Installing & Configuring Respondus

Intermediate

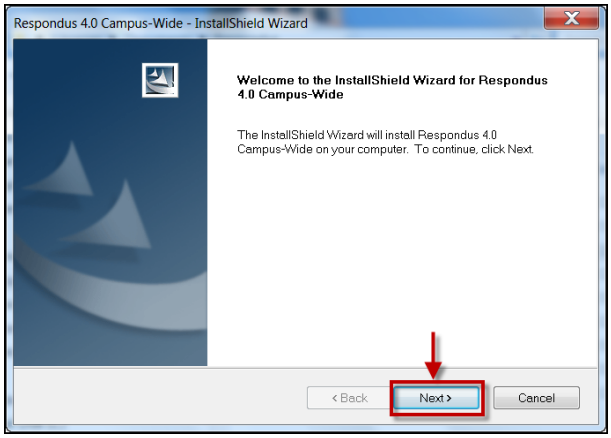
Installing Respondus 1
Configuring Respondus 5

Installing Respondus

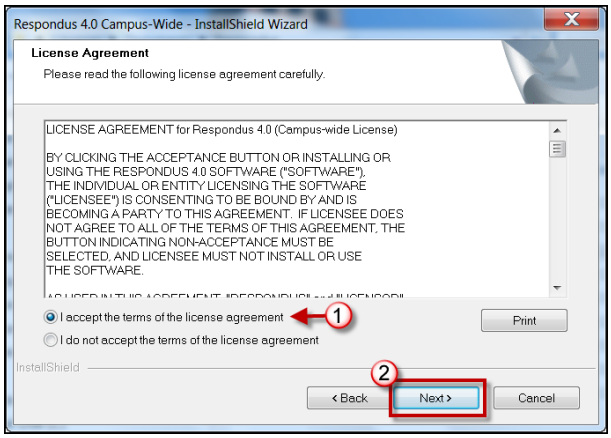
Note: Before installing Respondus, you will need to close any Word Processing programs including email applications like Microsoft Outlook.

To install Respondus:

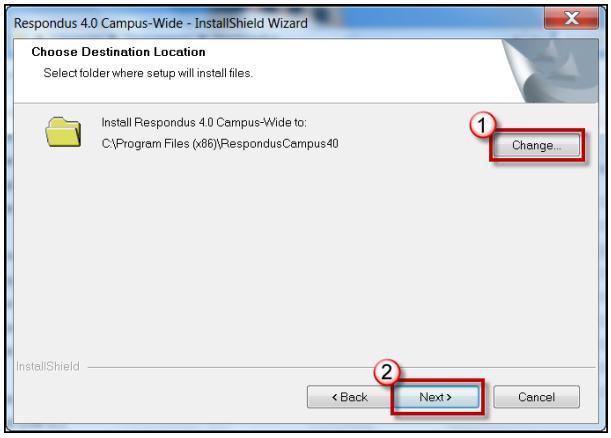
1. Email ITHELP@clemson.edu and request information about how to install Respondus.
2. ITHELP will respond and include the URL that can be used to download Respondus.
3. They will also include the Installation Password that is required to install Respondus.
4. Print this email out as you will need to close all Word Processing programs including email applications like Microsoft Outlook to install Respondus.
5. Click the link in the email to download Respondus. Save the installer to your local computer.
6. Double-click the **Respondus4Campus.exe** icon to begin the installation process.



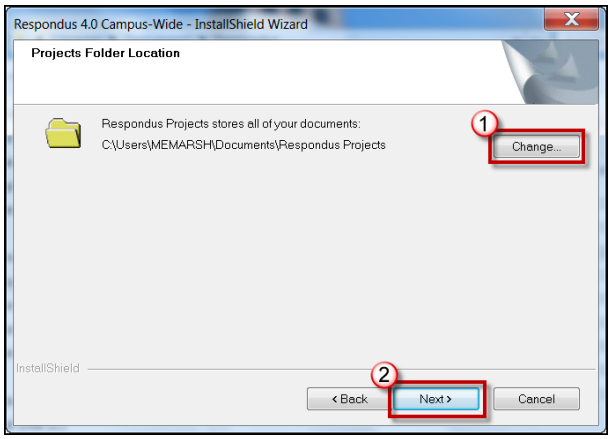
7. The Respondus 4 Campus-Wide – InstallShield Wizard is displayed.
8. Click **Next** to begin the installation process.



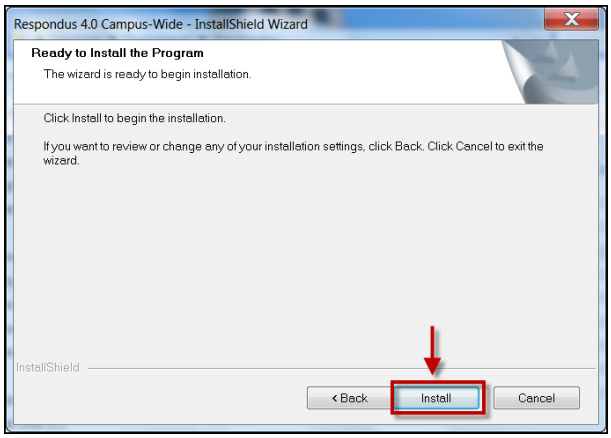
9. Select the **I accept the terms of the license agreement** radio button.
10. Then click **Next**.



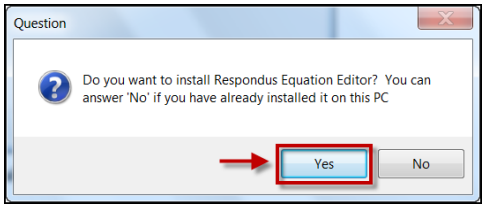
11. The default destination location to install Respondus is displayed. Click **Change** to browse for an alternate location.
12. Then click **Next**.



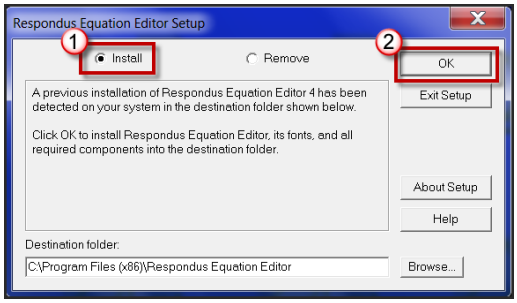
13. The default location where Respondus projects will be stored is displayed. Click **Change** to browse for an alternate location.
14. Then click **Next**.



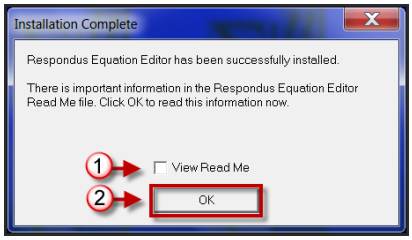
15. Click **Install**.
16. A question will be displayed prompting whether to install the Respondus Equation Editor.



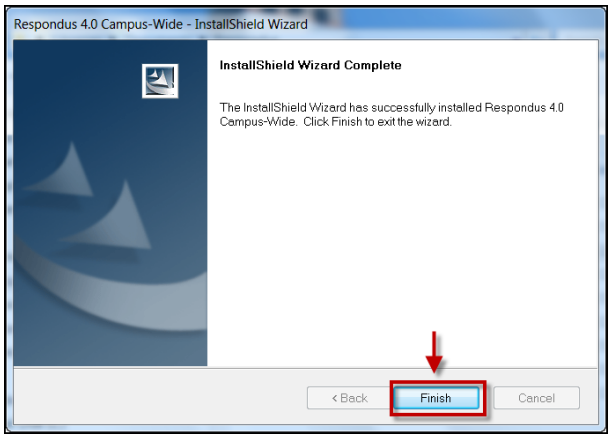
17. Click **Yes**.



18. Select the **Install** radio button.
19. Then click **OK**.
20. Unselect the **View Read Me** checkbox.

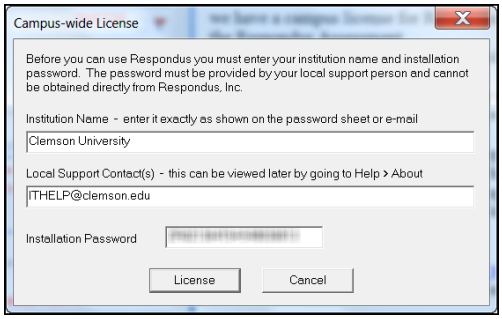


21. Click **OK**.



22. Then click **Finish**.

23. Double-click the **Respondus 4.0 Campus-Wide** icon on the Windows desktop.



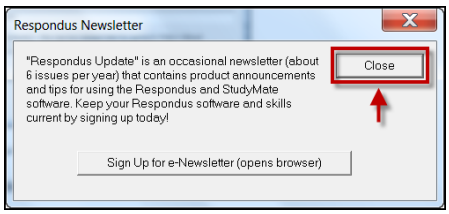
24. The Campus-wide License window is displayed.

    Note: If you had Respondus 3.5 installed previously and did not uninstall it before you installed Respondus 4.0, you will not see the Campus-wide License window displayed. However, you will need to update your Installation Password. To update your Installation Password, from Respondus 4.0, from the **File** menu select **Update License**. The Campus-wide License window will then be displayed. Paste the new **Installation Password** provided by ITHELP in the **Installation Password** field.

25. Enter 'Clemson University' in the **Institution Name** field.

26. Enter 'ITHELP@clemson.edu' in the **Local Support Contact(s)** field.

27. Then enter the **Installation Password** provided by ITHELP in the email.



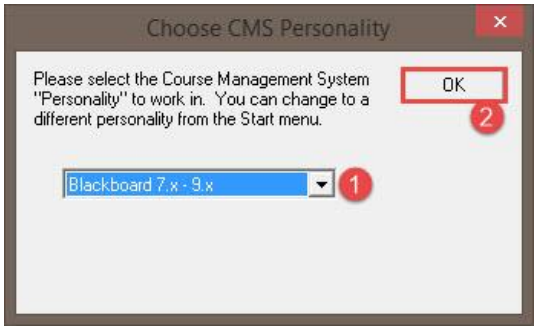
28. The Respondus Newsletter window is displayed. Click the **Sign Up for e-Newsletter (opens browser)** button to sign-up for the Respondus Update newsletter. This is optional, it is not required.

29. Click **Close** to continue to Respondus.

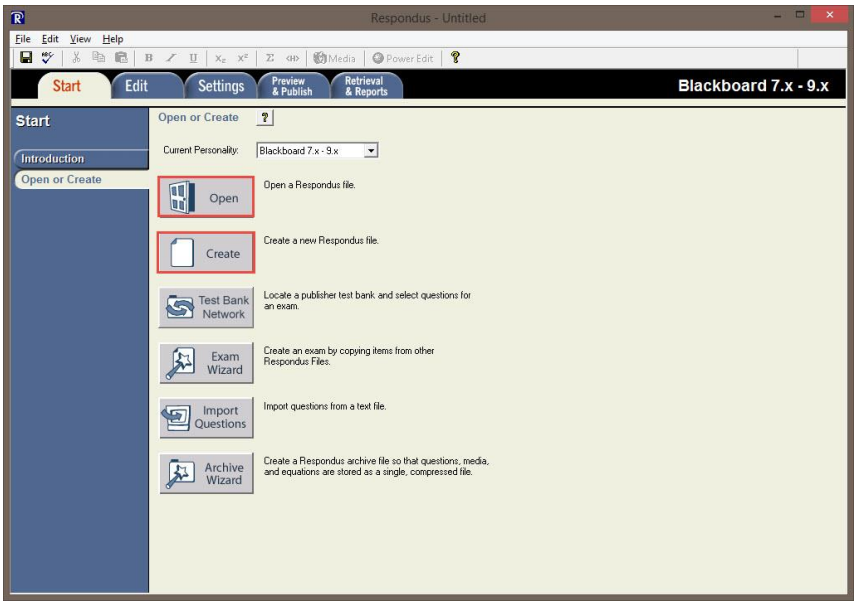
Configuring Respondus

To configure Respondus to work in conjunction with the Clemson University Blackboard server:

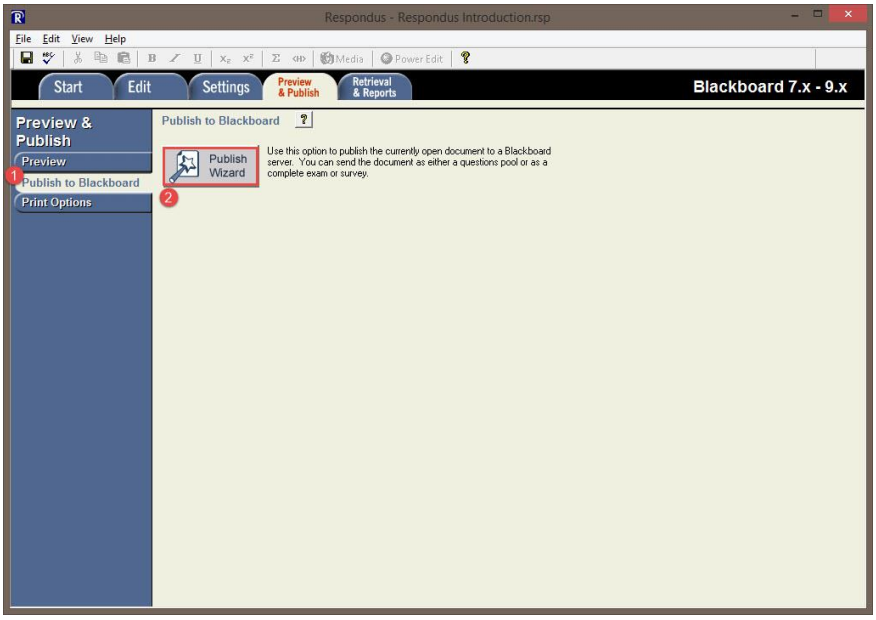
1. Double-click the **Respondus 4 Campus-Wide** icon on the Windows desktop.
2. The Choose CMS Personality window is displayed.



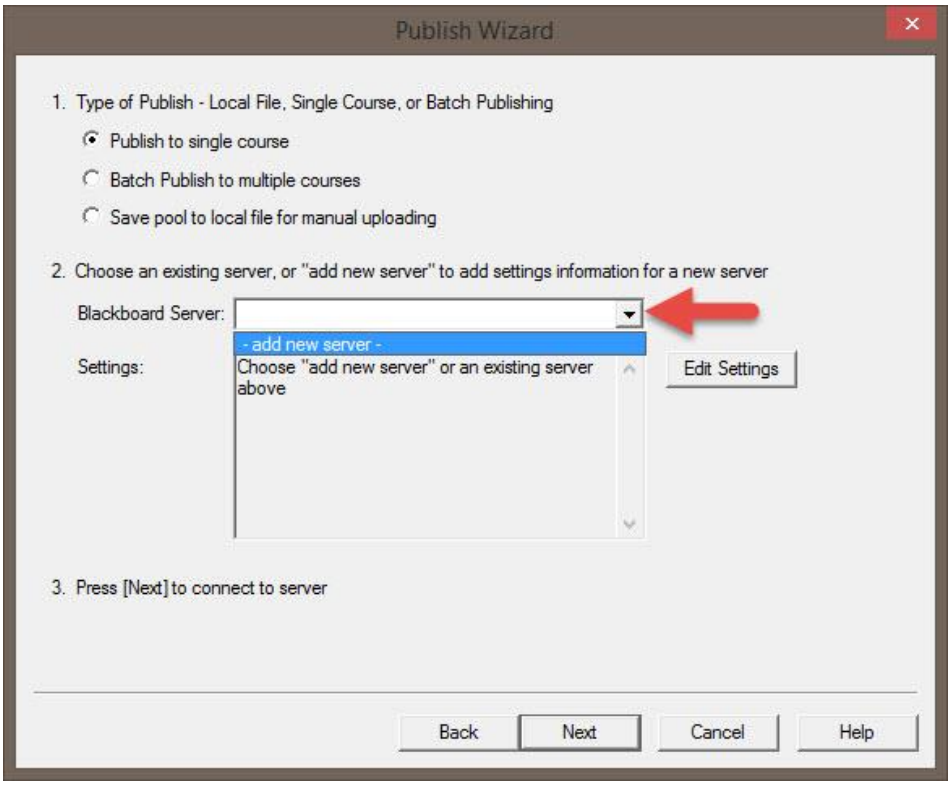
3. Select **Blackboard 7.x – 9.x** from the available drop down menu.
4. Then click **OK**.
5. Respondus opens with the **Start** tab displayed.



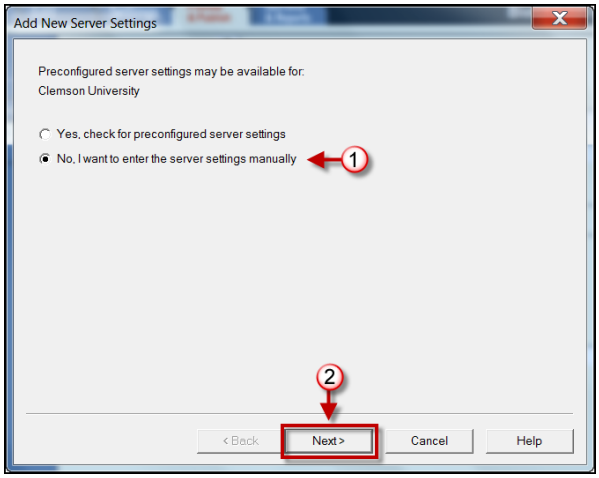
6. Click **Open** or **Create** to open an existing or create a new respondus file.
7. Click the **Preview & Publish** tab.



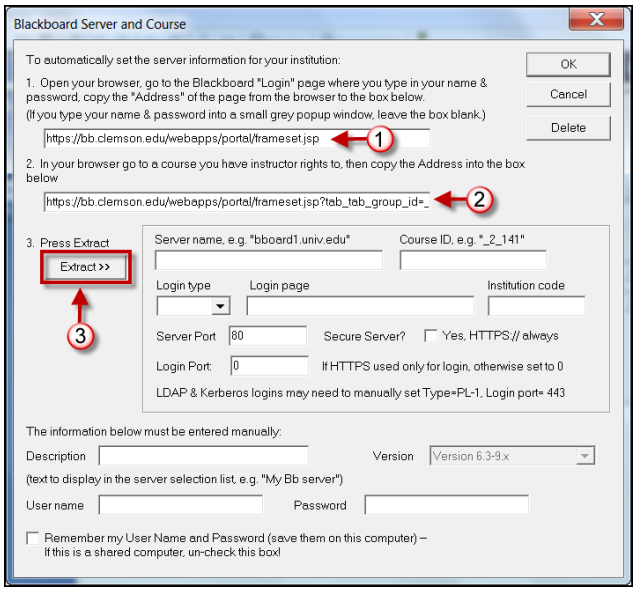
8. In the menu to the left side of the window, select **Publish to Blackboard** and click **Publish Wizard**.



9. From the **Blackboard Server** drop down menu select '–add new server–'.

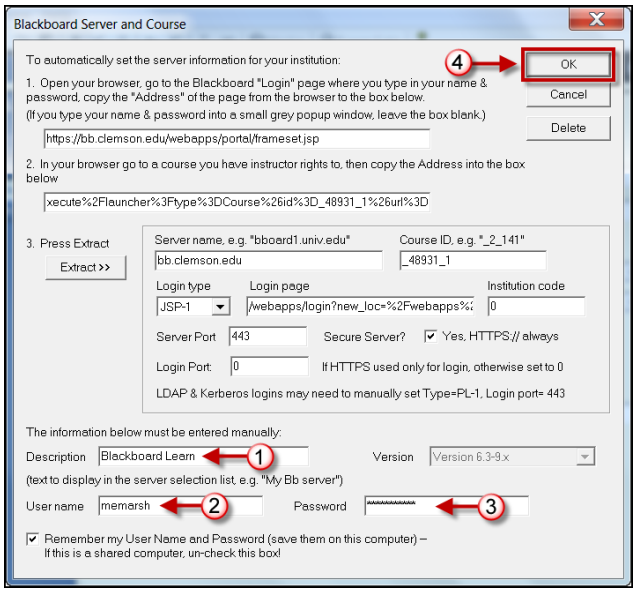


10. Select the **No, I want to enter the server settings manually** radio button.
11. Then click **Next**.
12. The Blackboard Server and Course window are displayed.



13. Open your web browser and navigate to the Blackboard Learn login page.
14. Select the URL: https://bb.clemson.edu/webapps/portal/frameset.jsp
15. Copy(CTRL + C) and Paste (CTRL + V) the URL into the first field on the Blackboard Server and Course screen.
16. Next, in your web browser, login to Blackboard Learn.
17. Navigate to the course you want to upload tests into through Respondus.
18. Copy(CTRL + C) and Paste (CTRL + V) the URL for your course into the second field on the Blackboard Server and Course screen.

19. Then click **Extract**. The system populates the Server name, Course ID, Login type, Login page, Institution code, Server Port, and Login Port.



20. Enter a **Description** for the server connection.

21. Then enter your Blackboard Learn **User name** and **Password**.

22. Click **OK**. The system displays the Update Settings page with the new server information populated in the **Choose Server** drop down list.