

RETRIEVE AN EXAM FROM eCOLLEGE

With Respondus it is possible to retrieve an exam from an eCollege course. The process is similar to publishing an exam, except you choose the Retrieval Tab instead of the Preview and Publish tab.

- † Click the **Retrieval** tab in Respondus.
- † The **Retrieve Questions** window will display (see illustration below).

The image shows two overlapping windows from the Respondus software. The background window is titled 'Retrieve Questions' and contains a list of steps for retrieving an exam. The foreground window is titled 'eCollege Server Information' and provides instructions for setting up a server domain.

Retrieve Questions ?

Use this option to retrieve an exam from an eCollege server and create a new Respondus file.

1. Choose Server [Dropdown]
2. Choose Course (if more than 1) [Dropdown]
3. Choose Unit / Chapter [Dropdown]
4. Choose Exam [Dropdown]
5. Enter a name for the new file [Text Box]
6. [Retrieve] Status [Text Box]

eCollege Server Information [Close]

To automatically set the server domain for your institution:

1. Open your browser and login to the eCollege account you wish to use. Navigate to the page that lists the courses available, then go to any one of the courses.
2. Copy the "Address" of the page from the browser to the box below. The address should look something like "http://mycollege.ecollege.com/ ..."

[Text Box]

3. Press Extract

[Extract >>] [www.sienaonline.org] (server domain)

4. The information below must be entered manually:

Description [eCollege] (text to display in the servers list, e.g. "UCSD login")

User name [Text Box] Password [Text Box]

Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!

[OK] [Cancel] [Delete]

- † Click the **Choose Server** list arrow and choose server that you set up earlier.
- † The **eCollege Server Information** window will display (see illustration above).
- † Input your **User Name** and **Password**.
- † The rest of the information should all be completed.
- † Click **OK** to move back to the **Retrieve Questions** window.
- † Select the course from which the exam is to be retrieved from the **Choose Course** list.
- † A Windows hour-glass will appear.
- † When the hour-glass disappears, click the **Choose Unit/Chapter** list arrow.
- † Select the **Week/Unit/Chapter** from which the exam is to be retrieved.
- † Click the list arrow for **Choose Exam** to select the exam that is to be retrieved.
- † In the **Enter a Name for the New File** box, input the name for the exam.
- † Click the **Retrieve** button.
- † A message will appear in the **Status** box.
- † A **File Saved** message will appear when the process is complete.
- † **Completed** will appear in the **Status** box.
- † Click the **Finish** button to complete the process.