

## Respondus – Tests – Downloading and Installing


To get access to Respondus, you must download and install it to your computer. TCSG has a license that allows all TCSG faculty access to Respondus for free. Follow the steps below to download and install Respondus to your computer.

1. Go to the [GVTC Third Party Downloads](https://gvtc.tcsg.edu/Downloads/Downloads.html)<sup>1</sup> site.
2. Enter the username and password:
  - a. Username: gvtc
  - b. Password: downloads (You will be prompted to enter the password twice.)
3. The *Downloads* page will appear. **NOTE:** Do not close this screen. You will need to copy and paste information from this page into Respondus once it has been installed.
4. Next to *Respondus Campus-wide License*, select **Download from Server #1**.

**Respondus and StudyMate**

**Product Areas Available to You**  
Download from the below links, save the executable file, next run the executable file by double clicking the file icon. You will then enter the Institution name, Local Support Contacts, and Installation Password as listed below.

- Respondus Campus-wide License [Download from Server #1](#)
- StudyMate Campus is now integrated in Blackboard [Demos for StudyMate Campus](#)

5. Navigate to your *Downloads* folder and locate the file, **Respondus4Campus.exe**.
6. Select the file to begin the installation process. Follow the on-screen prompts.
7. Once Respondus has installed, a shortcut icon will appear on your desktop. 
8. Select the icon to open Respondus.
9. You will be prompted to enter the license information. Return to the *GVTC Third Party Downloads* page and copy and paste the *Institution Name*, *Local Support Contact*, and *Installation Password* into the corresponding fields in Respondus.

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**Institution Name:** Georgia Virtual Technical College  
**Local Support Contact(s):** Erica Roberson, eroberson@tcsg.edu; Debra Jackson, dhjackson@tcsg.edu  
**Installation Password:** Y2006I876316887Bef0873ade0316697 (Password valid through the end of: June 2020)

**NOTE:** If you are **not** prompted to enter the license information, select **File > Update License**.

10. Select **License**.
11. You are now ready to use Respondus.

<sup>1</sup> <https://gvtc.tcsg.edu/Downloads/Downloads.html>