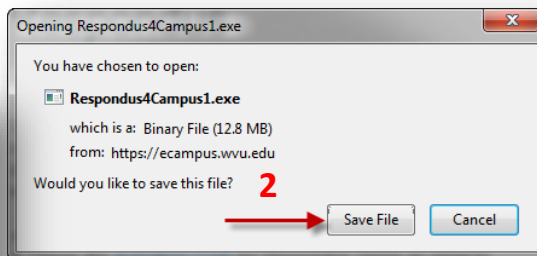
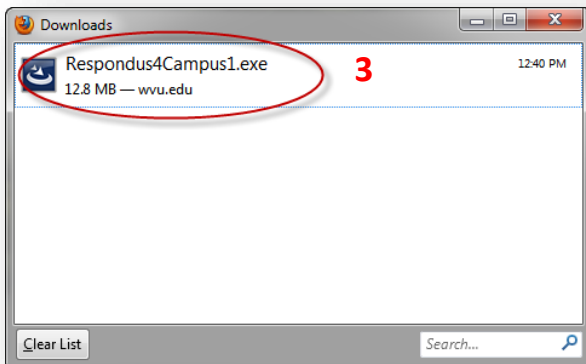
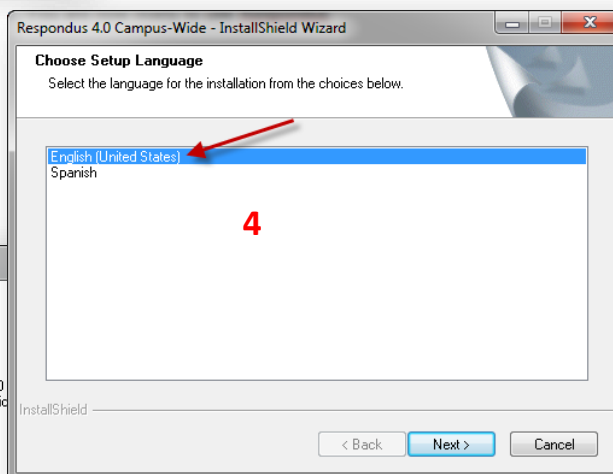
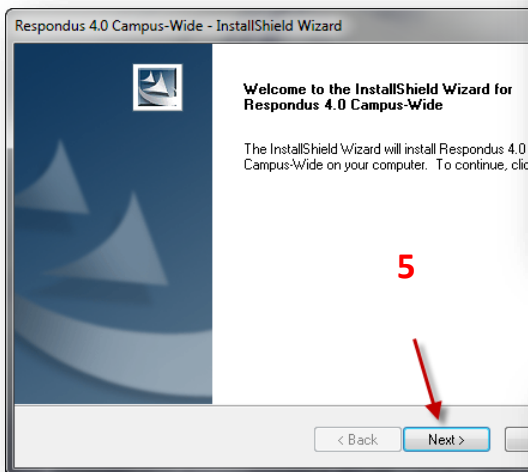


1. **Download Respondus 4.0** from [here](#).
2. **Select Save File** to begin the download.

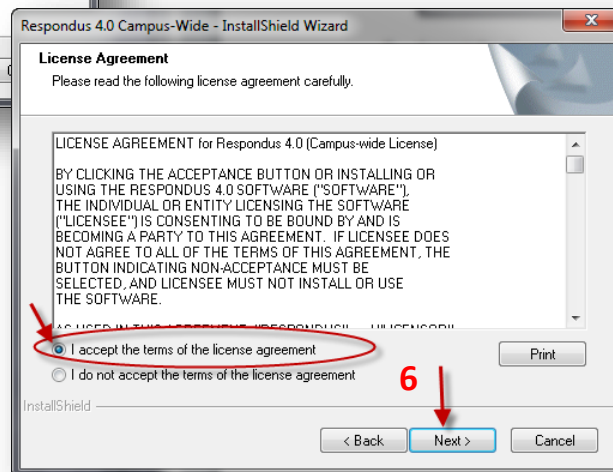


3. Once the file is downloaded, **Double-Click** on the file in the **Download** window to begin the installation process.

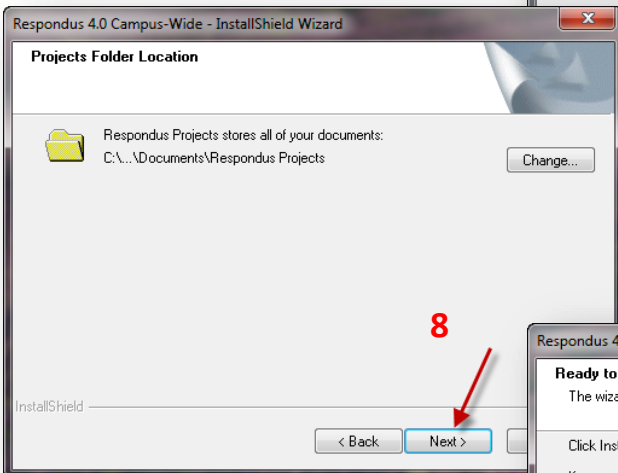
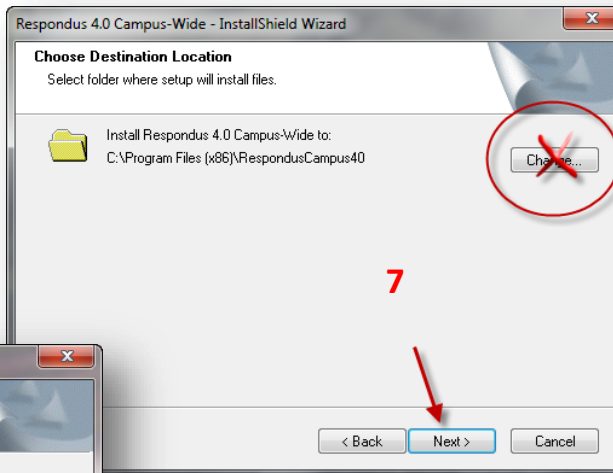
4. **Select the desired language and Click Next.**
5. Once the program launches the **InstallShield Wizard**, **Click Next.**



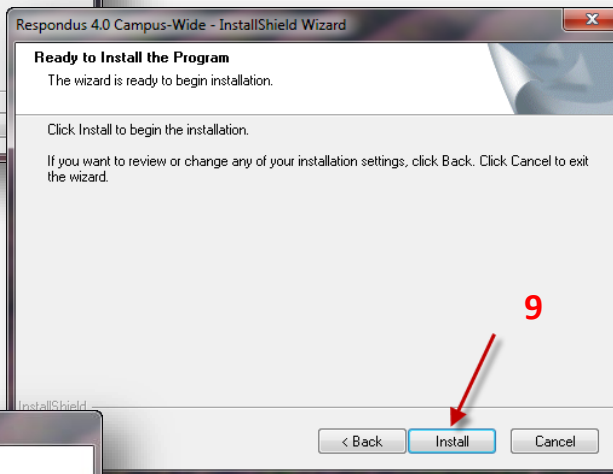
6. **Read and Accept** the license agreement. **Click Next.**



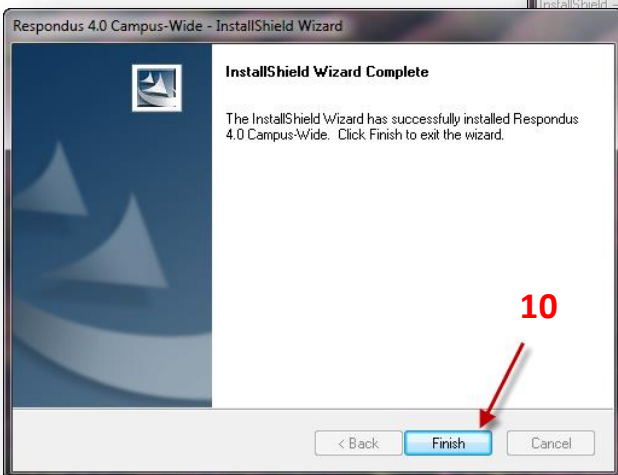
- 7. At the prompt to **Choose Destination Location, Click Next.** It is advised not to change the install location.
- 8. At the prompt to identify the **Respondus Projects Folder Location, Click Next.** It is advised not to change the install location.



9. Click Install when prompted.



- 10. When the installation completes, **Click Finish.**



11. When Respondus is launched for the first time, users will be prompted to activate the software. An **Activation Code** is needed and can be requested through the **ITS Service Desk** by email (ITSHelp@mail.wvu.edu) or phone (304-293-4444). Enter the **Institution Name** and **Local Support Contact** as indicated below and **Click License**.

12. Respondus will open and prompt the user for the desired personality. **Choose Blackboard Learn 7.x – 9.x.**

If you have any questions or concerns about this document, please contact the ITS Service Desk by calling (304) 293-4444 or by sending an email to ITSHelp@mail.wvu.edu.