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

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Add New S	Add New Server Settings	
Preconfi Bergen	igured server settings may be available for: Community College	
Yes.	, check for preconfigured server settings	
C No.	I want to enter the server settings manually	
	Choose Server More than one e-learning system is used at your institution. Please select the appropriate system from the list below Bergen Moodle Moodle Preconfigured Server Moodlerooms Development Server	
	Back Next Cancel Help	

- 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.