Downloading and Installing RESPONDUS

RESPONDUS is software that allows you to create and import tests into Blackboard. The software is very time-saving, and is available for all faculty and staff members to use. You can download, install, and set up RESPONDUS easily on your work or home machine, or you may call the Support Center at extension 2828 for help.

You must be an administrator of your own machine if you are installing this on campus. If you are not sure whether or not you are, contact the Support Center for guidance. **NOTE: RESPONDUS is NOT compatible with MacOS. It can only be used on Windows-based computers.**

Download RESPONDUS

Begin by navigating to the [Respondus Registration page](#) on UCT's website. You will be required to log into the page using the same username and password that you use for your UHCL email and Blackboard. Once there, use the link called Download RESPONDUS that is located on the RESPONDUS page. After you click the link, your download should start shortly. Save the file to your computer. It is important that you install RESPONDUS as an administrator. To do this, right-click on the saved executable icon on your desktop and choose "Run As Administrator".

You will choose to install using the default settings. Once you have successfully installed RESPONDUS, you are ready to enter the licensing information. When RESPONDUS opens, enter the following licensing information:

>   Institution Name: University of Houston Clear Lake

>   Local Support Contact(s): Joyce Ferrell, ferrellj@uhcl.edu

>   Installation Password: ZR821398782-624232571 (Password valid through the end of: July 2018)

Setting Permissions

Once the install is complete, you must go to the RESPONDUS folder on your computer and set security permissions there, otherwise RESPONDUS will not be able to create or work with test banks. To do this:

1. Go to C:\Program Files\.
2. Click to the circular Windows icon at the bottom-left corner of your computer.
3. Choose Computer from the right side of the menu.
4. Choose the C drive at the top of the window.
5. Open the Program Files Folder.
6. Locate the ResponsusCampus40 folder.
7. Right click on the folder and choose Properties.
8. Click on the Security tab at the top of the pop-up window.
9. Be sure that "Everyone" is set to "Full Control."

NOTE: If you have installed RESPONDUS Equation Editor, you will need to do the same process to that folder as well (C:\Program Files\Respondus Equation Editor).