



I would like to try to use Respondus to create quizzes in Blackboard, what do I need to do?

Step 1: Download Respondus

First you need to obtain the Respondus software which you will have to install on your computer:

1. Log Into Stony Brook's Blackboard System
2. Click on the "Courses Tab" . In the "Course Search" box, type: Respondus & Press the Go Button
3. It may take a moment but soon you should see: **Respondus Information and Distribution**
4. Click the Enroll Button to enroll yourself in the course . Once you enroll, the course will open up
5. Once the Course opens up, choose the Respondus Installation option on the left side
6. Where it says "Respondus Program" – PC Users: Right Click– and choose Save Target As to save the file to your computer. – We recommend that you save it to the Temp Directory so that you can find it easily
7. Once it is saved, Save the "Readme" file below it as well
8. You can then exit Blackboard

Step 2: Install Respondus

To Install Respondus, find the file that you downloaded and double click on it to install. We recommend you install the program in the suggested directory.

Equation Editor:

When it is done installing, it will ask you if you want to install the Equation Editor. If you choose to, please be aware that you may need the Microsoft Office CD as Respondus's Equation Editor depends on certain Microsoft Office files. If your machine is on campus and was installed by Client Support, you may need to call them for assistance. Their phone number is: 631-632-9800

Step 3: Running Respondus for the First time

Once the program is installed and you run it, it will ask you several questions: Institution Name, Local Support Contact(s) & Installation Password. This information can be found in the readme file that you downloaded earlier.

Once you have entered that information (We recommend copying & pasting it from the readme file), Respondus is ready to use!

Need help? E-mail: bboard@notes.cc.sunysb.edu