

Install Respondus

Select the click here link under the Respondus section on the Faculty Resources page inside of the myGSU portal. The file will download to your computer.

Respondus

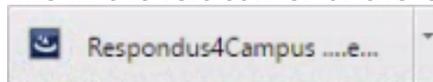
GSU owns a university-wide subscription to Respondus. Respondus is a software program that allows you to easily create new quizzes/surveys or upload your existing tests to Blackboard. If you would like to get started with Respondus, please contact Blackboard Support by email (blackboard@govst.edu) to provide a license. Download the GSU campus version of **Respondus 4.0.**

View the following tutorials to create exams. Please make sure your Edit Mode button is ON inside Blackboard. If it is set to OFF, the upload process will not work.

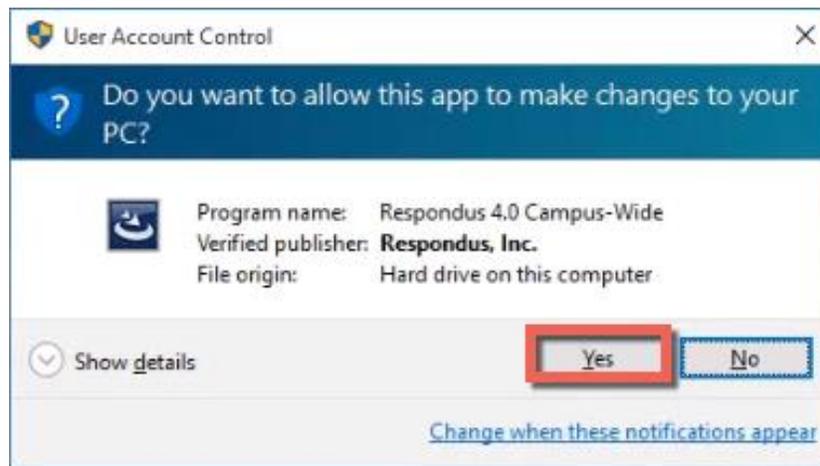


Chrome:

Click the Respondus4Campus.exe file in the left corner of the Chrome browser.

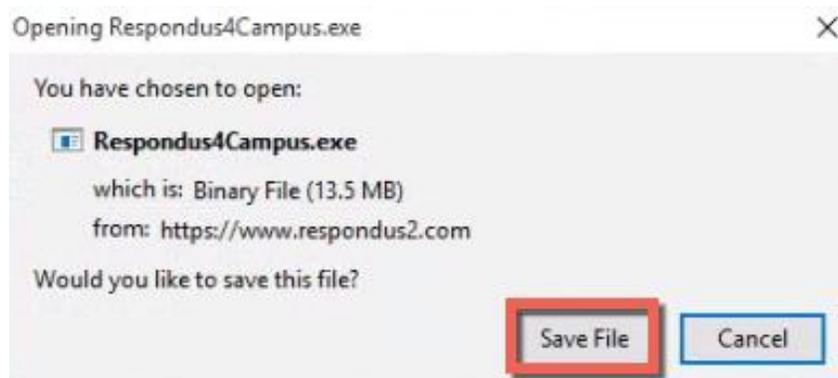


A User Account Control window will open. Select **Yes**.



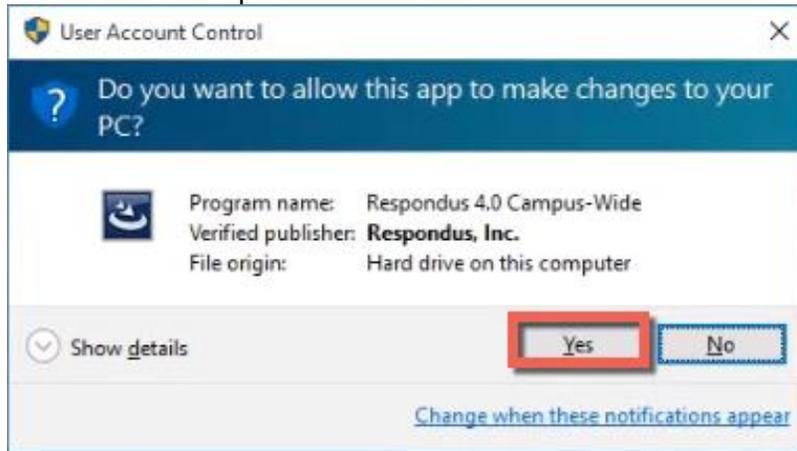
Firefox:

Select **Save File**.

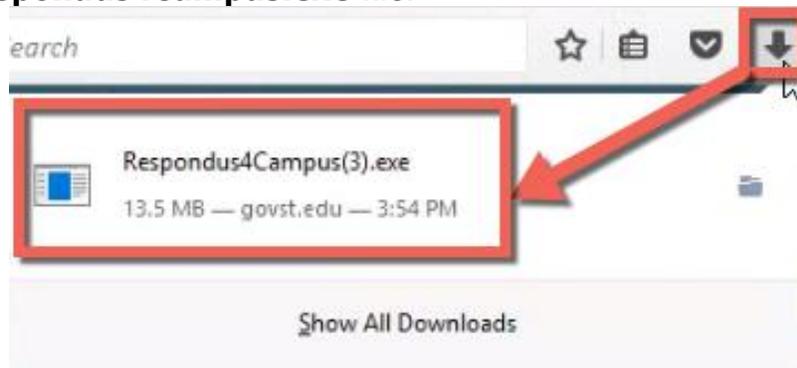


Blackboard Questions? Contact the *Center for Online Teaching and Learning*
Email: blackboard@govst.edu Phone: (708) 534-4115

A User Account Control window will open. Select **Yes**.

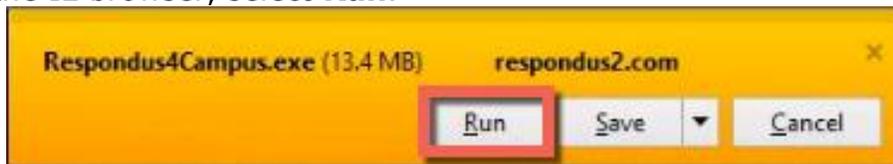


Click the down arrow near the upper right corner of the Firefox browser to open the drop down menu. Select the **Respondus4Campus.exe** file.

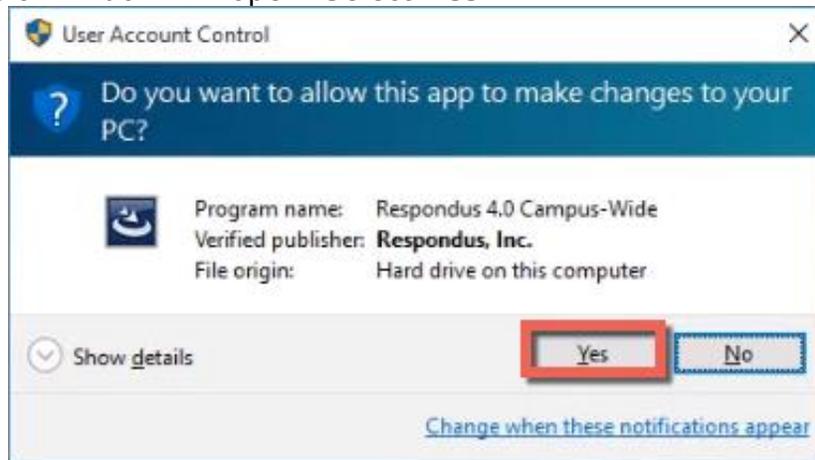


Internet Explorer:

At the bottom of the IE browser, select **Run**.

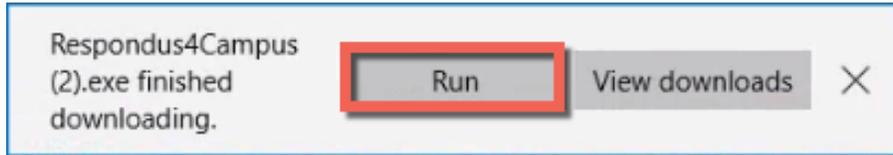


A User Account Control window will open. Select **Yes**.

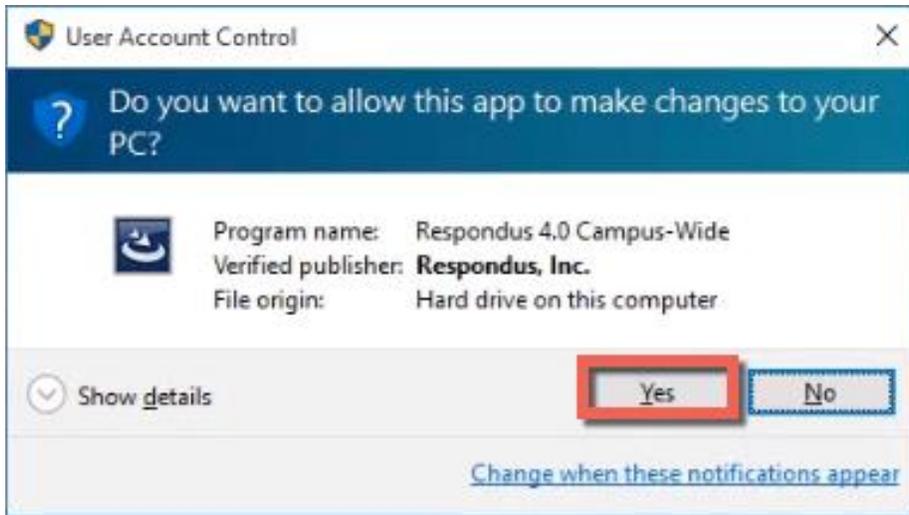


e Edge:

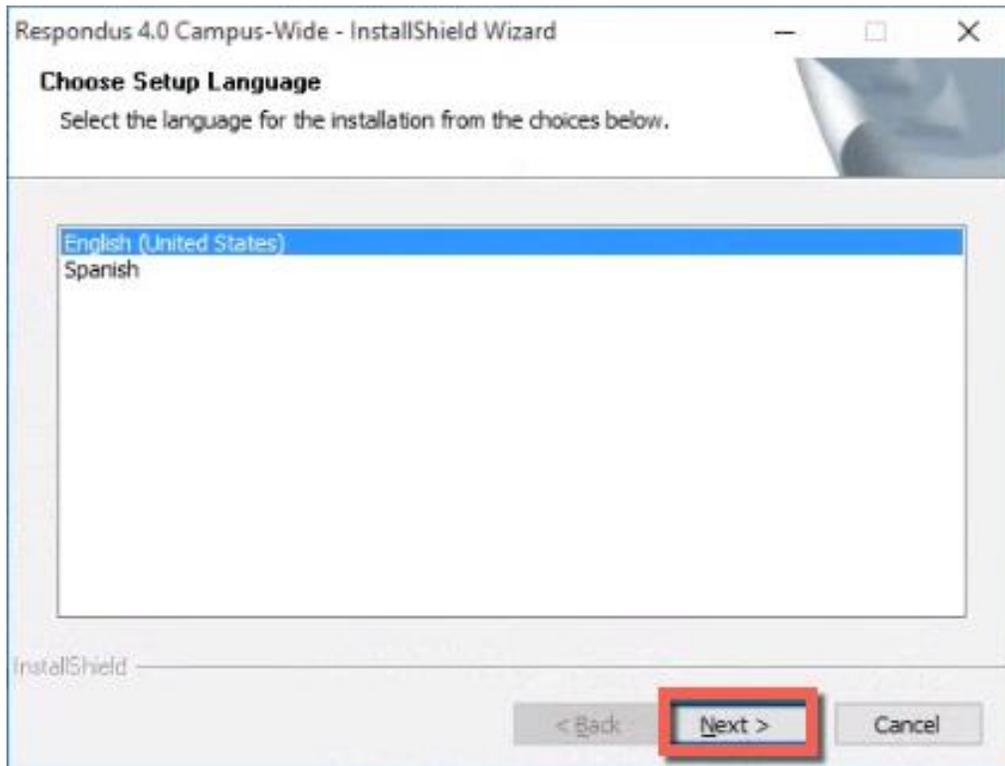
At the bottom of the Edge browser, select **Run**.



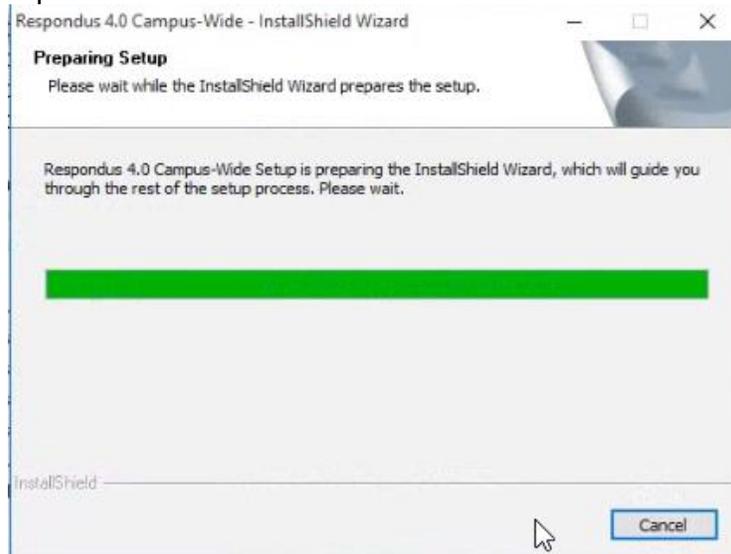
A window will open. Select **Yes**.



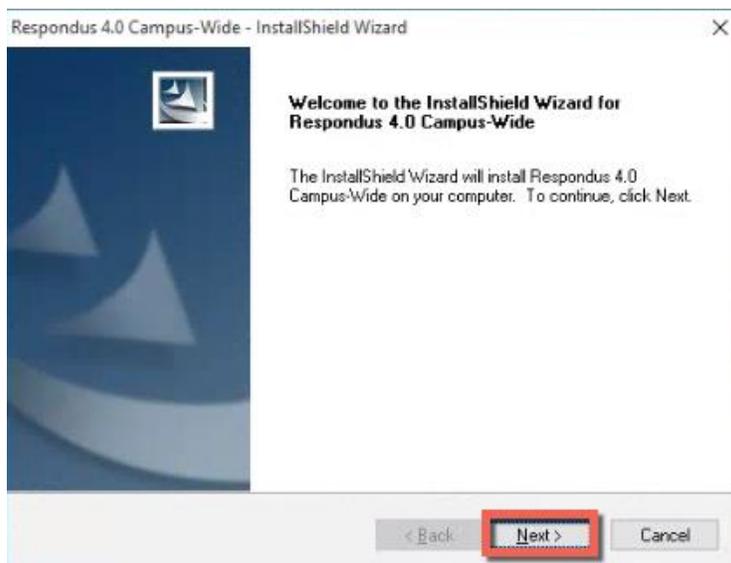
The Respondus window will appear. Select **English**, then select **Next >**.



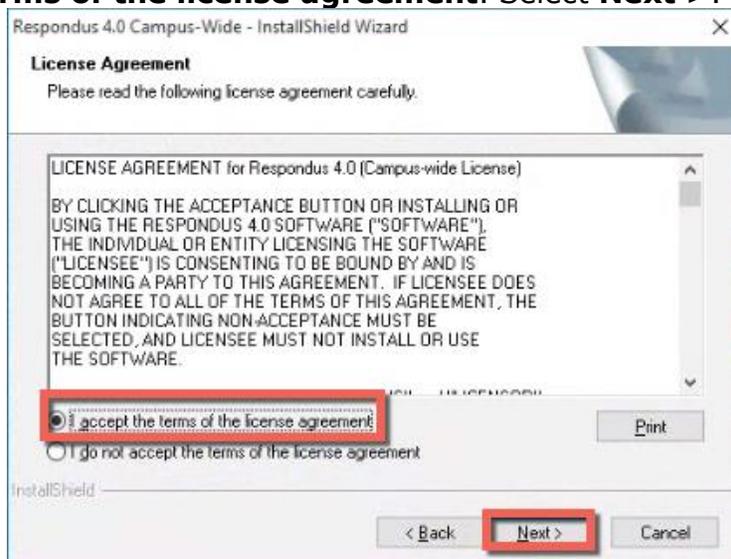
Wait for the setup to complete.



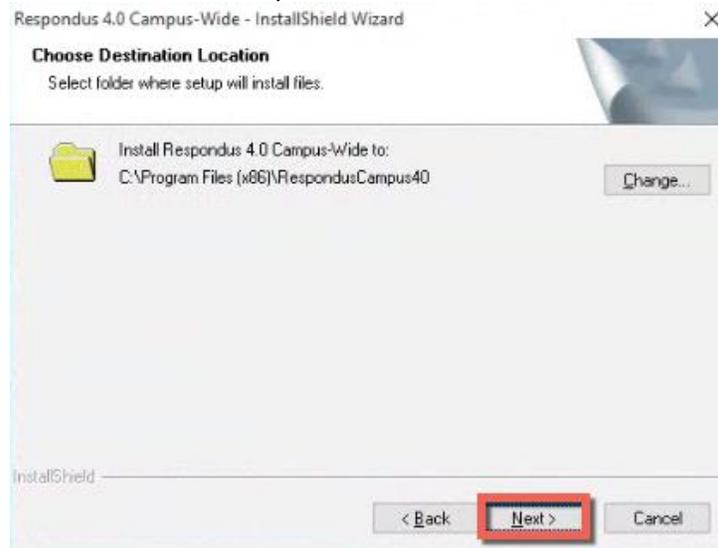
Select **Next >**.



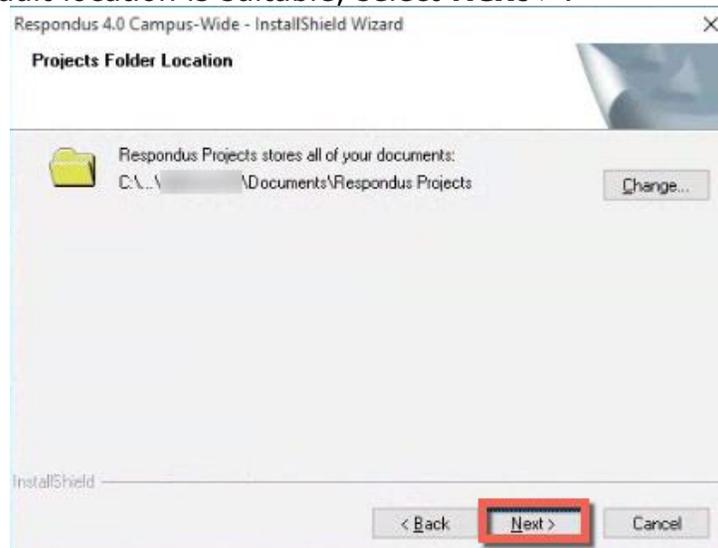
Select **I accept the terms of the license agreement**. Select **Next >**.



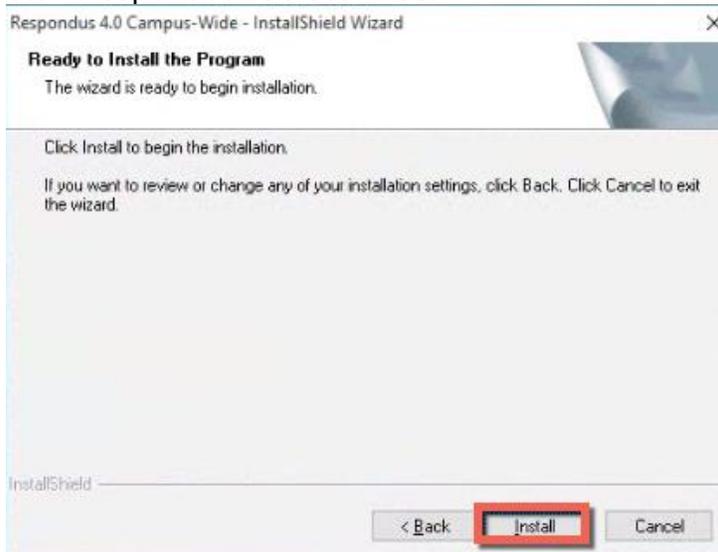
If the defaulted destination location is fine, select **Next >**.



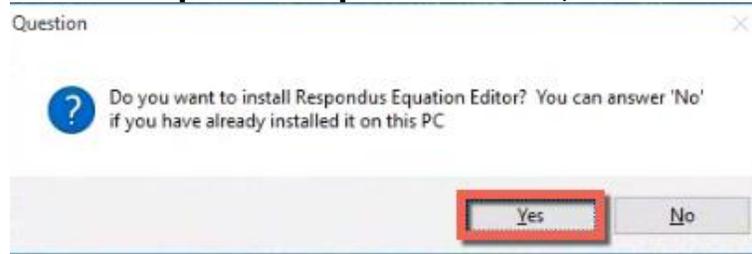
If the Project folder default location is suitable, select **Next >**.



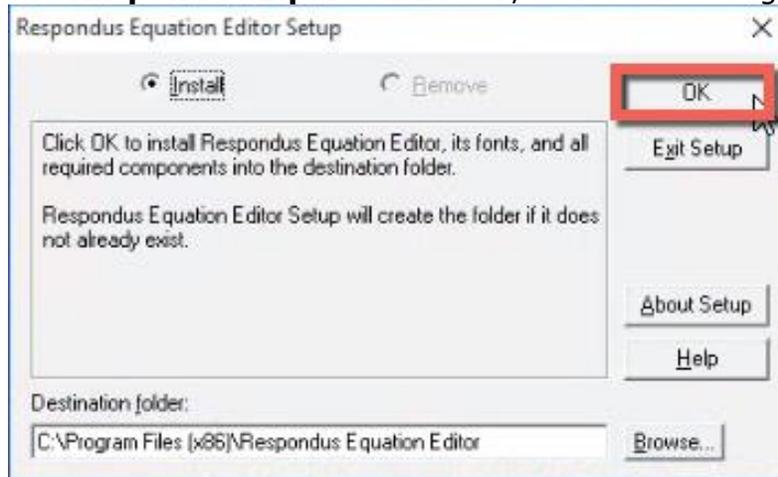
Now you are ready to install Respondus. Select **Install**.



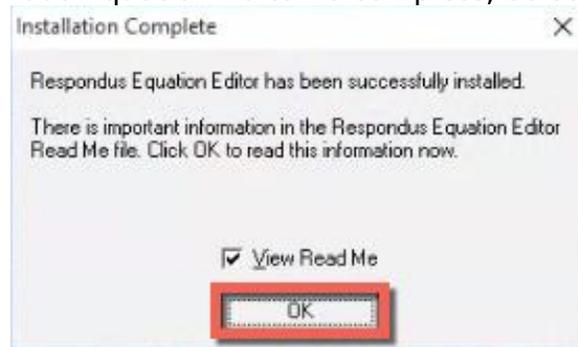
If you would like to install the **Respondus Equation Editor**, select **Yes**. If not, select **No**.



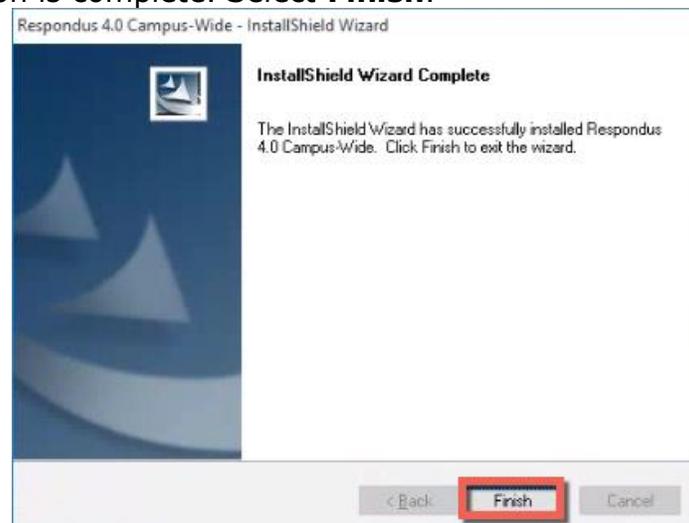
If you selected Yes to the **Respondus Equation Editor**, select **OK** to begin the installation.



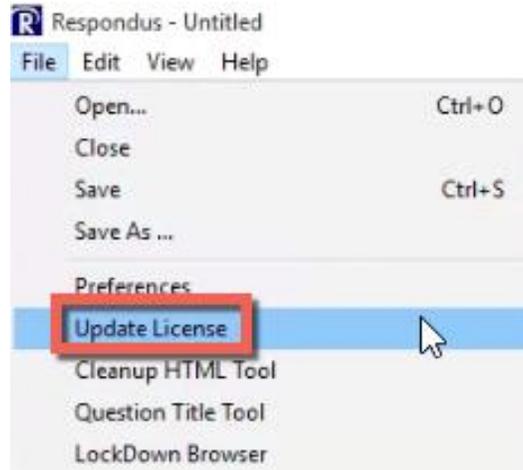
The installation of the Respondus Equation Editor is complete, select **OK**.



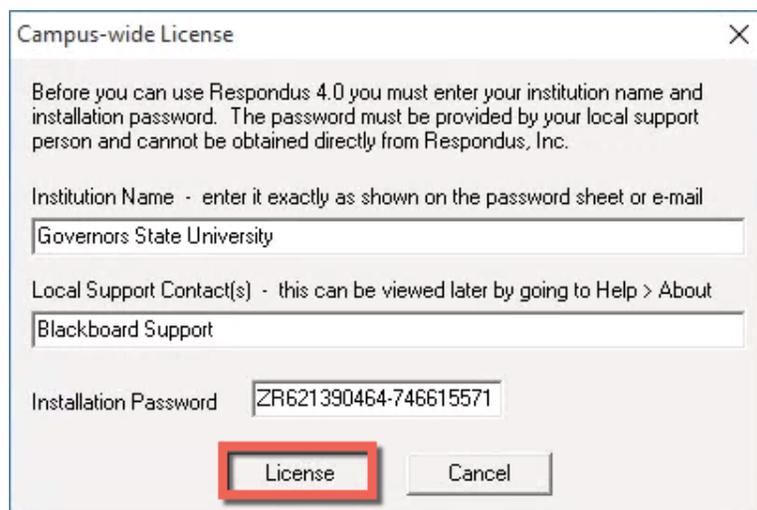
Respondus 4.0 installation is complete. Select **Finish**.



Open Respondus. Select **File > Update License**.



The Campus-wide License window appears. Copy the license from the email sent to you by Blackboard (do not use the license provided in the screenshot below) and paste into the **Installation Password** textbox. Select **License** to save.



Select **Close** to close the Respondus Newsletter.

