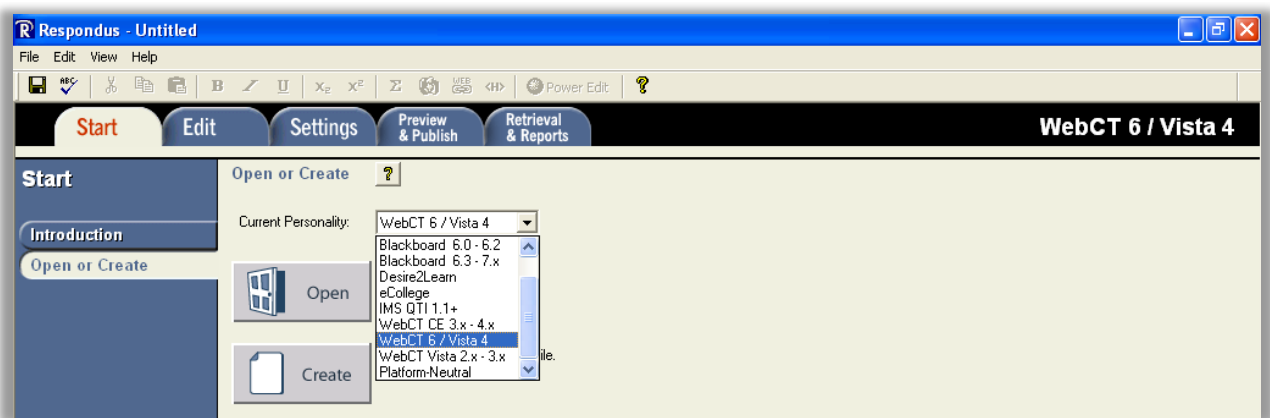


Setting up Respondus for eCampus Vista

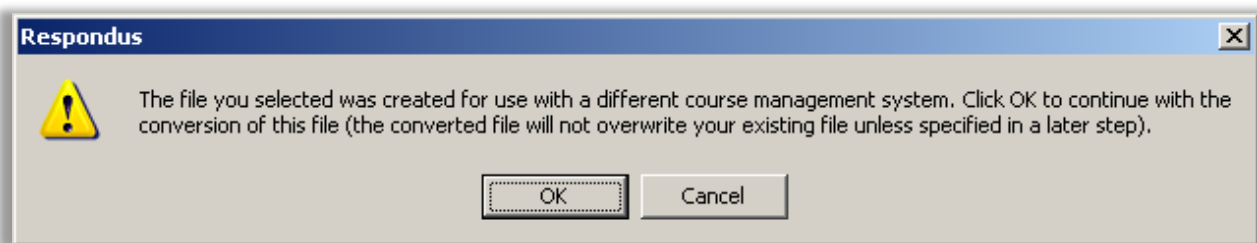
Please note that most faculty will need to request a password for Respondus & WebDAV access to eCollege Vista.

- To request a Respondus password for use with eCampus Vista, please use the form located on the eCollege home page under Faculty/Staff>Tools and Forms>Software Downloads>Respondus>Step 5: <http://etools.passkey.cc/courserequest/>

- Under the start tab change the current personality to WebCT 6 / Vista 4



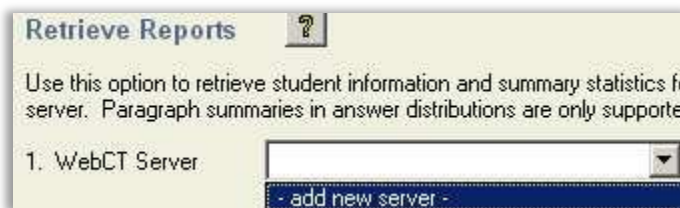
- You may receive an error message saying your quiz was created for WebCT CE. Hit OK to convert this file to a Vista format.
 - Be sure to check the assessment upon completion to ensure the conversion worked properly and all answers are correct.



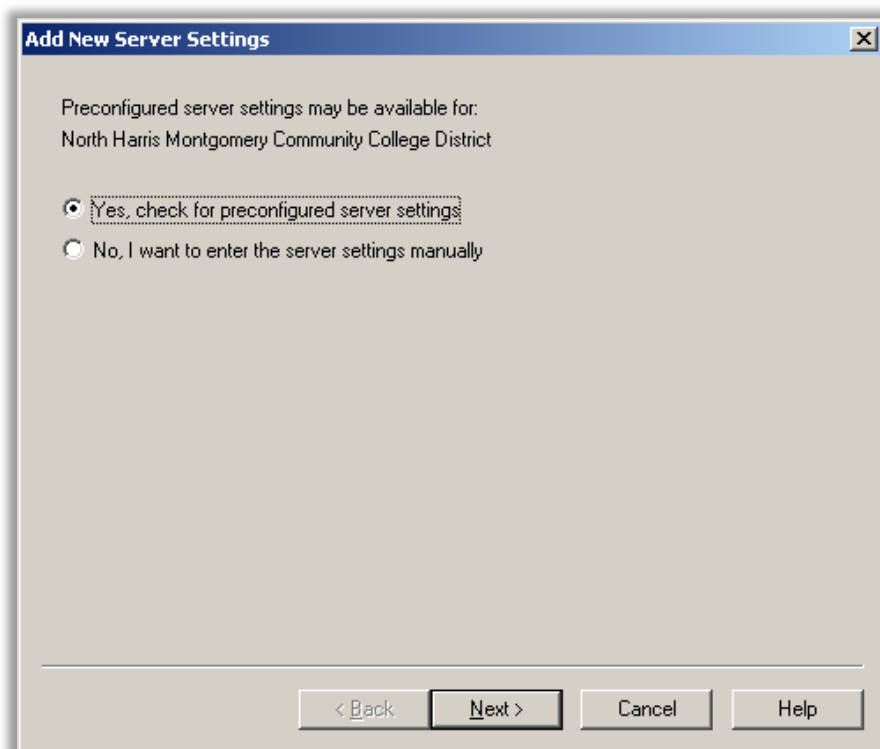
- iii. Click on the Retrieval and Reports tab.



- iv. Click the drop down box to say "- add new server -".



- v. Choose Yes when asked for preconfigured server settings.



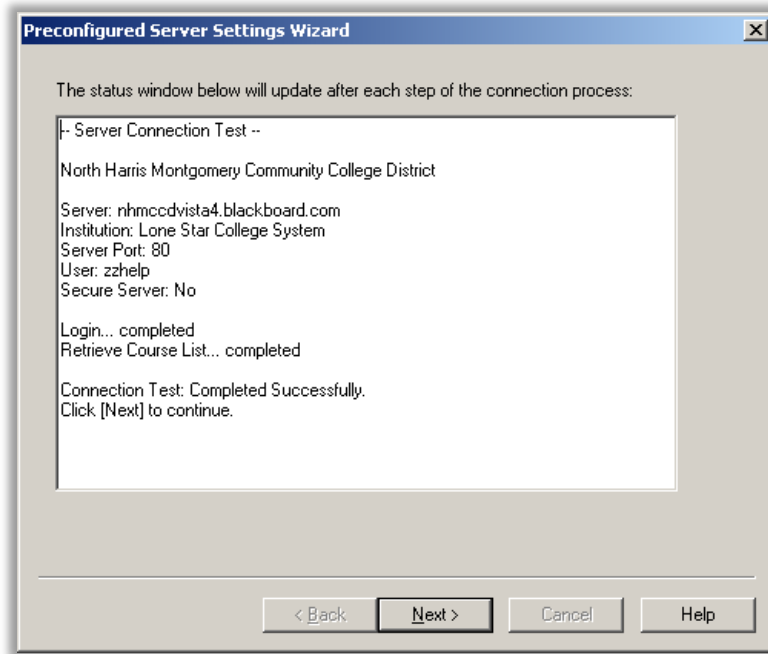
- vi. Fill out the eCollege Vista server information below:
1. Enter eCollege Vista or another descriptive name in the name field.
 2. Enter your Respondus/WebDAV username and password provided by the CTDL Helpdesk.
 3. Select the option to run the connection test.

The screenshot shows a Windows-style dialog box titled "Preconfigured Server Settings Wizard". The main text reads: "Success! The server settings have been downloaded for: North Harris Montgomery Community College District". Below this, there are three numbered steps:

1. Enter a name to describe this WebCT CE6 server (e.g. My WebCT Courses)
The text "eCollege Vista" is entered into the text box.
2. Enter your login information for this WebCT CE6 server
The "User name" field contains "webdav" and the "Password" field contains a series of asterisks.
3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course
There are two radio button options: "Run connection test" (which is selected) and "Skip connection test".

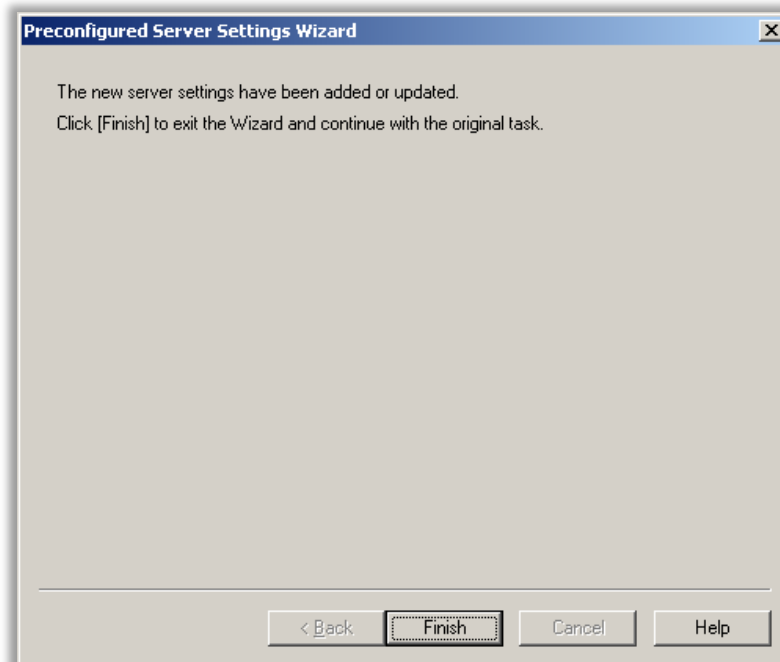
At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

vii. The connection test should show successful:



1. Click on Next.

viii. The Respondus Server setup is complete:



1. Click Finish