



OFFICE OF
**Academic
Technology**
A&M-COMMERCE



Steps for downloading and installing Respondus on your computer:

Downloading

1. Navigate to the Respondus page on the Office of Academic Technology's website. You can also follow the link below.

<http://www.tamuc.edu/facultyStaffServices/academictechnology/educational-technology/respondus.aspx>

The screenshot shows the Respondus page on the Texas A&M University Commerce website. The page has a dark blue header with the university logo and navigation links. Below the header, there is a breadcrumb trail: Home > Faculty & Staff Services > Academic Technology > Educational Technology > Respondus. The main content area is divided into three columns. The left column is titled 'EDUCATIONAL TECHNOLOGY' and has a sub-link for 'Educational Technology'. The middle column is titled 'RESPONDUS' and contains a description of the tool, a link to a demo, and a list of PDF guides under the heading 'GETTING STARTED'. The right column features the Respondus logo. At the bottom, there is a section for 'HELPFUL VIDEOS AND RESOURCES' with a video player showing a 'Download and Install Respondus' video.

TEXAS A&M UNIVERSITY
COMMERCE

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EDUCATIONAL TECHNOLOGY
Educational Technology

RESPONDUS

Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to eCollege. Exams can be created offline using a familiar Windows environment with programs such as Word and then imported to Respondus for uploading to eCollege. Whether you are a veteran of online testing or relatively new to it, Respondus will save you hours on each project.

To watch a demo prepared by the makers of Respondus click [here](#). To download Respondus, click [here](#).

GETTING STARTED

1. [Downloading and Installing Respondus](#) (PDF)
2. [Establishing a Server Connection](#) (PDF)
3. [Importing Questions from a Doc or TXT file](#) (PDF)
4. [Publish to LearningStudio \(eCollege\)](#) (PDF)

HELPFUL VIDEOS AND RESOURCES

Download and Install Respondus

2. Click on the link to download Respondus.

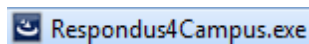
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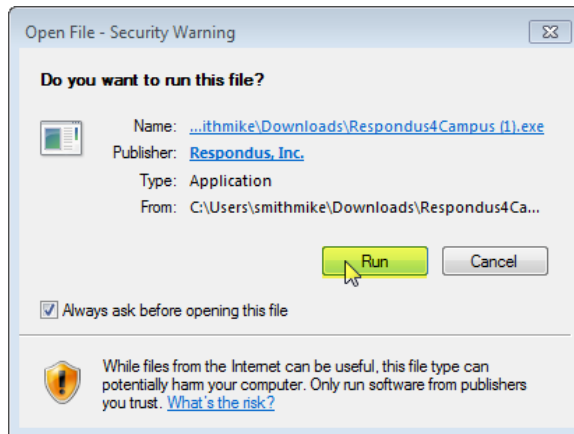
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Installing Respondus-Basic Instructions

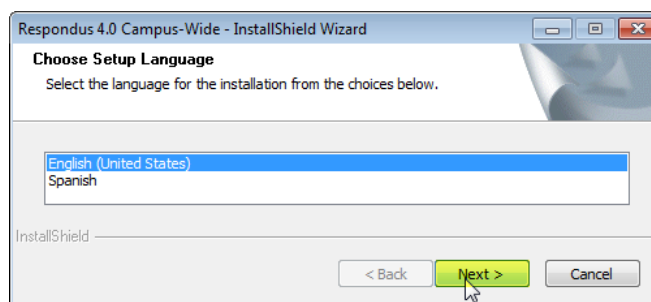
1. Locate the **Respondus4Campus.exe** file downloaded to your computer. Double click to launch the installation.



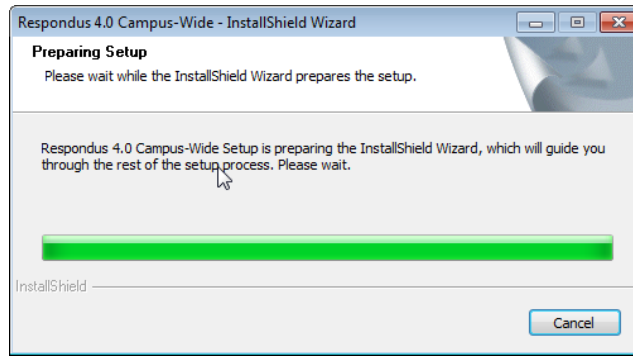
2. Click "run" to begin the install process.



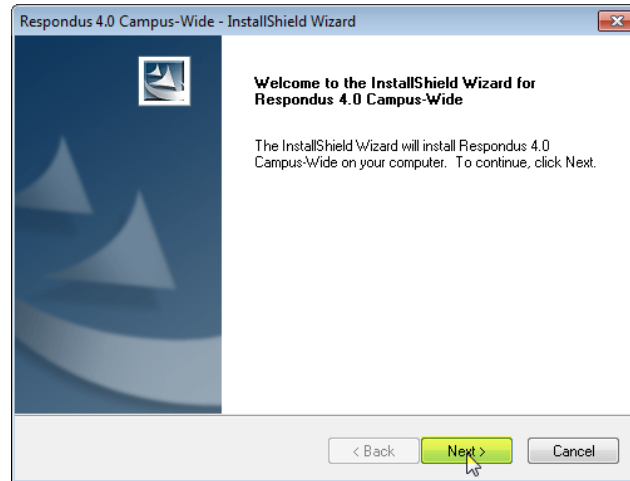
3. Choose setup-language



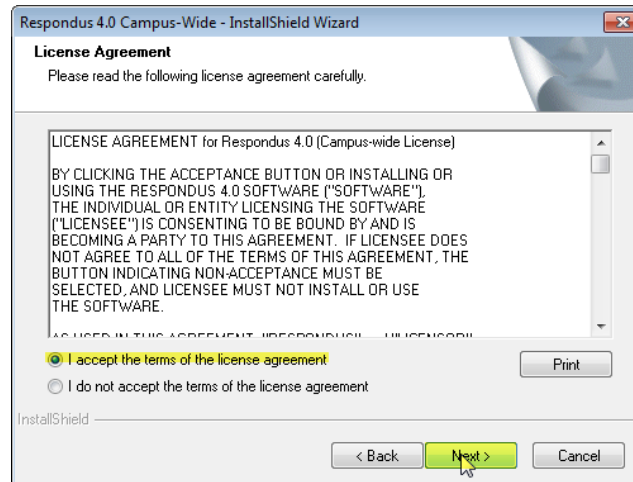
4. The application will run a brief preparation for setup.



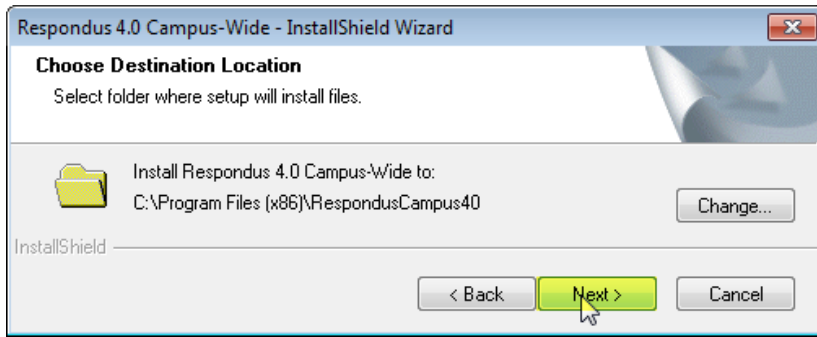
5. You should then get a welcome screen to the install shield. Click “next”



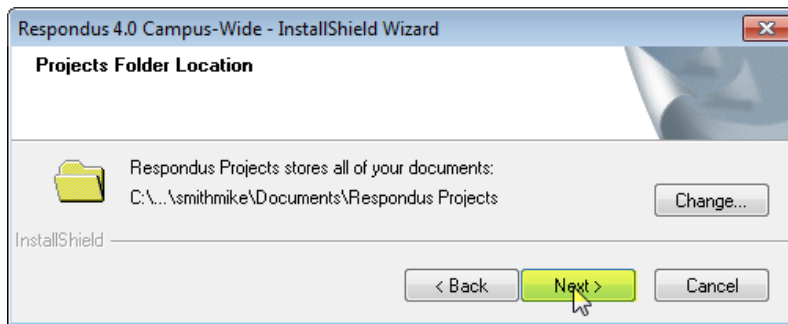
6. Click the appropriate radio button to accept the terms of the license agreement.



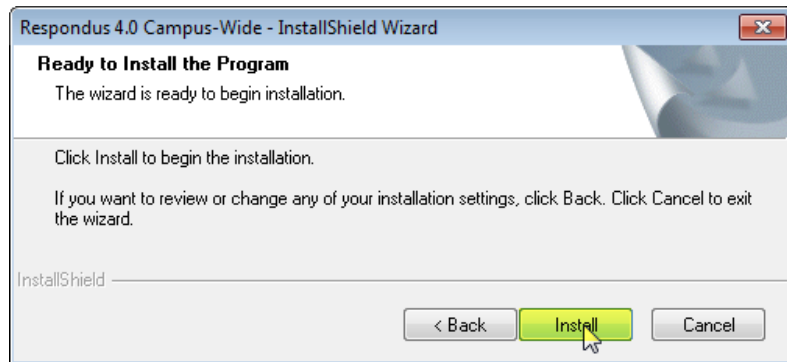
7. Leave the installation folder at the default and click next.



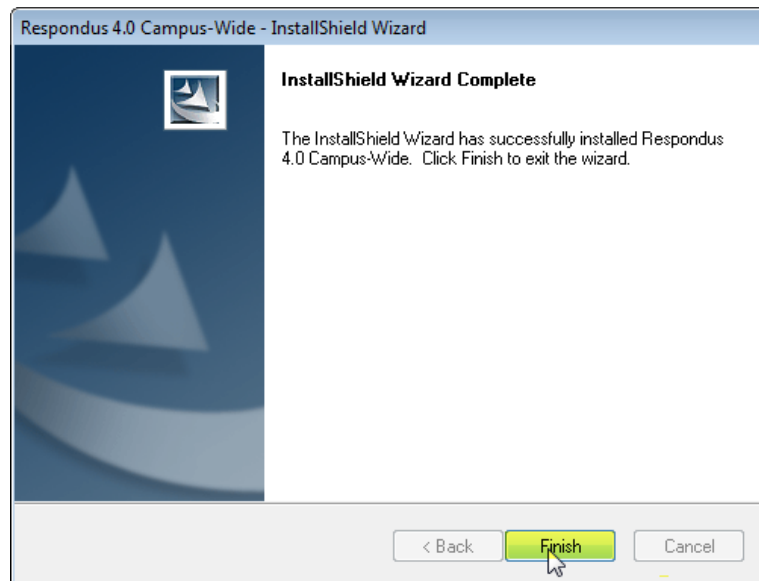
8. Leave the project folder at the default, which should be your documents folder, and click next.



9. On "Ready to install the program page click "install."



10. When dialog box indicates "InstallShield Wizard Complete" click "finish". Check your start menu and Respondus should now be installed on your computer.



Additional Information

1. Please note there are three critical pieces of information that are found on the Landing Page in MyLeo Online under the heading "Faculty Resources". These include: "Institution name, local support contact," and "installation password". These 3 pieces of information need to be copied and pasted in the appropriate screens when prompted by the activation process. **Note:** Do not type the information as any variations in the typing will later prevent you from being able to connect to the University server, simply Copy and Paste).

Respondus

Respondus License Information: The information below is required to use Respondus. All information needs to be entered exactly as it appears below into Respondus when installing (copy and paste works best). This information is also included in the Respondus Installation Guide.

Institution Name: Texas A&M University - Commerce

Local Support Contact(s): online@tamuc.edu

Installation Password: [REDACTED] (Password valid through the end of: July 2019)