

Learning Management System user guide: Respondus: installation

The University of Melbourne has obtained a campus-wide license for the Respondus software. Respondus is a Windows application that enhances the functionality and usability of Blackboard's test and survey tools.

Information about the Respondus software and the Respondus Test Bank Network (a free service that allows instructors to download publisher test banks) is available at:

<http://www.respondus.com>

Context-sensitive help is available throughout the software by pressing the F1 key. It is also available by selecting "Help" from the drop-down menu on the toolbar.

Respondus user guides (MS Word format) can be downloaded from:

<http://www.respondus.com/products/userguide.shtml>

Quick start guides with essential information for getting started can be found at:

<http://www.respondus.com/quickstart>

Demonstration movies are available at:

<http://www.respondus.com/demo>

INSTALLING RESPONDUS

We recommend that you accept the default settings for where the program is installed. It is important to note that you are not able to download the software directly from the Respondus website, nor are you able to use the University of Melbourne licence information to activate a copy previously downloaded from their site.

NOTE: As with all software available to University of Melbourne staff you will need administrator access to your computer to install this software. If you do not have sufficient access rights, please contact your Local Information Technology Expert (LITE).

1. In the *Manage Content* tab, click the **Institution Content** link and navigate to the **Respondus** folder.
2. Download the **Respondus4Campus.zip** file to your computer by right-clicking the file and selecting **Save Target As**.
3. Extract the files in the zipped package to a folder on your computer.
4. Close all applications before continuing with the Respondus installation.
5. Double click **Respondus4Campus.exe** to begin the installation.
6. Click **Next**.
7. Select **I accept the terms of the licence agreement**. Click **Next**.
8. Select a location on your computer for installation of Respondus. Click **Next**.
9. Select a location on your computer for storage of project documents. Click **Next**.
10. Click **Install**.
11. Select **Yes** to install the Respondus Equation Editor.
12. Select a location on your computer for installation of the Respondus Equation Editor. If you are happy with the default setting, click **OK**.
13. Select whether you wish to view the Respondus Equation Editor readme file.
14. Click **Finish**.

ACTIVATING RESPONDUS

The first time you start Respondus the licence details must be entered to activate the software. Our license does permit you to install a copy of the Respondus software on 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.

1. Double-click the desktop shortcut for *Respondus 4.0 Campus-Wide*.
2. Enter the details found in the **licence.txt** file downloaded in the zip package.
3. Click **Licence**.
4. Sign up for the optional Respondus newsletter or click **Close** to finish the setup process.
5. On the *Choose CMS Personality* page, from the drop down menu select **Blackboard 6.3-8.x**
6. Respondus will open to the **Open or Create** page.

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