



Getting started with Respondus

Fact sheet

What is Respondus?

Respondus is software which enables you to import questions into clickUP without you having to create each question in clickUP. This will therefore save you time.

The University of Pretoria has acquired a campus wide licence for Respondus. Therefore you can now install the software on your computer and import the questions to clickUP yourself. Take the following steps:

1. Download the Respondus software to your computer
2. Prepare the questions in MS Word
3. Use the Respondus software to publish the questions to clickUP.

Download the Respondus software to your computer

You will find the software on the new clickUP on the EI Support tab.

The screenshot shows the University of Pretoria's clickUP website. The 'EI Support' tab is highlighted in a red box. The page is divided into two main sections: 'clickUP Training' and 'EI Support Staff'.

clickUP Training

Training Courses

clickUP Training Schedule

- * 2012 Training schedule
- * The venue for each course will be announced.
- * Registration is essential and closes 7 days before a workshop is presented.
- * Registration forms are available [here](#). Send registration forms to upstafftraining.co@up.ac.za

Course	Outcome
Overview	This workshop is a prerequisite for the other workshops. In this 4-hour workshop you will identify possible new ways in which to apply the new clickUP environment; become familiar with the new environment and terminology; personalize and customize your module in the new clickUP environment.
Content	In this 4-hour workshop you will create a resource-led clickUP Module that can serve as a prototype for your other modules.
Collaboration	In this 4-hour workshop you will extend your prototype (built in the previous session) with clickUP collaboration tools that will enable your students to interact with and learn from each other.
Assessment	In this 4-hour workshop you will further extend your prototype (built in the previous session/s) with clickUP assessment tools that will enable you to assess your students; and for the students to self-assess or peer assess each other.
Management	In this 4-hour workshop you will apply clickUP management tools to enable you to administrate, manage and track the performance of small, medium and large groups of students.

Respondus

University of Pretoria 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 access Respondus-compatible publisher test banks for the textbooks they have

EI Support Staff

Hatfield Campus

Name	Position	Telephone
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Mr J Slabbert	Educational Technologist	420-3825
Ms E Drysdale	Instructional Designer	-
Ms G Jacobs	Instructional Designer	420-4378
Ms G Pretorius	Instructional Designer	420-4301
Dr L Nagel	Project Manager	420-2131
Ms M Hicks	Web Designer	420-5226

Groenkloof Campus

Name	Position	Telephone
Ms J Rammupudu	Instructional Designer	420-4377
Ms N Cetywayo	Project Manager	420-4626

Prinshof Campus

Name	Position	Telephone
Ms D Scheepers	Head: E-Learning	354-1575
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Onderstepoort Campus

Name	Position	Telephone
Dr E Mostert	Project Manager	529-8251
Mr F Doljev	Instructional Designer	529-8323

Follow the steps described on the Ei Support page to install the software to your computer.

Prepare the questions in MS Word

You have to prepare the document in a specific format for it to be imported into clickUP. Refer to the following documents to help you with that (available on the clickUP help site under Assessment, Respondus):

- Standard formatting
- Example of a formatted MS Word file
- How do I create a proper formatted MS Word doc that will import into Respondus?

Use the Respondus software to publish the questions to clickUP

There are a number of videos available which will guide you in using the Respondus software.

When you publish the questions to clickUP, ensure that the server settings look like this:

Blackboard Server and Course

To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type your name & password into a small grey popup window, leave the box blank.)

2. In your browser go to a course you have instructor rights to, then copy the Address into the box below

3. Press Extract

Server name, e.g. "bboard1.univ.edu"	Course ID, e.g. "_2_141"	
<input type="text" value="clickup.up.ac.za"/>	<input type="text"/>	
Login type	Login page	Institution code
<input type="text" value="JSP-1"/>	<input type="text" value="/webapps/login?new_loc=%2Fwebapps"/>	<input type="text" value="0"/>
Server Port <input type="text" value="80"/>	Secure Server? <input type="checkbox"/> Yes, HTTPS:// always	
Login Port: <input type="text" value="0"/>	If HTTPS used only for login, otherwise set to 0	
LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443		

The information below must be entered manually:

Description Version

(text to display in the server selection list, e.g. "My Bb server")

User name Password

Remember my User Name and Password (save them)
If this is a shared computer, un-check this box!

Username: u+your number on your personnel card

Password: UP Portal password

Please contact your Instructional Designer if you need help or assistance.