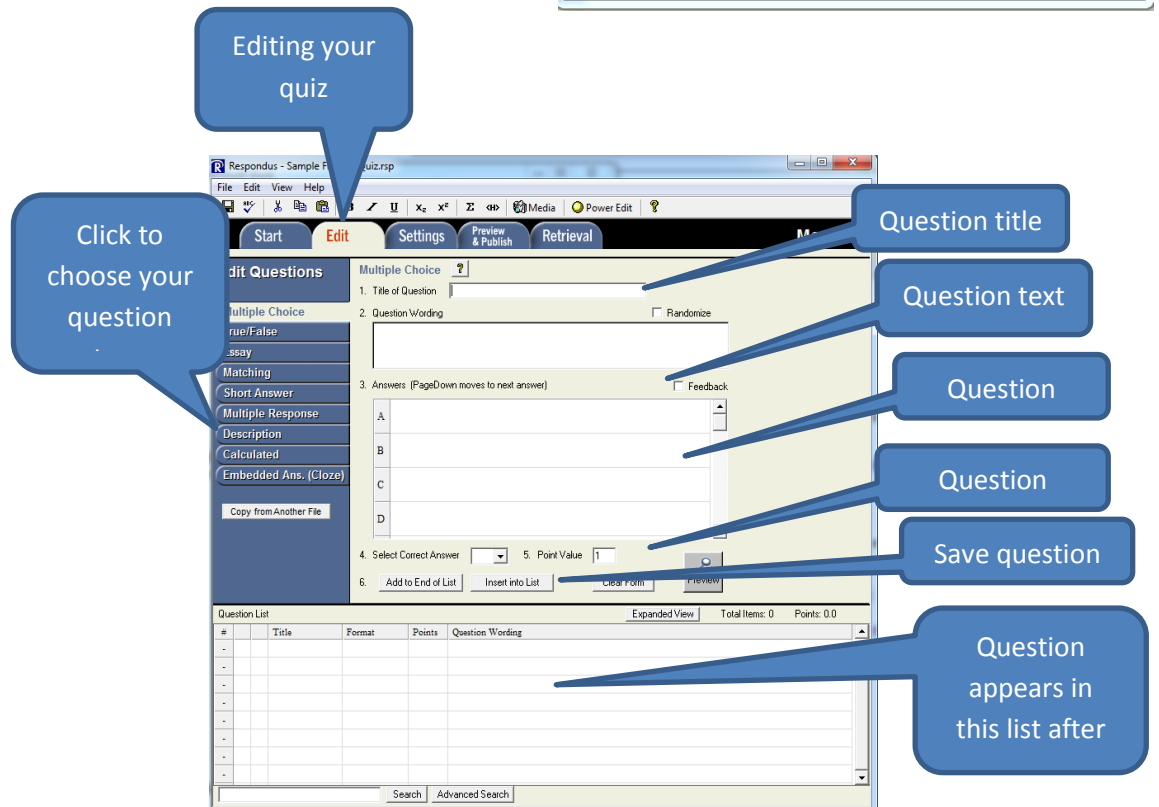
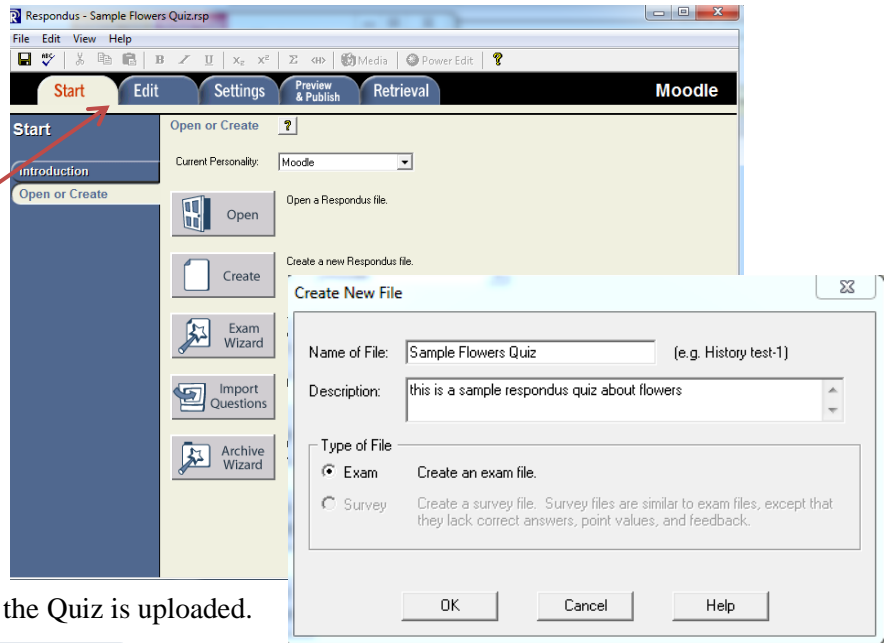


Publishing from Respondus to Moodle

Setting up Respondus

1. License information.
 - a. Respondus is licensed annually through the Michigan Central Consortium and is available to educators in school districts served by Clare-Gladwin RESD, Gratiot-Isabella RESD, Ingham ISD and Lapeer County ISD. Contact your REMC representative for additional software information.
 - b. License expires July 31, annually
2. Upon first use, select the *Moodle* personality.
3. You will work across the tabs to generate your exam. Click the (open, create, import, etc.) button to create a Respondus file.
 - a. If creating a new file, give the file a name and description
 - b. Add/edit your questions
 - c. You can use the *Settings* tab to set Quiz parameters, or, set the parameters in Moodle once the Quiz is uploaded.



Publishing from Respondus to Moodle

- d. When your quiz is ready, click on the *Preview and Publish* tab (you will only have to do this step once in order to set the connection from Respondus to your Moodle). Click the *Publishing Wizard*.
 - i. Type of Publish – most likely single course
 - ii. Moodle Server – click *add new server*
 - iii. In the next screen, click *No, I want to enter the server settings manually*
 - iv. Follow the screen prompts to paste the URL in step 2, then click the *Extract* button in step 3. Additional fields will now self-populate AND you have to add the login port.

Verify/enter the following information:

Server Port: 80

Login Port: 443

Secure Server box: unchecked

Enter your school name in the *Description* field of step 4, along with your *Moodle user name* and *password*. Click the *Remember my*

User Name if you wish. Then click *OK*. These settings will be saved for future publishing, and you will simply have to select the server from a dropdown menu.

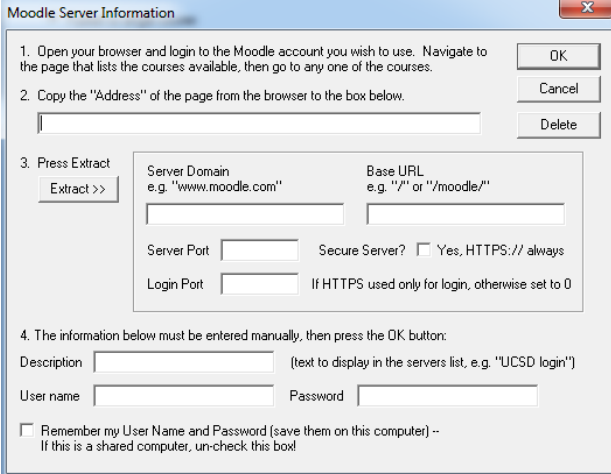
You will now see a screen with the server settings. Click *next*.

- e. Make your course-specific selections by using the drop down menus to specify the course, category, quiz, etc.

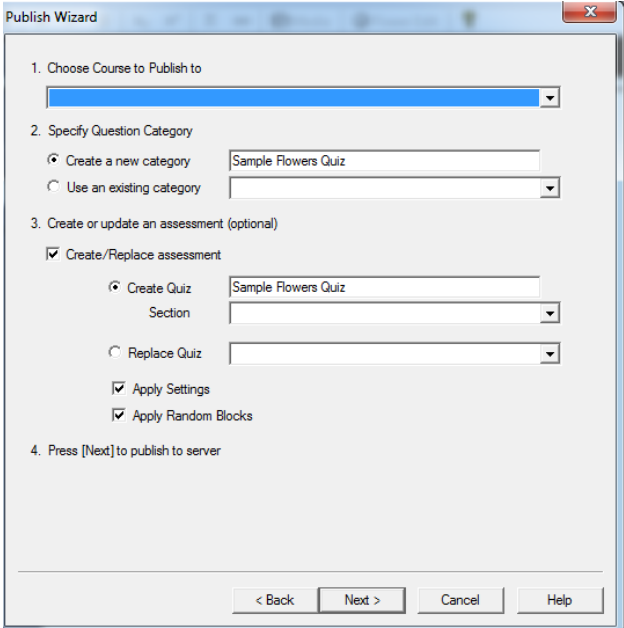
The *Apply Settings* and *Apply Random Blocks* refer to Respondus settings. Check these boxes if applicable – did you adjust settings in Respondus? If so, check these boxes.

Click *next* to automatically publish your quiz to Moodle.

Proceed to Moodle and verify quiz settings and parameters.



The screenshot shows the 'Moodle Server Information' dialog box. It contains four numbered steps: 1. Open your browser and login to the Moodle account... 2. Copy the 'Address' of the page... 3. Press Extract. This step includes fields for 'Server Domain' (e.g. 'www.moodle.com'), 'Base URL' (e.g. '/' or '/moodle/'), 'Server Port', 'Login Port', and a 'Secure Server?' checkbox. 4. The information below must be entered manually... This step includes fields for 'Description', 'User name', and 'Password', and a 'Remember my User Name and Password' checkbox.



The screenshot shows the 'Publish Wizard' dialog box. It contains four numbered steps: 1. Choose Course to Publish to (dropdown menu). 2. Specify Question Category (radio buttons for 'Create a new category' and 'Use an existing category'). 3. Create or update an assessment (optional) (checkbox for 'Create/Replace assessment', radio buttons for 'Create Quiz' and 'Replace Quiz'). 4. Press [Next] to publish to server. At the bottom are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.