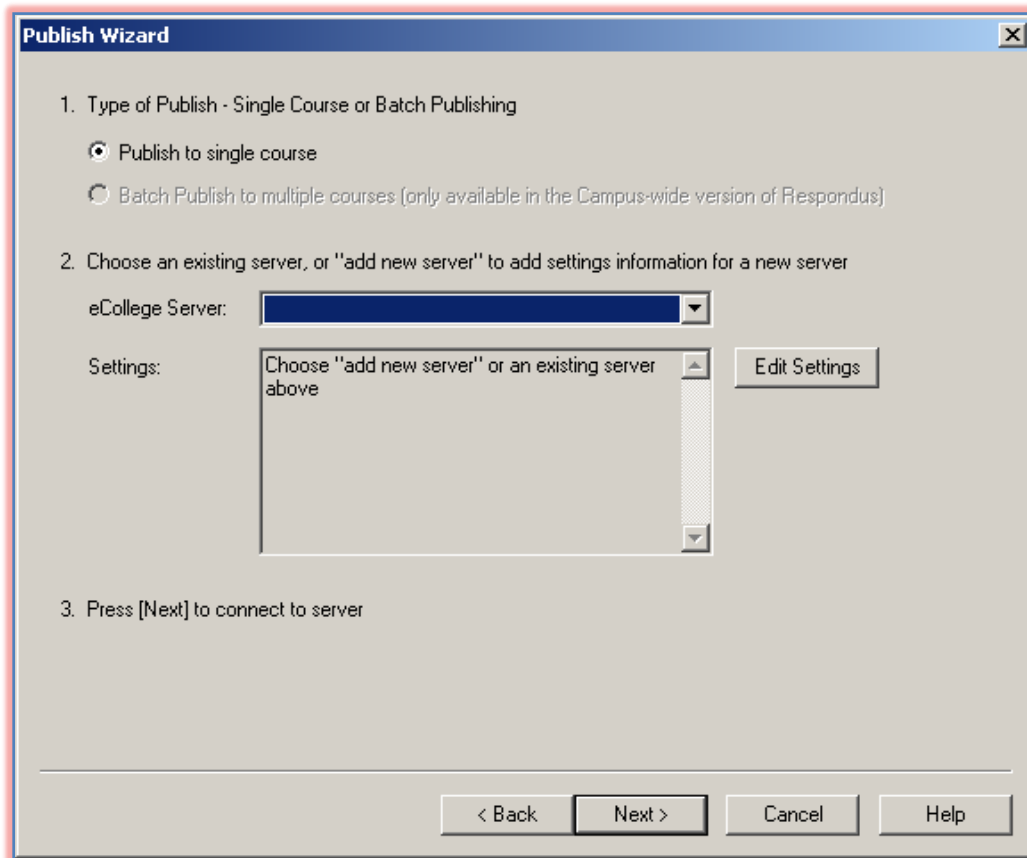


Publish to eCollege

This feature guides a user through the steps of publishing an exam to the eCollege server. In order to do this, the user must already have an eCollege account and password.

Step 1

- ✚ Click the **Preview and Publish** tab at the top of the Respondus window.
- ✚ Click the **Publish to eCollege** button. In order to complete this process, you must be connected to the Web.
- ✚ When you first publish the exam in Respondus, you will have to set up the options for access to eCollege.
- ★ In the **eCollege Server** list, click the **Add New Server** option (see illustration below).



- ★ The **eCollege Server Information** window will display (see illustration below).
 - In the **Copy the Address** box, input <http://sienaonline.org>.
 - or
 - Open the Siena Web page (www.sienaheights.edu).
 - Click the eCollege link at the top of the page.
 - Copy the Web address for the eCollege site.
 - Paste the Web address into the **Copy** box in Respondus.
- ★ Click the **Extract** button.
- ★ The **eCollege address** will appear in the **Extract** box and will be removed from the **Copy** box.
- ★ Input a **Description** for the site, such as **eCollege**.
- ★ Input your **User Name** and **Password**. This is required.

- * Click the **OK** button to return to the **Publish Wizard**.
- + **eCollege** should now appear in the **eCollege Server** box.
- + Click **Next** to continue to the next step in the Wizard.
 - * You may be prompted to enter your User Name and Password.
 - * The Windows hour-glass will appear momentarily.
- + If the connection is successful, the next window in the Wizard will display (see illustration top of next page).
- + In the **Choose Course to Publish to** list, select the course that the exam is to be published to.
 - * Only the courses that you are an instructor in will display.
 - * Make sure that you select the course from the correct term.
 - * The Windows hour-glass will appear again.
 - * This process may take a few seconds.
 - * Once the above process is completed, the course title will appear in the **Choose Course** box.
- + Click the **Choose Unit/Chapter** list arrow.
- + Select the **Unit/Week/Chapter** to which the exam is to be published.
- + Under **Choose Exam Options**, select one of the following:
 - * **Create New Exam** – This option should be chosen to publish this exam as a new one in eCollege. When this option is chosen, input a name for the exam. This is the name that will appear for the exam in eCollege.
 - * **Replace Existing Exam** – Use this option to replace an exam that has already been published to or created in eCollege. For this option, click the list arrow and select the exam that is to be replaced.

The screenshot shows the 'Publish Wizard' dialog box with the following details:

- Title Bar:** Publish Wizard
- Section 1:** Choose Course to publish to (dropdown menu)
- Section 2:** Choose Unit / Chapter (dropdown menu)
- Section 3:** Choose Exam Options
 - Create new exam (with text input: eCollege PPT Tutorial 1)
 - Replace existing exam (with dropdown menu)
 - Apply Question Pools settings to exam
 - Apply Settings to exam
- Buttons:** < Back, Next >, Cancel, Help

- † If Question Pools were created for the exam, they can be uploaded by selecting the Question Pools option.
- † To apply the settings that were selected for the exam, make sure the **Apply to Exam** check box is checked.
- † Click **Next** to publish the exam to eCollege.
 - ★ A status report will appear during the process.
 - ★ A typical exam should take 20-40 seconds to publish to eCollege.
 - ★ Exams with a large number of media files could take up to five minutes to publish.
 - ★ The amount of time it takes to publish the exam will depend on the speed of the server connection.
- † Once the exam has been published to eCollege, the **Completed Successfully** message will appear in the status window.
- † After the exam is published, it is a good idea to access the exam in eCollege and confirm that everything appears as expected.
- † Click the **Finish** button to complete the process.