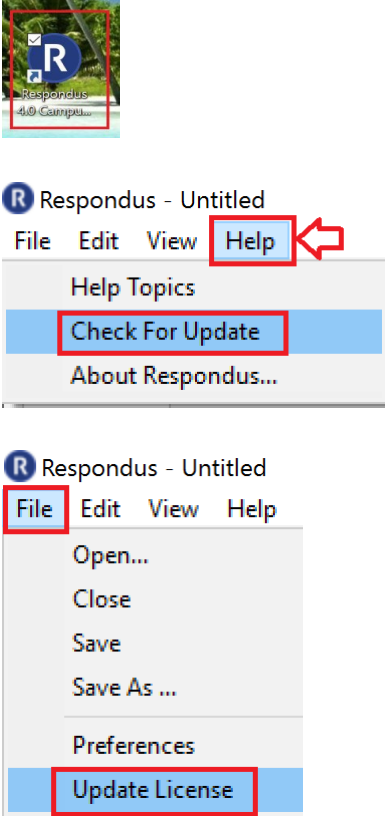
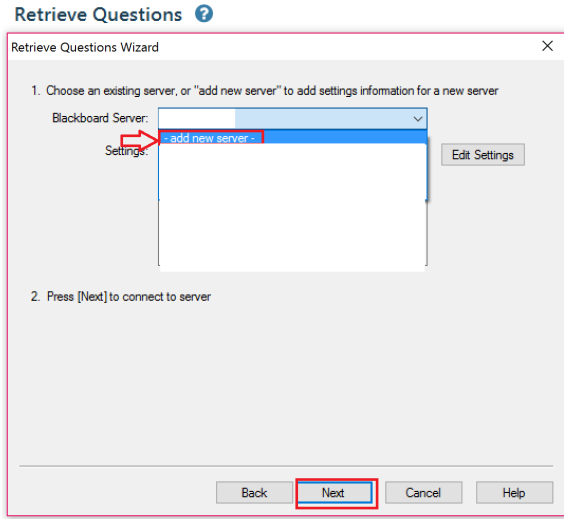





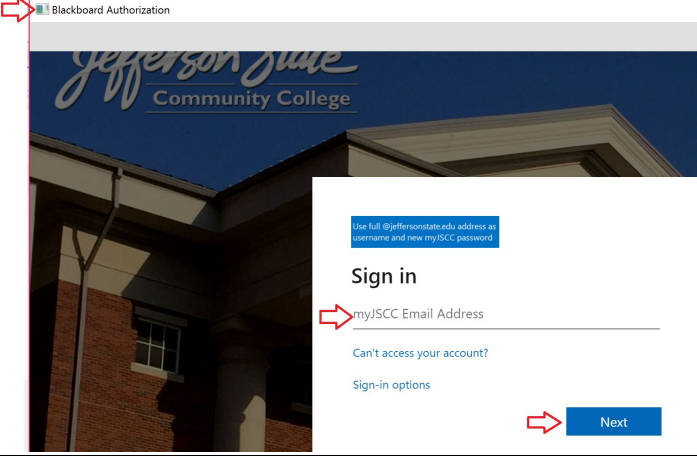
Respondus Installation and Set Up

Contact Distance Education (helpdesk@jeffersonstate.edu) for link to the Respondus application download and license information.

Once installed:

<p>Double click on Respondus Icon.</p> <p>Select “Check for Update” under the Help Tab.</p>	 <p>The image shows the Respondus application icon, which is a blue square with a white 'R' and a small green leaf. Below the icon is the text 'Respondus 4.0 Campus Edition'. To the right of the icon is a screenshot of the Respondus application window. The window title is 'Respondus - Untitled'. The menu bar shows 'File', 'Edit', 'View', and 'Help'. The 'Help' menu is open, showing 'Help Topics', 'Check For Update', and 'About Respondus...'. The 'Check For Update' option is highlighted with a red box. Below this is another screenshot of the Respondus application window. The menu bar shows 'File', 'Edit', 'View', and 'Help'. The 'File' menu is open, showing 'Open...', 'Close', 'Save', 'Save As ...', 'Preferences', and 'Update License'. The 'Update License' option is highlighted with a red box.</p>
<p>Select Add New Server</p> <ul style="list-style-type: none">• Select Next.• Select “Yes” to check for preconfigured settings. <p>Note: You only have to set up connection once.</p> <ul style="list-style-type: none">• Enter Name (i.e. My Bb Courses).• Run Connection Test.• Select Next.• Select Yes to check for preconfigured server settings.• Select Next.	 <p>The image shows a screenshot of the 'Retrieve Questions Wizard' dialog box. The title bar says 'Retrieve Questions Wizard'. The main area has two steps. Step 1: 'Choose an existing server, or "add new server" to add settings information for a new server'. It shows a 'Blackboard Server:' dropdown menu with 'add new server' selected. There is an 'Edit Settings' button to the right. Step 2: 'Press [Next] to connect to server'. At the bottom, there are four buttons: 'Back', 'Next', 'Cancel', and 'Help'. The 'Next' button is highlighted with a red box.</p>

	<div><div><div>Preconfigured Server Settings Wizard</div><div>Success! The server settings have been downloaded for: Jefferson State Community College</div><div><div>1. Enter a name to describe this Blackboard server (e.g. "My Bb Courses")</div><div></div></div><div><div>2. Enter your login information for this Blackboard server</div><div>User name (not used) Password (not used)</div><div><input type="checkbox"/> Save my User Name and Password on this computer. (If this is a shared computer, don't select this box!)</div></div><div><div>3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course</div><div><div><input checked="" type="radio"/> Run connection test</div><div><input type="radio"/> Skip connection test</div></div></div><div><div>Back</div><div>Next</div><div>Cancel</div><div>Help</div></div></div><div><div>Add New Server Settings</div><div>Preconfigured server settings may be available for: Jefferson State Community College</div><div><div><input checked="" type="radio"/> Yes, check for preconfigured server settings</div><div><input type="radio"/> No, I want to enter the server settings manually</div></div><div><div>Back</div><div>Next</div><div>Cancel</div><div>Help</div></div></div></div> <tr><td><div>Select OK to run update.</div><div><div>Note: This will open new Window to login using Jeff State user name and password.</div></div></td><td><div><div>Preconfigured Server Settings Wizard</div><div>The status window below will update after each step of the connection process:</div><div>-- Server Connection Test -- Jefferson State Community College</div><div><div>Respondus</div><div><div> Log into Blackboard using the browser window, then close the window and click OK to continue.</div><div>OK</div></div></div></div></td></tr>	<div>Select OK to run update.</div> <div><div>Note: This will open new Window to login using Jeff State user name and password.</div></div>	<div><div>Preconfigured Server Settings Wizard</div><div>The status window below will update after each step of the connection process:</div><div>-- Server Connection Test -- Jefferson State Community College</div><div><div>Respondus</div><div><div> Log into Blackboard using the browser window, then close the window and click OK to continue.</div><div>OK</div></div></div></div>
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<p>Once Server Settings Wizard shows Connection Test completed select Next and Finish.</p>	