

## Access Respondus Information on the CTL LOR

**Respondus 4.0.4** is the latest version. This update includes several small enhancements and bug fixes.

Instructions, software, and the new 2011-2012 password are located in the **Center for Teaching and Learning Repository**.

The “**RESPONDUS**” folder in the **CTL LOR** contains step-by-step instructions to either update your existing version of Respondus, or to download and install the new licensed Respondus 4.0.4 software.

**To access the “RESPONDUS” folder in the CTL LOR:**

1. Go into one of your Angel courses (preferably your Sandbox).
2. Go to the **Lessons** tab and click **Add Content**.
3. Select **Import from Learning Object Repository**.
4. Click the **+ sign** for the **Center for Teaching and Learning Repository** to expand the contents.
5. Check the **checkbox** for the “**RESPONDUS**” folder.
6. Click **Link to Items**.
7. When message “**1 item added**” appears, click **OK**. Then click **Done**.
8. Go back to **Lessons** in your Sandbox and open the “**RESPONDUS**” folder to access the instructions, software, and new password.