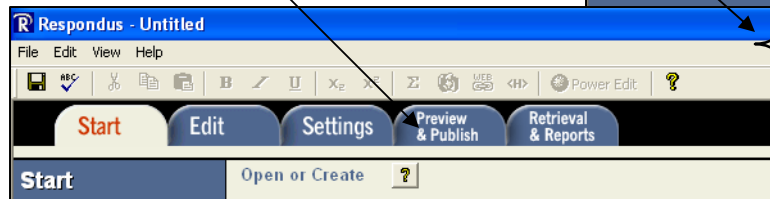
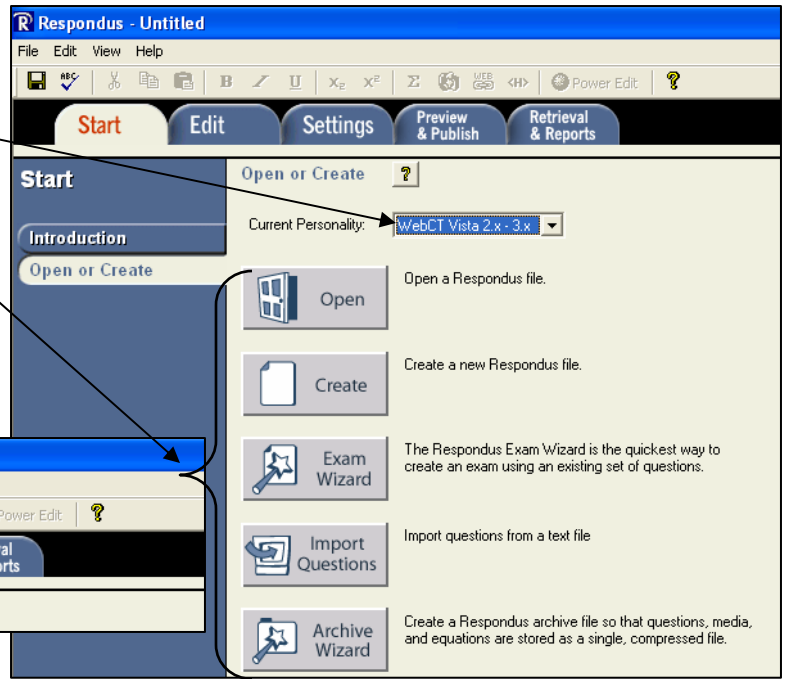
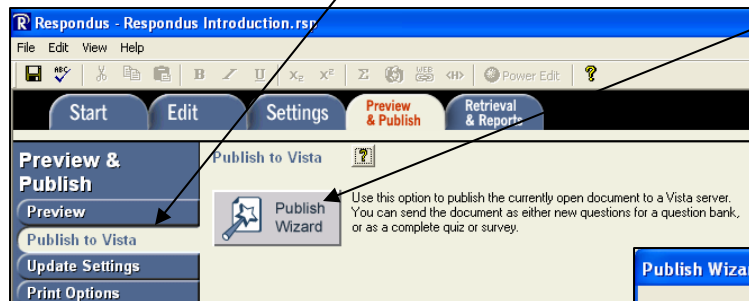


Using Respondus with Vista

1. Open Respondus.
2. Choose **WebCT Vista 2.x-3.x** as the "Current Personality" drop down box.
3. Choose the appropriate option to create a quiz or open an existing Respondus file.
4. To Configure Respondus to Publish Quizzes to Vista:
 - a. Select the Preview & Publish Tab

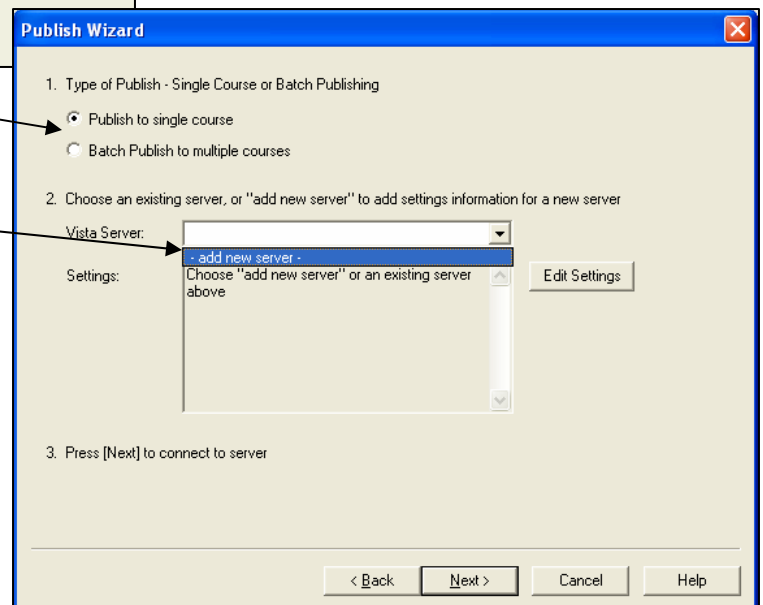


- b. Select the Publish to Vista Option



- c. Select Publish Wizard

- d. Choose the **Type of Publish** option.
 - e. Choose **add new server** from the Vista Server drop down list.



f. Configure the Vista Server Information as shown.

- Copy from the browser, or type the Vista URL.
- Click **Extract >>**. The URL will appear in the field.
- Click **Institutions >>** and choose **Western Connecticut State University** from drop down list.
- Type **Vista Prod** in the Description field and enter your Vista **User name** and **Password** in the appropriate fields.
- Do **NOT** click the box to Remember User Name and Password for security reasons.

g. When finished click **OK**.

Note: The Vista Server will be listed in the Vista Server window.

h. Choose **Next**.

i. Select the name of the Section you are teaching from the Group or Section drop-down box.

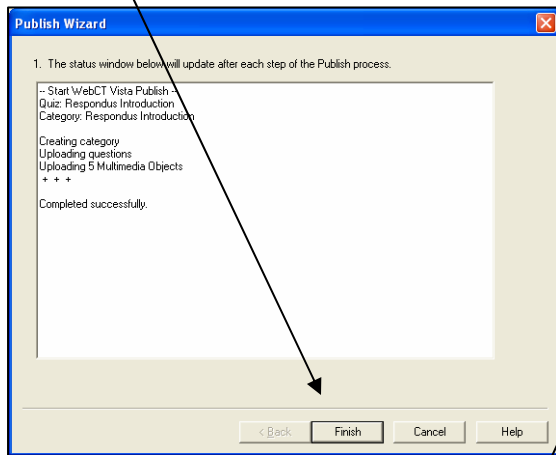
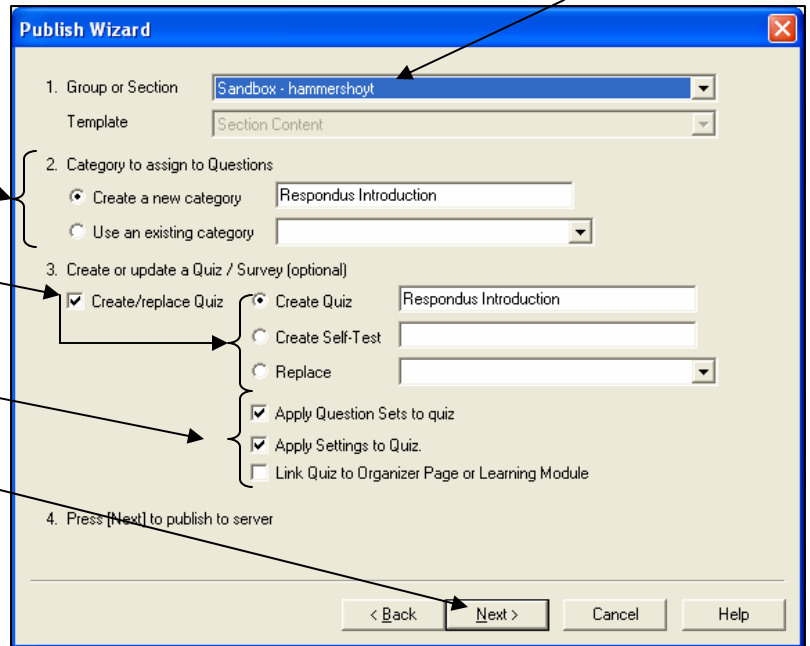
j. Select to **Create a new category** or **Use an existing category**.

k. Select **Create/replace Quiz** and choose **Create Quiz**, **Create Self-Test** or **Replace**.

l. Select appropriate assessment settings.

m. Choose **Next** to publish to server.

n. When the status area shows that the quiz has uploaded successfully, choose **Finish**.



5. The Respondus quiz has been uploaded into the Vista course you selected.

