

Using Respondus

Niagara College has obtained a campus-wide license for the Respondus software. Respondus is a powerful tool for creating and managing assessments that can either be published to Blackboard or printed on paper. Assessments can be created offline using a familiar Windows environment. Whether you are a veteran of online testing or relatively new to it, Respondus can save you time on each project.

Important information regarding our Respondus license

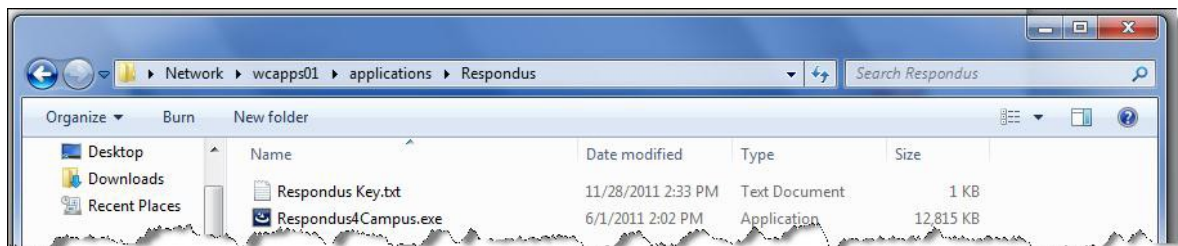
- Our license **DOES** permit you to install a copy of the Respondus software on your office computer and a home computer. However, please note that you are not permitted to provide the Respondus software or the password information to anyone who is not affiliated with our institution. Such an action is a violation of our licensing agreement with Respondus and is also illegal.
- Our license with Respondus, Inc. does **NOT** permit instructors to obtain support directly from Respondus, Inc. Contact the Niagara College Blackboard Support for assistance. If we are unable to solve a particular question or problem, we will contact Respondus, Inc. on your behalf.
- Our Respondus license is renewed every year at the beginning of August. A new Installation Password will be made available to you to keep your version of Respondus active as soon as Niagara College has obtained it.

Installing Respondus

Before you can begin using Respondus, you must first install a copy on your computer.

Follow the instructions below to install Respondus onto your computer:

1. From a College Computer, open the **Start Menu** and type **\\wcapps01\Applications**.
2. Click the following folder: **Respondus**.
3. Locate the file **Respondus4Campus.exe** and **double-click** it to start the Respondus installation program.



4. Follow the installation instructions on the screen.
5. Once the Installation has completed you will see a **Respondus 4.0 Campus-wide** shortcut on your Desktop.



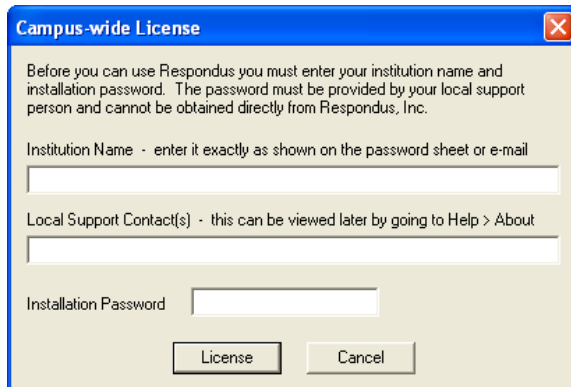
6. Double click the shortcut to open the Respondus program.

Registering and Setting Up Respondus

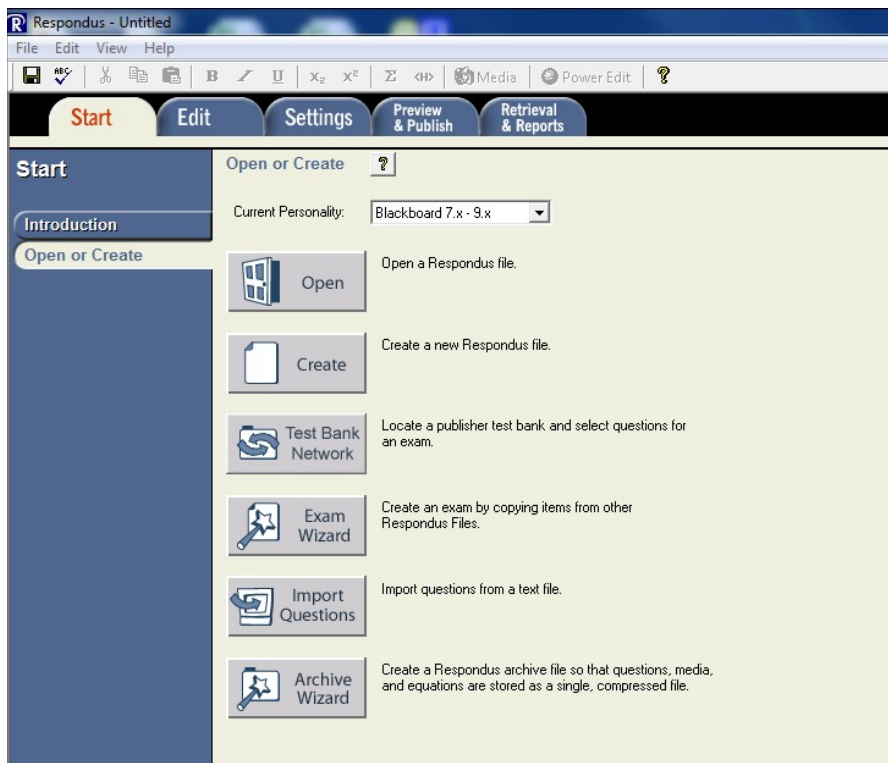
The first time you run Respondus, you must register it as set it to work with the My Niagara / Blackboard system.

Follow the steps below to register and set up Respondus:

1. From the same **Respondus** folder in [\\wcapps01\Applications](#) you will find a text file called **Respondus Key**.
2. Open the **Respondus Key** file and enter the registration information from that file *exactly* as shown in the fields provided of the Respondus screen.



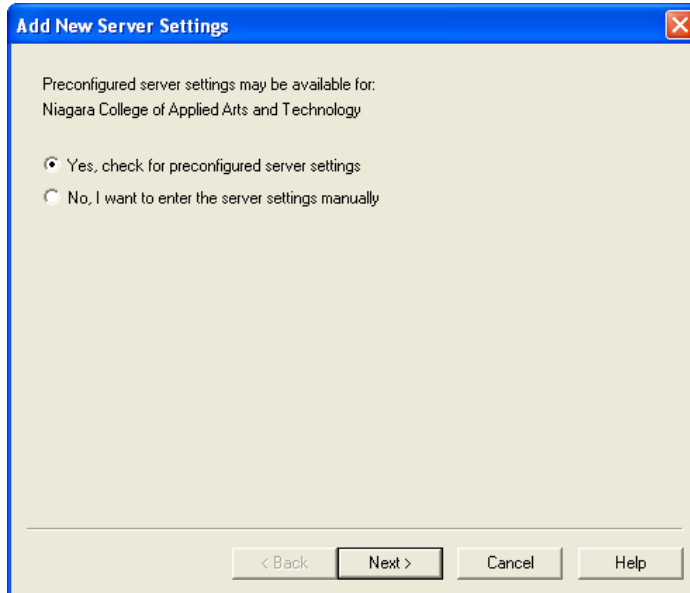
3. Click the **License** button to continue.
4. Select **Blackboard 7.x – 9.x** from the list.
5. The program should open to the **Start** tab (see below).



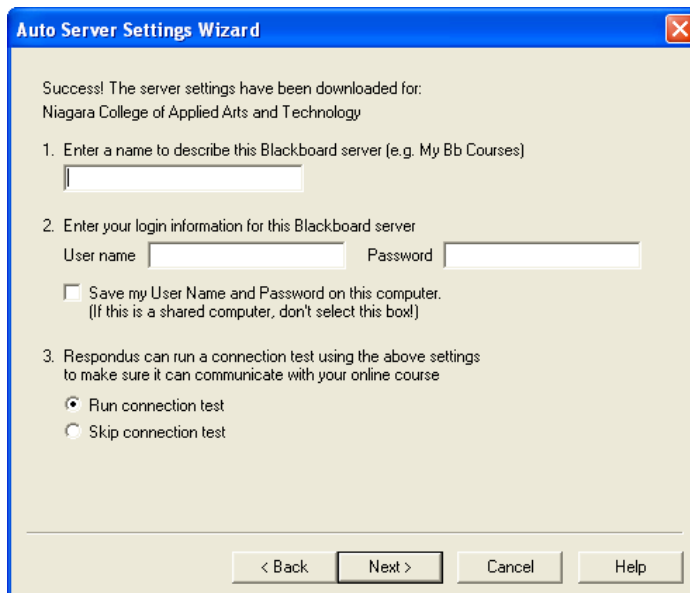
6. The installation process is complete. You are now ready to use Respondus.

Creating a Blackboard Server Connection in Respondus

1. When you begin creating a new connection, the **Add New Server Settings** window will appear.



2. Make sure that the option, **Yes, check for preconfigured server settings** is selected and click the **Next** button.
3. A screen will appear indicating that the server settings have been downloaded.

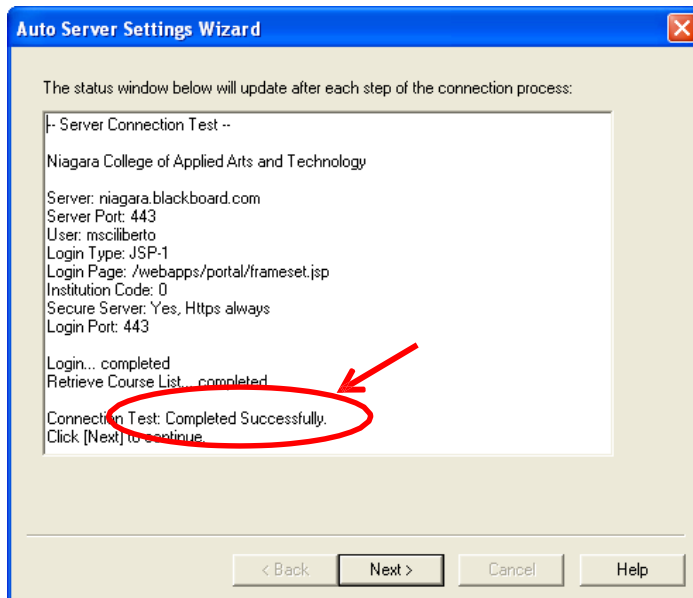


4. In the **Enter a name** box, enter "Niagara College Blackboard Server."
5. Enter your Blackboard **User Name** and **Password** in the fields provided (this information should be the same as you use when logging into Blackboard).

Note: We recommend that you do NOT choose the **Save my User Name and Password on this computer** option.

6. Leave the option **Run connection test** selected and click the **Next** button.

- When the connection test is complete, you will receive the notice, **Completed Successfully** at the bottom of the list



- Click the **Next** button.
- Click the **Finish** button to close the window and return to the original screen.

Respondus Documentation

[Respondus 4.0 Guides](http://respondus.com/products/respondus/guides.shtml) <http://respondus.com/products/respondus/guides.shtml>

[Respondus 4.0 Videos](http://respondus.com/products/respondus/demos.shtml) <http://respondus.com/products/respondus/demos.shtml>

[Respondus 4.0 Webinar – Create & Manage Content](http://respondus.com/products/respondus/training.shtml) <http://respondus.com/products/respondus/training.shtml>