

Directions for Downloading Respondus

Western Technical College has obtained a campus-wide license for the Respondus software. Respondus is a Windows application that enhances the functionality and usability of Blackboard's exam and survey tools.

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

Links for Downloading Respondus

PLEASE NOTE: You need to download the Respondus installer while on campus and install it to your PC. You can also download the Respondus installer while on campus, copy the installer file to a flash drive, and install the software on your computer off campus.

Download Respondus to Your Work Computer Using This Link

`\\galaxy\installs\Respondus\Version4`

Copy the text of the link above, enter it into your web browser and click Enter. Once you provide your username and password you'll be presented with a directory listing. Right-click on the **Respondus4Campus.exe** file and save it to your PC. Once downloaded, double-click the downloaded file to start the installation.

During the installation process you will be asked to enter the name of the institution, the local support contact, and the installation password. The information must be entered EXACTLY as follows:

Institution Name: Western Technical College

Local Support Contact(s): Tamra Brown brownt@westernnc.edu; Michael Caretta carettam@westernnc.edu

Installation Password: Y2007I629917475R3b3675e05cd994f3

(Password valid through: July 31, 2020)

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 password listed above to activate a copy previously downloaded from their site.

Context-sensitive help is available throughout the Respondus program by pressing the F1 key. It is also available by selecting Help from the pull-down menu on the toolbar. A copy of the Respondus User Guide (in Word/WordPad format) can be downloaded from <http://www.respondus.com/products/userguide.shtml>

If you have questions or problems using the Respondus software, you should first consult the online help or Respondus User Guide. If you are still unable to resolve your problem, direct your questions to the following person(s) here at Western Wisconsin Technical College:

Tamra Brown, e-mail: brownt@westernnc.edu

Paul Bibby, e-mail: bippyp@westernnc.edu

Our license with Respondus, Inc. does NOT permit instructors to obtain support directly from Respondus, Inc. If our staff is unable to solve a particular question or problem, we will contact Respondus, Inc. on your behalf.

Our license DOES permit 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 licensing agreement with Respondus and is also illegal.

We hope you will take advantage of this opportunity and that you find the Respondus software useful.

Additional Resources: Blackboard Help <https://help.blackboard.com>