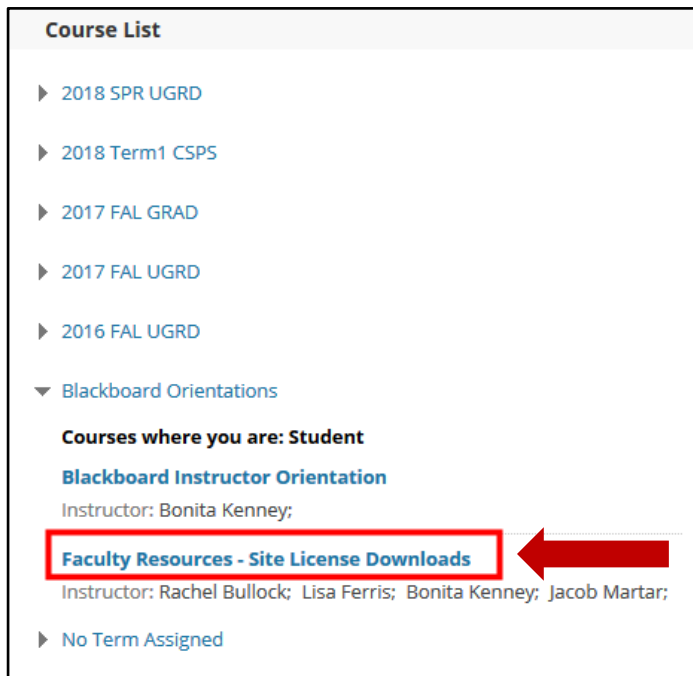


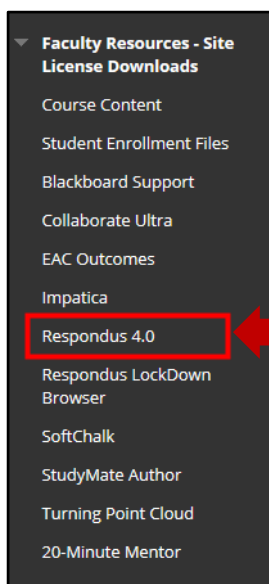
Installing and Setting Up Respondus for Blackboard

Instructors can use Respondus 4.0 to publish tests or pools to Blackboard as well as retrieve and create a printable copy of an exam from Blackboard. Instructors must use the latest version of Respondus (downloaded from the **Faculty Resources – Site License Downloads** course). The first time instructors publish or retrieve files, a new server must be configured.

1. Login to Blackboard and open the **Faculty Resources – Site License Downloads** course. If you are not enrolled in this course, please contact BlackboardHelp@uams.edu to request access.



2. Click on the **Respondus 4.0** link.



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3. On the Respondus page, click the **Download Respondus 4.0** link. Use the **Instructions** to register the program on your computer.

Instructions

Download and Product Registration Information

1. Download the latest version of the software from the link below.
2. Click the Installation Program icon.
3. Save the program to your computer when prompted.
Double click the icon where you saved the program on your computer
Unzip the files. In most cases you should use the default directory the
4. Follow the remaining installation program directions. In most cases you
5. Double-click the Respondus icon on your computer to start the progra

Institution Name:
University of Arkansas for Medical Sciences

Local Support Contact:
Blackboard Help BlackboardHelp@uams.edu

Installation Password:
XXXXXXXXXXXX

You may also wish to download the latest User Guides from above. They are MS-Word Documents.

How do I know if there have been updates?

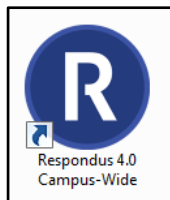
Both Respondus and StudyMate will automatically check for updates periodically. When prompted, keep the program up-to-date.

Another way to keep both Respondus and StudyMate up-to-date is by manually checking for updates. This is done by clicking on the "Help" menu inside Respondus or StudyMate. The program will then check if there are updates available.

If you have any questions about updating StudyMate and Respondus, please contact Blackboard Support.

Download Respondus 4.0

4. Open **Respondus 4.0** on your computer.

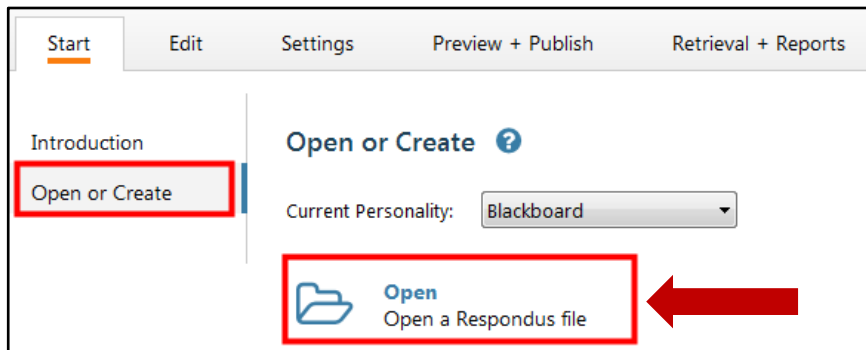


5. Make sure **Blackboard** is selected for **Current Personality**.

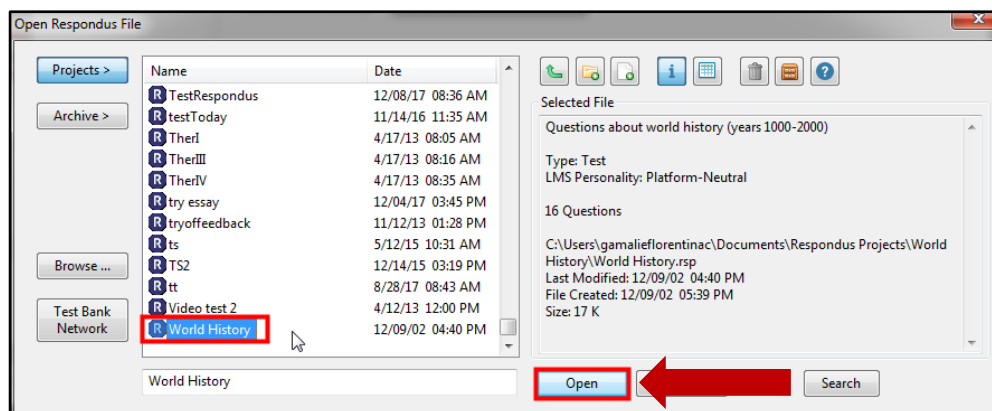
The screenshot shows the Respondus software interface. At the top, there is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with various icons. The main interface has a tabbed view with 'Start', 'Edit', 'Settings', 'Preview + Publish', and 'Retrieval + Reports'. The 'Blackboard' tab is selected and highlighted with a red box. Below the tabs, there is a section titled 'Open or Create' with a question mark icon. Underneath, there is a dropdown menu labeled 'Current Personality:' with 'Blackboard' selected. A red arrow points to the 'Blackboard' option in the dropdown menu.

Installing and Setting Up Respondus for Blackboard

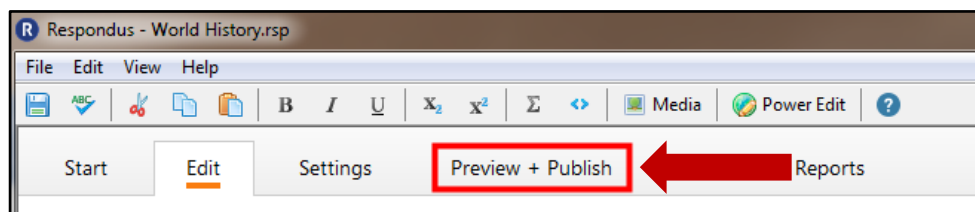
6. On the **Start** tab, make sure **Open or Create** is selected in the left-hand menu, then click the **Open** button.



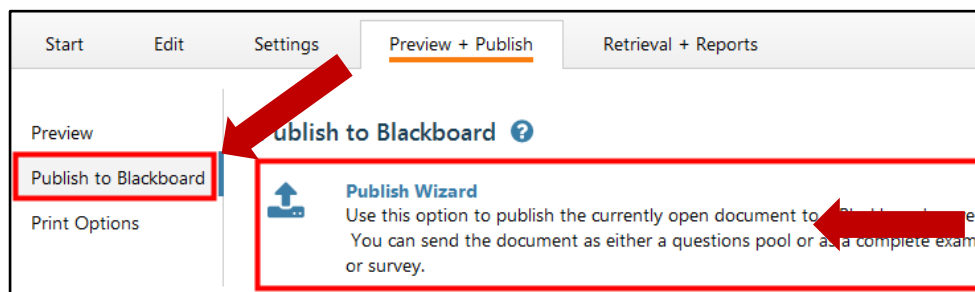
7. Select an existing file or create a new one, then click **Open**.



8. The **Edit** tab opens. Click the **Preview + Publish** tab.

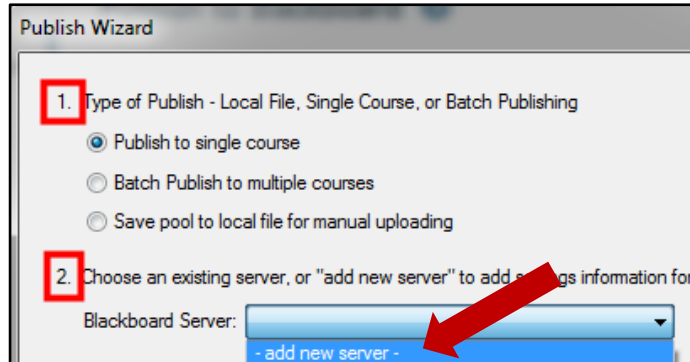


9. On the **Preview + Publish** tab, click **Publish to Blackboard**, then click the **Publish Wizard**.

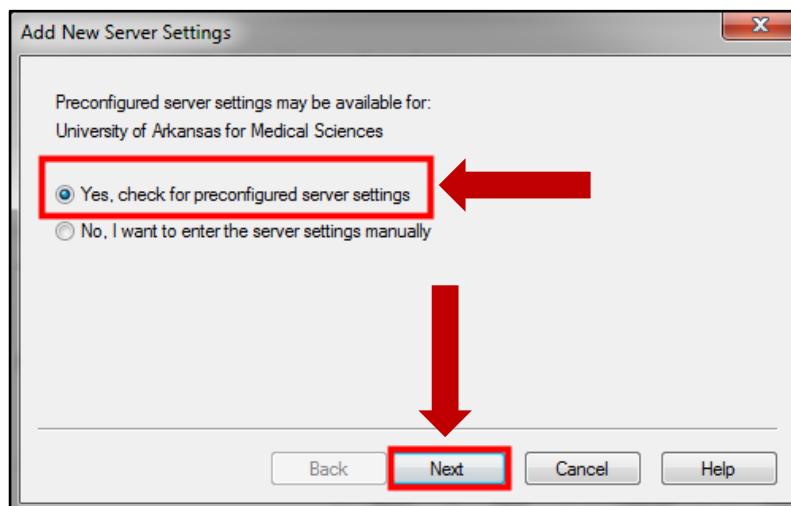


Installing and Setting Up Respondus for Blackboard

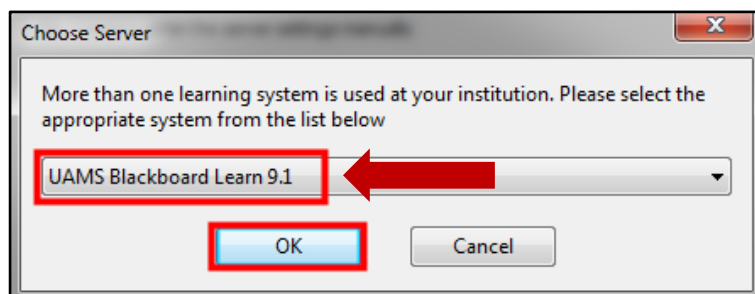
10. On the **Publish Wizard** window under Type of Publish, select either single or multiple courses. If this is your first time using Respondus, under **Choose an existing server**, select **add new server** from the dropdown.



11. On the **Add New Server Settings** window, select **Yes, check for preconfigured server settings** and click **Next**.



12. On the **Choose Server** window, select the first option, **UAMS Blackboard Learn 9.1**, and click **OK**.



Installing and Setting Up Respondus for Blackboard

13. On the **Preconfigured Server Settings Wizard** page, enter a name to describe the server and your Blackboard username and password. You may select the box next to **Save my User Name and Password on this computer** if you wish. Make sure the **Run connection test** button is selected, then click **Next**.

Preconfigured Server Settings Wizard

Success! The server settings have been downloaded for:
University of Arkansas for Medical Sciences

1. Enter a name to describe this Blackboard server (e.g. "My Bb Courses")
My UAMS Blackboard

2. Enter your login information for this Blackboard server
User name Password

Save my User Name and Password on this computer.
(if this is a shared computer, don't select this box!)

3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course

Run connection test
 Skip connection test

Back Next Cancel Help

14. After the connection test is completed, click **Next**.

Preconfigured Server Settings Wizard

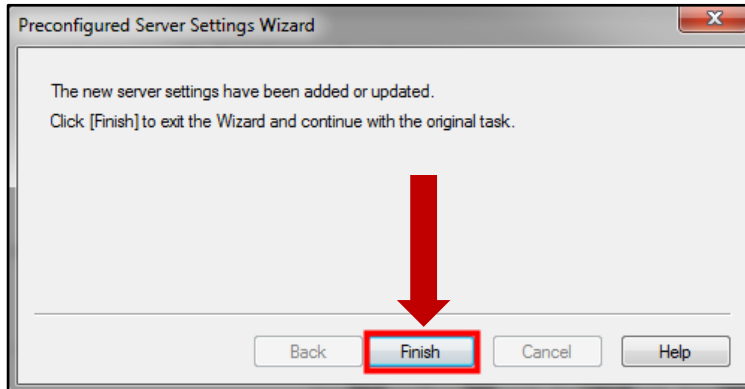
The status window below will update after each step of the connection process:

```
[- Server Connection Test -  
University of Arkansas for Medical Sciences  
Server: uams.blackboard.com  
Server Port: 443  
User: gamalieflorentinac  
Login Type: JSP-1  
Login Page: /webapps/login/login.jsp  
Institution Code: 0  
Secure Server: Yes, Https always  
Login Port: 0  
  
Login... completed  
Retrieve Course List... completed  
  
Connection Test: Completed Successfully.  
Click [Next] to continue.
```

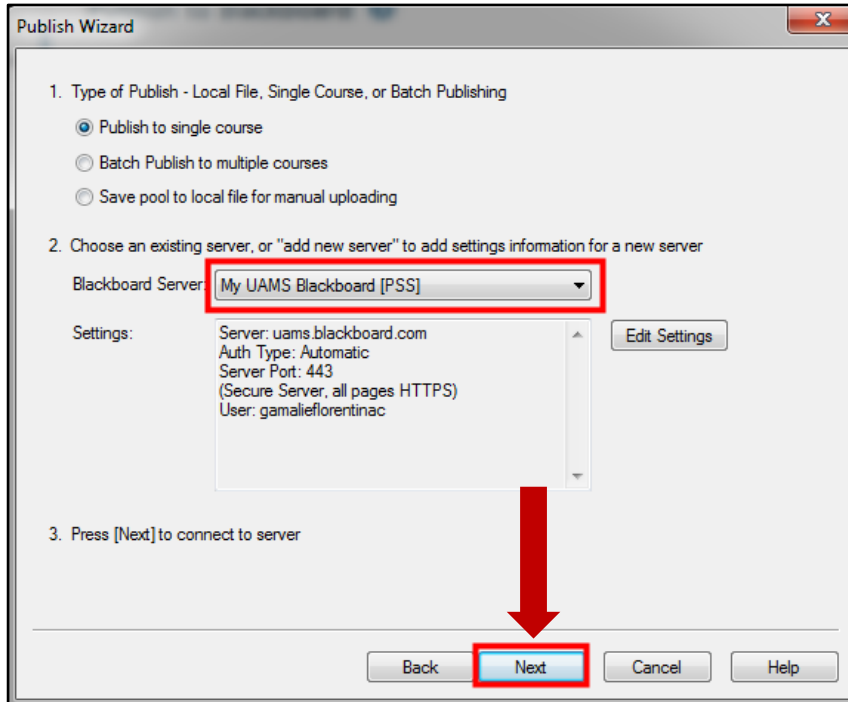
Back Next Cancel Help

Installing and Setting Up Respondus for Blackboard

15. On the new window, click **Finish**.



16. On the **Publish Wizard** window, the new server is displayed. Click **Next** to connect to Blackboard.



Installing and Setting Up Respondus for Blackboard

17. The courses you are enrolled in as an **instructor** will be available to select under the **Choose Course to publish to** section. You can click Next to continue or Cancel this process. Your Respondus 4.0 program is now set up to connect to Blackboard.

Publish Wizard

1. Choose Course to publish to

Bb Exemplary Course Program

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam World History

Replace existing Exam

Pool

Create new Pool World History

Replace existing Pool

3. Additional options for Exam/Survey

Apply Random Blocks to Exam

Apply Settings to Exam

Link Exam to Content Area and make available

Back Next Cancel Help

Note: Only courses where you are enrolled as an instructor will let you publish or retrieve materials.

Edit Mode should be set to ON in your Blackboard courses.