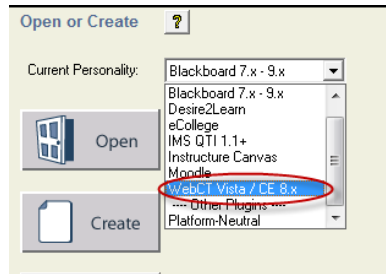
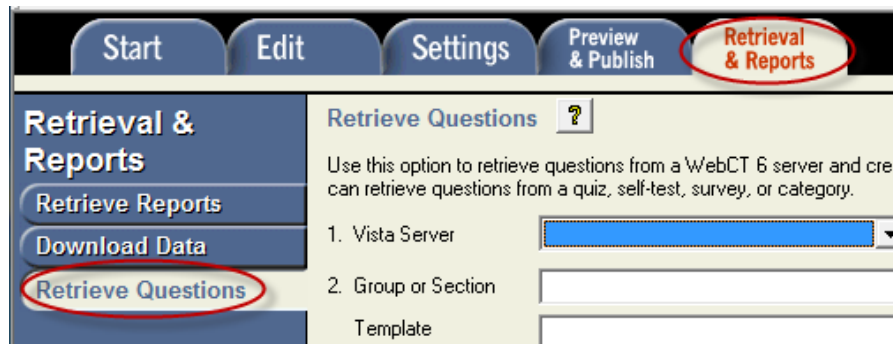


Uploading questions to Respondus for editing:

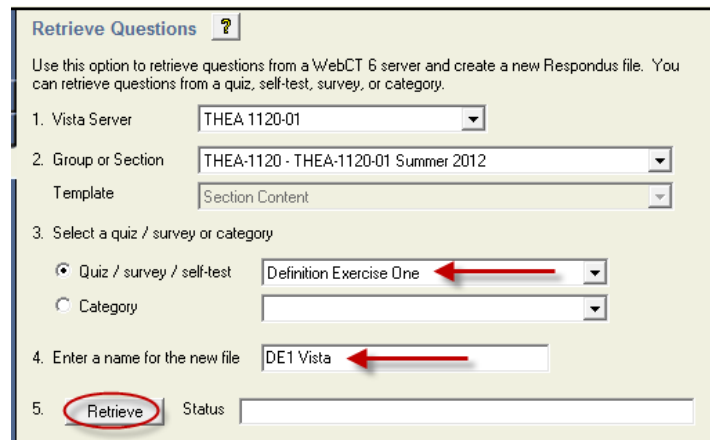
1. Open Respondus. Under the Start tab, set the Current Personality to WebCT Vista/CE 8.x.



2. Go to the Retrieval & Reports tab, then to Retrieve Questions.

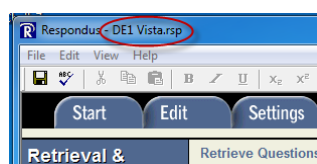


3. Fill out the information, choose a test, and hit Retrieve (make sure to use "Vista" in the file name).

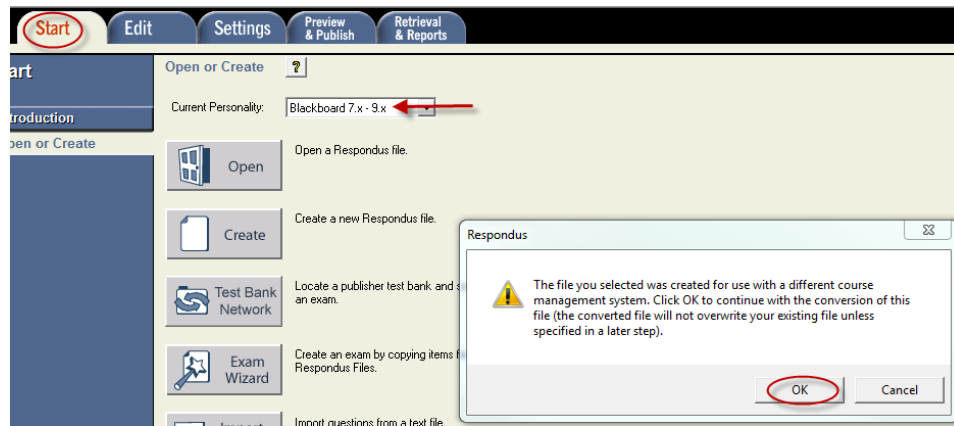


The screenshot shows the 'Retrieve Questions' form. The form is filled out with the following information: Vista Server: THEA 1120-01, Group or Section: THEA-1120 - THEA-1120-01 Summer 2012, Template: Section Content, Select a quiz / survey or category: Quiz / survey / self-test (selected), Definition Exercise One (selected), Enter a name for the new file: DE1 Vista, and the Retrieve button is highlighted with a red circle. Red arrows point to the 'Definition Exercise One' dropdown and the 'DE1 Vista' text field.

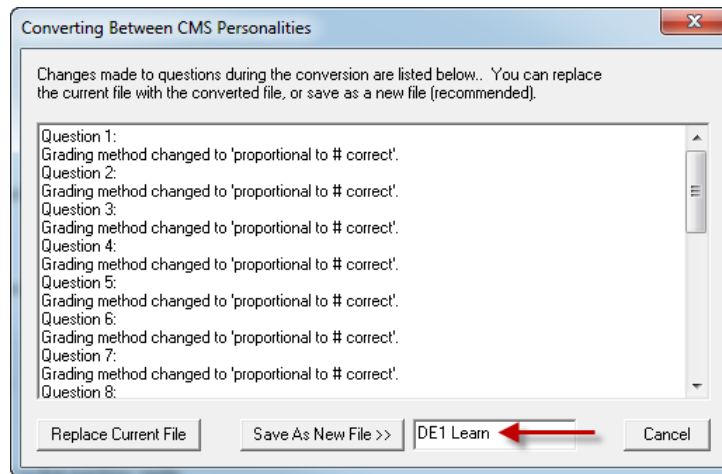
4. Once it retrieves, you will see the filename in the top bar with a .rsp extension.



- Go back to the Start tab and change the personality to Blackboard 7.x – 9.x. Click OK in the pop-up window.



- Your questions will be converted, and you will be asked for a new file name. Use a similar name to the previous one, but use “Learn” in the title instead of “Vista”.

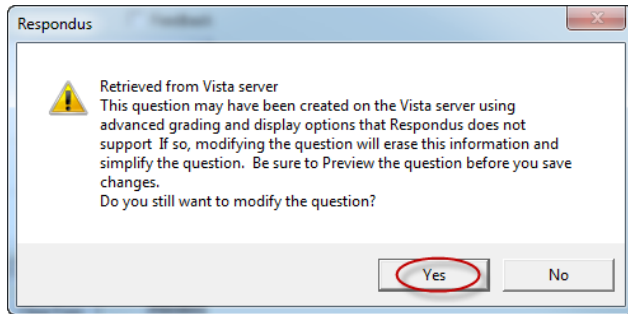


- You will be taken to the Edit tab. The Question List at the bottom of the page contains the test questions. Click the Action Menu and select Edit to edit a question.



Question List					
#		Title	Format	Points	Question Wording
1		High Culture	Jumbled Sentenc	2.0	High culture is the culture of th
2		Preview			ppraise is when an audience
3		Edit			n impersonation is to [represe
4		Delete			ulture is the [description] of th
5		Move to #			o take a bow is to appear in [f

8. Click “Yes” in the pop-up window.



9. Make desired changes, and then click Preview to view the new question. Click Save Changes when done.



10. Once all the questions have been edited and changes saved, go to the Preview & Publish tab and select Publish to Blackboard. Follow the instructions on the “Importing Exams to Blackboard” documentation to complete the process.