Respondus Quiz Tool Important New Feature (April 2014)

Steps to set up for future automatic license key entry.

Respondus has developed the ability to push out the license key to users upon renewal so the users no longer have to physically enter the new license key.

Users have to complete the following steps so the automatic license key push can take effect. We recommend that faculty and other Respondus users follow these steps as soon as possible.

1. Update Respondus to version 4.0.5.08
    a. Open Respondus
    b. Click *Help* menu, click *Check for Updates*
    c. Accept the update
    d. Click *Help* menu, click *About Respondus*
    e. Verify Respondus version is 4.0.5.08
2. The next steps are very important. They must be completed in order for the automatic license key push to occur at the next license renewal. Note: you can either Publish a quiz or Retrieve a quiz. The important things are to add the new server and follow all the way through with publishing or retrieving a quiz. Instructions below are for publishing a quiz.
    a. With a Respondus quiz file open, go to the "Preview & Publish" tab
    b. Click the "Publish" button and open the Publish Wizard
    c. Select where to publish the quiz (either to a single course or multiple courses)
    d. In #2, select "-add new server-" from the dropdown list.
    (Do this even if you already have set up a connection to D2L from Respondus.)
    e. Select "Yes, check for preconfigured server settings"
    f. Select the server from the dropdown list for your institution
    g. Enter a name for the server (for your copy of Respondus only)—typically you would just enter the name of the school.
    h. Enter your instructor D2L username and password
    i. Click radio button to "Run connection test" to be sure everything was entered correctly
    j. Click Next
    k. Check to see if Connection Test was successful. If so, click Next.
    l. Continue through the wizard to publish the quiz (very important to follow through with this final step).

Completing these steps will ensure that the next time the Respondus license is renewed, the new license key will be automatically pushed to your Respondus software and you can continue using Respondus uninterrupted.

(Note: if you do not follow these steps, you will need to enter the new license key manually, as in the past.)

Any questions? Contact your local campus site administrator or the MnSCU D2L Central Helpdesk at

https://d2l.custhelp.com

Step by Step Screen shots:

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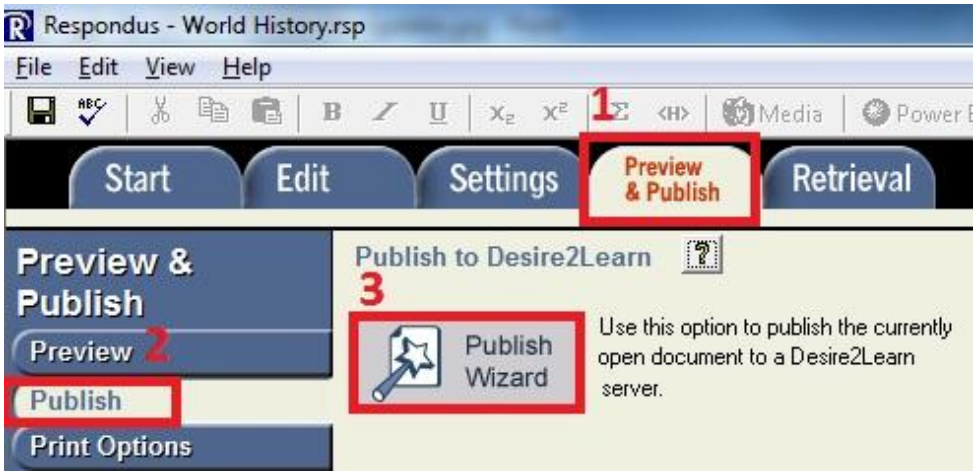

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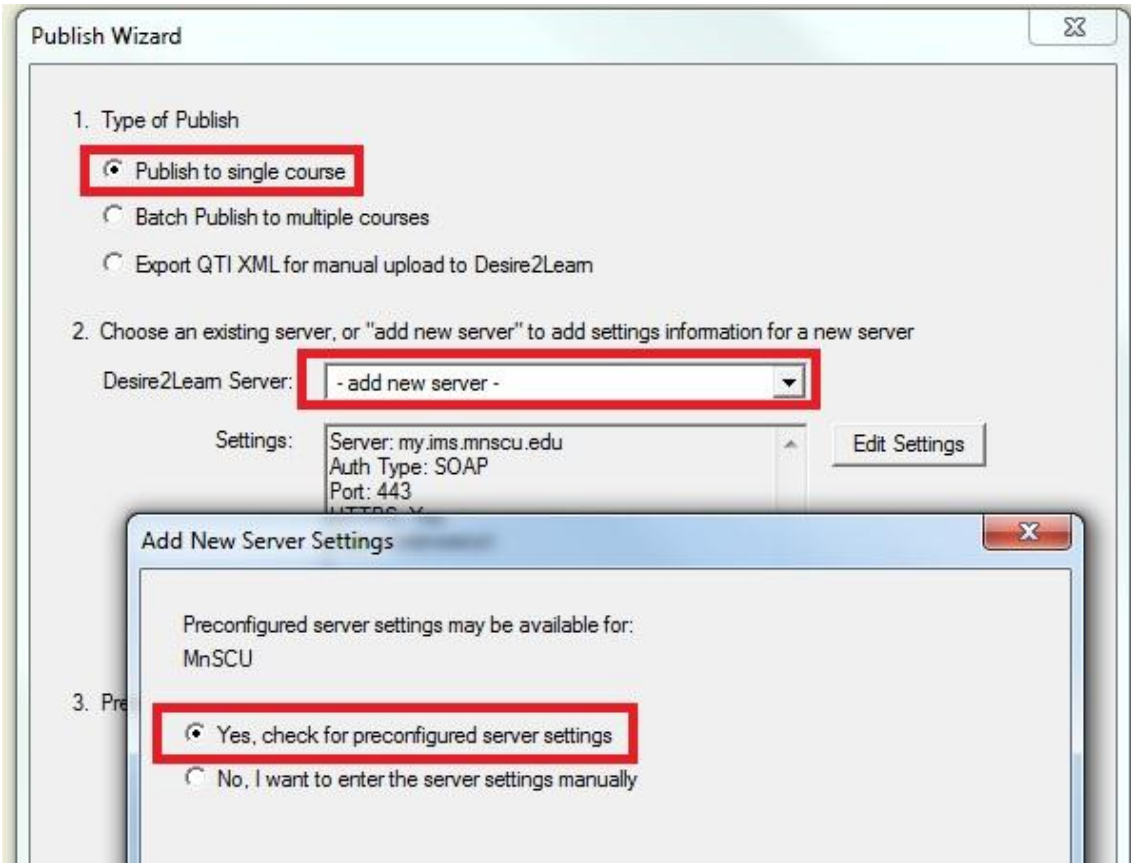
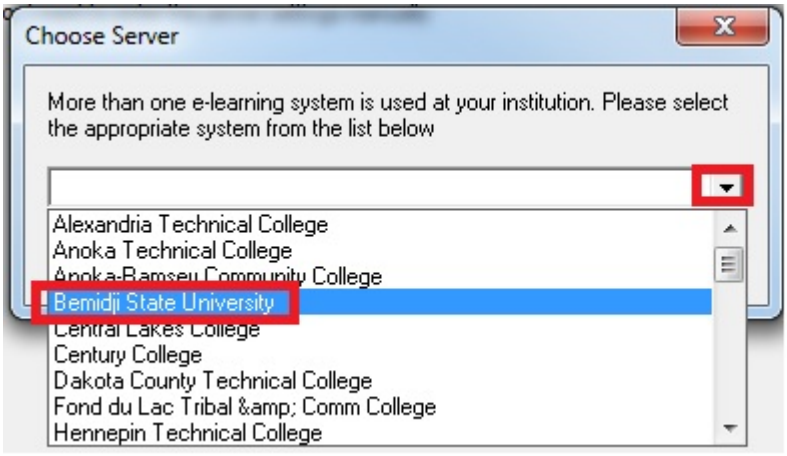
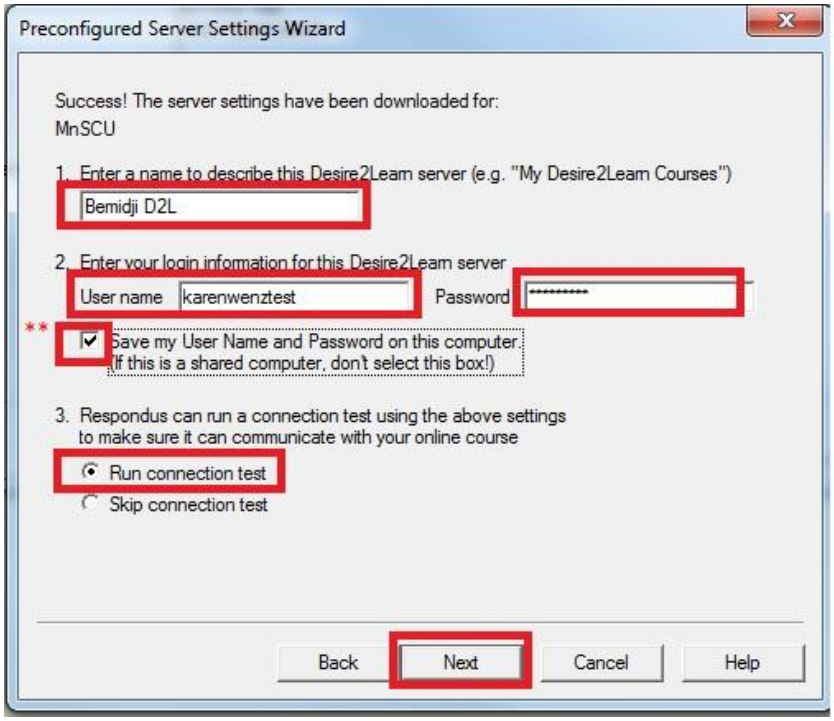


a. Select the server from the dropdown list for your institution



b. Enter a name for the server (for your copy of Respondus only)—typically you would just enter the name of the school.
c. Enter your instructor D2L username and password
d. Click radio button to “Run connection test” to be sure everything was entered correctly
e. Click Next



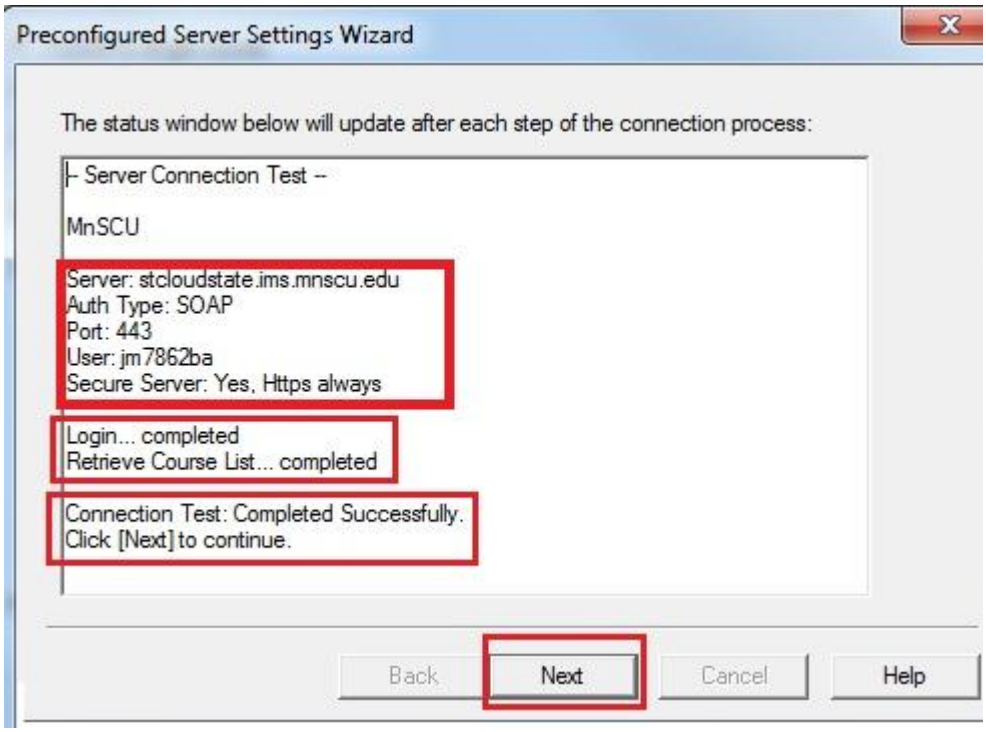
** Note: If you save the username and password on the computer you will not have to enter these credentials when you use Respondus to publish or retrieve quizzes from D2L.

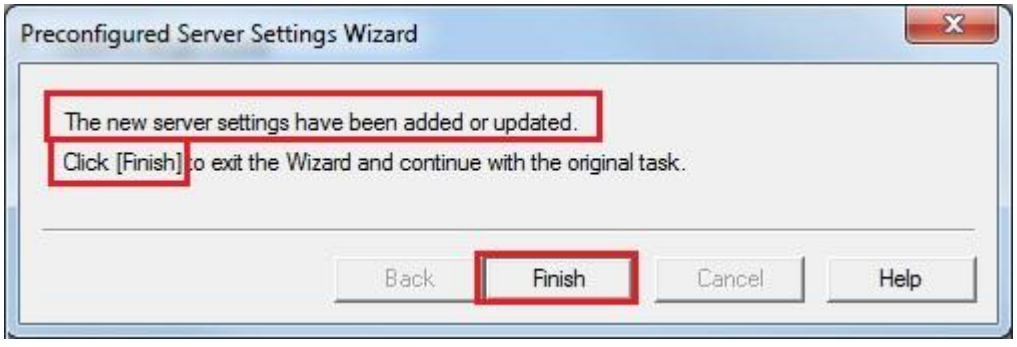
However, when you change your password that you use for D2L login, it will not be updated in Respondus. You will need to manually change the password at this Respondus settings screen.

If you do not save the username and password here, you will be prompted to enter them whenever you publish or retrieve quizzes from D2L.

You can decide which option will work best for you.

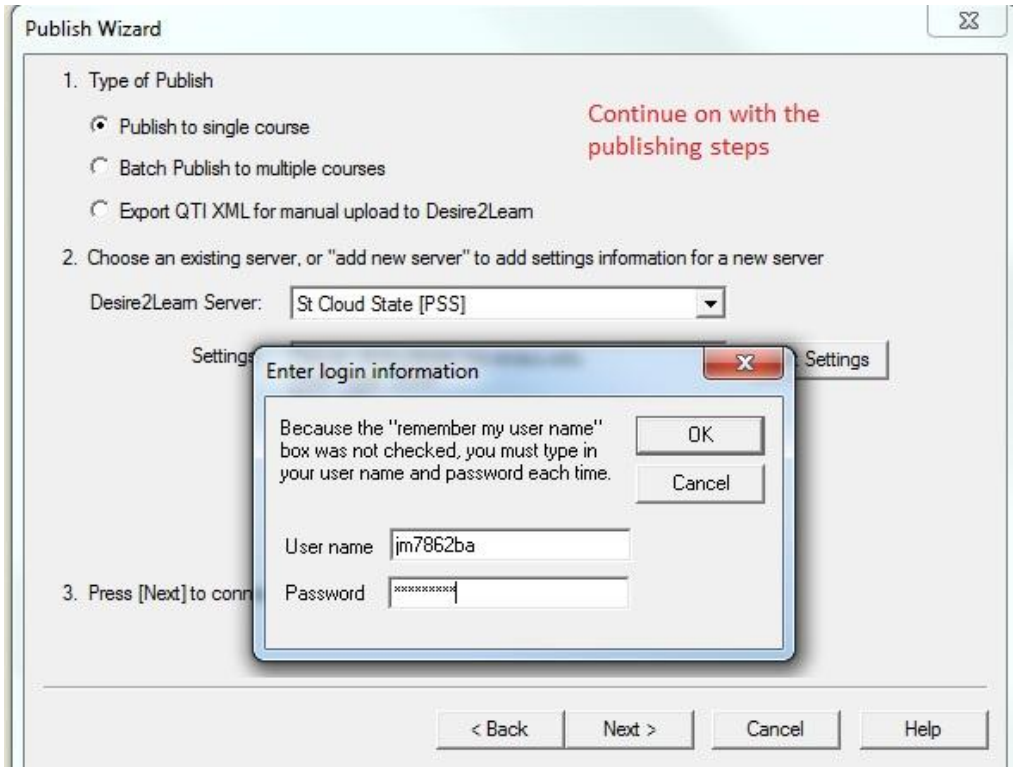
f. Check to see if Connection Test was successful. If so, click Next.
g. Continue through the wizard to publish the quiz (very important to follow through with this final step).

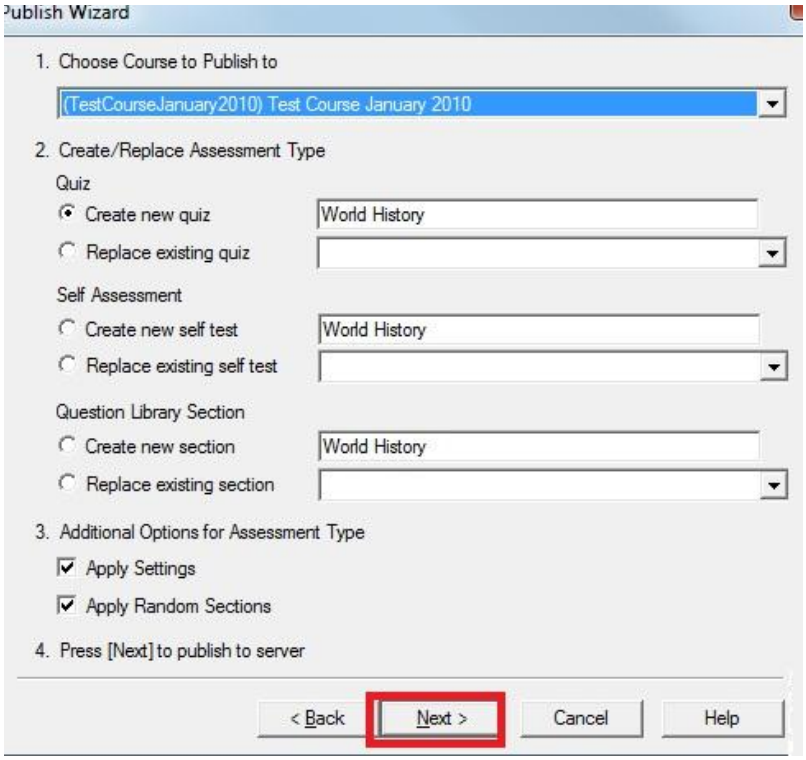


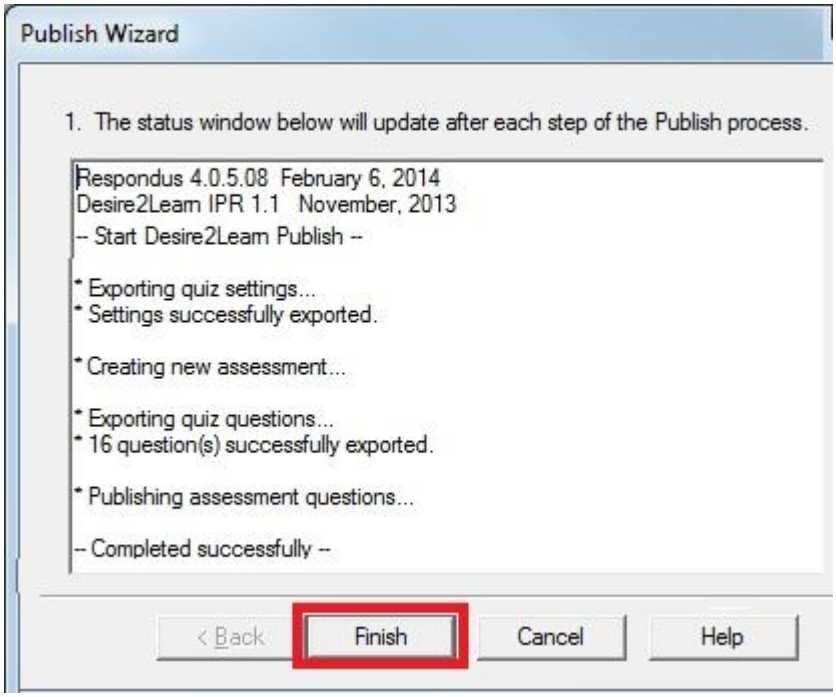


Click Finish to complete the process.

Follow through with the remaining steps to publish the quiz to a course. Imperative that you completesthe publishing process. This will set up the ability to push the license key to the end user upon the next renewal.


Publish Wizard
1. Type of Publish
Publish to single course
Batch Publish to multiple courses
Export QTI XML for manual upload to Desire2Learn
Continue on with the publishing steps
2. Choose an existing server, or "add new server" to add settings information for a new server
Desire2Learn Server:
St Cloud State [PSS]
Settings
Settings
Enter login information
Because the "remember my user name" box was not checked, you must type in your user name and password each time.
OK
Cancel
User name
jm7862ba
Password
3. Press [Next] to conn
< Back
Next >
Cancel
Help


Publish Wizard
1. Choose Course to Publish to
(TestCourseJanuary2010) Test Course January 2010
2. Create/Replace Assessment Type
Quiz
Create new quiz
World History
Replace existing quiz
Self Assessment
Create new self test
World History
Replace existing self test
Question Library Section
Create new section
World History
Replace existing section
3. Additional Options for Assessment Type
Apply Settings
Apply Random Sections
4. Press [Next] to publish to server
< Back
Next >
Cancel
Help



Voila! You're finished.

The next renewal for the Respondus license is August 1, 2014.

Having completed these steps ensures that the new license key will be automatically pushed out to your Respondus copy, with no interruption in your use of Respondus.

Note: if you have Respondus installed on more than one computer, you will need to complete all these steps on each computer.