Setting Up RESPONDUS

Rev. 7/24/20

This tutorial assumes that the user has already installed the RESPONDUS application. If you have not yet done so, please visit the university's RESPONDUS web site, and follow the instructions provided on that page before beginning the process below.

After RESPONDUS has been installed on your computer, you will first be asked to choose your Course Management System "Personality" on the Start tab. UHCL is currently using Blackboard. Select Blackboard from the Current Personality dropdown.
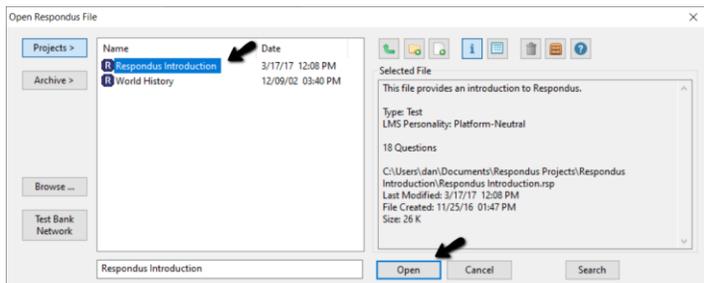
You will then need to establish a connection between RESPONDUS and Blackboard by creating server settings for your installation. The process for this is outlined below.
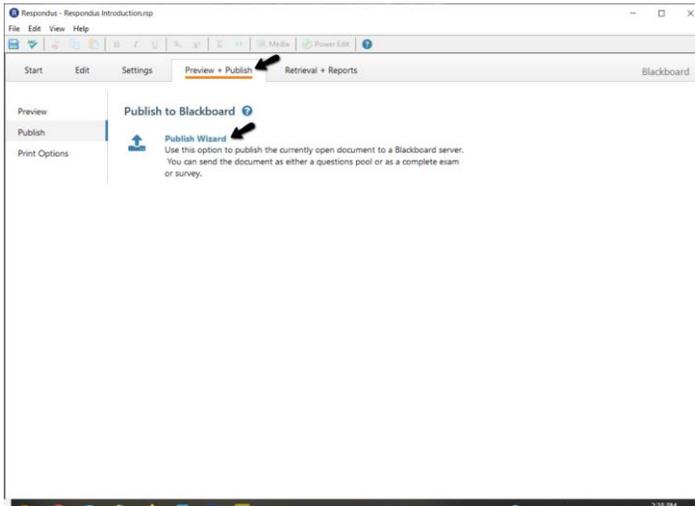
Specifying Server Settings

1. If RESPONDUS is not already open, start RESPONDUS, click on the Start tab and select Open.
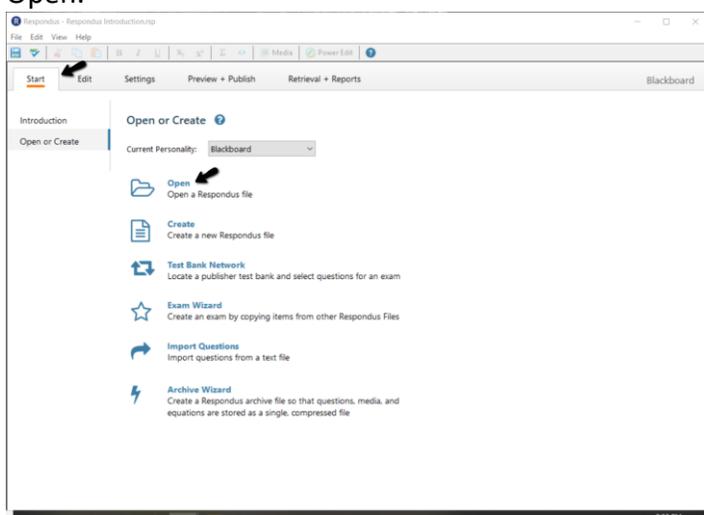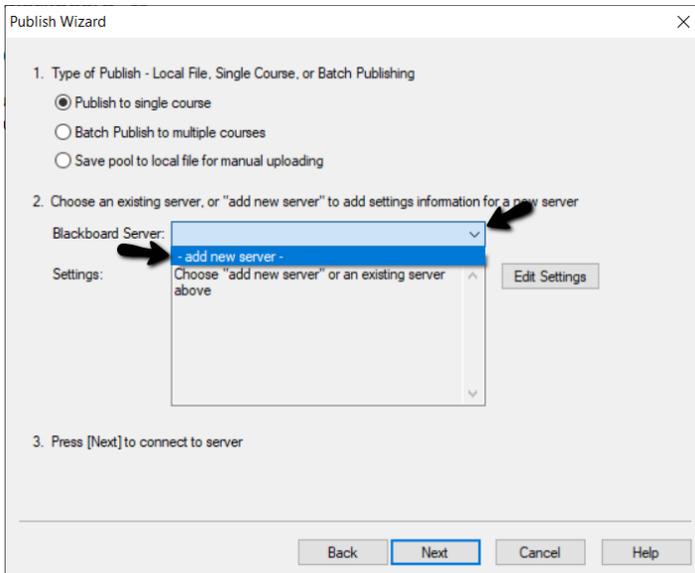

2. Click on one of the existing test files and click on Open.

3. Click on the Preview + Publish tab, make sure that Publish is selected on the left-hand menu, and the click the Publish Wizard link.

4. To add a new server (ex. BlackBoard 9), click on the dropdown next to Blackboard Server and select "-add new server-".

5. A popup window will open. Select "No, I want to enter the server settings manually" and click Next.
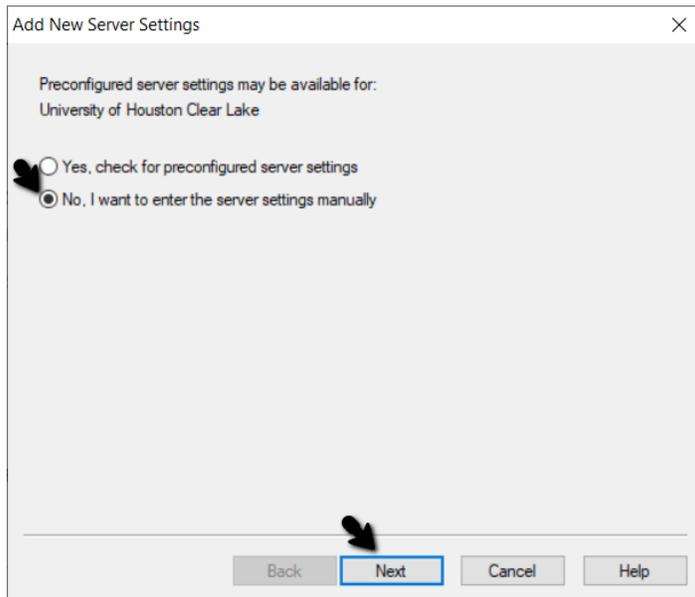
6. Before beginning this step and while keeping RESPONDUS open on your desktop, open your web browser and go to the UHCL home page. Then return to the RESPONDUS Blackboard Server and Course screen (show below) and complete the following steps:

a) In your web browser, go to the Blackboard login page, copy the URL at the top of the page, return to RESPONDUS, and paste the URL into the box for step 1 on the Blackboard Server and Course screen.

b) Next, return to your browser, log into Blackboard, and enter any of your Blackboard courses. Copy the URL at the top of that screen, return to RESPONDUS, and paste the URL into the box for Step 2.

c) Click the Extract button on the RESPONDUS Blackboard Server and Course screen.

d) In the Description field on the Blackboard Server and Course screen, type in a brief name for the link to the Blackboard server that you are creating (e.g., Blackboard Server).

e) Type your Blackboard user name and password in the fields provided on the Blackboard Server and Course screen. NOTE: If you do not want to have to enter this information every time that you use RESPONDUS, check the "Remember my User Name and Password" box.

f) Finally, click the OK button in the upper right corner of the screen.

You are now ready to begin using RESPONDUS.