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 Repondus. 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 (<u>blackboard@govst.edu</u>) to provide a license. Download the GSU campus version



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.





Blackboard Questions? Contact the Center for Online Teaching and Learning Email: <u>blackboard@govst.edu</u> 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.





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 >.



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



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

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allShield -					
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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**.

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File	Edit View	Help	
	Open		Ctrl+0
	Close		
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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.

Campus-wide License	×
Before you can use Respondus 4.0 you must enter your institution name and installation password. The password must be provided by your local support person and cannot be obtained directly from Respondus, Inc.	
Institution Name - enter it exactly as shown on the password sheet or e-mail	
Governors State University	
Local Support Contact(s) - this can be viewed later by going to Help > About	
Blackboard Support	_
Installation Password ZR621390464-746615571	
License Cancel	

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

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