

## **Configuring Respondus for use with GOML GeorgiaVIEW**

The following tutorial will show you how to connect to GOML GeorgiaVIEW in order to upload the questions/assessments.

This tutorial assumes you have already created your assessment or questions.

1. **You MUST be using the Respondus Current Personality setting WebCT 6 / Vista 4-8 on the Start page.**
2. Click on the 'Preview & Publish' tab at the top of the Respondus window. Then click on the Preview & Publish menu choice 'Publish to WebCT'.
3. Click on the Publish Wizard button and then choose to -add a new server- in the WebCT 6 Server dropdown box. When prompted, choose "No, I want to enter the server settings manually".
4. In the "Address" field (part 2.) enter <https://goml8.view.usg.edu/webct> (or after August 10, use <https://goml.view.usg.edu/webct/>)
5. Click the "Extract" button (part 3.)
6. Click on the "Institutions" button (part 4.) and select "University System of Georgia Collaborative Programs" from the drop down menu.
7. Type in a description for the server (part 5.). This will be saved, and allow you to skip this step in the future. Suggested is "GOML GeorgiaVIEW".
8. You can now type in your username and password for GOML GeorgiaVIEW and click the Remember by User Name and Password (optional – only if this is your personal computer).
9. (Skip the connection test, if asked to do so) Click OK and you will be redirected back to the Publish Wizard. Click on Next to proceed. (You may now be prompted for your GeorgiaVIEW username and password if you opted to skip step 8 above)
10. If your username and password are correct, and after several seconds, the Publish Wizard will load a new interface which allows you to designate the section where you'd like to load the questions/assessment. Follow the steps and choose what options you would like. For more information on the steps to load materials, please refer to the Respondus user manual. You are now ready to connect to GOML GeorgiaVIEW for all future operations.