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

Respondus®

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

2. Click on the link to download Respondus.

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.

Installing Respondus-Basic Instructions

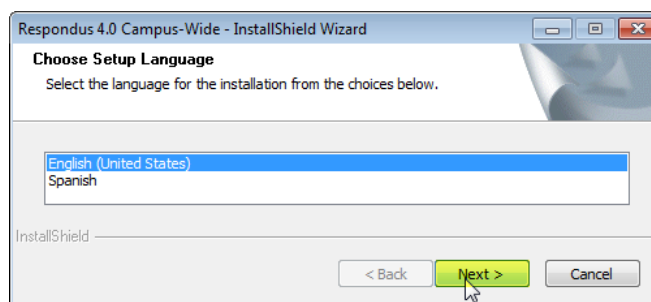**1.** Locate the **Respondus4Campus.exe** file downloaded to your computer. Double click to launch
the installation.

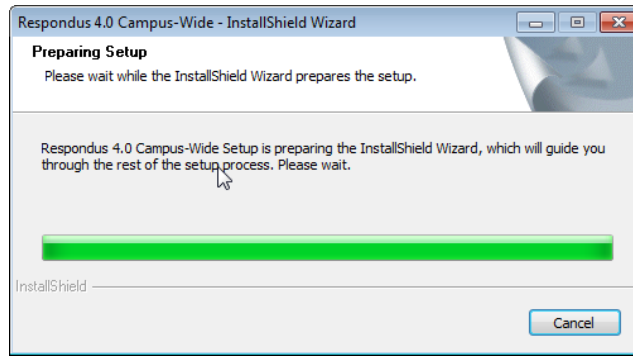Respondus4Campus.exe
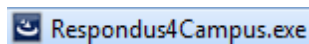
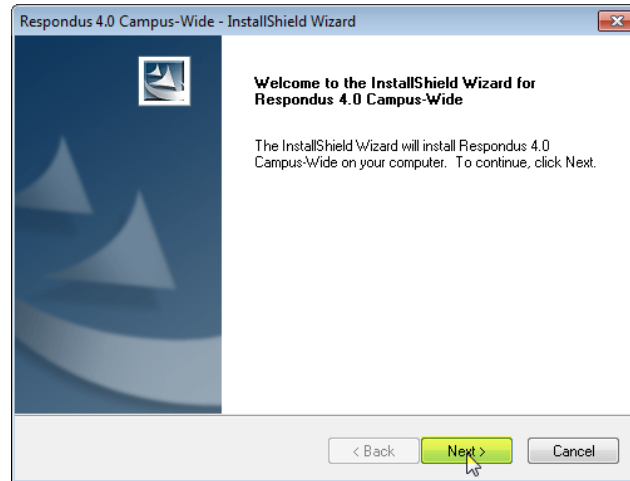**2.** Click "run" to begin the install process.
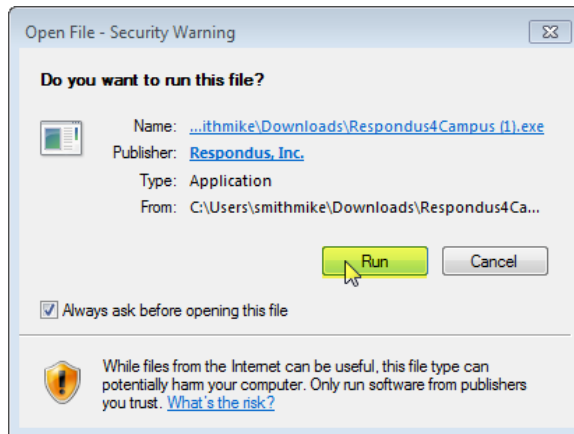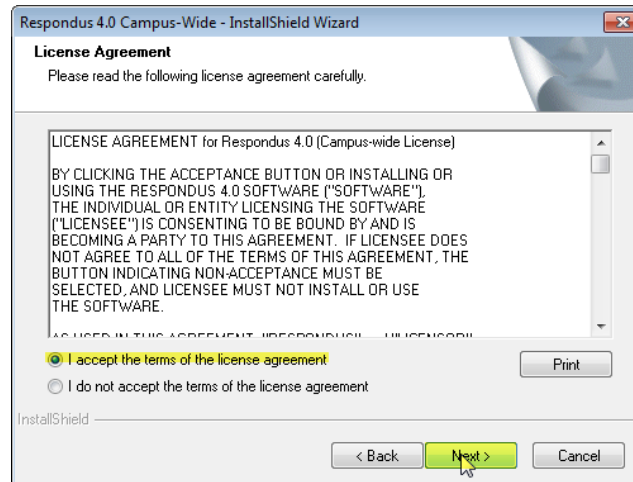
3. Choose setup-language

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.
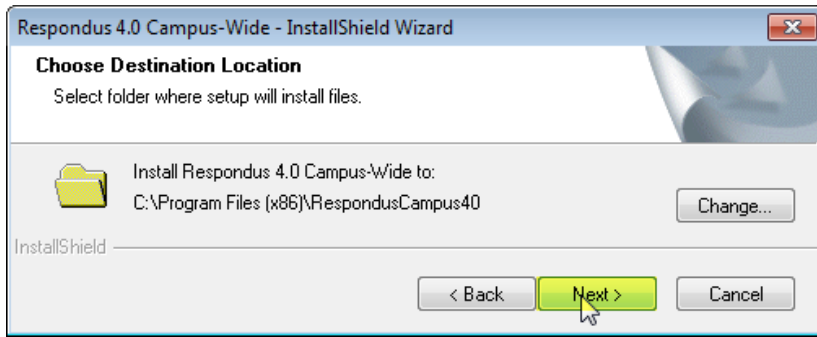
8. Leave the project folder at the default, which should be your documents folder, and click next.
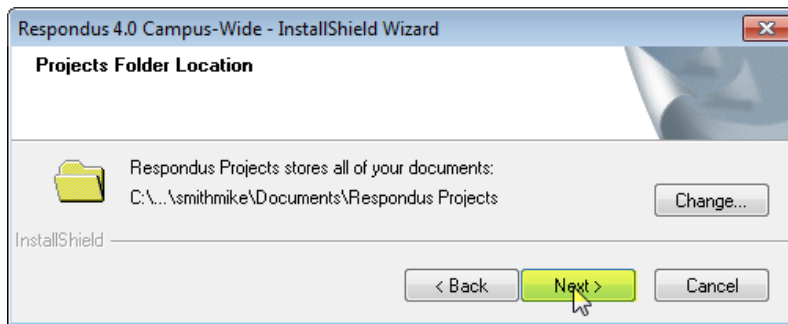
9. On "Ready to install the program page click "install."

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

Additional Information

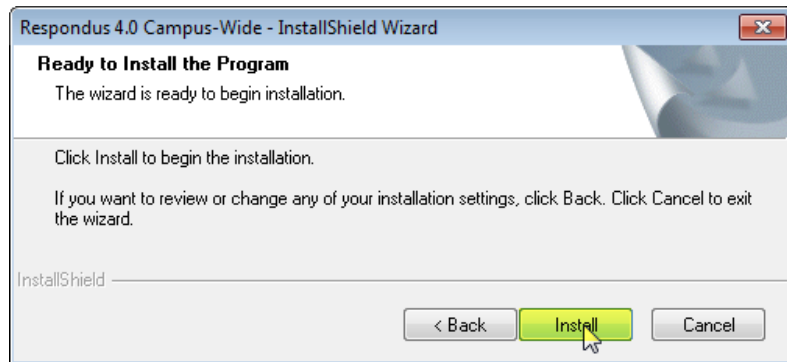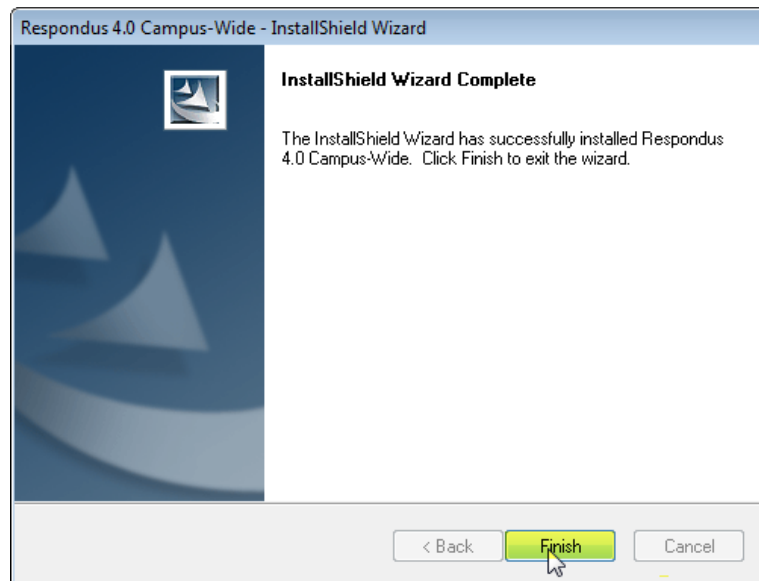1. Please note there are three critical pieces of information that are found on the Landing Page in MyLeo Online under the heading "Faculty Resourses". These include: "Institution name, local support contact," and "installation password". These 3 pieces of information need to be copied and pasted in 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: ▮▮▮▮▮▮▮▮▮▮▮▮ (Password valid through the end of: July 2019)