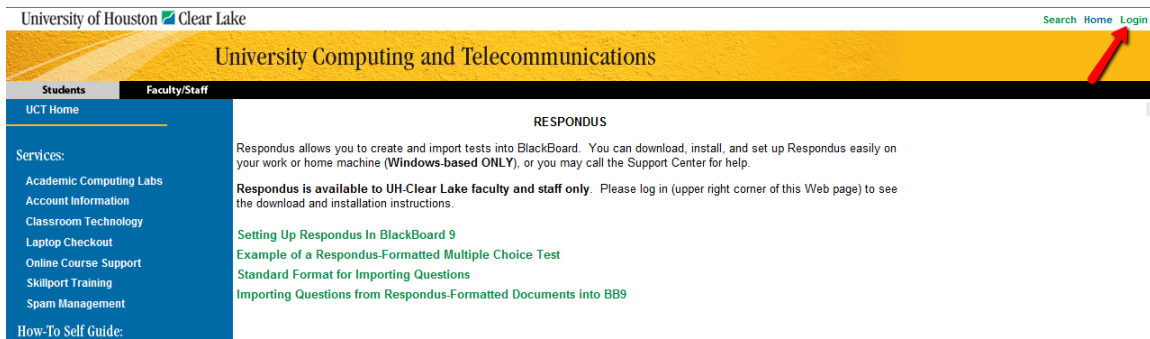


Downloading and Installing RESPONDUS

RESPONDUS is a software application for **Windows-based** computers that enables instructors to readily create and/or import pools of exam/quiz questions and then move those pools into their Blackboard courses. The software also enables instructors to extract existing exams/quizzes and/or pools from a Blackboard course and save them in a Word document for review/editing or documentation purposes. This document will explain how to access and download RESPONDUS to your Windows-based computer.

NOTE: Make sure that you use Internet Explorer for this process. Other browsers do not function properly with UHCL's web portal software.

1. Using Internet Explorer, go to the university's RESPONDUS web page, located at http://prtl.uhcl.edu/portal/page/portal/UCT/New_UCT/documentation/Respondus.
2. Once there, click the Login link, located in the upper right corner of the page.



3. At the resulting Sign In screen, type in the same user name and password that you use to access Blackboard and then click the Login button.



4. A new document link, Downloading & Installing Respondus, should now appear on the RESPONDUS web page, as shown below. Click the document link to continue.

The screenshot shows the University of Houston Clear Lake website. The header includes the university name and navigation links like 'Edit', 'Personalize', 'Search', 'Home', and 'Logout'. Below the header is a navigation bar with 'Students' and 'Faculty/Staff' tabs. The main content area is titled 'RESPONDUS' and contains the following text:

Respondus allows you to create and import tests into BlackBoard. You can download, install, and set up Respondus easily on your work or home machine (**Windows-based ONLY**), or you may call the Support Center for help.

Respondus is available to UH-Clear Lake faculty and staff only. Please log in (upper right corner of this Web page) to see the download and installation instructions.

[Downloading & Installing Respondus](#)

[Setting Up Respondus In BlackBoard 9](#)

[Example of a Respondus-Formatted Multiple Choice Test](#)

[Standard Format for Importing Questions](#)

[Importing Questions from Respondus-Formatted Documents into BB9](#)

A red arrow points to the 'Downloading & Installing Respondus' link.

5. The resulting web page, which cannot be shown here for software security reasons will include a link on which to click (Download Respondus) to download the application to your computer and will provide you with the Institution Name, Local Support Contact(s), and Installation Password that you will need to enter when you start RESPONDUS for the first time. NOTE: For RESPONDUS assistance, please do not contact the individuals listed as “Local Support Contact(s)” on this page. Instead, contact the Support Center and ask to be put in touch with your school’s assigned instructional designer.