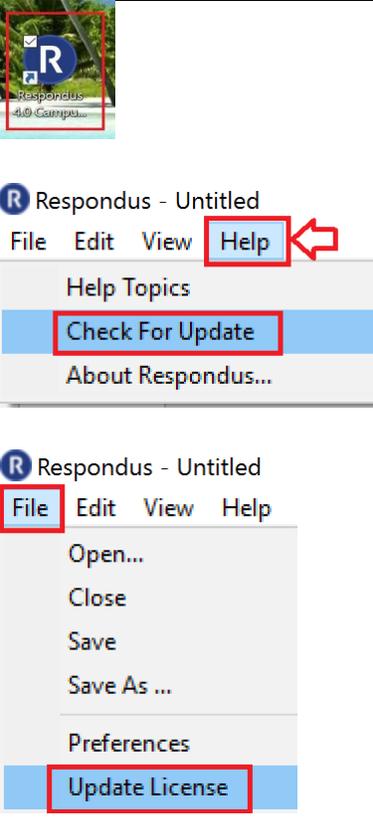
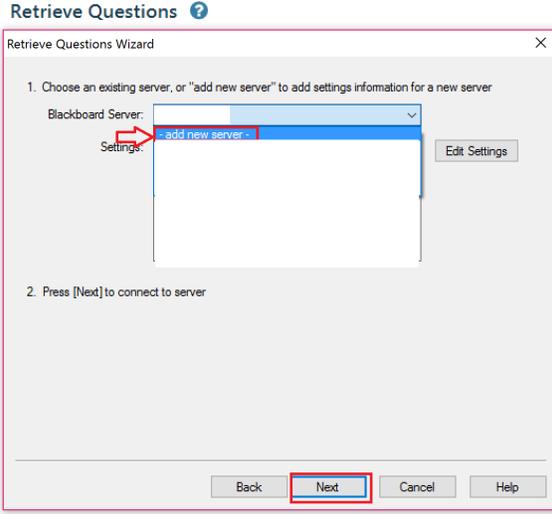


Respondus Installation and Set Up

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 top screenshot shows the Respondus application icon with a red box around it. Below it, the Respondus - Untitled window is shown with the Help menu open. The 'Check For Update' option is highlighted with a red box and a red arrow pointing to it. The bottom screenshot shows the Respondus - Untitled window with the File menu open. 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 screenshot shows the 'Retrieve Questions Wizard' dialog box. The 'Blackboard Server' dropdown menu is open, and the 'add new server...' option is highlighted with a red box and a red arrow. The 'Next' button at the bottom is also highlighted with a red box.</p>

Preconfigured Server Settings Wizard

Success! The server settings have been downloaded for:
Jefferson State Community College

1. Enter a name to describe this Blackboard server (e.g. "My Bb Courses")
2. Enter your login information for this Blackboard server
User name (not used) Password (not used)
 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

Add New Server Settings

Preconfigured server settings may be available for:
Jefferson State Community College

Yes, check for preconfigured server settings
 No, I want to enter the server settings manually

Back Next Cancel Help

Select OK to run update.

Note: This will open new Window to login using Jeff State user name and password.

Preconfigured Server Settings Wizard

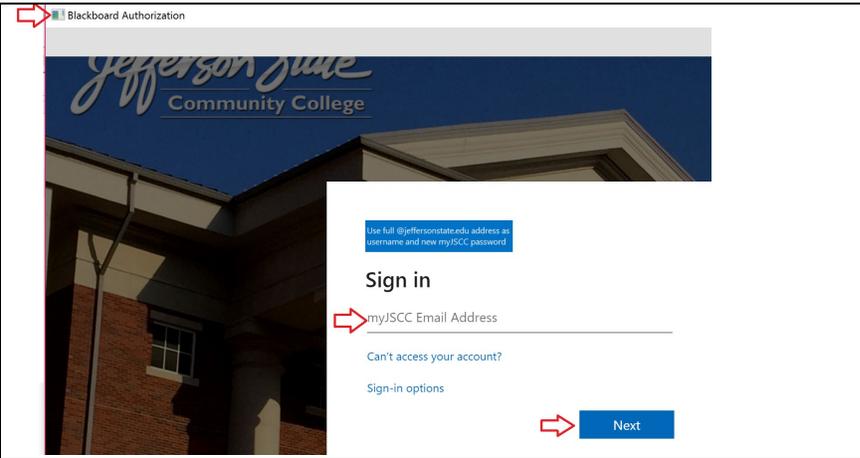
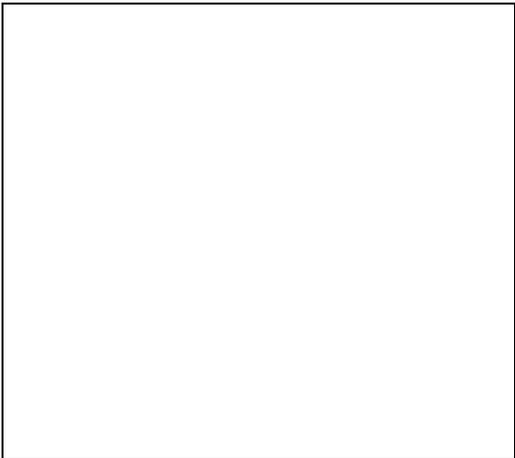
The status window below will update after each step of the connection process:

-- Server Connection Test --
Jefferson State Community College

Respondus

 Log into Blackboard using the browser window, then close the window and click OK to continue.

OK



Once Server Settings Wizard shows Connection Test completed select Next and Finish.

