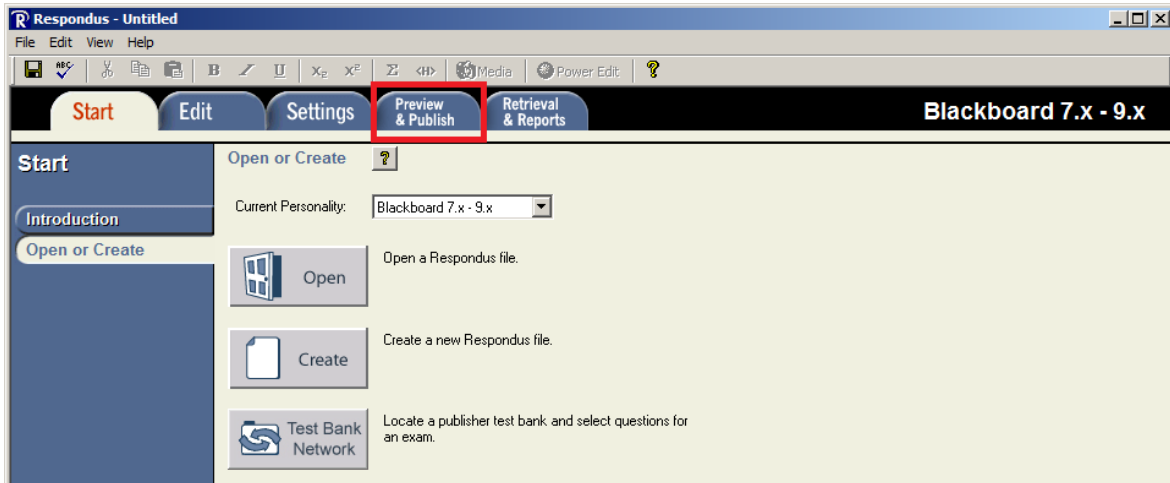


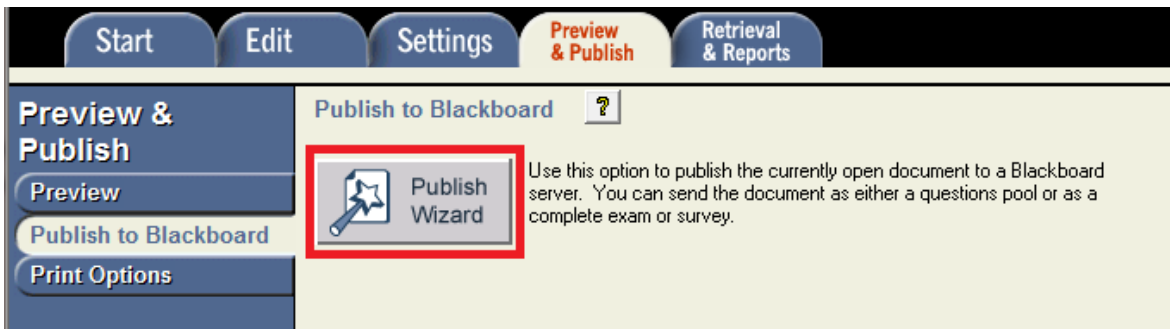


Setting up Respondus to Avoid Annual License Renewals

1. Open Respondus. Open any Respondus file or create a new one (required before you can proceed to Step 2).
2. Click the Preview & Publish button on the top of your window.



3. Ensure you are on the Publish to Blackboard tab on the left. Click the "Publish Wizard" button.



Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

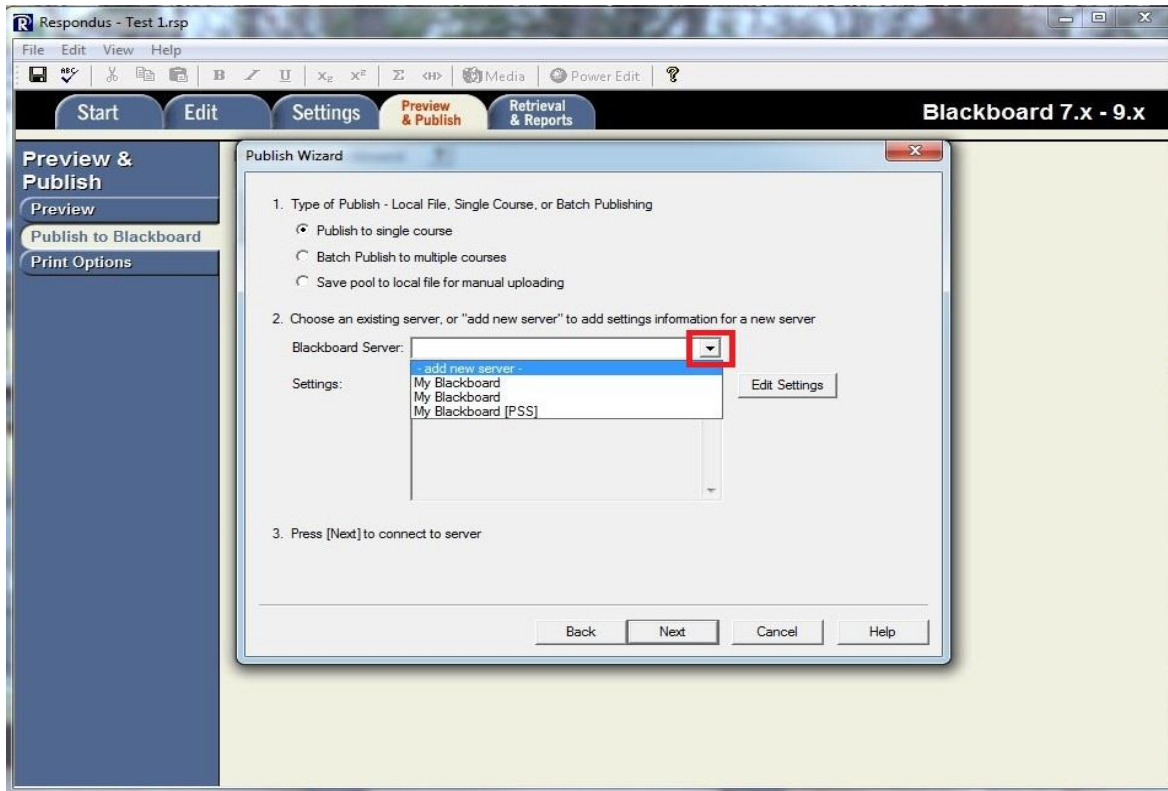
Phone: 903-334-6603

<https://isite.tamut.edu>





4. Click the down arrow next to the Blackboard Server and click "- add new server -".



Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

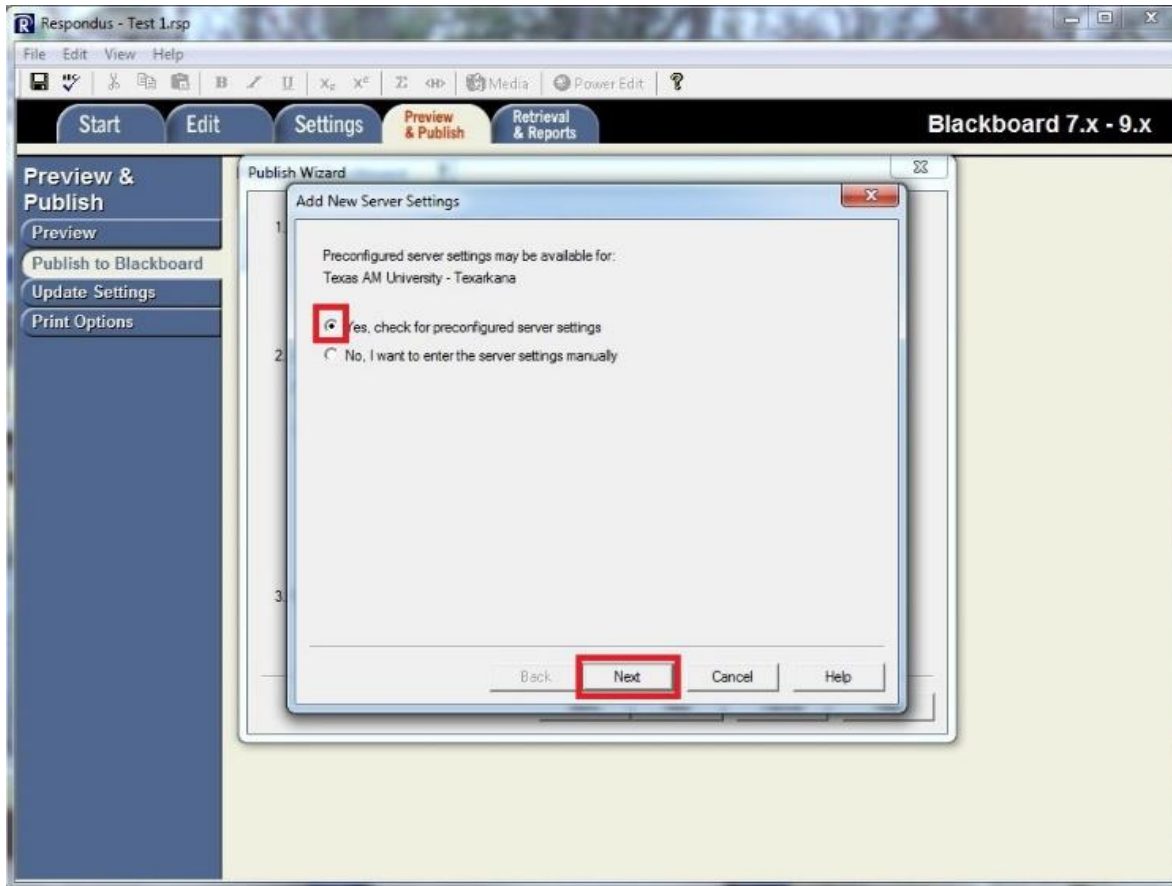
Phone: 903-334-6603

<https://isite.tamut.edu>





5. Check "Yes, check for preconfigured server settings" and click "Next".



Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

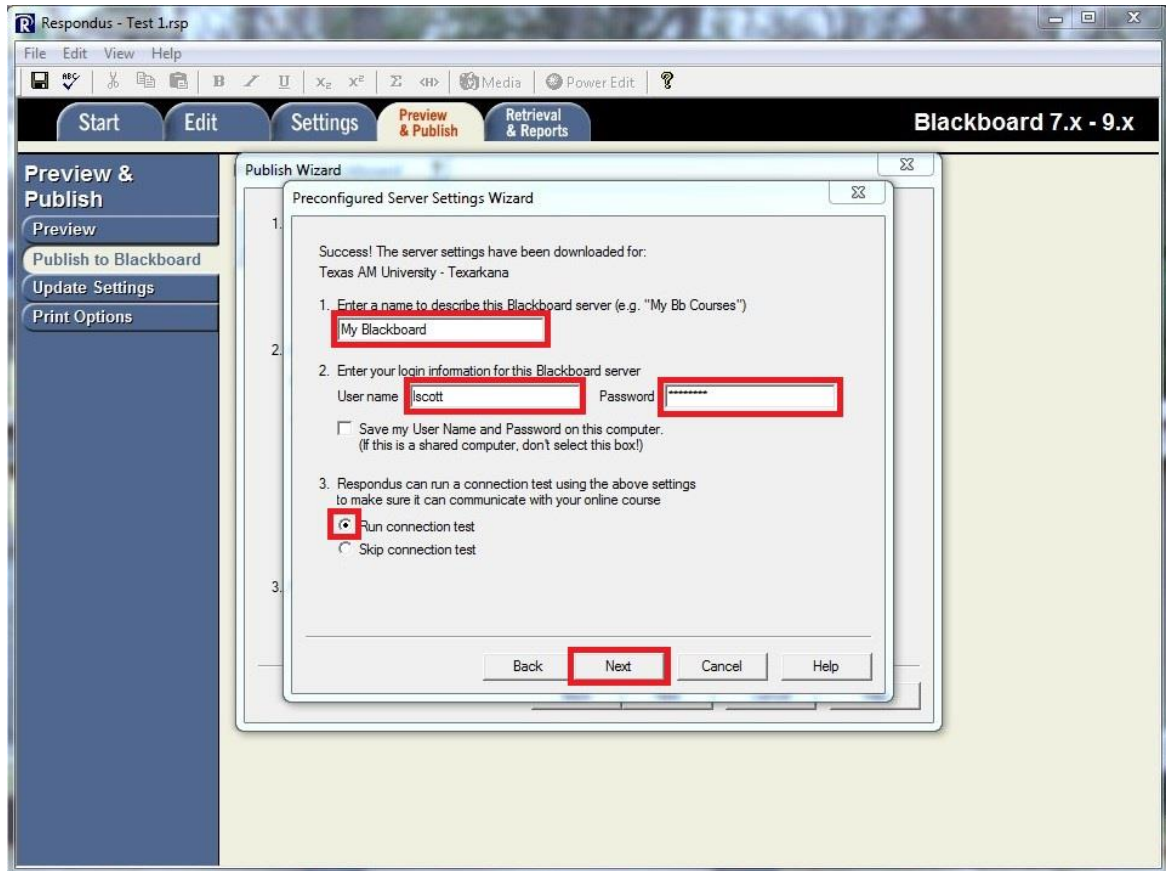
Phone: 903-334-6603

<https://isite.tamut.edu>





6. In the Preconfigured Server Settings Wizard, under step 1, give the server any name that you will recognize later. It does not matter what you call it. Under number 2, enter your Blackboard username and password. If you are using your own computer, you can check the box to have Respondus remember your login information. Under number 3, check "Run connection test", and click "Next".



Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

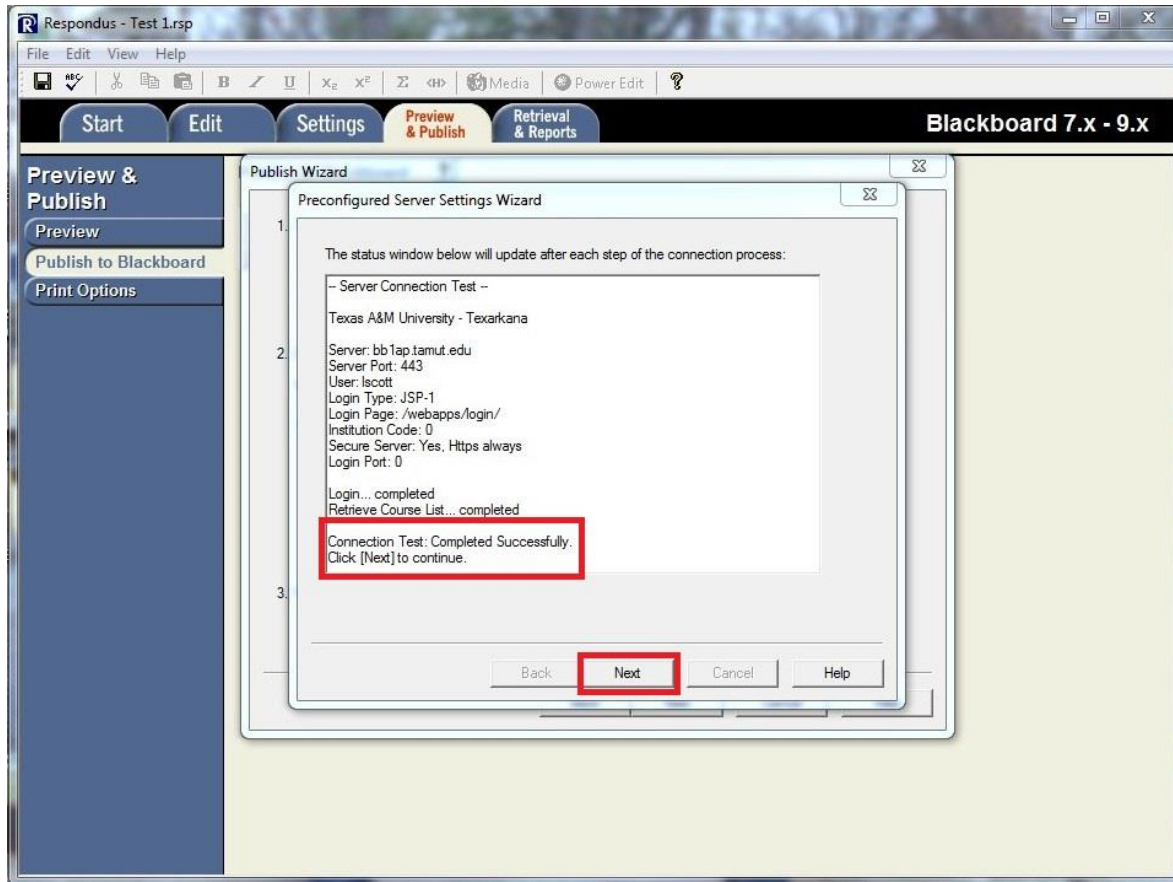
Phone: 903-334-6603

<https://isite.tamut.edu>





7. When you see the message "Connection Test: Completed Successfully," click "Next".



Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

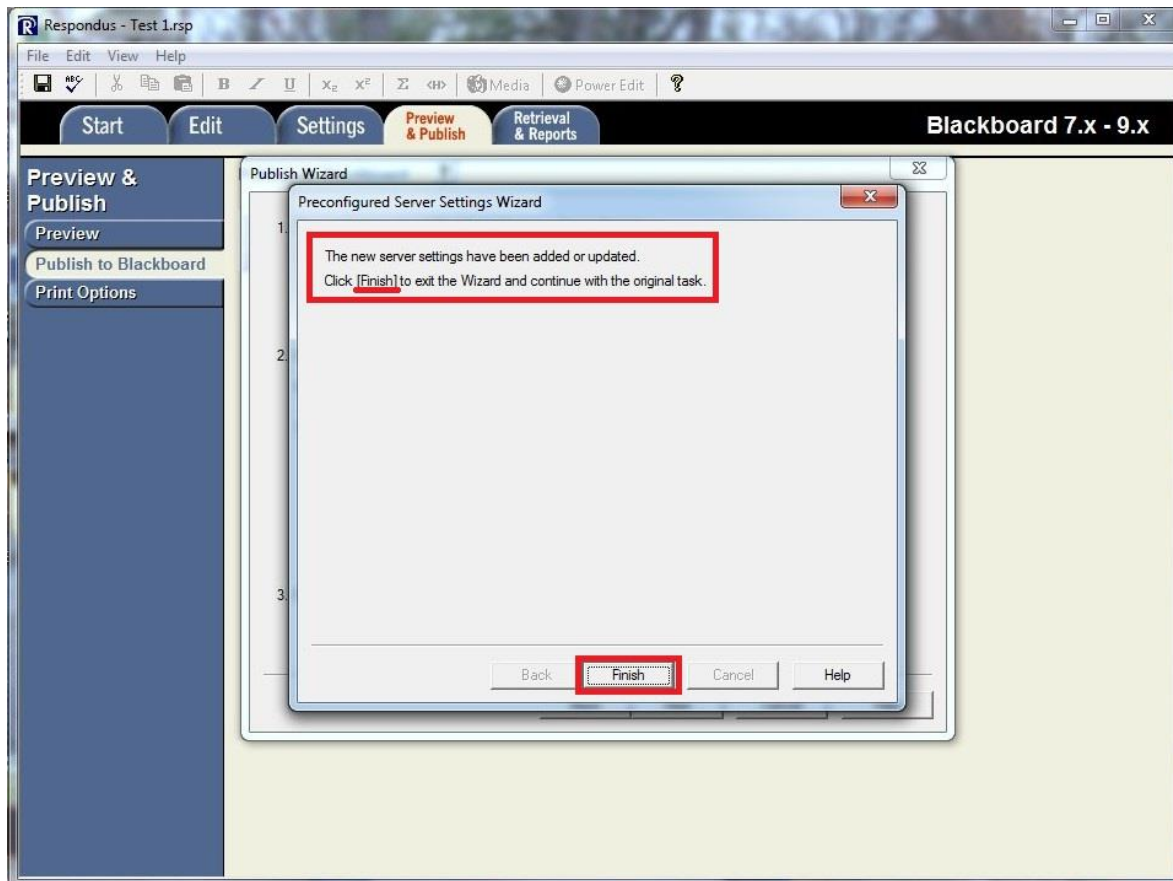
Phone: 903-334-6603

<https://isite.tamut.edu>





- Click "Finish" when you see this message: "The new server settings have been added or updated."



Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

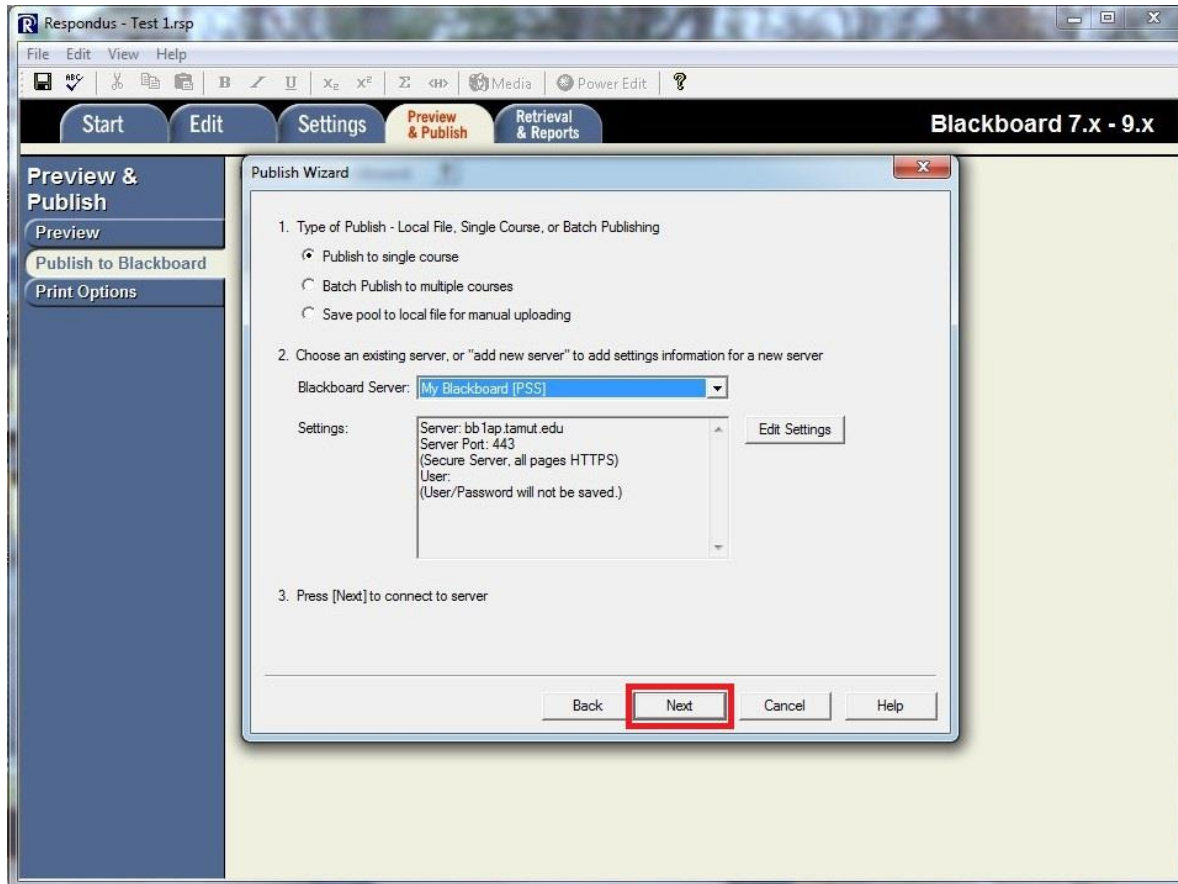
Phone: 903-334-6603

<https://isite.tamut.edu>





9. In the Publish Wizard, click "Next".



Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

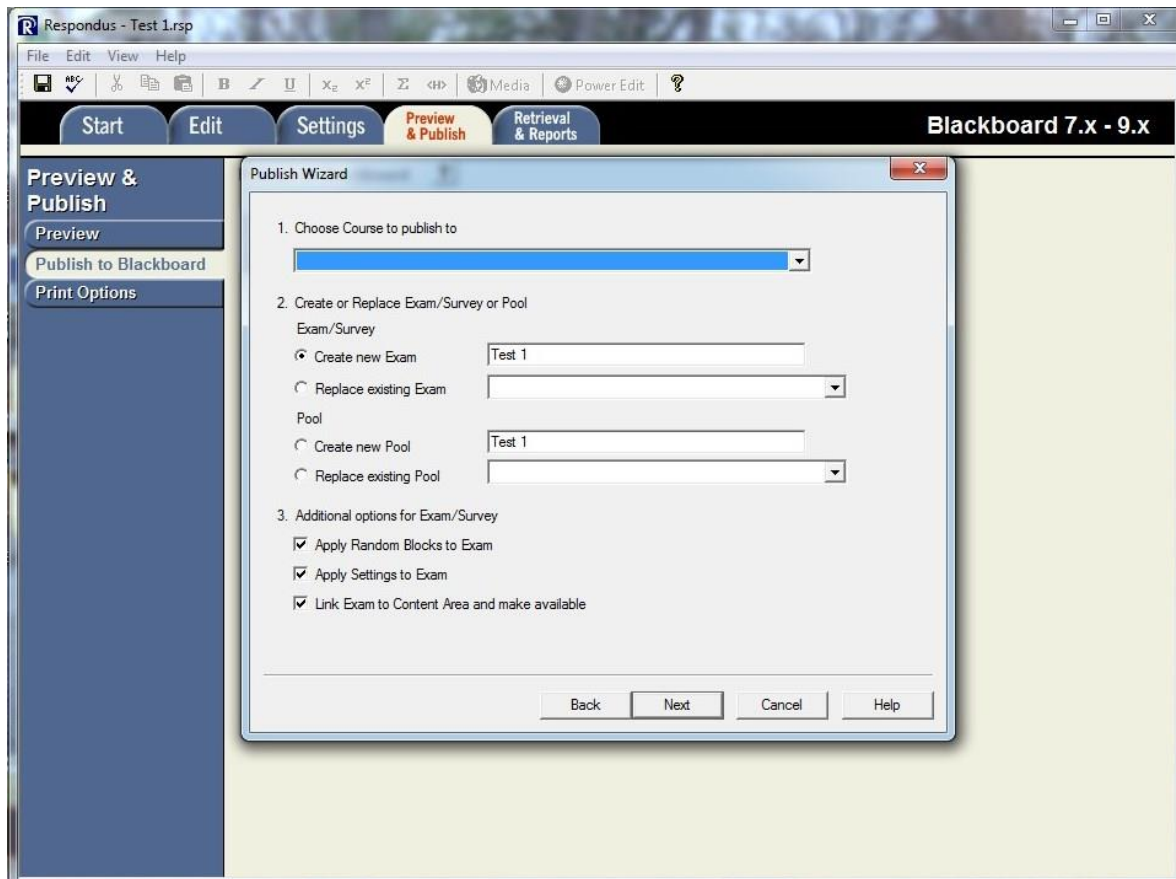
Phone: 903-334-6603

<https://isite.tamut.edu>





- From here, you are now ready to publish. Just click the drop down under "Choose Course to publish to" and follow the directions.



Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

Phone: 903-334-6603

<https://isite.tamut.edu>

