

# LEARNING MANAGEMENT SYSTEM USER GUIDE: RESPONDUS: INSTALLATION

The University of Melbourne has a campus-wide license for the Respondus software. Respondus is a Windows application that enhances the functionality and usability of Blackboard's test and survey tools.

Respondus allows staff to develop tests and surveys offline and to publish them directly to one or to multiple subjects in the LMS simultaneously. Questions can be imported from Microsoft Word (DOC), Rich Text Format (RTF) and comma/tab separated text documents. Graphics, video, and audio content as well as mathematical and scientific equations can be easily inserted into questions. Question banks provided by text book publishers can also be used to construct tests and surveys (free if the textbook is the adopted class text). Tests can be exported in iPod Quiz format. Example documents for importing questions can be accessed on the LMS website at:

<http://www.lms.unimelb.edu.au/teaching/assessment/respondus/>

Detailed information about the Respondus software and the Respondus Test Bank Network (a free service that allows instructors to download publisher test banks) is available from the Respondus web site: <http://www.respondus.com>

Context-sensitive help is available throughout the software by pressing the **F1** key. It is also available by selecting **Help** from the drop-down menu on the toolbar.

A Respondus user guide (MS Word format) showing use with Blackboard is available from the Respondus web site: <http://www.respondus.com/products/userguide.shtml>

A Respondus Quick start guide is available from the Respondus web site: <http://www.respondus.com/quickstart>

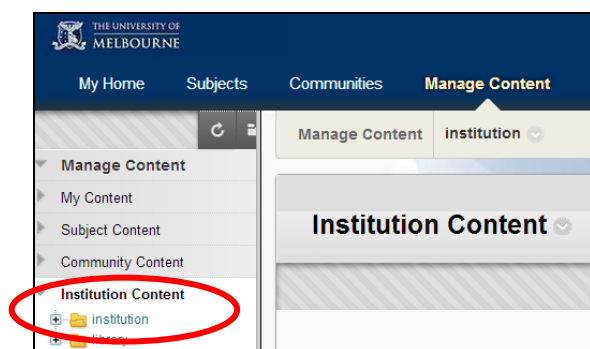
Demonstration movies for Respondus and Respondus Test Bank Network are available from the Respondus web site: <http://www.respondus.com/demo>

## Install Respondus

We recommend that you accept the default settings for where the program is installed. It is important to note that you are not able to download the software directly from the Respondus website, nor are you able to use the University of Melbourne licence information to activate a copy previously downloaded from their site.

As with all software available to University of Melbourne staff you will need administrator access to your computer to install this software. If you do not have sufficient access rights, please contact your local information technology expert or the ITS Helpdesk (8344 4488).

1. Log into the LMS: <http://www.lms.unimelb.edu.au>
2. In the *Manage Content* tab, click **Institution Content**, then **Institution** to display the content on the right of screen.



3. Open the **Respondus** folder.
4. Save the **Respondus4Campus.zip** file to your computer (clicking the file should offer the option to save locally).

5. Extract the files in the zipped package to a folder on your computer.
6. Close all applications before continuing with the Respondus installation.
7. Double click **Respondus4Campus.exe** to begin the installation.
8. Select *English* and click **Next**.
9. A welcome screen appears. Click **Next**.
10. Select **I accept the terms of the licence agreement**. Click **Next**.
11. The location for saving Respondus software appears. If you want you can **Change...** this, otherwise click **Next**.
12. The location for saving Respondus projects appears. If you want you can **Change...** this, otherwise click **Next**.
13. Click **Install**. The installation process starts.
14. When prompted, select **Yes** to install the *Respondus Equation Editor*.
15. Select a location on your computer for installation of the Respondus Equation Editor. If you are happy with the default setting, click **OK**.
16. Click **Finish**.

## Activate Respondus

The first time you start Respondus the licence details must be entered to activate the software. Our licence permits 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 agreement with Respondus.

1. Log into the LMS: <http://www.lms.unimelb.edu.au>
2. In the *Manage Content* tab, click **Institution Content**, then **Institution** to display the content on the right of screen.
3. Open the Respondus folder.
4. Open the **2017\_Respondus\_licence.txt** file. You will need the information in this file to complete the install.
5. Open the **Respondus 4.0 Campus Wide** software that has been installed
6. When prompted with the Campus-wide Licence dialog, paste in the **Institution Name**, **Local Support Contact(s)** and **Installation Password** from the Respondus\_licence.txt file.
7. Click **Licence**.
8. Sign up for the optional Respondus newsletter or click **Close** to finish the setup process.
9. On the *Choose CMS Personality* dialog, from the drop down menu select **Blackboard 7.x-9.x**.
10. Click **OK**.
11. Respondus will open to the **Open or Create** page.

Note: Information on using Respondus to create questions is not included here. Instead, refer to the extensive online help available within the Respondus software.

Please report any errors or omissions in this guide to  
[lms-guides@lists.unimelb.edu.au](mailto:lms-guides@lists.unimelb.edu.au)

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