To Publish To LearningStudio (eCollege)

1. Click on the Preview and Publish Tab at the top, and then select **Publish to eCollege** along the left hand side.

2. Click on Publish Wizard (If you have already set up your server connections click on next and continue to number 8, if you have not set up your server follow the steps for establishing server connection, once done with those return to number 8)

3. Make sure TAMUC eCollege server is showing in the number 2 option.

4. Click “Next.”

5. Check the settings area to ensure that the server and user information have been entered correctly. If you don’t see your CWID next to the user name, you may need to select “Edit Settings” to input the information. (You can also refer to the help document on “Establishing a Server Connection.”)
6. Either type in your User name and Password or in the event you had selected for Respondus to remember your password wait for the server to connect to your eCollege courses.

7. Select the “course” where you would like to upload the exam to.

8. From the appropriate drop down boxes, select the “unit” in the course where you would like to place the exam.

9. In the “create new exam” field name the exam. This is the name that will appear in your eCollege course. (*Ignore “Replace existing exam” option.*)

10. Click next and the file will be uploaded to eCollege.

11. After you see the message “Upload Successful”, refresh your LearningStudio page and the exam will be found in the section you selected.