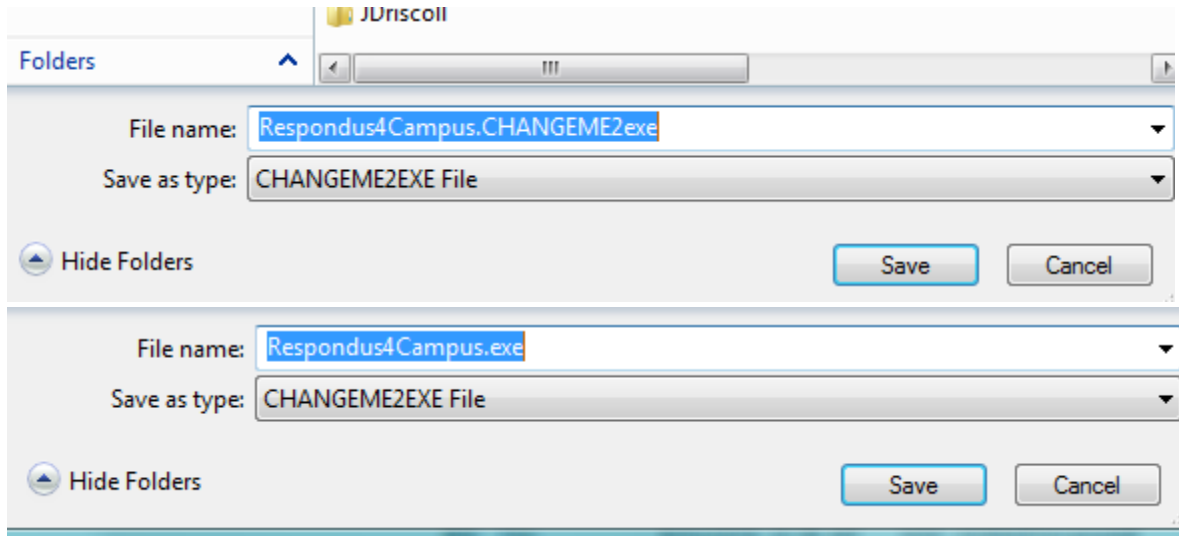


**How to: INSTALL RESPONDUS (see also TEST BANK INFORMATION at the bottom of this document)**

- (1) After logging into your computer on the WSC Domain (**make sure all other applications are closed**) (you must be administrator to run this application)
- (2) Click on [this file link](#) and choose SAVE to your desktop (you may need to RIGHT click to save).
- (3) Next **change** the file name you are saving. RIGHT click on the file and choose rename – change the extension of the file name by **deleting** the letters "CHANGEME2" leaving .exe so now the file is named "Respondus4Campus.exe"



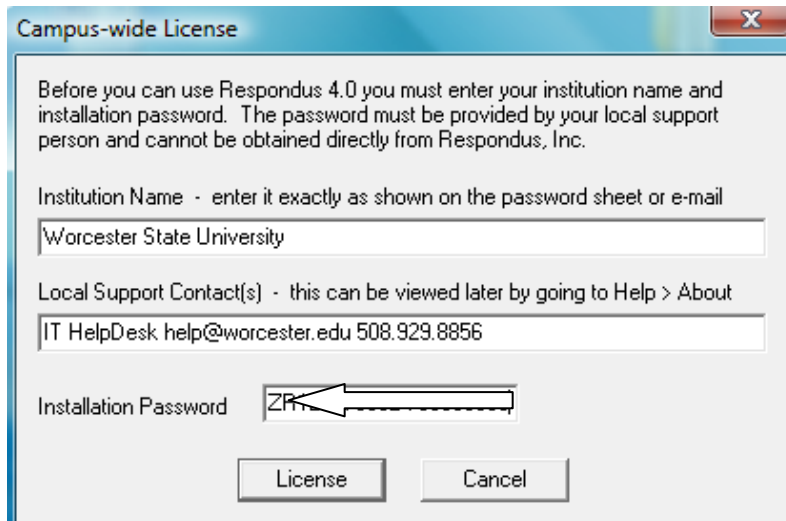
- (4) Then double click the file to Run it.
- (5) A window will appear entitled "Respondus 4.x Campus Wide – InstallShield Wizard – CHOOSE **NEXT**
- (6) Choose radio button to **accept** the terms of the license agreement and then – CHOOSE **NEXT**
- (7) On 'Choose Destination' window – CHOOSE **NEXT** – without making changes
- (8) On 'Projects Folder' window – CHOOSE **NEXT** – without making changes
- (9) On 'Ready to Install the Program' window – CHOOSE **NEXT** – without making changes
- (10) The program will install and the status bar will appear.
- (11) CHOOSE **YES** – to install the Equation Editor.
- (12) Choose **OK** and **Yes** to complete the Equation Editor installation.
- (13) Remove the a from the read me and Yes/OK to continue.  
[Ignore any error messages you may receive about the README file.]
- (14) The program is now available by clicking START > Programs > Respondus > 'Respondus 4.x Campus-Wide'
- (15) The first time you open the program, you will be asked for the following information:

**Institution Name:** [Worcester State University](#)

**Local Support Contact(s):** IT HelpDesk [help@worchester.edu](mailto:help@worchester.edu) 508.929.8856

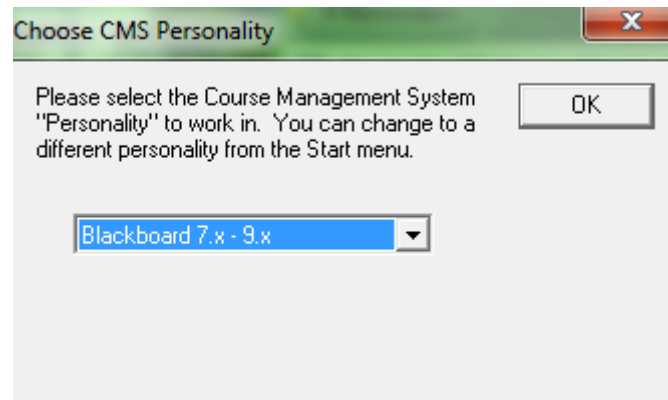
**Installation Password:** ZR221377490-739535338 (Password valid through: July 31, 2012)

(16) Once you have entered it – Choose **LICENSE**



(17) Next you will be asked if you want to receive the Respondus Newsletter – this is your choice.

(18) Final selection is to Choose CMS Personality > if using this with the WSC installation of Bb be sure and choose '**Blackboard 7.x-9.x**'. (we are version 8.x)



## TEST BANK INFORMATION:

Dear Instructor,

Our institution has a campus-wide license of Respondus 4.0. In conjunction with this, you can search the Respondus Test Bank Network and request publisher test banks for the textbooks adopted for your courses. [Over 25 publishers](#) participate in the Respondus Test Bank Network.

The test banks are free and are already formatted for use with Respondus. This format of the test banks can save hours of prep time creating exams for your courses.

**Getting Started with the Respondus Test Bank Network.**

1. Visit [www.respondus.com/tbn](http://www.respondus.com/tbn) to watch an introductory video.
2. Search for your test bank at [www.respondus.com/testbank/search.php](http://www.respondus.com/testbank/search.php).
3. Submit the online request form to receive the access code from the publisher within 5 business days.
4. Register the test bank directly within your Respondus application.