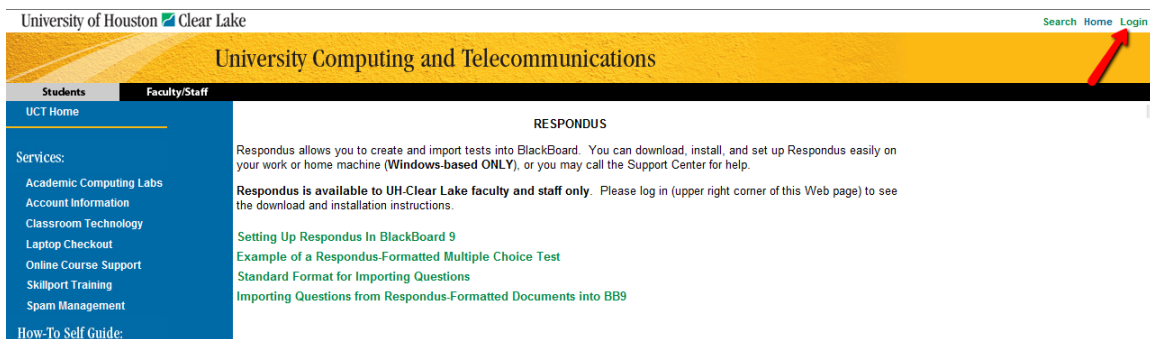


Downloading and Installing RESPONDUS

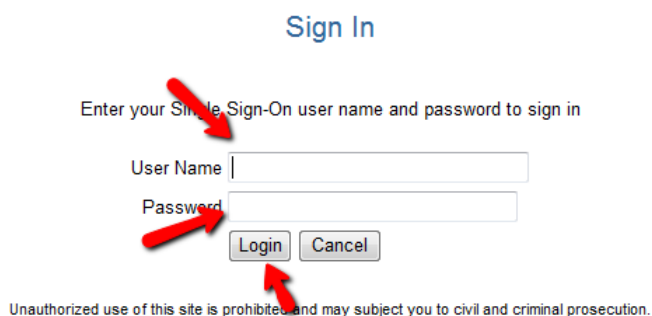
RESPONDUS is a software application for **Windows-based** computers that enables instructors to readily create and/or import pools of exam/quiz questions and then move those pools into their Blackboard courses. The software also enables instructors to extract existing exams/quizzes and/or pools from 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.

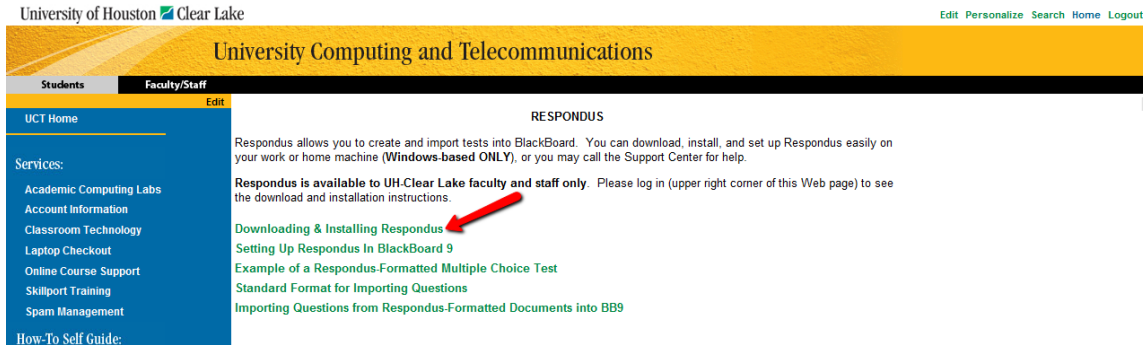
1. Using Internet Explorer, go to the university's RESPONDUS web page, located at http://prt1.uhcl.edu/portal/page/portal/UCT/New_UCT/documentation/Respondus.
2. Once there, click the Login link, located in the upper right corner of the page.



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.



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.