

## Steps to Install Respondus on Your Computer

### Respondus

1. **You will need administrative rights for this process.** If an older version of Respondus was previously installed on your computer, you can check for a newer version when prompted or by following these steps:
  - Open Respondus
  - Click Help on the top left corner
  - Click Check For Update
  - Click Update/Download if a newer version is availableContact [coleit@tsu.edu](mailto:coleit@tsu.edu) if a license key is needed for the upgrade.
2. **If you do not have administrative rights on your computer** and/or you do not have an older version of Respondus already installed, you must submit a ticket to OIT Helpdesk to have Respondus installed on your computer.
3. The installation will occur remotely and COLEIT will provide OIT with the license key.
4. If you need assistance in using Respondus, contact an instructional designer from COLEIT at 713-313-4853 for an individual training session. You can also refer to this start guide <http://www.respondus.com/downloads/RespondusQuickStartGuide.pdf>, please skip the server set up section.