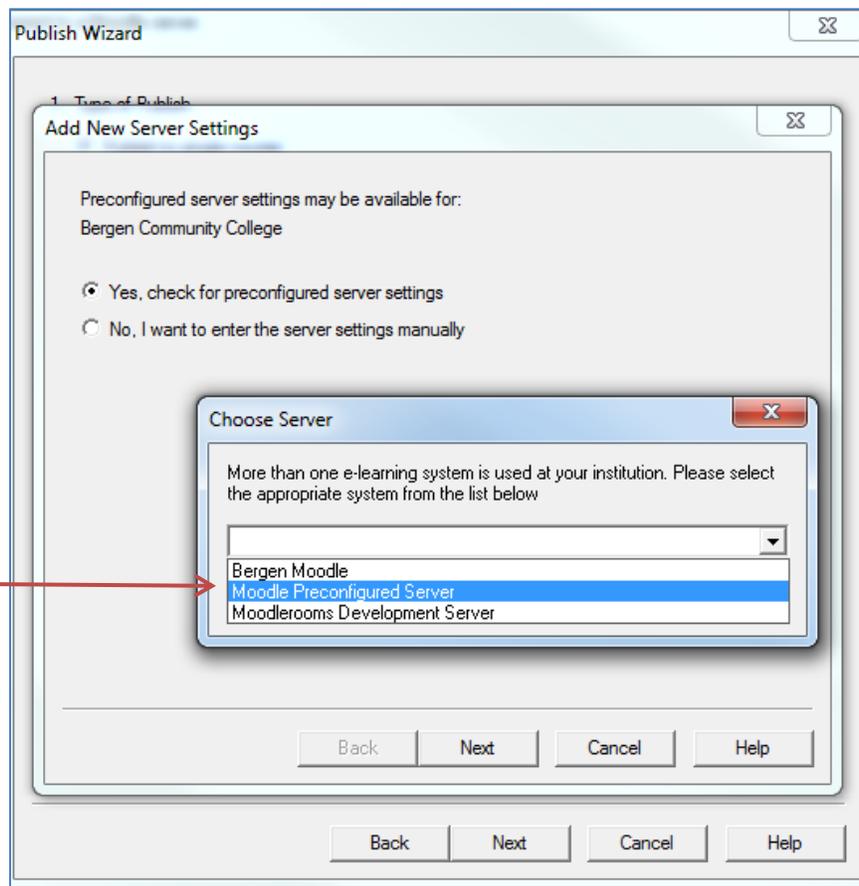


Renewing Respondus (4.x) license code using Preconfigured Server Settings

1. Open the Respondus program
2. Open a test to publish to the Moodle course
3. Click **Preview and Publish** tab
4. Click **Publish** to Moodle
5. Click **Publish Wizard** button
6. Pull down the Moodle server and select **add a new server**
7. Click the radio button **“Yes, check for preconfigured server settings”**
8. Click **Next**
9. Select **Moodle Preconfigured Server** from Choose Server dialog box



10. Type a name to identify this server such as Moodle 3.x
11. Type your Moodle username and password
12. Click Save my User Name and Password (if this is not a shared computer)
13. Click **Next**
14. Click **Next**
15. Click **Finish**

Note: If you have not updated the Respondus program, click **Help** and then click **Check update** before selecting the preconfigured server settings.