Migrating WebCT Quizzes to Learn Using Respondus

1. Open Respondus and choose the **WebCT Vista / CE 8.x** personality.

2. Choose the Retrieval and Reports tab where we will configure the connection to the WebCT server.

3. Click the WebCT Server drop down menu and select **WebCT** (or whatever you named the WebCT server).
4. Next you will be asked what you would like to do. Make sure the “Use current settings” is selected and click **Next**.

5. Enter your NetID in the **User name** field and your password in the **Password** field and click **OK**.
6. You will then choose your **Group or Section**
7. Choose the **Quiz / survey / self-test** you want to retrieve and Enter a name for the new file
8. Click the **Retrieve** button. Once you retrieve the assessment to a Respondus file click **OK** to save and move to the next step.

9. Change the Respondus “personality” to **Blackboard 7.x - 9.x**
10. You will be notified to address any errors that Respondus recognizes as incompatible with Learn, click **OK** then click **Retain Question(s)**

![Retain Question(s) dialog box](image1)

11. You will then receive a notification outlining the changes that were made during the conversion process, enter a new file name and click **Save As a New File**

![Save As New File dialog box](image2)
12. You may receive this error message, read it, then click **OK**

![Respondus screenshot](image)

**Note:** This file contains one or more “quarantined” questions, as indicated when the question type is displayed in red text. A quarantined question is either unsuitable for use with the selected course management system (CMS) or there is a problem with the question itself (e.g., text was truncated during conversion; images or media files are corrupt or missing). A quarantined question cannot be printed or published to a CMS without first being modified in Respondus.

If this is a publisher-provided test bank, a quarantined question is included only to preserve the original question ordering. Again, you may be able to edit the question to make it suitable for use.

13. After you click **OK** you will be given the opportunity to recreate the “quarantined” questions, as indicated when the question type is displayed in red text.

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Format</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Combination Ques</td>
<td>Combination</td>
<td>12.5</td>
</tr>
<tr>
<td>2</td>
<td>Paragraph Ques</td>
<td>Essay/Short Ans</td>
<td>12.5</td>
</tr>
<tr>
<td>3</td>
<td>Calculated Ques</td>
<td>Calculated</td>
<td>12.5</td>
</tr>
<tr>
<td>4</td>
<td>Fill in the Blank</td>
<td>Fill in Multiple</td>
<td>12.5</td>
</tr>
<tr>
<td>5</td>
<td>Jumbled Ques</td>
<td>Jumbled Sentenc</td>
<td>12.5</td>
</tr>
<tr>
<td>6</td>
<td>Matching Ques</td>
<td>Matching</td>
<td>12.5</td>
</tr>
<tr>
<td>7</td>
<td>Learn is better th</td>
<td>True - False</td>
<td>12.5</td>
</tr>
<tr>
<td>8</td>
<td>Multiple Choice Q</td>
<td>Multi. Choice</td>
<td>12.5</td>
</tr>
</tbody>
</table>

14. Click on the “action link” next to the “quarantined” question and select **Use As Basis For New Item**

![Question List](image)
15. After you click **Use As Basis For New Item**, make sure to select an appropriate question type under **Edit Questions**, reformat the question, and click **Insert into List**

![Edit Questions](image1)

16. Type the number of the question that you would like to insert the new question at or before and click **OK**

![Insert Question into List](image2)

Example: if the existing list is 1, 2, 3, 4 and you insert at number 3, the list becomes 1, 2, new question, 3, 4.

17. Click **OK** again
18. If you successfully reformat the question the Format will no longer be in red.

As you can see, the original “quarantined” question is in red. After reformatting the question it is now compatible and is listed in black. You MUST delete the original question.

19. Click the Preview and Publish tab and select the Publish to Blackboard label on the left.

20. Click Publish Wizard

21. Select the type of publishing you wish to perform – Publish to single course is the most common

22. Select the Learn server from the dropdown menu and click Next

23. You may be prompted to log in using your Username (NetID) and Password
24. Next select the course and area you wish to place your assessment and click **Next**

![Publish Wizard](image)

25. Once the file has been uploaded to your course select **Finish** and you are done. You may log in to your Learn course and edit settings and deploy the assessment.

If you receive an “error importing pool” message you must go back to step 18 and delete the “quarantined” question.