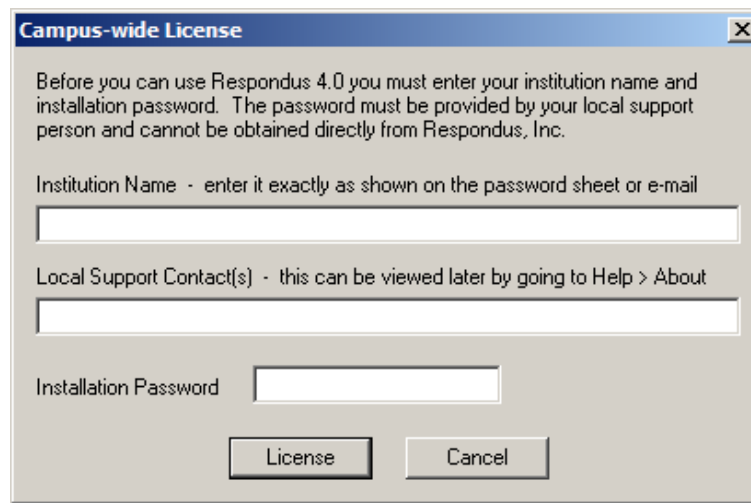
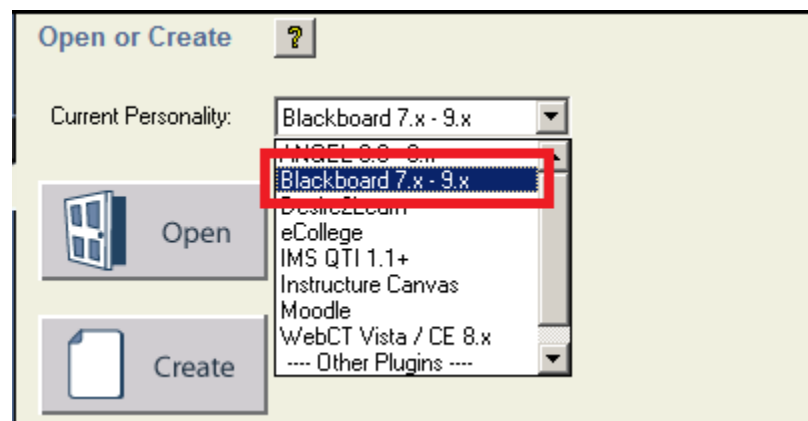


Respondus Activation and Setup Guide

1. The first time you run Respondus, you will be asked to enter your campus-wide license information. I will email you a Word document that contains the information you need. **(This file is password protected. I can give you the password.)** Copy the information in the License Information file and paste it in to the appropriate field. It must be entered exactly as it appears in the License Information file.

A screenshot of a Windows-style dialog box titled "Campus-wide License". The text inside reads: "Before you can use Respondus 4.0 you must enter your institution name and installation password. The password must be provided by your local support person and cannot be obtained directly from Respondus, Inc." Below this are three input fields: "Institution Name - enter it exactly as shown on the password sheet or e-mail", "Local Support Contact(s) - this can be viewed later by going to Help > About", and "Installation Password". At the bottom are two buttons: "License" and "Cancel".

2. Before you can publish exams to Blackboard, you will need to tell Respondus what learning platform you use and where to publish your exams. First, select Blackboard 7.x – 9.x as your LMS by clicking the down arrow next to the Current Personality box.

A screenshot of a software interface section titled "Open or Create" with a help icon. It features a "Current Personality:" label and a dropdown menu. The dropdown menu is open, showing a list of options: "Blackboard 7.x - 9.x", "MUSEL 8.0 - 8.1", "Blackboard 7.x - 9.x", "Desire2Learn", "eCollege", "IMS QTI 1.1+", "Instructure Canvas", "Moodle", "WebCT Vista / CE 8.x", and "---- Other Plugins ----". The "Blackboard 7.x - 9.x" option is highlighted with a red rectangular box. To the left of the dropdown are two buttons: "Open" with a folder icon and "Create" with a document icon.

Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

Phone: 903-334-6603

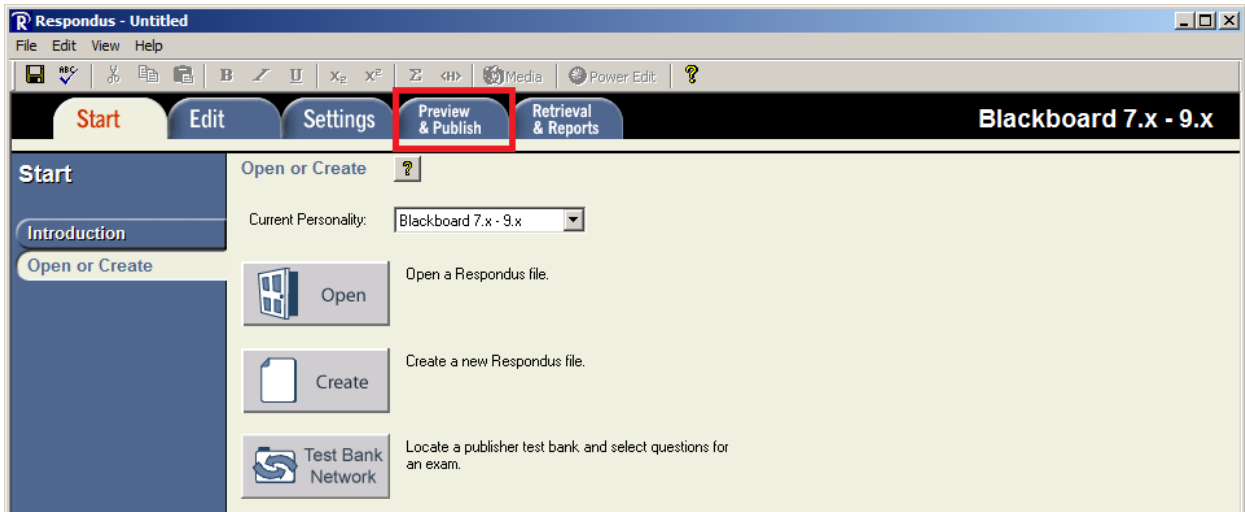
<https://isite.tamut.edu>



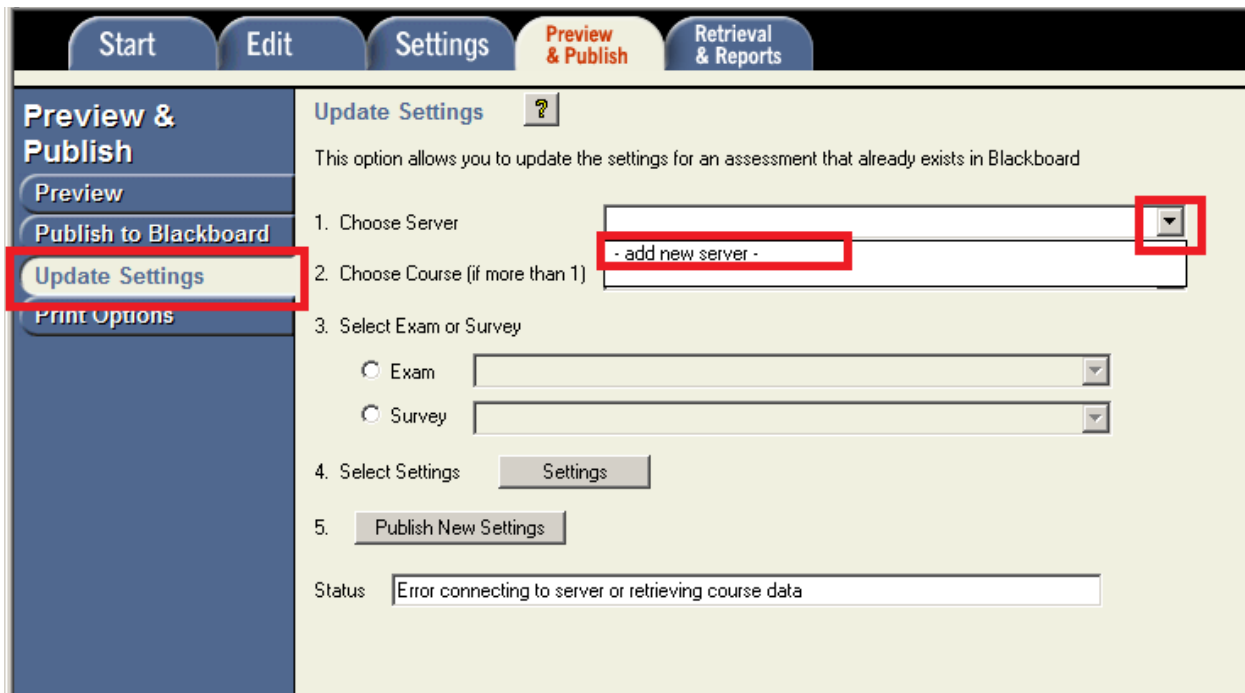
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3. Before you can go to the next step, you need to have a Respondus test open. Either open an existing Respondus test, import a test from Word, or create a blank test.
4. Next you need to link Respondus with your Blackboard account. To do that, click the Preview & Publish button on the top of your window.



5. Ensure you are on the Update Settings tab on the left. Click the down arrow next to Choose Server and click – add new server -.



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6. Check Yes, check for preconfigured server settings and click Next.

Add New Server Settings

Preconfigured server settings may be available for:
Texas AM University - Texarkana

Yes, check for preconfigured server settings
 No, I want to enter the server settings manually

Back Next Cancel Help

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7. In the Preconfigured Server Settings Wizard, under step 1, give the server any name that you will recognize later. It does not matter what you call it. Under number 2, enter your Blackboard username and password. If you are using your own computer, you can check the box to have Respondus remember your login information. Under number 3, check "Run connection test", and click "Next".

Preconfigured Server Settings Wizard

Success! The server settings have been downloaded for:
Texas AM University - Texarkana

1. Enter a name to describe this Blackboard server (e.g. "My Bb Courses")
My Blackboard
2. Enter your login information for this Blackboard server
User name jscott Password *****
 Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)
3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course
 Run connection test
 Skip connection test

Back Next Cancel Help

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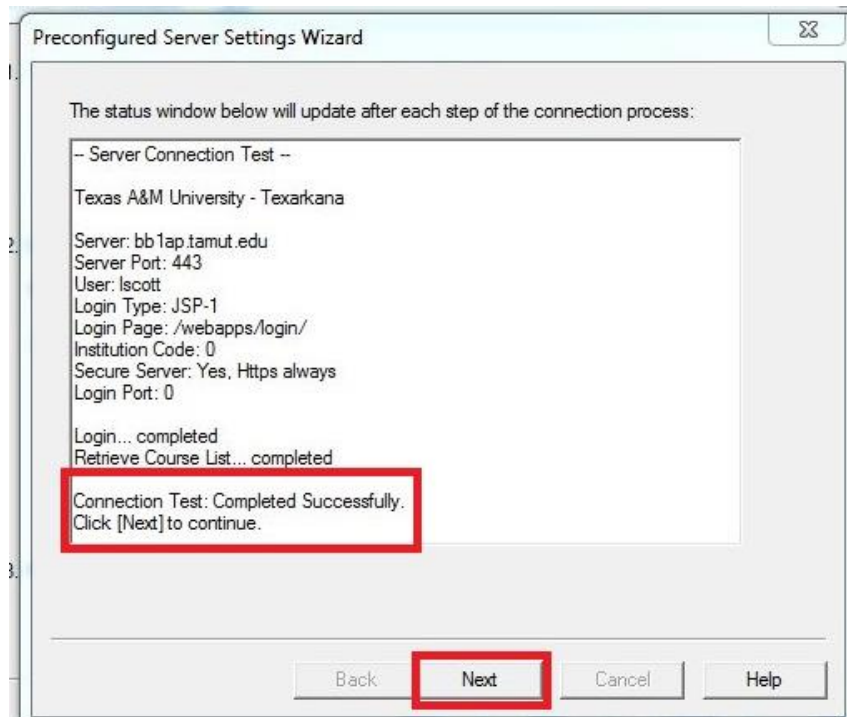
Phone: 903-334-6603

<https://isite.tamut.edu>





- When you see the message "Connection Test: Completed Successfully," click "Next".



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Submit a Support Request Ticket:

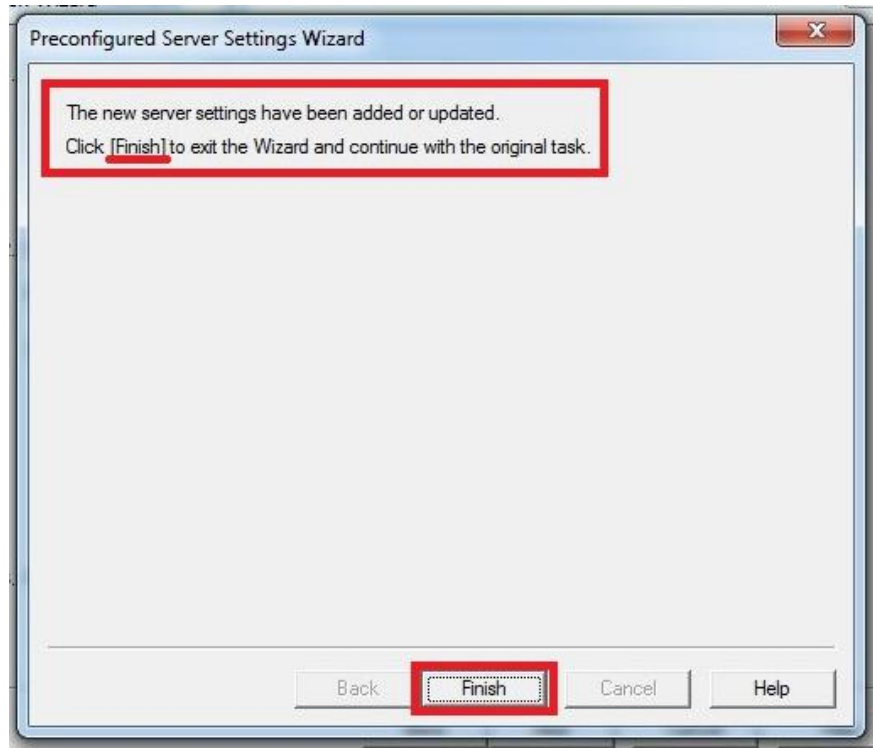
Phone: 903-334-6603

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9. Click "Finish" when you see this message: "The new server settings have been added or updated."



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Submit a Support Request Ticket:

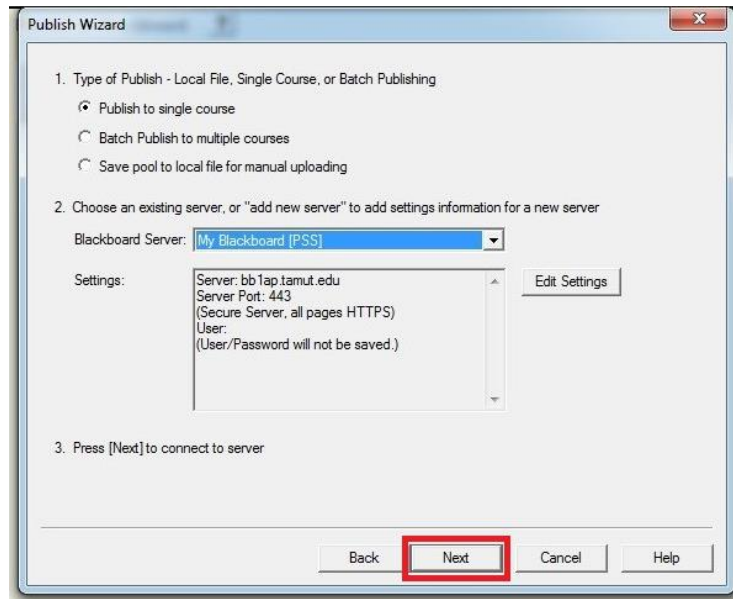
Phone: 903-334-6603

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10. In the Publish Wizard, click "Next".



11. From here, you are now ready to create or import tests and publish them to Blackboard. You should not be asked for license information again.

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