



## **Publishing COLA Assessments to WebCT**

**Author: David Dyet, Reid Kerr College**

**May 04**

**© COLEG**

## Acknowledgement

COLEG acknowledges the use of Respondus software to reproduce the screen shots in this manual. Further information on Respondus is available from [www.respondus.com](http://www.respondus.com)

## Contents

|   |           |
|---|-----------|
| <b>Introduction</b>                                 | <b>2</b>  |
| <b>Preparatory Operations</b>                       | <b>2</b>  |
| <b>Stage 1 – Prepare Assessment for Publishing</b>  | <b>3</b>  |
| <b>Stage 2 – Publishing The Assessment To WebCT</b> | <b>12</b> |

## Introduction

This document outlines the stages involved in publishing assessments produced by COLEG as part of the COLA project to WebCT using Respondus software.

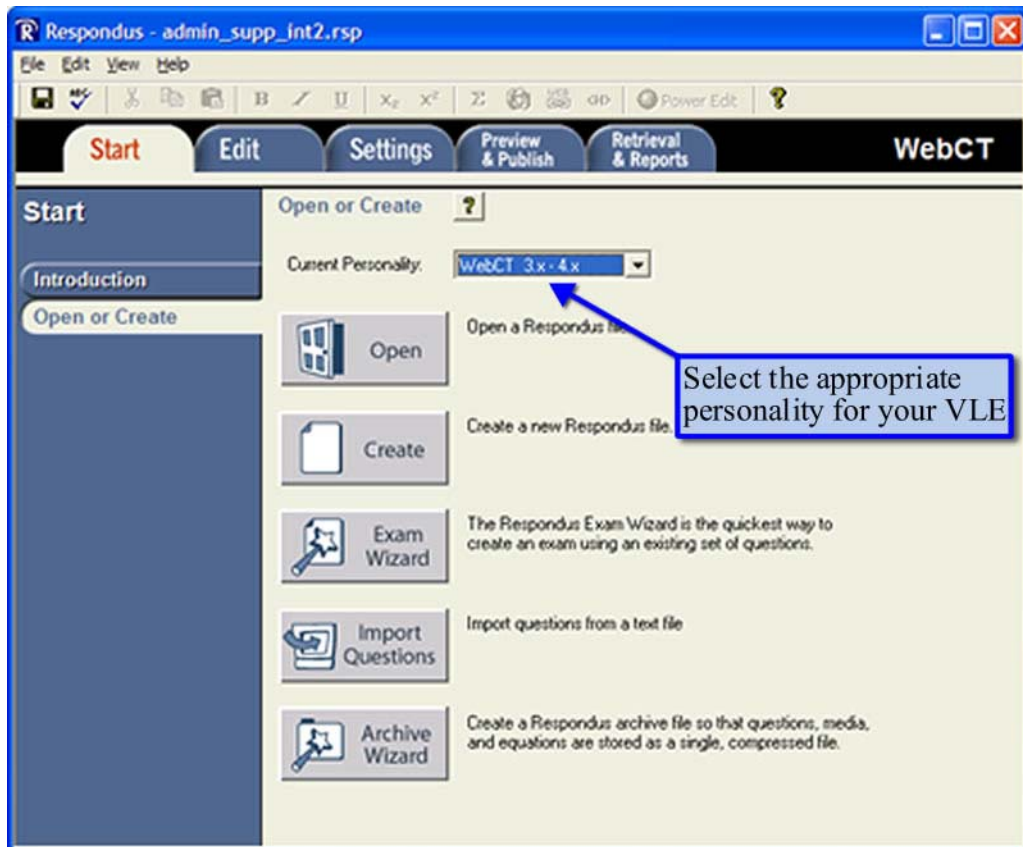
### Preparatory Operations

1. A copy of Respondus is required. This can be obtained for a modest charge from [www.respondus.com](http://www.respondus.com) (a 30 day free trial is also available).
2. The COLA assessment files should be unzipped and placed in an appropriate folder on a local disk or server.

## Stage 1 – Prepare Assessment for Publishing

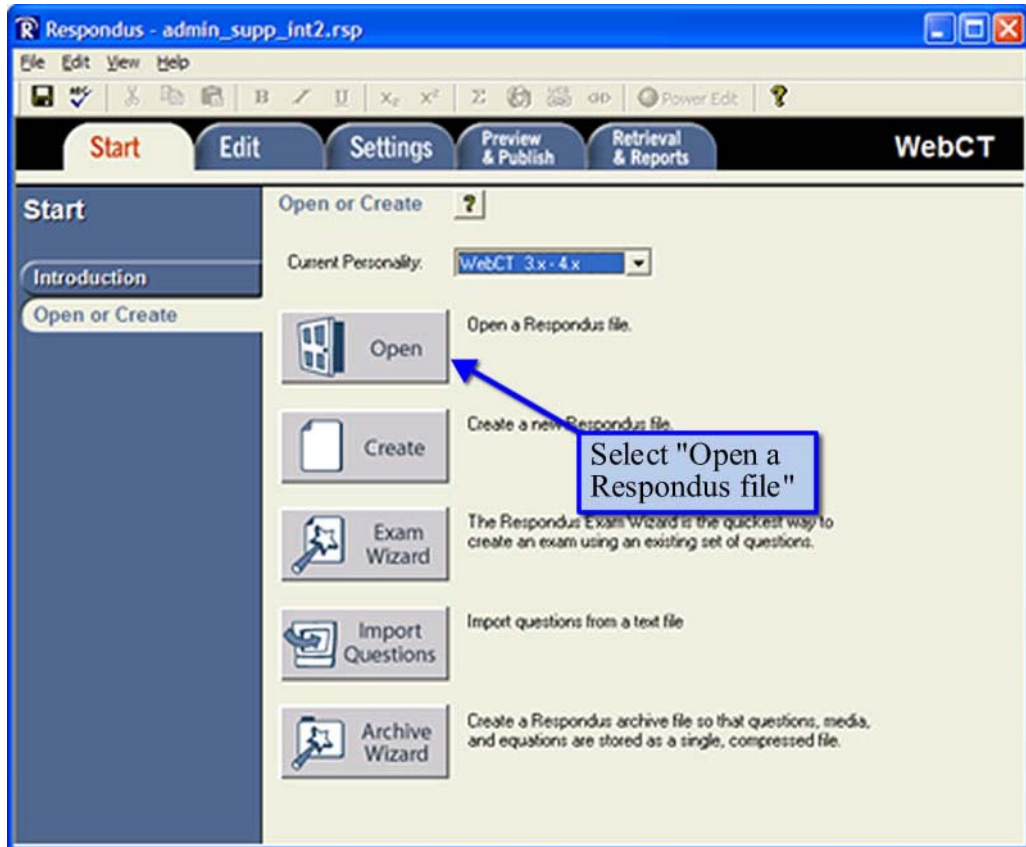
### Step 1

Open Respondus and select the appropriate personality for your VLE.



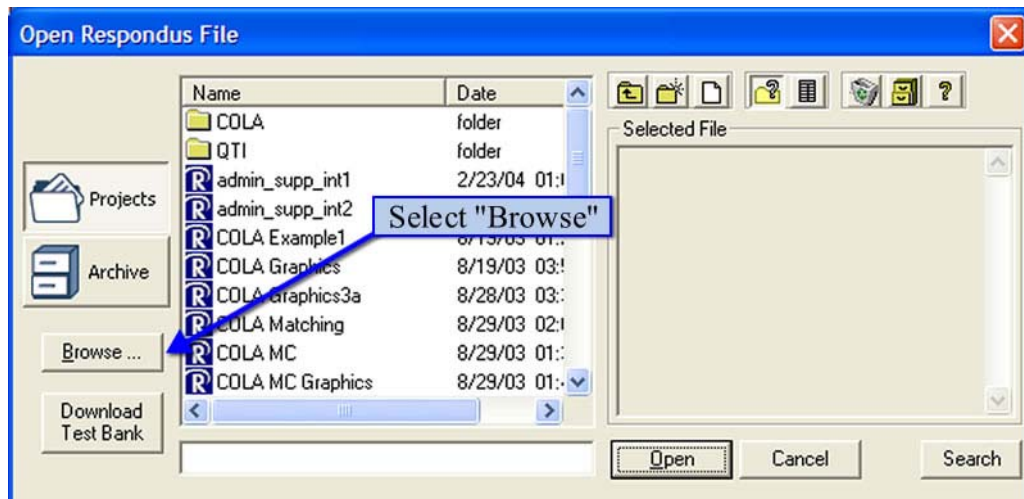
## Step 2

Select "Open a Respondus file".



## Step 3

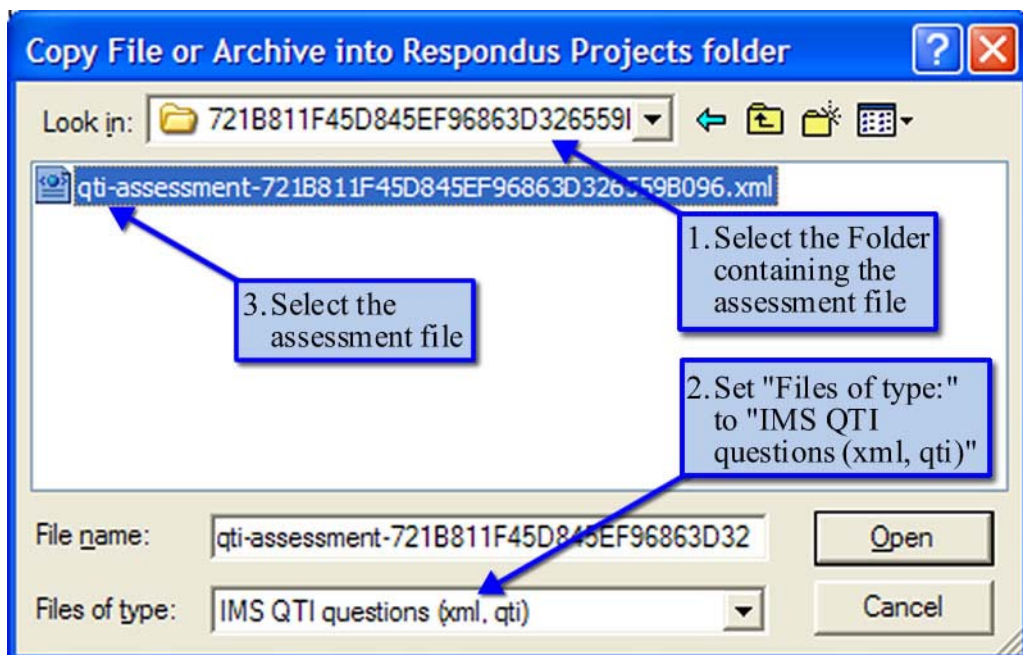
Select "Browse".



## Step 4

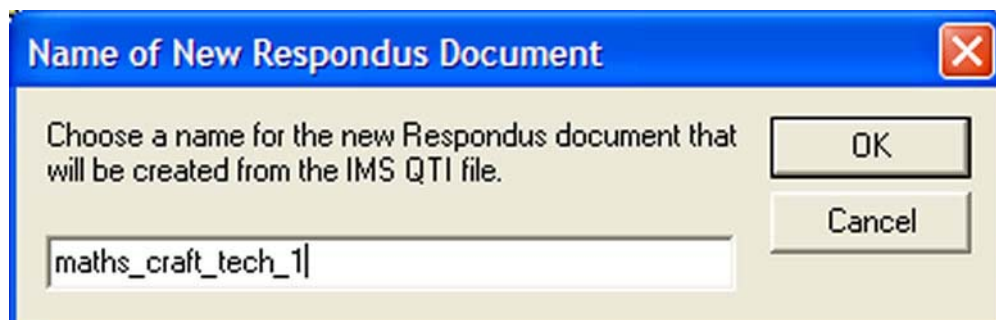
Open the assessment file. To do this you must carry out the following steps in sequence:

1. Set "Look in:" to the Folder containing the assessment file
2. Set "Files of type" to "IMS QTI questions (xml, qti)"
3. Select the assessment file
4. Select "Open"



## Step 5

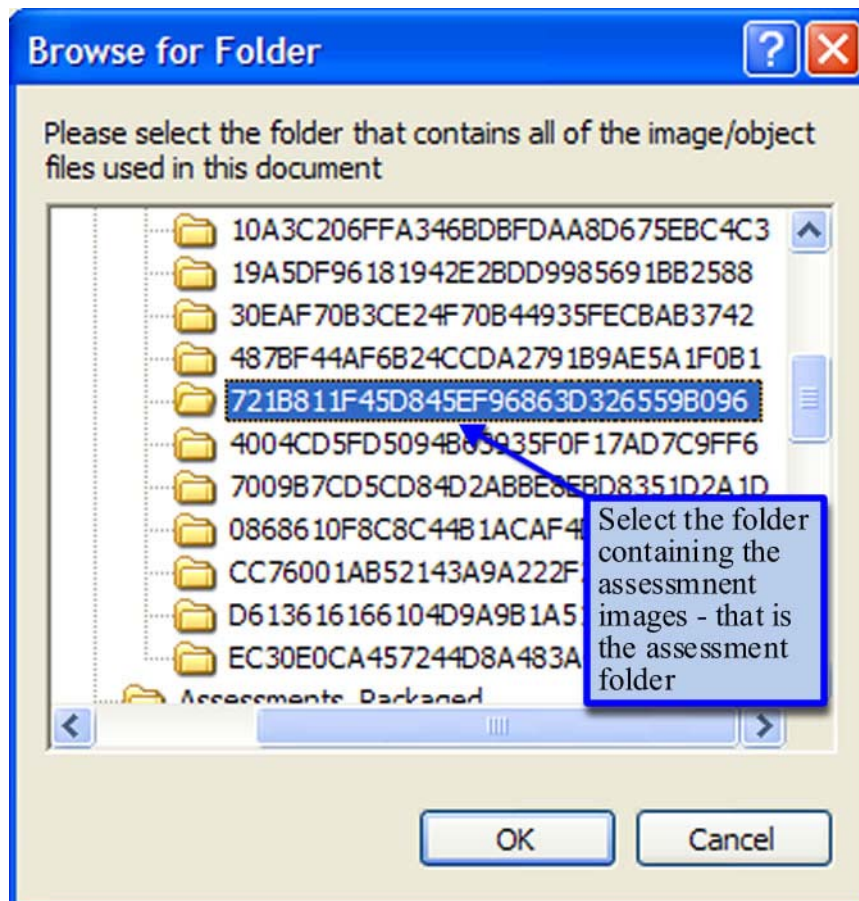
Enter a name for the Respondus file which will be created for the assessment.



## Step 6

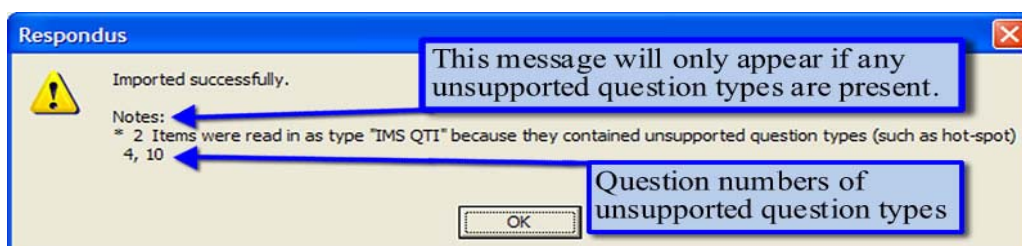
Select the folder containing the images for the assessment – this is the folder, which contained the assessment file. Then click on “OK”

NOTE: you will only receive this prompt if the assessment uses images, if no images are used in the assessment this prompt will not appear.



## Step 7

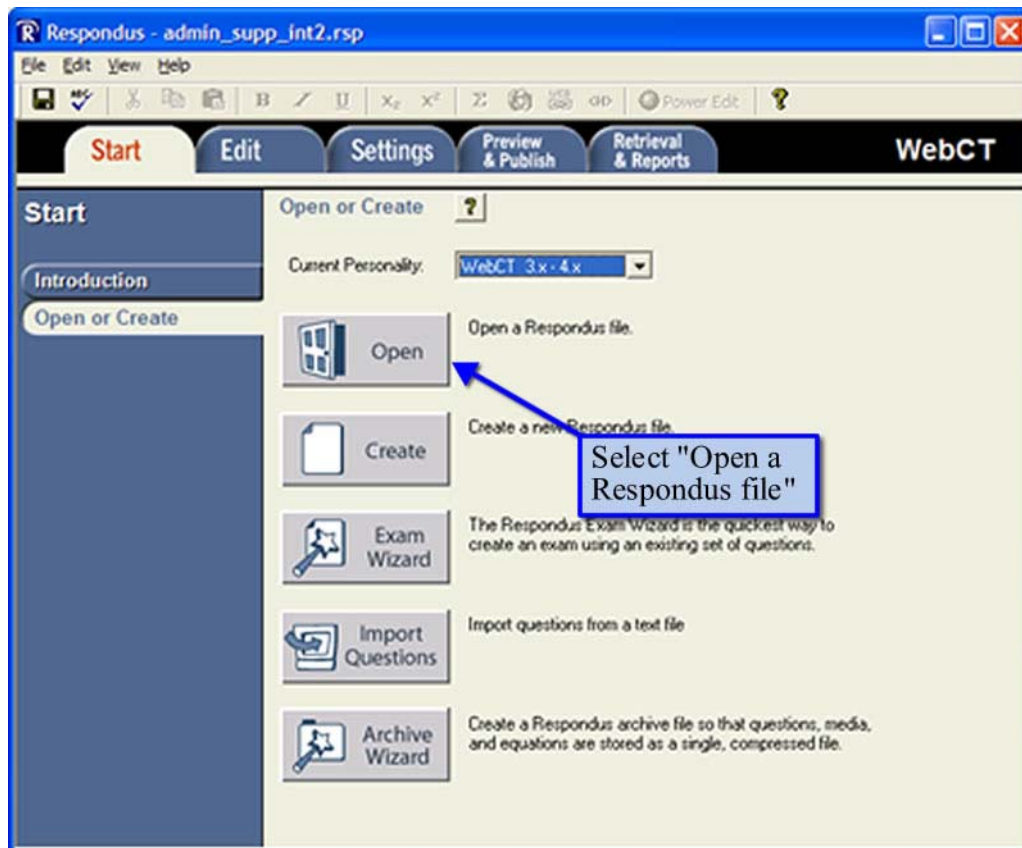
Confirmation Message – a confirmation alert box will appear once the Respondus file for the assessment has been created. This will confirm that the assessment has been imported successfully. If the assessment contains any question types which are not supported by the target VLE then an additional message will appear giving the number of unsupported items and their question numbers. Click on “OK”.



## Step 8

Open the Respondus file created for the assessment.

A – Select “Open a Respondus file”.



B – Select Respondus file created at step 5 and click “Open”.



## Step 9

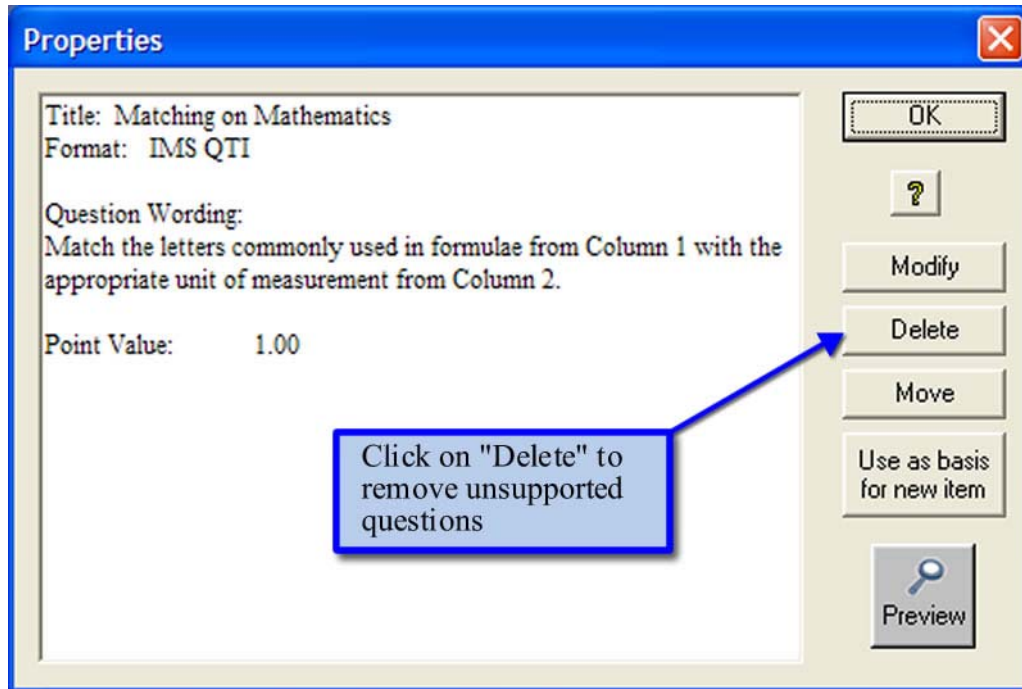
Prepare Respondus file for publishing – any unsupported question types must be removed, this is very important as Respondus will not transfer these questions to the VLE, however it will transfer the scoring data etc and this knocks the scoring data etc out of synch for all the subsequent questions. It is also possible at this stage to edit the question stem, responses, feedback and scores.

**A** – Select unsupported questions by clicking on the “Question Title”, this will cause a “Properties” dialogue box to appear for the questions.

The screenshot shows the Respondus software interface. The main window is titled "Respondus - maths\_craft\_tech\_1.rsp". The interface includes a menu bar (File, Edit, View, Help), a toolbar with various editing tools, and a navigation bar with buttons for "Start", "Edit", "Settings", "Preview & Publish", and "Retrieval & Reports". The main area is titled "Edit Questions" and shows a "Multiple Choice" question editor. On the left, there is a sidebar with question type options: Multiple Choice, True and False, Paragraph, Matching, Short Answer, and Multiple Response. Below these are checkboxes for "Enable Feedback" and a "Copy from Another File" button. The question editor fields include: 1. Title of Question (text input), 2. Question Wording (text area), 3. Answers (list with options A, B, C, D and a "Randomize" checkbox), 4. Select Correct Answer (dropdown), 5. Point Value (input field set to 1.00), and 6. Action buttons: "Add to End of List", "Insert into List", "Clear Form", and "Preview". At the bottom, a "Question List" table is visible, with a blue box labeled "Unsupported Questions" highlighting rows 4, 8, and 9. A blue arrow points from this box to the "Title" column of these rows. The table has columns for "#", "Title", "Format", and "Question Wording". The status bar at the bottom shows "Total Items: 12" and "Points: 13.0".

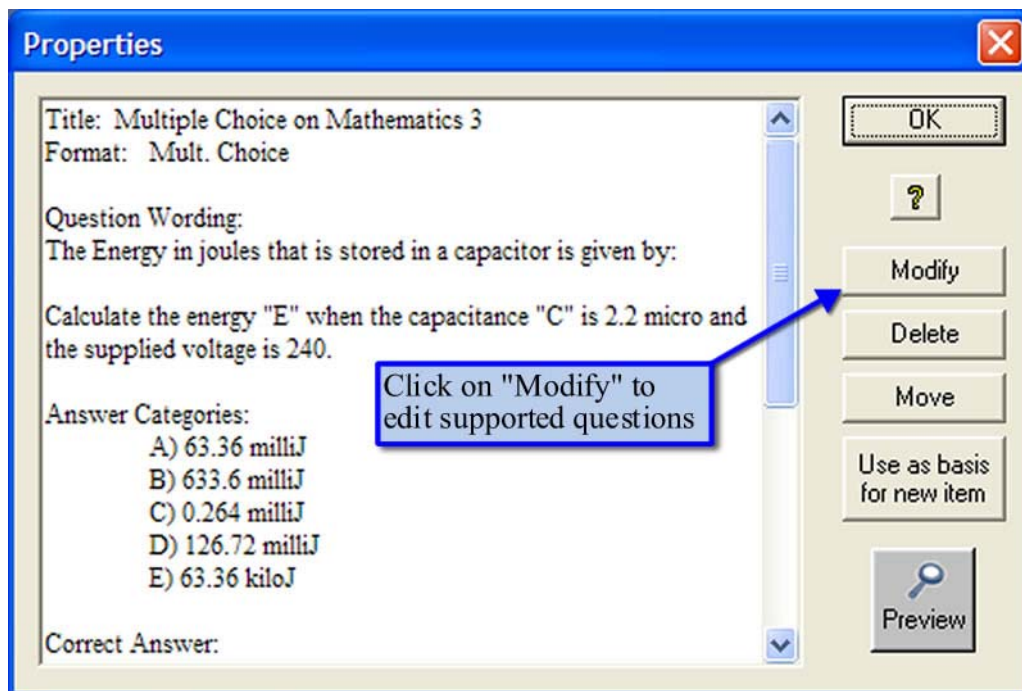
| #  | Title               | Format         | Question Wording   |
|----|---------------------|----------------|--|
| 3  | Multiple Choice or  | Mult. Choice   | The Energy in joules that is stored in a capacitor is given by: Calculate the energy "E" when the    |
| 4  | Matching on Mat     | IMS QTI        | Match the letters commonly used in formulae from Column 1 with the appropriate unit of meas          |
| 5  | Multiple Response   | Mult. Response | The formula for the surface area of a cylinder is given by: The following list shows several tra     |
| 6  | Multiple Response   | Mult. Response | The total resistance of a parallel combination of two resistors is given by: The following list sh   |
| 7  | Multiple Choice or  | Mult. Choice   | The centripetal force on a body is given by: The list below shows several transpositions of the      |
| 8  | Multiple Choice or  | Mult. Choice   | The formula for the reactance of a capacitor is given by: The list below shows several transpos      |
| 9  | Multiple Choice or  | Mult. Choice   | The periodic time of a pendulum is given by: where 'T' is in seconds, 'l' is in metres and 'g' is in |
| 10 | Fill In the Blank o | IMS QTI        | Select from the words provided. Division BODMAS transposed Multiplication calculated Ded             |

**B** – Remove unsupported questions by clicking on “Delete” in the “Properties” dialogue box.

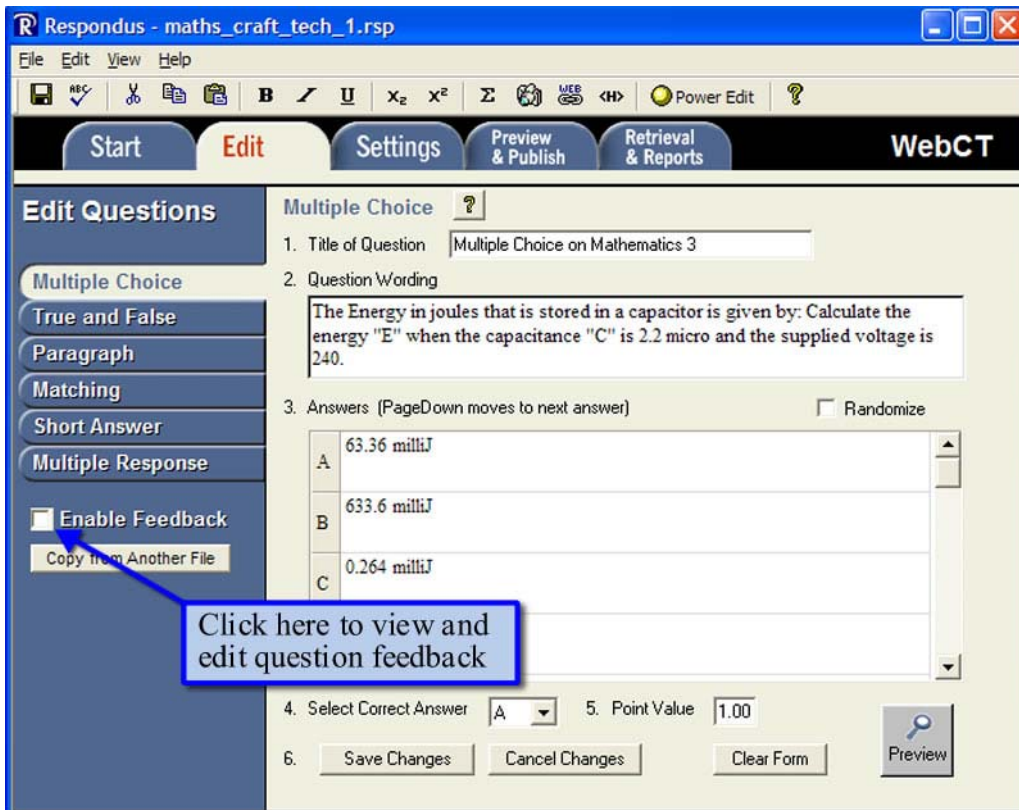


## Step 10

Supported questions can be modified by clicking on "Modify" in the "Properties" dialogue box after clicking on the question title (see previous step).



The question can then be edited and the changes saved to the Respondus file.



You are now ready to publish the assessment to the VLE.

## Stage 2 – Publishing The Assessment To WebCT

### Step 1

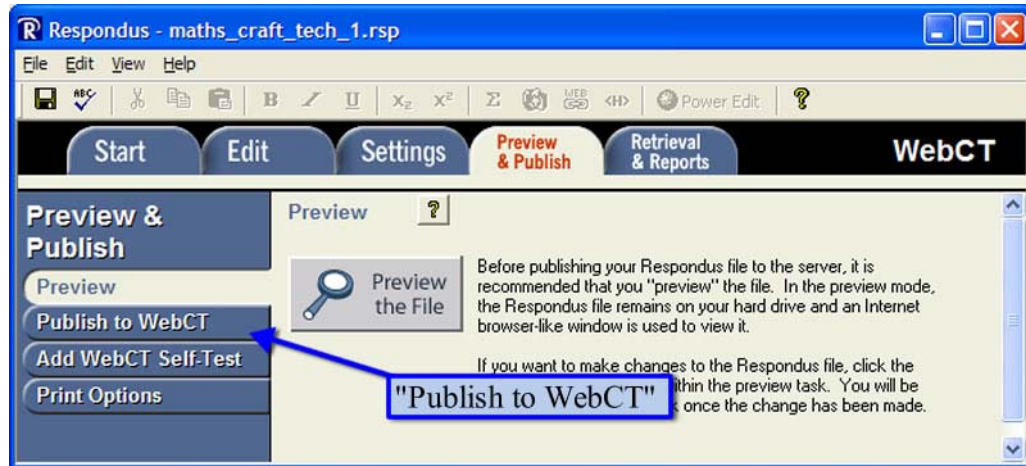
Ensure the Respondus assessment file created in Stage 1 is open in Respondus, then click on the “Preview & Publish” tab.

The screenshot shows the Respondus software interface for editing an assessment. The window title is "Respondus - maths\_craft\_tech\_1.rsp". The top navigation bar includes tabs for "Start", "Edit", "Settings", "Preview & Publish", and "Retrieval & Reports". The "Preview & Publish" tab is selected, and a blue arrow points to it with a callout box containing the text "Preview & Publish" tab. The main editing area is titled "Edit Questions" and shows a "Multiple Choice" question being edited. The question fields include: 1. Title of Question, 2. Question Wording, 3. Answers (with options A, B, C, D and a "Randomize" checkbox), 4. Select Correct Answer, and 5. Point Value (set to 1.00). There are buttons for "Save Changes", "Cancel Changes", "Clear Form", and "Preview". At the bottom, there is a "Question List" table showing a list of 8 questions with their titles, formats, and question wordings.

| # | Title              | Format         | Question Wording   |
|---|--------------------|----------------|--|
| 1 | Multiple Choice or | Mult. Choice   | The resonant frequency of an RLC series circuit is given by the following equation: Calculate th     |
| 2 | Multiple Choice or | Mult. Choice   | The total capacitance of a series connection is given by: Calculate the value of C if C1 = 4 mi      |
| 3 | Multiple Choice or | Mult. Choice   | The Energy in joules that is stored in a capacitor is given by: Calculate the energy "E" when th     |
| 4 | Multiple Response  | Mult. Response | The formula for the surface area of a cylinder is given by: The following list shows several tra     |
| 5 | Multiple Response  | Mult. Response | The total resistance of a parallel combination of two resistors is given by: The following list s    |
| 6 | Multiple Choice or | Mult. Choice   | The centripetal force on a body is given by: The list below shows several transpositions of the      |
| 7 | Multiple Choice or | Mult. Choice   | The formula for the reactance of a capacitor is given by: The list below shows several transpo       |
| 8 | Multiple Choice or | Mult. Choice   | The periodic time of a pendulum is given by: where 'T' is in seconds, 'l' is in metres and 'g' is in |

## Step 2

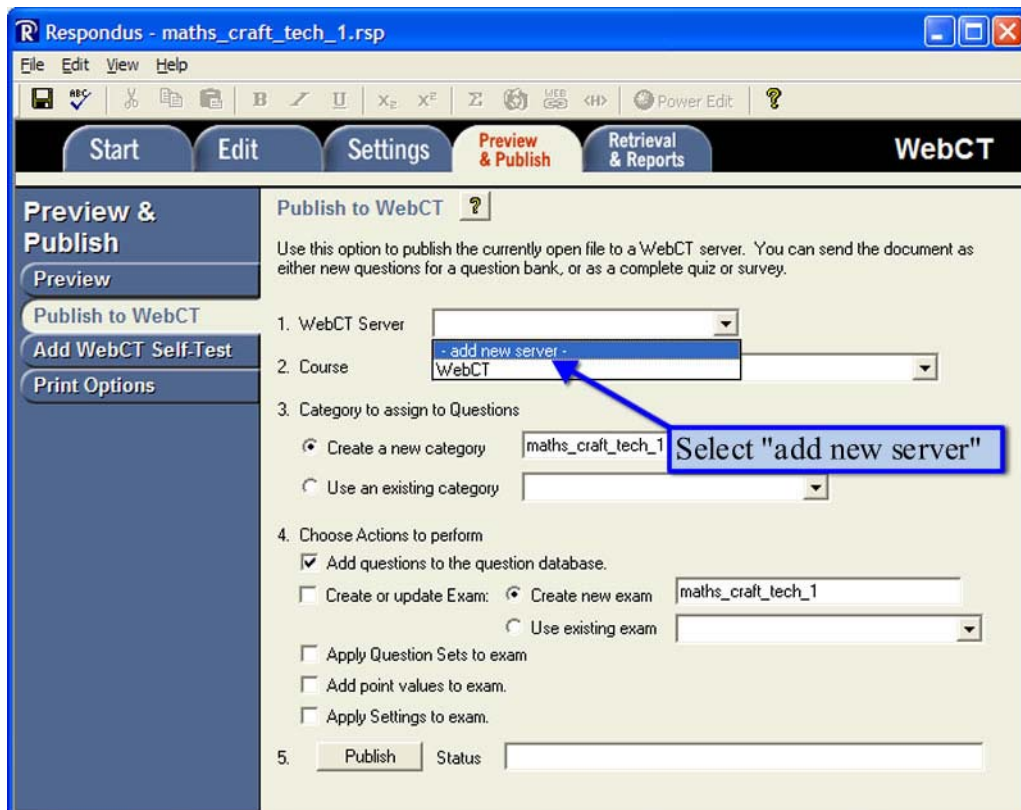
Select the “publish to WebCT” button.



## Step 3

If this is the first time you have used Respondus you must set the WebCT Server settings.

A – Select “add new server”



**B** – Insert server address/name and your WebCT Designer user name/password.

The screenshot shows the 'WebCT Server Information' dialog box. It contains the following fields and options:

- WebCT Server URL, e.g. "webct.purdue.edu"**: A text box containing 'vle.reidkerr.ac.uk'. An annotation box points to this field with the text 'The URL or IP address for your WebCT server'.
- What would you like to call the server? WebCT Version**: A text box containing 'WebCT'. An annotation box points to this field with the text 'A free text name for your WebCT connection'.
- User Name**: A text box containing 'ppperfect'. An annotation box points to this field with the text 'Your WebCT Designer user name'.
- Password**: A text box containing '\*\*\*\*\*'. An annotation box points to this field with the text 'Your WebCT Designer password'.
- If this is a shared computer, do not check this box:**
  - Remember my User Name and Password (save them on this computer)
- Course List Retrieval:**
  - Automatic retrieval
  - Add courses manually
- Server Port**: A text box containing '80'.
- Secure Server?**: A dropdown menu with the selected option 'No, "http:" on all pages'.

Buttons for 'OK', 'Cancel', and 'Delete' are located on the right side of the dialog box. A note at the bottom states: '(Server Port is often 80, or 443 if always a Secure Server. (not just login) If not, port is usually 8900 or 9000 for 3.x)'

You can also specify whether you want your password to be remembered, if you want existing WebCT course lists to be retrieved automatically, the server port (usually 80) and if you use https (check with your WebCT administrator if you are unsure about the port or https)

## Step 4

**NOTE:** This step requires a live Internet connection.

On the Publish to WebCT page (see previous section), select the “WebCT Server” connection created in step 3, this will cause the “WebCT Server Information” dialogue box to appear, click on “OK”, Respondus will now establish a connection with your WebCT server. If the connection is successful you will be returned to the “Publish to WebCT” page, where you will now be able to select WebCT courses using a drop down list. If the connection is unsuccessful an alert box will appear with details of the problem.

Now follow these steps in sequence:

1. Select an appropriate WebCT course to publish the assessment to
2. Enter a name for a new question category or select an existing question category from the drop down list
3. Ensure “Add questions to the questions database is checked”
4. Check “Create or update exam”
5. Enter a name for a new exam or select an existing exam from the drop down list.
6. Check “Apply Question Sets to exam”
7. Check “Add point values to exam”
8. Check “Apply Settings to exam”
9. Click on Publish

**Respondus - maths\_craft\_tech\_1.rsp**

File Edit View Help

Start Edit Settings **Preview & Publish** Retrieval & Reports **WebCT**

**Preview & Publish**

Preview

Publish to WebCT

Add WebCT Self-Test

Print Options

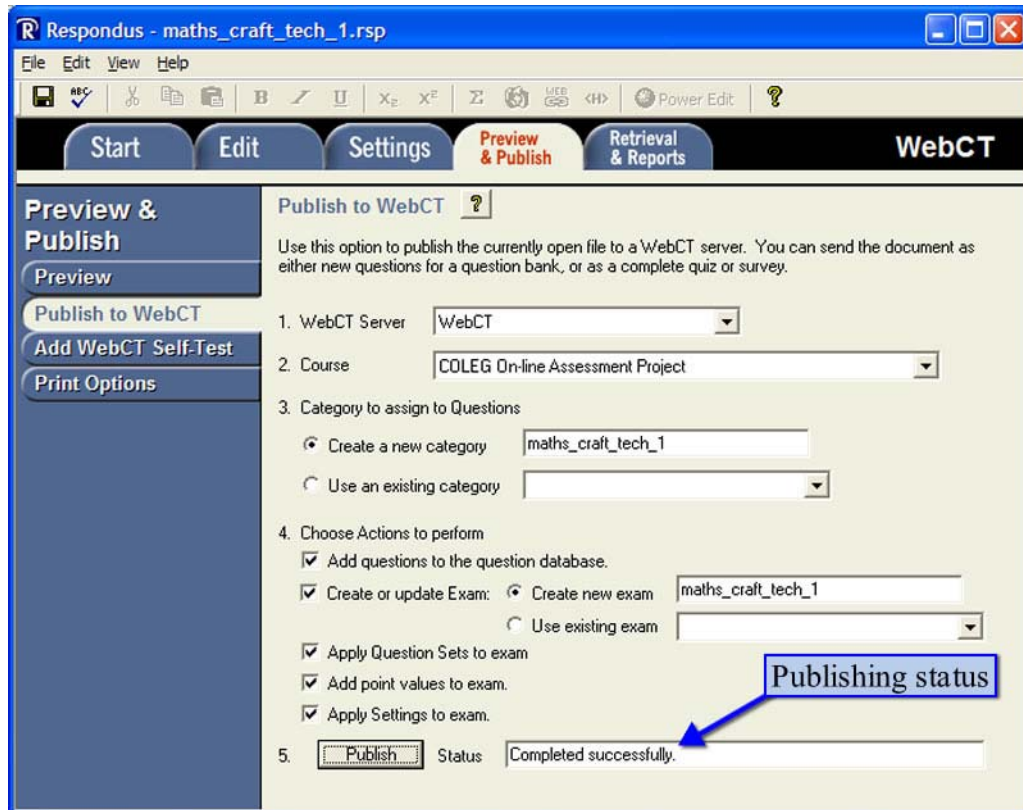
**Publish to WebCT** ?

Use this option to publish the currently open file to a WebCT server. You can send the document as either new questions for a question bank, or as a complete quiz or survey.

1. WebCT Server: WebCT
2. Course: COLEG On-line Assessment Project
3. Category to assign to Questions
  - Create a new category: maths\_craft\_tech\_1
  - Use an existing category
4. Choose Actions to perform
  - Add questions to the question database.
  - Create or update Exam:
    - Create new exam: maths\_craft\_tech\_1
    - Use existing exam
  - Apply Question Sets to exam
  - Add point values to exam.
  - Apply Settings to exam.
5. Publish Status

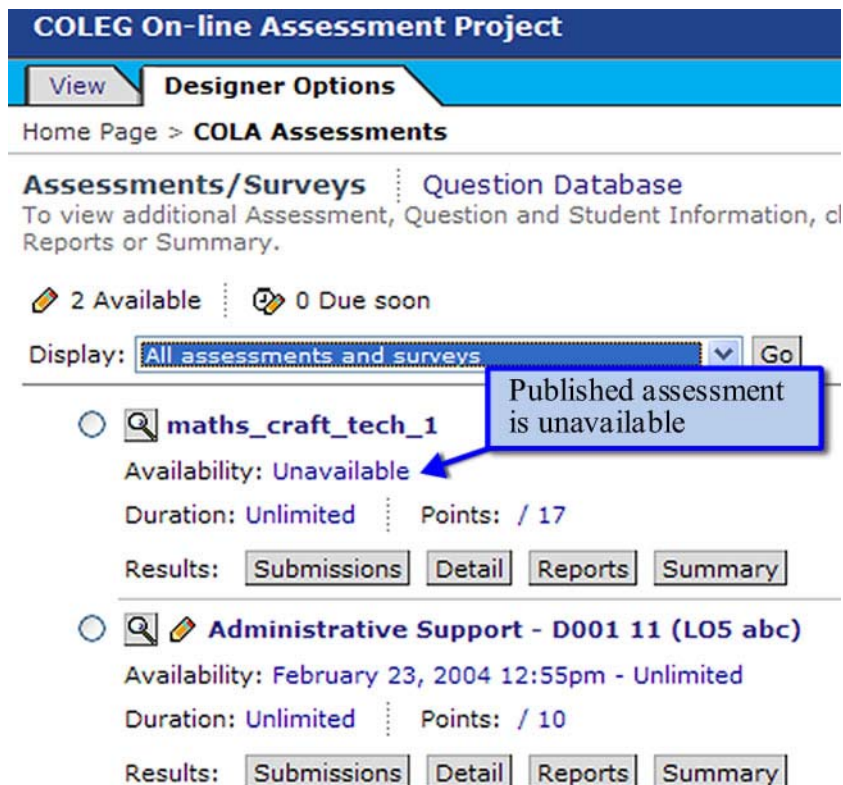
## Step 5

During the publishing process the progress will be indicated as a series of steps in the “Status” text box. On successful completion of the publishing process the message will read “Completed Successfully”. If the process fails, an appropriate error message will be displayed.



## Step 6

The assessment is now in the designated WebCT course, however by default it is set as unavailable.



The screenshot shows the 'COLEG On-line Assessment Project' interface. At the top, there are tabs for 'View' and 'Designer Options'. Below the tabs, the breadcrumb 'Home Page > COLA Assessments' is visible. The main content area is titled 'Assessments/Surveys' and includes a 'Question Database' link. A summary line indicates '2 Available' and '0 Due soon'. A 'Display:' dropdown menu is set to 'All assessments and surveys'. Two assessment entries are listed:

- maths\_craft\_tech\_1**: Availability: Unavailable. Duration: Unlimited. Points: / 17. Results: Submissions, Detail, Reports, Summary.
- Administrative Support - D001 11 (L05 abc)**: Availability: February 23, 2004 12:55pm - Unlimited. Duration: Unlimited. Points: / 10. Results: Submissions, Detail, Reports, Summary.

A blue callout box with an arrow points to the 'Availability: Unavailable' text for the first assessment, containing the text: 'Published assessment is unavailable'.

This and other WebCT assessment options may need to be changed - for example how the questions are displayed, which score is used, when scores are released etc.. Some of these options could have been set in Respondus using the "Settings" tab, however it is best to use WebCT's "Assessment Settings" function as this provides more functionality including the ability to configure "Selective Release" criteria.