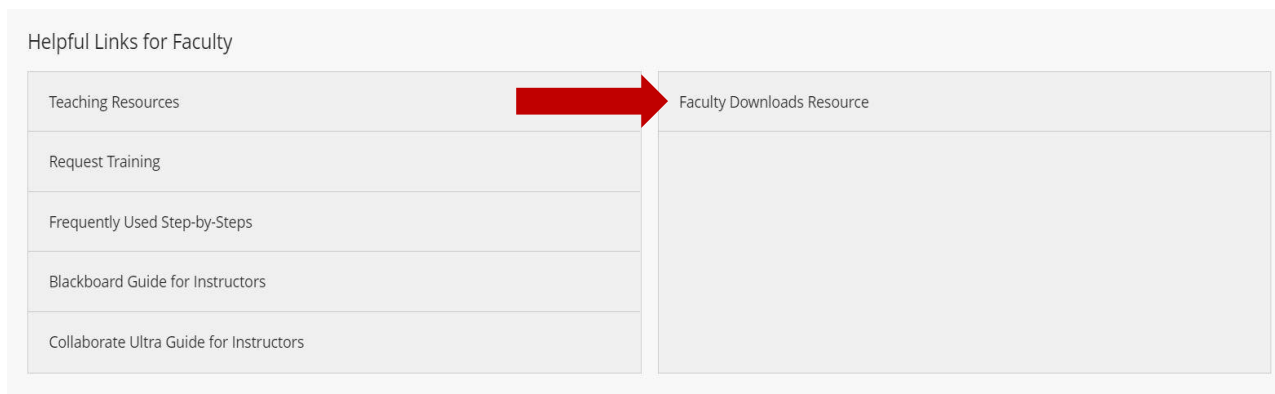


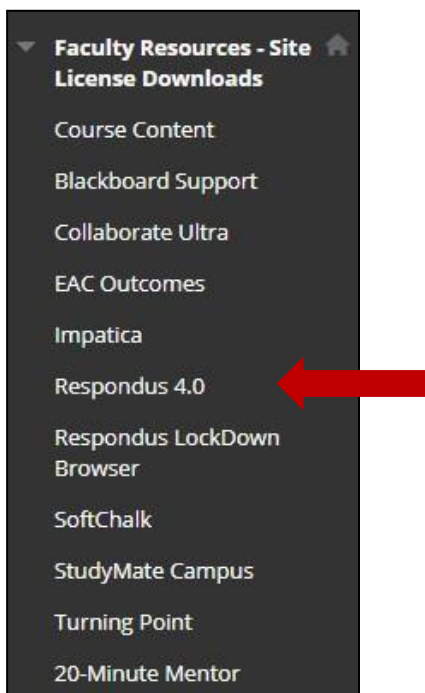
Downloading and Licensing Respondus 4.0

Respondus 4.0 is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard and other eLearning systems. All UAMS faculty can download Respondus 4.0 from the Faculty Resources – Site License Downloads Blackboard course. If you cannot access this course, please contact BlackboardHelp@uams.edu for support.

1. Locate the **Faculty Downloads Resource** course on the **Institutions tab** in Blackboard and click on the link to enter the course.

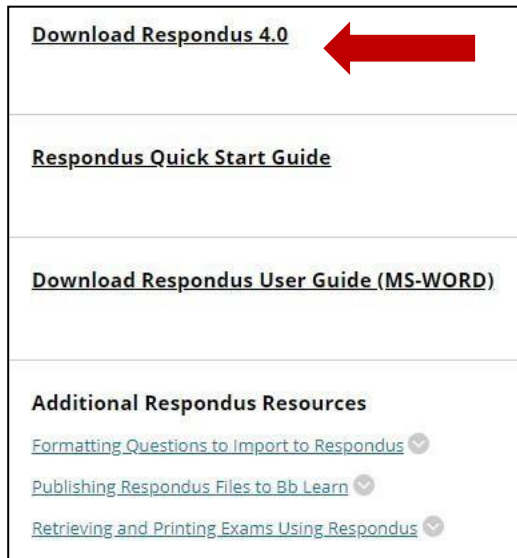


2. Navigate to the **Respondus 4.0** page in the course.

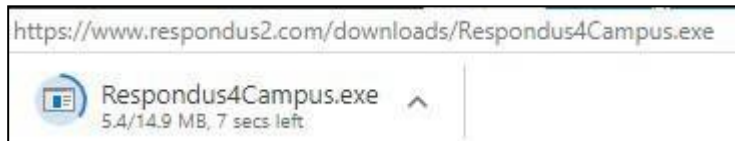


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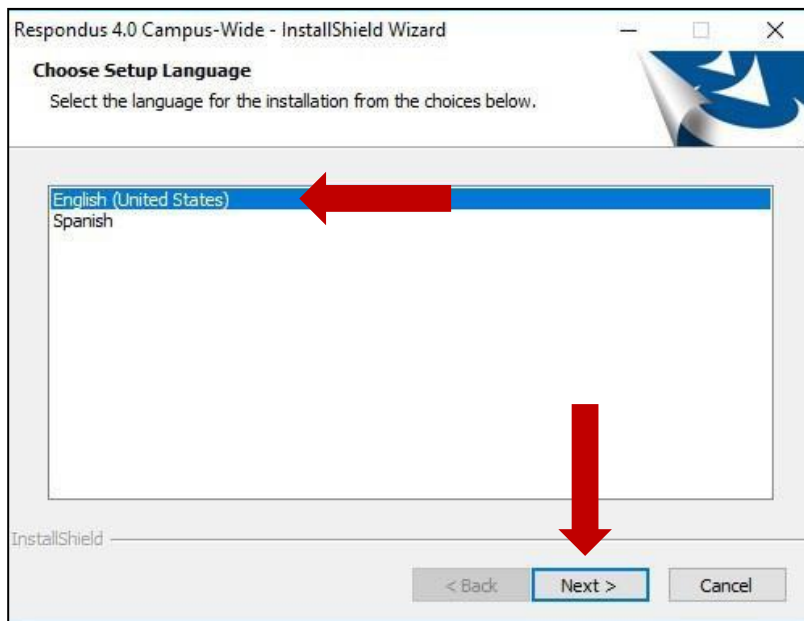
3. **Scroll down** to the bottom of the page and **click** the **Download Respondus 4.0** link.



4. **Locate** the downloaded file. This instance uses Google Chrome and the downloaded file can be found at the bottom page. Your file may be in the Downloads.

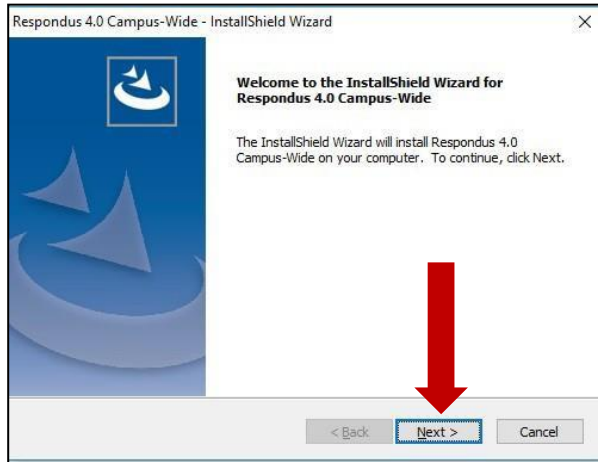


5. **Double click** the **Respondus4Campus.exe** file to install Respondus 4.0. After you allow the application to run on your computer, **select** the language and **click Next**.

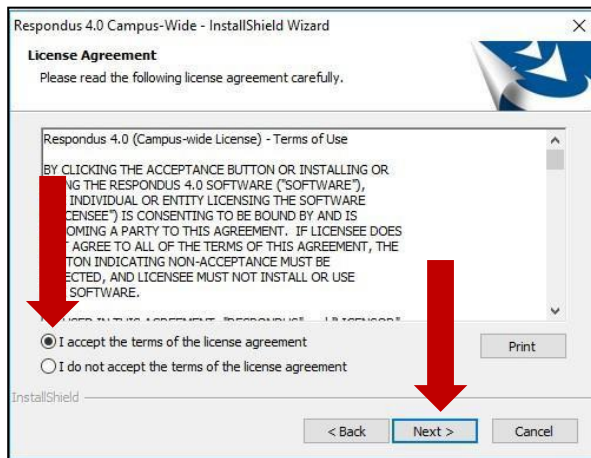


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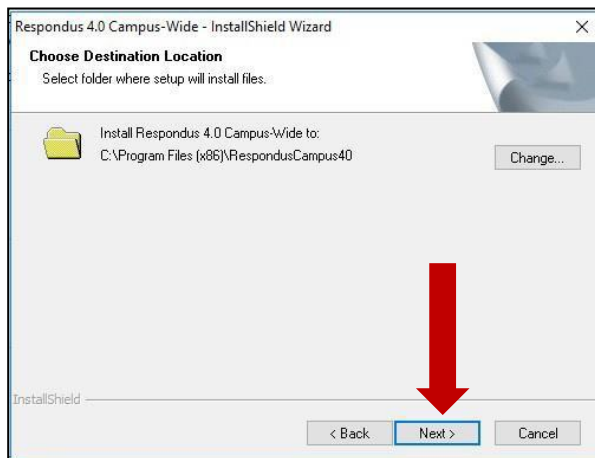
6. **Click Next** on the next prompt to continue.



7. **Accept the license agreement and click Next.**

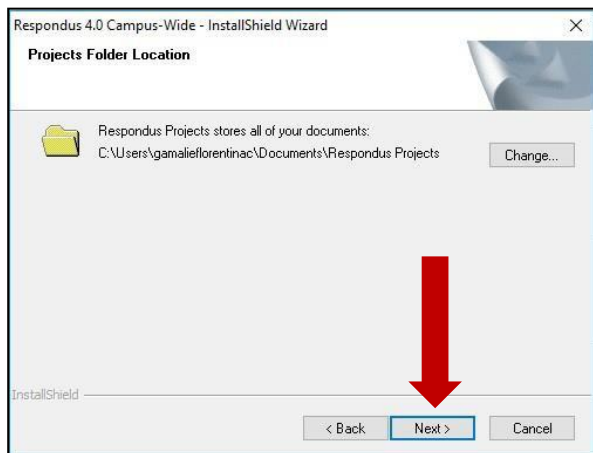


8. Respondus will generate a folder for the Respondus 4.0 setup files location. **Click Next.**

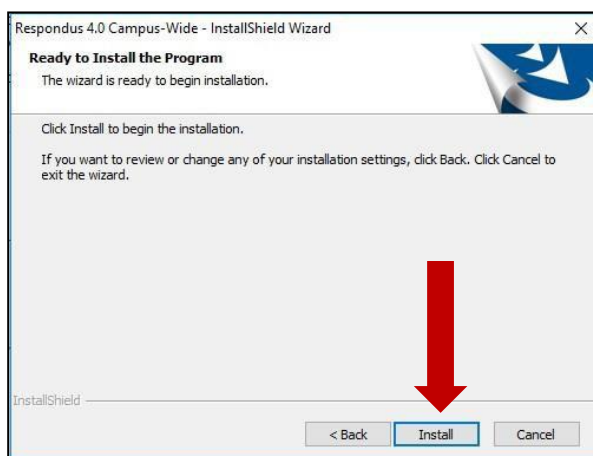


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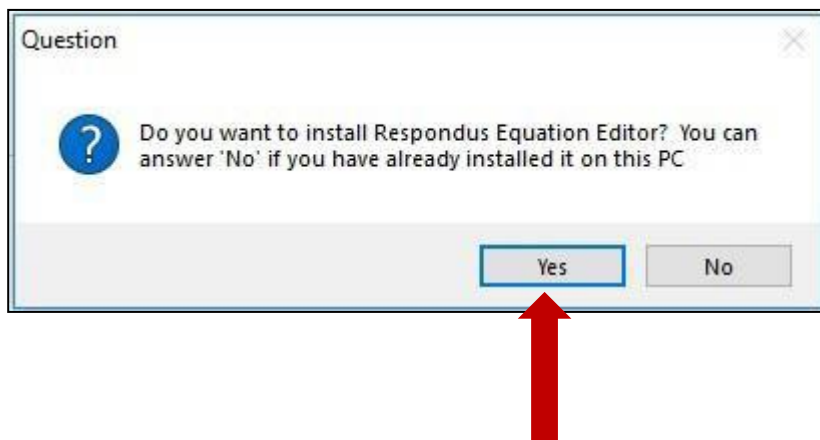
9. Respondus will generate a folder for the Respondus 4.0 projects location. **Click Next.**



10. **Click Install** to begin the installation process.

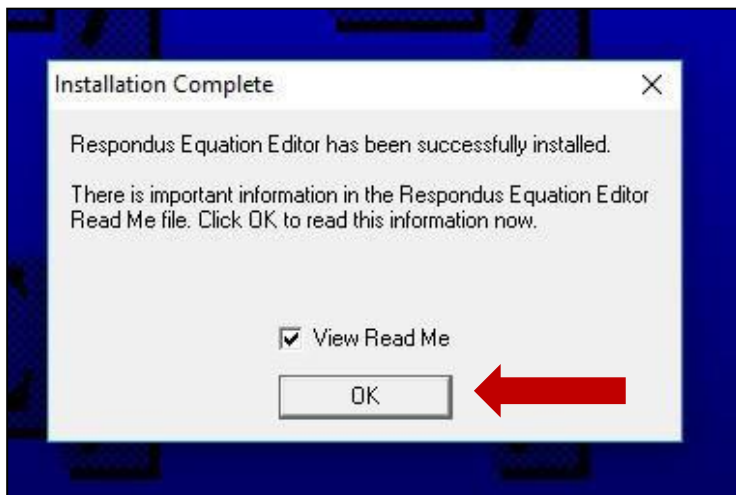
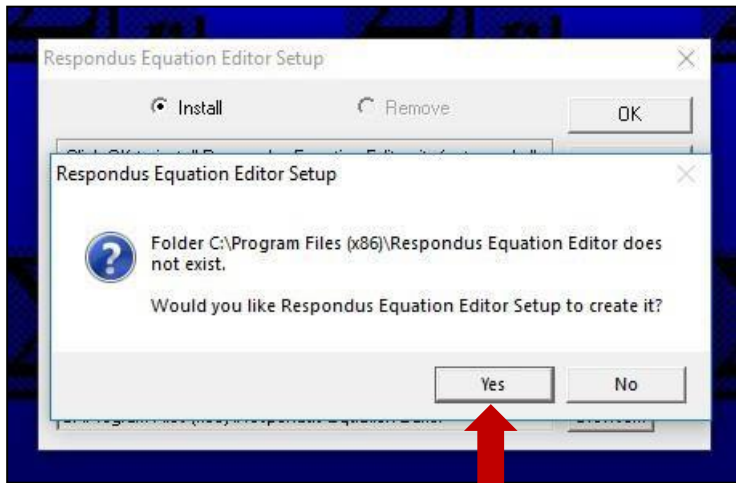
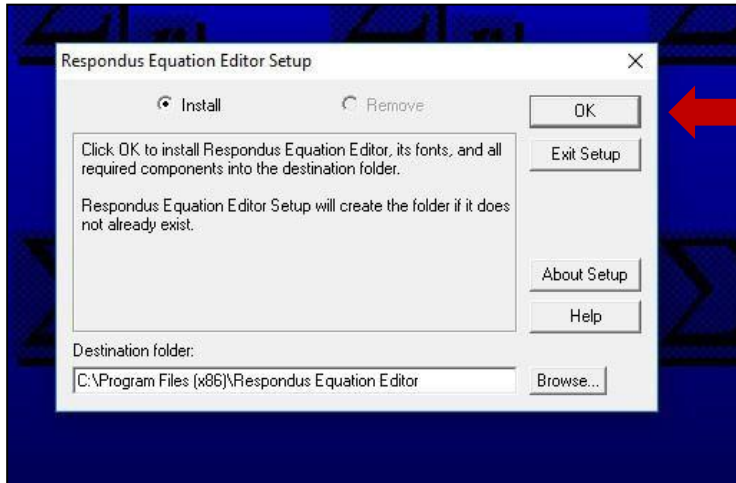


11. You will be prompted to install the **Respondus Equation Editor**. **Click Yes** if you need the equation editor for your tests.



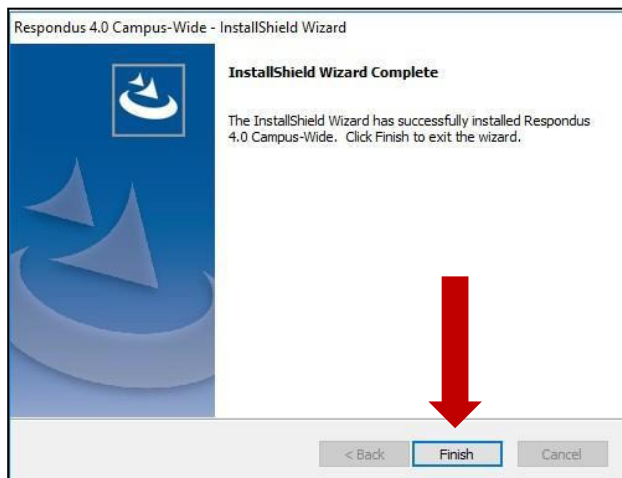
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12. Follow the steps to install the **Respondus Equation Editor**.



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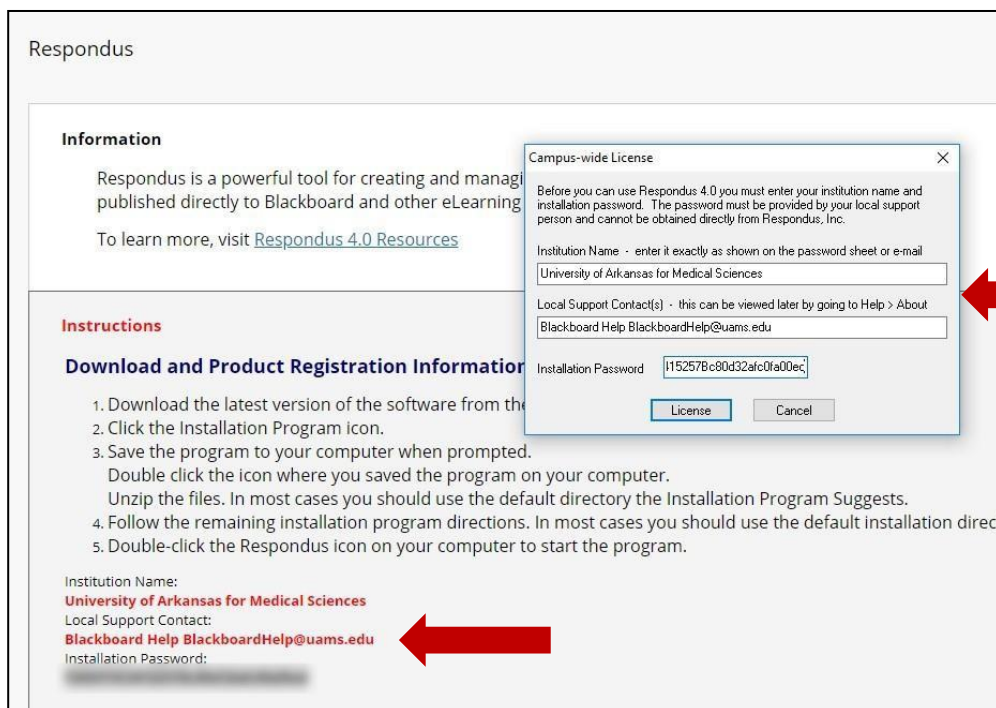
13. **Finish** the Respondus 4.0 installation process.



14. A **Respondus 4.0 icon** is now available on your desktop.

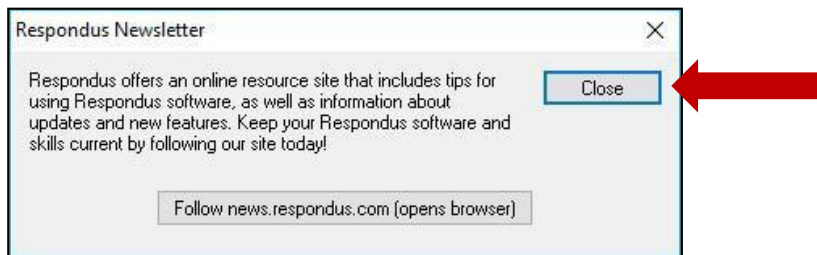


15. **Double click** the **Respondus 4.0 icon** to open. You will be prompted to insert the **licensing information**, which can be found in the **Faculty Downloads Resource** course on the Help tab in Blackboard.

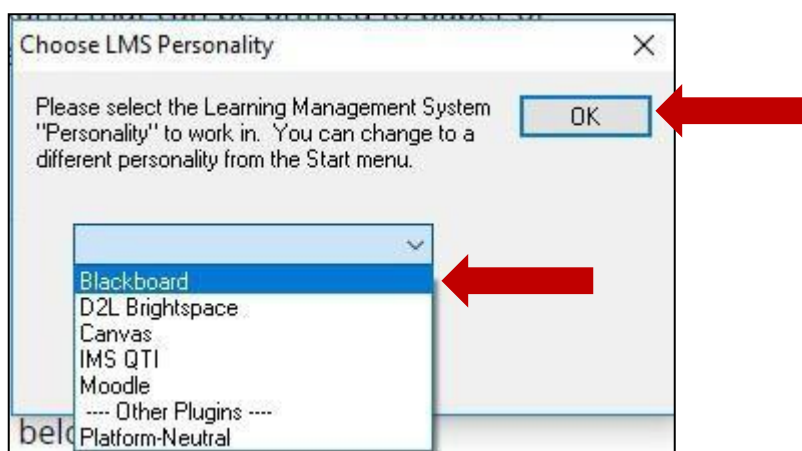


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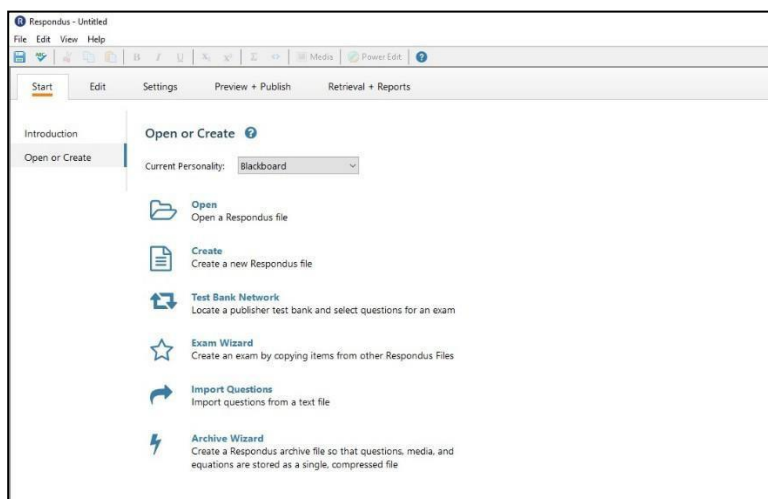
16. **Click Close** on the new prompt.



17. **Select** the Learning Management System from the drop down menu. We use **Blackboard**.
Click **OK**.



18. Respondus 4.0 opens.



Note: In order to publish or retrieve test you need to connect Respondus 4.0 to Blackboard. Please follow with the Connecting Respondus to Blackboard step-by-step.