

## Respondus Exam and Assessment Creation software for both Blackboard and Standard Paper exams

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**This software is licensed to Xavier University and may only be used by Xavier Faculty and Staff.**

Our license with Respondus, Inc. does NOT permit instructors to obtain support directly from Respondus, Inc. If our staff is unable to solve a particular question or problem, we will contact Respondus, Inc. on your behalf.

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 and is also illegal.

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### SET UP INFORMATION:

1. Open "My Computer" and browse to the "P" drive, (the apps network server). In the Respondus folder on the "P" drive, locate the "**Respondus35Campus.exe**" file and then click "**Run**".
2. Once the program is installed click on the "**Respondus 3.5 Campus-Wide**" icon on your desktop
3. The Respondus software will prompt users for the following information during the installation process:

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Institution Name: [Xavier University](#)

Support Contact(s): [Dana Tindall: tindall@xavier.edu](mailto:tindall@xavier.edu); [Jessica Murphy: murphyj1@xavier.edu](mailto:murphyj1@xavier.edu)

Installation Password: 821380605-156434991 (Password valid through: July 31<sup>st</sup> 2008)

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### Important Note!

To set up the upload/publish connection to Blackboard you need to follow these steps:

1. After creating an exam in Respondus for the first time, go to the "Preview and Publish" tab and start the "Publish Wizard". Go to step 2 in the pop up dialog box and choose "add new server" then click "Next" at the bottom of the dialog box.
2. In the dialog box that opens select "Yes, check for preconfigured server settings" and click "Next"
3. In the next dialog box type in a description, such as "Xavier Blackboard" in the description box at the top and then type your "MyXU" username and password in the login information boxes. Choose "run connection test" and click "Next"

If the server connection test is successful, you're finished and can then upload your exam to your Blackboard classes by again running the Publish Wizard.

Questions? Call Dana Tindall ext. 3235

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**Flash Demonstration and Training movies** - A series of Flash movies are available from our web site at <http://www.respondus.com/products/screens.shtml>). These are a great resource for introducing and training instructors on the use of Respondus.

**Quick Start Guide**— A Quick Start Guide for Respondus is available for download from [www.respondus.com/quickstart](http://www.respondus.com/quickstart) . This Quick Start Guide is 3 pages in length and contains the essential information for getting started with Respondus. **User Guides** - If you prefer a printed user guide for Respondus, go to <http://www.respondus.com/products/userguide.shtml> . The user guides are provided in MS Word format so that institutions can easily edit/add information that pertains to their institution.

**Online Help** - Online help is available from within the Respondus application. Context-sensitive help is available by pressing the F1 key. Or, go to Help > Help Topics to access the main help system.

**Respondus Test Bank Network** - Here you will find test banks for hundreds of the leading textbooks in higher education. The test banks are in a ready-to-use format and can be downloaded with Respondus for FREE by instructors who adopt a participating textbook. More information is available at <http://www.respondus.com/testbank/index.shtml> .