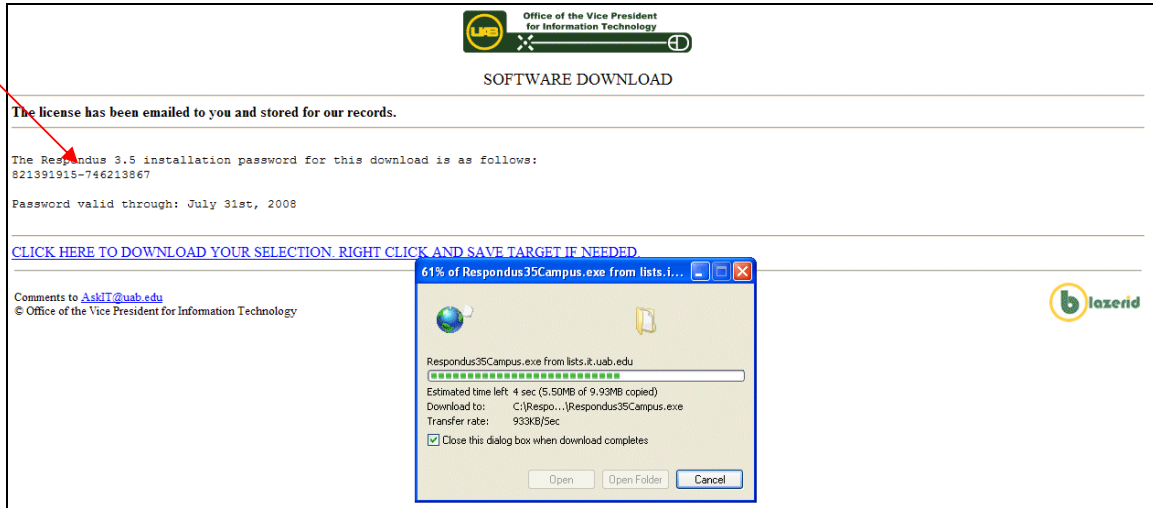


The installation password was sent when downloading the Respondus file from the IT Software website:



The screenshot shows a web page titled "SOFTWARE DOWNLOAD" from the "Office of the Vice President for Information Technology". The page contains the following text:

The license has been emailed to you and stored for our records.

The Respondus 3.5 installation password for this download is as follows:
821391915-746213867
Password valid through: July 31st, 2008

[CLICK HERE TO DOWNLOAD YOUR SELECTION. RIGHT CLICK AND SAVE TARGET IF NEEDED.](#)

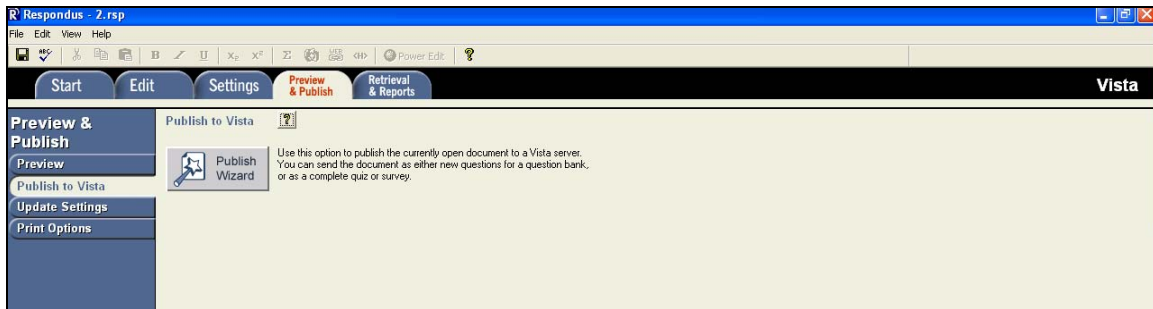
Comments to AskIT@uab.edu
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A download progress dialog box is overlaid on the page, showing "61% of Respondus35Campus.exe from lists.i...". The dialog box includes a progress bar, the file name "Respondus35Campus.exe from lists.it.uab.edu", and the following information:

- Estimated time left: 4 sec (5.50MB of 9.93MB copied)
- Download to: C:\[Respo...]\Respondus35Campus.exe
- Transfer rate: 933KB/Sec
- Close this dialog box when download completes

Buttons at the bottom of the dialog box are "Open", "Open Folder", and "Cancel".

Once Respondus has been downloaded, to Publish a file to WebCT Vista using the Publish Wizard:



The screenshot shows the Respondus software interface. The title bar reads "Respondus - 2.rsp". The menu bar includes "File", "Edit", and "View". The toolbar contains various icons for file operations and editing. The main interface has a navigation bar with buttons for "Start", "Edit", "Settings", "Preview & Publish", and "Retrieval & Reports". The "Preview & Publish" button is highlighted.

The "Preview & Publish" panel is active, showing a "Publish Wizard" icon and the following text:

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

You will be asked to Setup or Edit your settings:

The screenshot displays the Respondus software interface. At the top, there is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with various icons. The main window has a navigation bar with buttons for 'Start', 'Edit', 'Settings', 'Preview & Publish', and 'Retrieval & Reports'. The 'Preview & Publish' button is currently selected. On the left side, there is a sidebar with buttons for 'Preview & Publish', 'Preview', 'Publish to Vista', 'Update Settings', and 'Print Options'. The main area shows the 'Publish to Vista' option selected, with a 'Publish Wizard' button and a text box explaining the option: 'Use this option to publish the currently open document to a Vista server. You can send the document as either new questions for a question bank, or as a complete quiz or survey.' A 'Publish Wizard' dialog box is open in the center, containing the following steps and options:

1. Type of Publish - Single Course or Batch Publishing
 - Publish to single course
 - Batch Publish to multiple courses
2. Choose an existing server, or "add new server" to add settings information for a new server
 - Vista Server: Academic SSL
 - Settings: Server: https://uabcourses.uab.edu
Institution: UAB Academic Institute
User: tronell Edit Settings
 - Optimize Course List
3. Press [Next] to connect to server

At the bottom of the dialog box, there are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

For the WebCT Vista server information just FOLLOW THE DIRECTIONS on the Vista Server Information pop up screen (or via Edit Settings):

The image shows a screenshot of a software dialog box titled "Publish Wizard" with a sub-tab "Vista Server Information". The dialog contains five numbered steps for configuring a Vista server. Step 1: "Start your browser, log into your Vista institution, and go to any group, course or section." Step 2: "Copy the 'Address' of the page from the browser to the box below. The address should look something like 'http://vista.mycollege.com/webct/ ...'" followed by an empty text input field. Step 3: "Press Extract" with an "Extract >>" button and a text field containing "https://uabcourses.uab.edu" with "(server domain)" to its right. Step 4: "Press the Institutions button to retrieve the list of institutions on this server, then select one from the pull-down list." with an "Institutions >>" button and a dropdown menu showing "Choice: UAB Academic Institute". Step 5: "The information below must be entered manually, then press the OK button:" followed by fields for "Description" (Academic SSL), "User name" (tsorrell), and "Password" (masked with asterisks). A checkbox is checked with the text "Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!". On the right side of the dialog, there are three buttons: "OK", "Cancel", and "Delete".

Under area #2, copy the address from your MyWebCT page (should look something like: <https://uabcourses.uab.edu/webct/cobaltMainFrame.dowebct>)...then chose extract, then chose the appropriate institution and provide your username and password in step 5.
