Installing Respondus and/or StudyMate

Last updated: 2/1/2012

DISCLAIMER: These programs can only be installed on Windows machines.

1. Log into Blackboard as normal.

2. Click on the tab across the top labeled “Content”

3. Along the left hand side, click on the tab labeled “Institution Content”

4. A series of folders will appear, click on the file labeled “BLACKBOARD – FACULTY”

5. Click on folder labeled “Respondus and StudyMate”

**Inside this folder one will find three files needed for this installation**

6. Click on the file labeled “Respondus4Campus.exe”

7. Click ‘Save File’

8. Once the file is finished downloading, double click on the ‘Respondus4Campus.exe’ file in the ‘downloads’ window.

9. The Respondus 4.0 Campus-Wide – InstallShield Wizard pop-up window should appear.

10. Click ‘Next >’ on the InstallWizard pop-up window.

11. Select the ‘I accept the terms of the license agreement’ and click ‘Next >’

12. Choose a destination location where you would like to install the files by clicking ‘Change...’ after selecting the desired destination, click ‘Next >’

13. Next choose a destination location where you would like to save your Respondus documents as you work by clicking ‘Change...’ once you’ve selected the location click ‘Next >’

14. Click ‘Install’

15. Once the program is finished installing one will locate the program and run it.
16. The first time the program is ran a pop-up window will appear reading ‘Campus-wide License’

17. In the ‘Institution Name’ enter in the words ‘Northern Kentucky University’, with the correct capitalization.

18. In the ‘Local Support Contact(s)’ enter in the name ‘Jeff Chesnut’, again, with the correct capitalization. (Spelling counts on this, no typos allowed)

19. In the ‘Installation Password’ you will need return to Blackboard in the Respondus and StudyMate file to retrieve the password.

20. Open up the ‘Respondus and StudyMate Installation Instructions 2011 renewal.docx’ file.

21. Located about halfway down the word document you will find the Installation Password available.

22. Highlight the password and copy (Ctrl + C) the password.

23. Return to Respondus and paste (Ctrl + V) the password.

24. Click ‘License’

25. Click ‘Close’ on the Respondus Newsletter

26. From the dropdown menu select ‘Blackboard 6.3-9.x’ and click ‘OK’

27. Respondus will open up and you are ready to go.

28. To install StudyMate return to step 6 and simply click on the StudyMate.exe file and proceed through these instructions again. One will just switch the word Respondus with StudyMate.

29. The Campus-wide License information is the same for both Respondus and StudyMate.

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.