

Respondus Campus-Wide: Updates and Connection to DC Connect

Introduction

Respondus is a powerful tool for creating and managing tests or quizzes that can be printed to paper or published directly to DC Connect. Existing DC Connect quizzes can also be retrieved from a course to be printed in hard copy.

NOTE: Respondus is a Windows only application.

Content

This document covers the following topics:

- Installing Respondus
- Updating Respondus
- Connecting to DC Connect
 - Deleting Old Settings
 - Adding a New Server

Installing Respondus

The installation file and licensing information is available on the **I:** network drive (also known as the “open” drive), in the **Centre for Academic and Faculty Enrichment** folder. Specifically, you will need to open the **Respondus** and **Installer** subfolders. Additional supporting documentation can be found in the **Respondus** subfolder.

NOTE: The I: network drive is only available when logged into the campus network.

Run the **Respondus4Campus.exe** file and follow the onscreen prompts to install the application. The installation process will create a shortcut on your desktop.

Once installed, Respondus will ask for your license information. This can be found in the current **YYYY license key.txt** file.

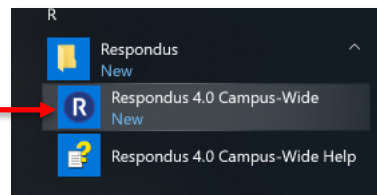
Close the application before continuing to the Update Respondus section of this document.

Updating Respondus

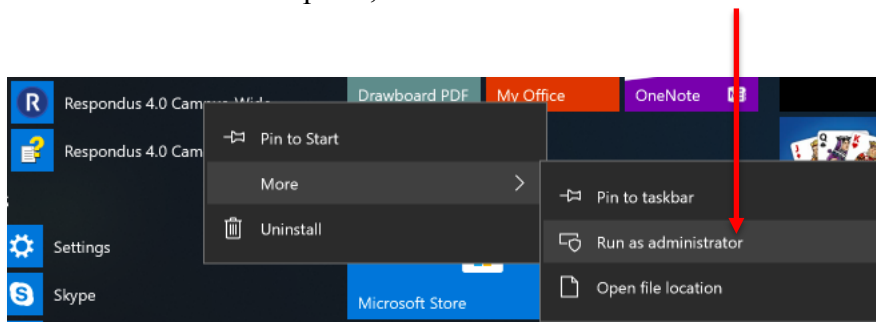
The application will need to be updated before it will work properly with DC Connect. However, it must run in a special mode.

Click the Windows Start menu and find the **Respondus 4.0 Campus-Wide** application in the menu options.

Right click on the item.

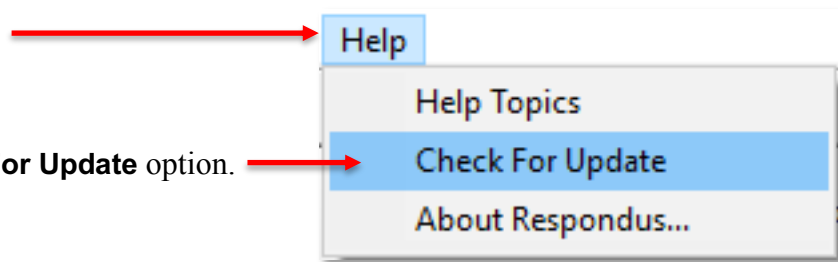


Mouse over the **More** option, and then click the **Run as administrator** option.



The application should now open in a new window.

Click on the **Help** tab...



...and then the **Check For Update** option.

Follow the onscreen prompts and agree to any confirmation requests. Close and restart the application if prompted to do so.

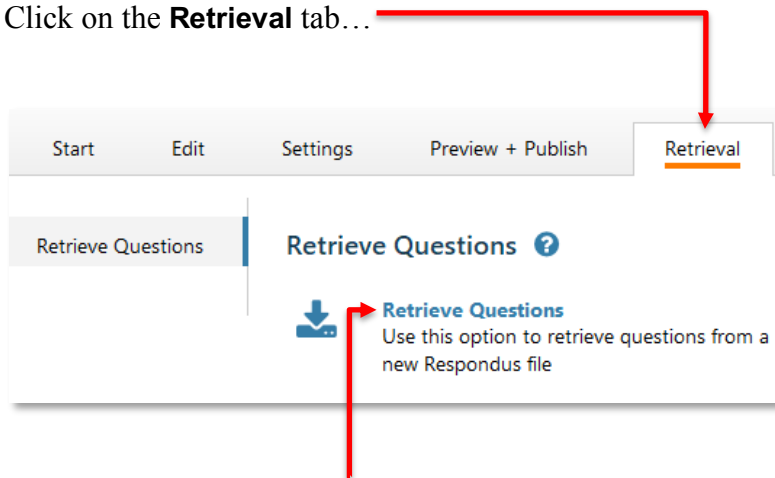
Connecting to DC Connect

Once you have installed and/or updated Respondus, you can connect the application to DC Connect. This will allow you to Publish quiz content to, or Retrieve quiz content from, your DC Connect courses.

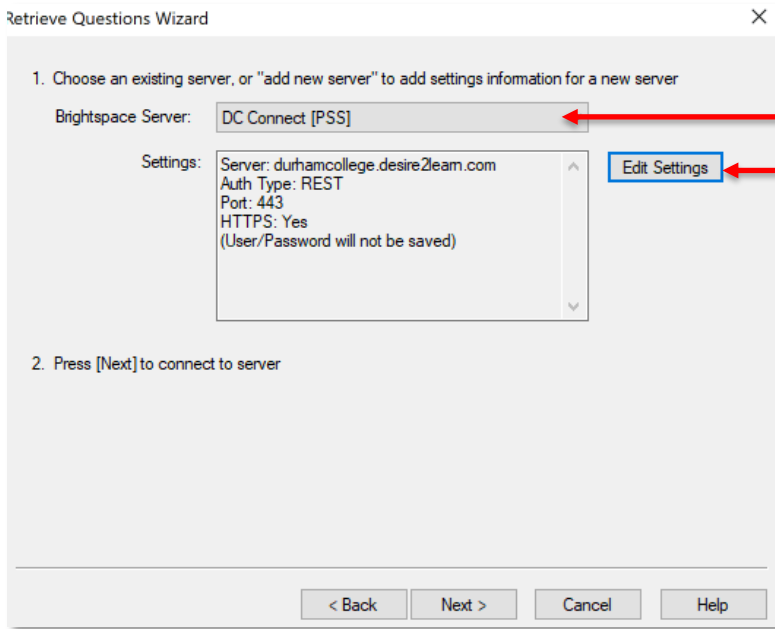
Deleting Old Settings

If you have updated Respondus from a previous version, you will need to delete any previous settings used to connect to DC Connect.

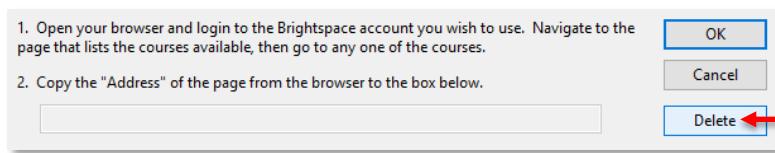
Click on the **Retrieval** tab...



...and then the **Retrieve Questions** link.



Select the existing connection to DC Connect in the Server: pull-down menu and then click the **Edit Settings** button.

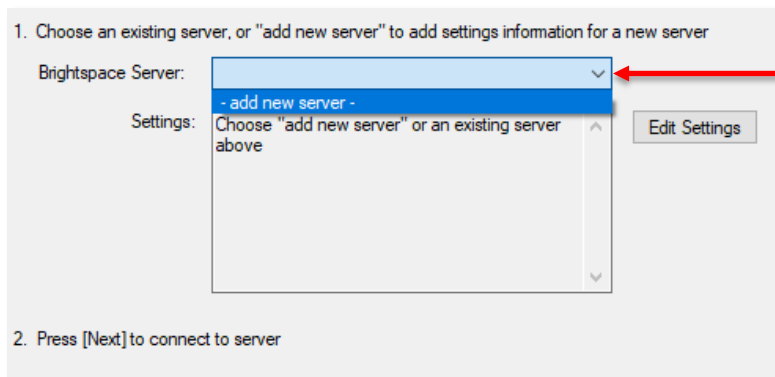


Click the **Delete** button.

Repeat these steps for all existing connections to DC Connect.

Adding a New Server

To connect Respondus to DC Connect return to the **Retrieval** tab and click the **Retrieve Questions** link.



Click the Server: pull-down menu and select the **- add new server -** option.

Select the **Yes, check for preconfigured server settings** option and click the **Next** button.

Preconfigured server settings may be available for:
Durham College

Yes, check for preconfigured server settings
 No, I want to enter the server settings manually

Enter an appropriate name for the connection.

Success! The server settings have been downloaded for:
Durham College

1. Enter a name to describe this Brightspace server (e.g. "My Brightspace Courses")
DC Connect

2. Enter your login information for this Brightspace server
User name (not used) Password (not used)

3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course

Run connection test
 Skip connection test

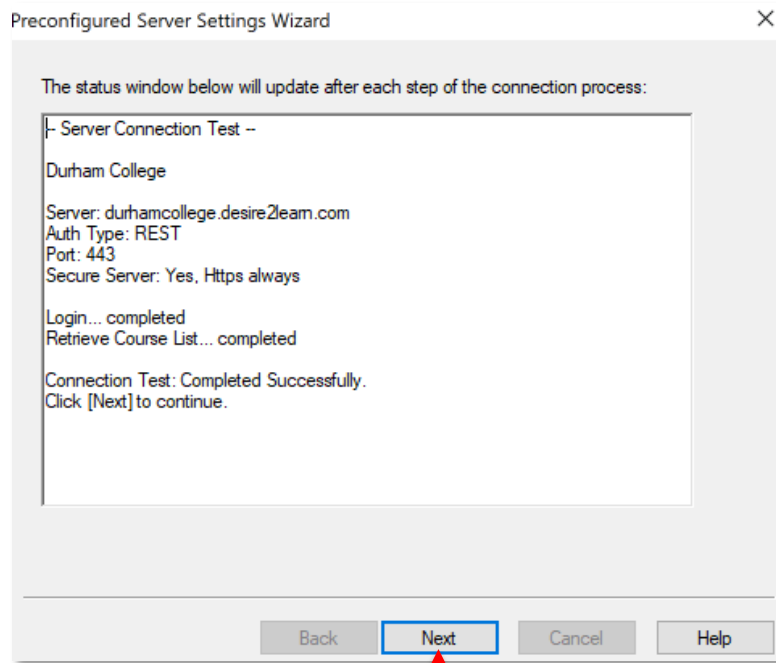
Back Next Cancel Help

Check the **Save my User Name and Password on this computer** checkbox.

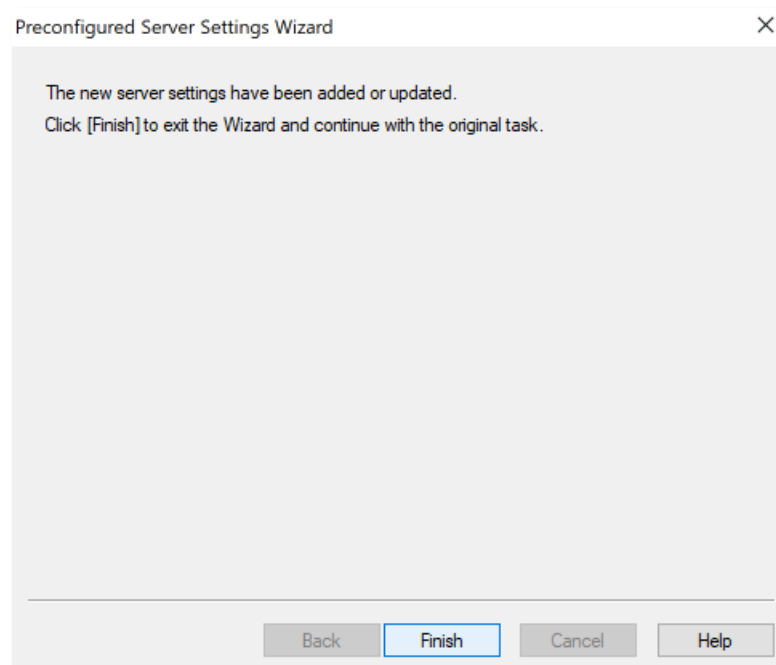
Select the **Run connection test** option.

Click the **Next** button.

A new window will appear with the login page to DC Connect. Enter your **Banner ID** and **Network Password** and click the **Sign in** button.



Click the **Next** button when the connection test is complete.



Click the **Finish** button.

Respondus is now linked to your DC Connect account. You can Publish or Retrieve quiz content as necessary.