## **Respondus-Establishing Server Connection**

This describes a one-time setup for establishing a server connection for Respondus.

- 1. Select Preview and Publish, then Publish to eCollege
- 2. Select Publish Wizard.
- 3. Under question number 2 scroll down to "add new server" in front of eCollege Server

Publish Wizard	×
<ol> <li>Type of Publish - Single Course or Batch Publishing</li> <li>Publish to single course</li> <li>Batch Publish to multiple courses</li> </ol>	
2. Choose an existing server, or "add new server" to add settings information for a new server	
eCollege Server:	
+ add new server -     vg       Settings:     Choose "add new server" or an existing server above	
3. Press [Next] to connect to server	
< Back Next > Cancel Help	

4. Select the radio button option "No, I want to enter the server settings manually" and click next

Add New Server Settings		le l	×
Preconfigured server setting Texas AM - Commerce	is may be available for:		
<ul> <li>Tes, check for preconing</li> </ul>	jured server settings		
No, I want to enter the s	erver settings manually		
·			
	Back Next	Cancel Help	

- 5. Under option 2 type: <u>http://online.tamuc.org</u>
- 6. Click on **"Extract"** under number 3 (you should see online.tamuc.org appear)

eCollege Server Information	<b>x</b>					
To automatically set the server domain for your institution:						
<ol> <li>Open your browser and login to the eCollege account you wish to use. Navigate to the page that lists the courses available, then go to any one of the courses.</li> </ol>						
2. Copy the "Address" of the page from the browser to the box below. The address should look something like "http://mycollege.ecollege.com/"						
http://online.tamuc.org						
3. Press Extract						
Extract >> online.tamuc.org (server domain)						
4. The information below must be entered manually:						
Description (text to display in the servers list, e.g. "UCSD login")						
User name Password						
Remember my User Name and Password (save them on this computer) If this is a shared computer, un-check this box!						

7. Under number 4 in the description field type "TAMUC eCollege"

<ol><li>The information below must be entered manually:</li></ol>							
Description TAMUC eCollege	(text to dis	(text to display in the servers list, e.g. "UCSD login")					
User name	, Password	*****					
Remember my User Name and Password (save them on this computer) If this is a shared computer, un-check this box!							
		1					
	< Back	Next >	Cancel	Help			

- 8. In the fields for **"User name"** and **"password,"** enter your CWID and the same password that you use to access eCollege via MyLeo (if you wish not to be asked for a user name and password each time, check the box next to the text: **"Remember my User Name and Password."** Only select this option if this is your personal computer and cannot be accessed with other individuals.)
- 9. Click on OK.