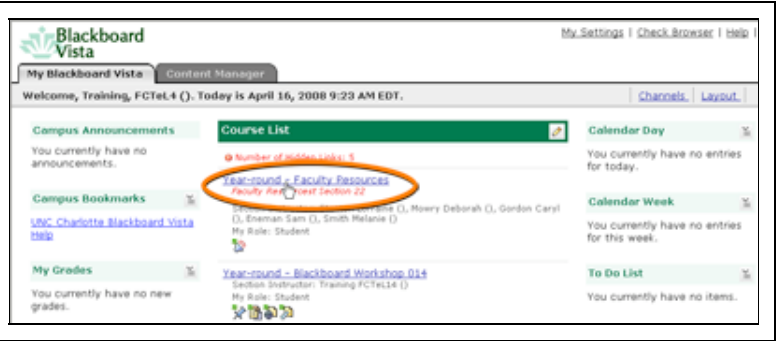


# Download and Install Respondus

[file:///SI/ITS/MYDEPT/FCTeL/Instruction/WebPageTemplate/tutorialTemplate/templateExample.html] Respondus is a tool that helps you create and manage quizzes. Once the quiz is either imported or created in Respondus, you can publish it directly into Blackboard Vista. The Faculty Resources course contains resources and downloadable programs you can use when you design your on-line course.

**Step 1: Access the Faculty Resources Course**

1. Log into Blackboard Vista (not illustrated)
2. Access the Faculty Resources course.



**Step 2: Access the Respondus Learning Module**

1. Click the **Respondus 3.x** link. The Respondus Learning Module main page is displayed.



**Step 3: Access Respondus Information**

1. Click the **Installation, Download & Activation Information** link. The Installation, Download & Activation screen is displayed.



#### Step 4: Start the Download

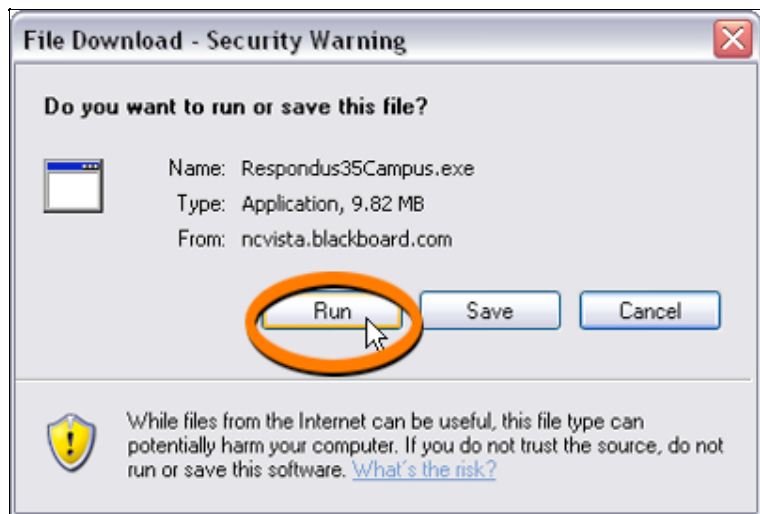
1. Scroll down to view the “Download” and the “Initialization/Activation Information” areas (not illustrated).
2. In the “Download” area, click the **Respondus3Campus.exe** link. The File Download dialog box is displayed.



#### Step 5: Run the File

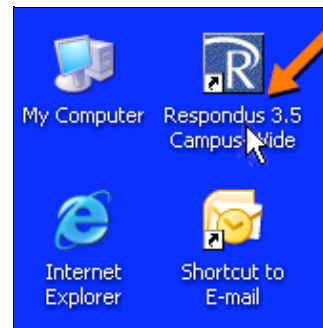
1. Click **Run**.
2. Follow the on-screen prompts to install Respondus (not illustrated).

**NOTE:** You can install the Equation Editor if you need to use mathematical notation (not illustrated).



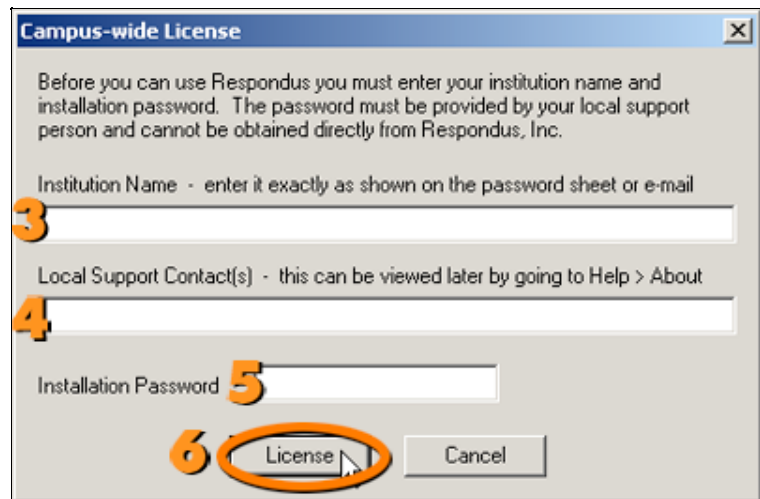
#### Step 6: Start the Respondus Program

1. Minimize the Blackboard Vista browser window (not illustrated).
2. On the desktop, double-click the **Respondus 3.5 Campus-Wide** shortcut. The Campus-wide License dialog box is displayed.



### Step 7: Copy and Paste Initialization and Activation Information

1. In the task bar, click the Blackboard Vista course (not illustrated).
2. Scroll to view the "Installation/Activation Information" area (not illustrated).
3. Copy and paste the **Institution Name** from the Faculty Resources course in the "Institution Name" text box of the Campus-wide License dialog box.
4. Copy and paste the **Local Support Contacts** from the Faculty Resources course into the "Local Support Contact(s)" text box of the Campus-wide License dialog box.
5. Copy and paste the **Installation Password** from the Faculty Resources course into the "Installation Password" text box of the Campus-wide License dialog box.
6. Click **License**. The Respondus Newsletter dialog box is displayed.



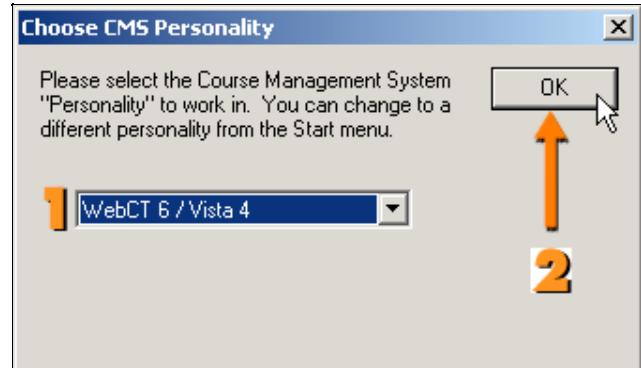
### Step 8: The Newsletter Dialog Box

1. Click **Close**. The Choose CMS Personality dialog box is displayed.  
**NOTE: Click Sign Up for e-Newsletter (opens browser)** and follow the directions if you want to receive the newsletter.



### Step 9: Choose the Personality

1. In the drop-down list, select **WebCT 6 / Vista 4**.
2. Click **OK** to open Respondus.



Your screens may look different depending upon your configuration.