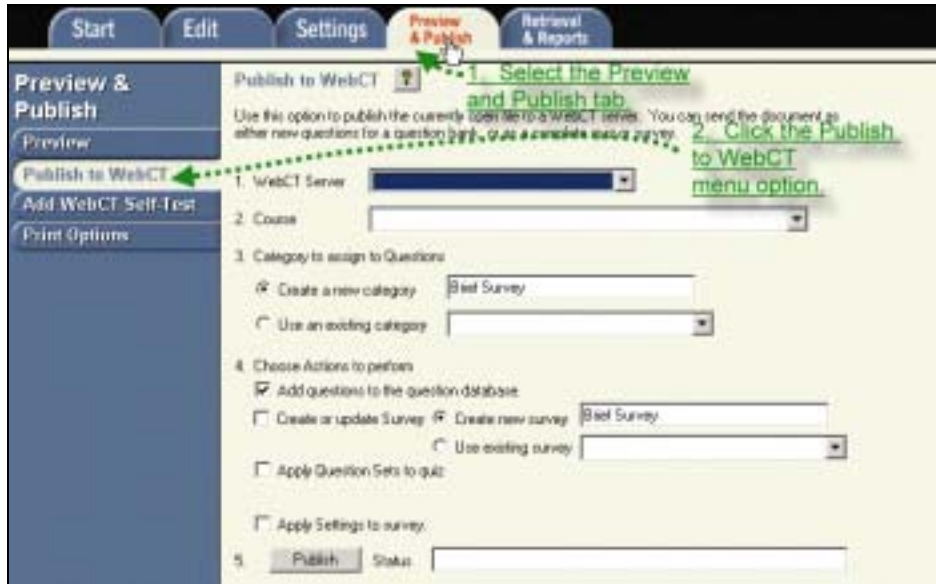


# Publishing to WebCT

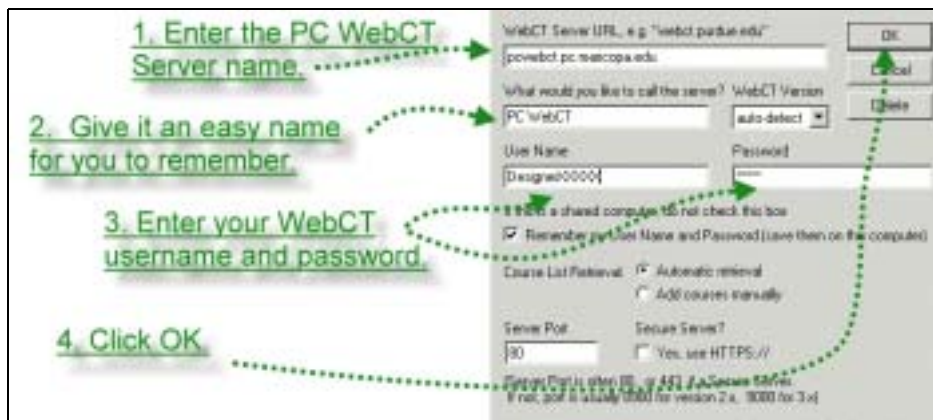
- Open a file.
- Click on the **Preview and Publish** tab.
  - Select the **Publish to WebCT** menu option at the left.



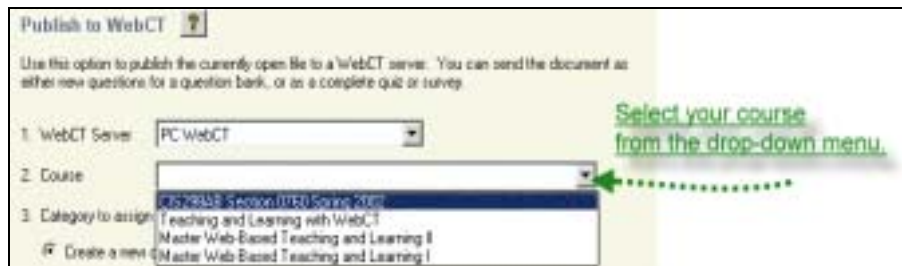
- Add the PC WebCT server.



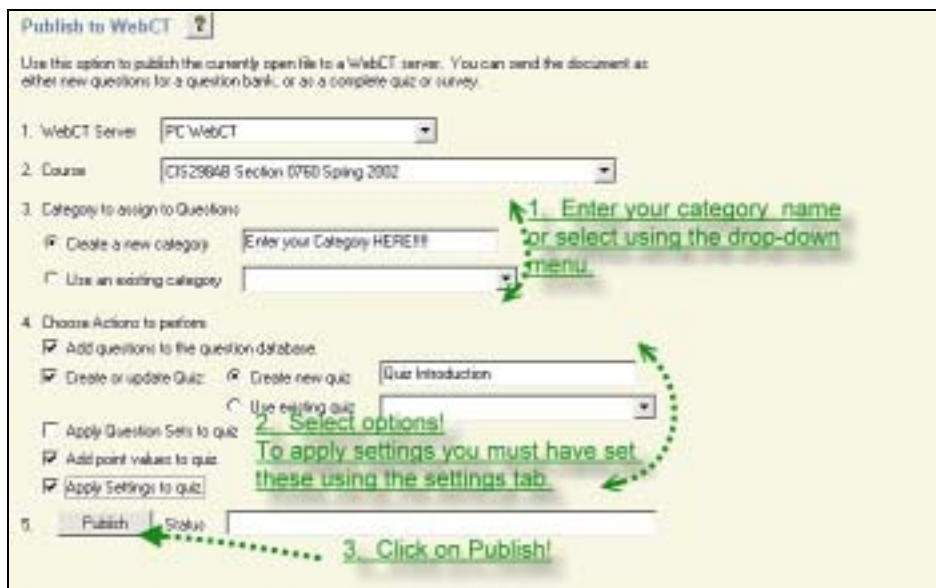
- Complete the information for the PC Server in the dialog box that opens.



- Select your course from the drop-down menu. (Give Respondus a couple of minutes to retrieve information from the server!)



- Select the settings you want and click on publish!



**Learning Technologies and Development**

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