Restricting Access on Blackboard Test using Respondus Monitor

RESTRICTING ACCESS TO STUDENTS WHO SUCCESSFULLY PASSED THE PRACTICE TEST

When students pass the practice test, an approval to use Respondus Monitor certificate is available for the students to download. This certificate can be presented to instructors to show that the students have proven they can use Respondus Monitor properly.

SET UP ASSIGNMENT FOR APPROVAL CERTIFICATE

The best way to have students present the certificate is to create an assignment for students to upload the PDF of the approval certificate. You may choose to give students extra credit for completing this training by including this grade in the grade center calculations with zero points possible.

To create an assignment for the RM approval certificate:

- 1. Go to the content area (menu item) where students must go to upload the certificate
- 2. Hover over "Assessments" on the top of the page and click "Assignment"
- 3. Enter "RM Approval Certificate" in the "Name" field
- 4. Enter the number of points in the "Points Possible" field. For extra credit, use 0. Otherwise, you may want to use 1.
- 5. Expand "Display of Grades" by clicking on this link and uncheck the box on "Include in Grade Center grading calculations." If you are using this assignment for extra credit, leave the box checked to include the grade.

	Display of Grades					
	Grades must be entered using the f	format selected for Prima	ry display. Grades display in this format in botl	n the Grade Center and My Grades. The	e secondary display option i	s shown in the Grade Center only.
	Display grade as	Primary			Secondary	
		Score	~	and	None	~
					(displayed in Grade Center	only)
Include in Grade Center grading calculations Scores on anonymously graded assignments won't be included in column calculations until the submissions are no longer anonymous. A show to students in My Grades						
	Show average and median static	istics for this column to s	tudents in My Grades			
	 Show to students in My Grades Show average and median static 	istics for this column to s	udents in My Grades			

6. Click "Submit"

After students upload the PDF of their approval certificate to the assignment, you will see a needs grading icon in the grade center column. Review the uploaded file and manually provide a grade for this assignment.

SETTING ACCESS TO RESPONDUS MONITOR EXAMS FOR APPROVED STUDENTS ONLY

Restrict the use of Respondus Monitor for testing to students who have provided the approval certificate in the assignment by using this grade in the adaptive release rules. Students with the grade specified in the rule will be given access to the tests.

Set the adaptive release rules by following these instructions for each test (or a folder including all these tests):

- 1. Go to the content area (menu item) where the students must go to locate the test.
- 2. Locate the test, click the down arrow, and select "Adaptive Release"
- 3. Scroll to the Grade section and select the RM Approval Certificate grade center column from the drop-down list.
- 4. Select "Score" from the Select Condition
- 5. Select "Equal to"
- 6. Enter the number of points you are giving students for the certificate. This is the grade from the assignment.
- 7. Click "Submit"

REMEMBER YOU MUST SET ADAPTIVE RELEASE RULES ON EACH TEST if you choose to restrict access to students approved to use Respondus Monitor. You must also create a separate copy of each test for students who use the testing center.

ADDING THE LOCKDOWN BROWSER TOOL TO YOUR COURSE

If the Respondus LockDown Browser menu item is not listed under the Course Tools section of the Control Panel, you must add the tool to your course by completing the following:

- 1. In your Blackboard course's left navigation menu, under Control Panel, click **Customization**.
- 2. Under Customization, click **Tool Availability**.
- 3. Select the box next to Respondus LockDown Browser and click **Submit**.

HOW TO SETUP A TEST USING RESPONDUS MONITOR WITH LOCKDOWN BROWSER

Watch a 2.5-minute video on how to do the 13 steps below at <u>http://www.kaltura.com/tiny/0ajza</u>

- 1. Click on "Course Tools" under the Control Panel on Blackboard.
- 2. Click on the "Respondus LockDown Browser" button.
- 3. Locate the exam name on the dashboard. Click on the down arrow to the left of the test name. Select "Settings".

LockDown Browser	Dashboard	Getting Started Video Tutorials	Guides & Support Other Systems]
Tests 🔺		LockDown Browser	Proctoring	
Practice Test		Not Required	Not Required	Note these LDB
Settings Review Early Exits	tings used by LockDown Browser, do NOT ave been modified the test status will appe	modify these settings in Test Options: 1) Name 2) Open T ear as an "Error."	est in a New Window, 3) Require a password, 4)	resources

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4. Select "the following options for the LockDown browser settings.

	LockDown Browser Settings		
	O Don't require Respondus LockDown Browser for this exam		
	Require Respondus LockDown Browser for this exam		
	Password Settings		
	Password to access exam (optional)		
	Advanced Settings		
	a Advanced Settings		
0	Proctoring		
	O Don't require proctoring for this exam	Questions?	
	Require Respondus Monitor (automated proctoring) for this exam [explain]		
	Webcam Only Webcam + Screen	Be sure to select "Webcam + Screen"	
	 Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [explain] 		
	Startup Sequence		
	The Startup Sequence is the set of optional events that occur before a Monitor webcam session the large to be indeed of the base of the ba	on begins. You can choose	
	the items to be included in the Startup Sequence, and can edit the text unless it has been lock	led by the administrator.	
	Webcam Check <u>Preview</u>	Leave these as the default options.	
	Additional Instructions <u>Preview</u> <u>Edit Text</u>	If there are any additional	
	Guidelines + Tips Preview	approved materials, add them	
	Student Photo Preview	under the "Additional Instructions"	
	Show ID Preview	section (i.e. calculator, scrap	
	Environment Check <u>Preview</u> Edit Text	paper, notes, etc).	
	Face Detection Preview		
	Face Detection Options	Uncheck the second option	
	Prevent student from starting the exam if face cannot be seen clearly in video. [explain]	to Notify students during	
	□ Notify student during the exam if face cannot be seen clearly in video [explain]	detected"	
	Advanced Settings		
	Save + Close Cancel		

5. Click "Save + Close" button at the bottom.

NOTE: Do NOT change the 14-character "password" that the Respondus LockDown Browser auto-generated in the "Test Options."

REGISTER RESPONDUS MONITOR TESTS FOR PROFESSIONAL PROCTOR REVIEW

Once everything is ready in your Blackboard course, register this test with the Respondus Monitor Proctor Team: <u>https://cs-cc.net/rmregistration</u>.

CREATE A SEPARATE COPY OF THE TEST FOR STUDENTS TO USE THE TESTING CENTER

If some students are not using Respondus Monitor for testing due to their inability to pass the Practice Test or other circumstances, a **separate version** of the test must be deployed in Blackboard for these students to access. <u>The test option to add this test to the grade center</u> calculations must be set to "No" and the student's grade must be manually moved to the actual test's grade center column to be calculated in the student's grade. Below are the directions to create this test.

To copy a test and rename for RM, follow these instructions:

- 1. Click on "Course Tools" under the Control Panel on Blackboard.
- 2. Click on the "Tests, Surveys, and Pools" button.
- 3. Find the test and click on the down arrow to the right of the test and select "Copy"
- Another version of that test will be added with the same name and "(1)" at the end (i.e. "TestName(1)").
- 5. Click on the down arrow to the right of the new test "TestName(1)" and select "Edit"
- 6. At the top of the page, you will see "Test Canvas: TestName(1). Click the down arrow to the right and select "Edit"
- 7. Rename this exam to "TC Version Exam #"
- 8. Click "Submit"

To deploy this new version of the test for students to access, follow these instructions. They are also available at this link: <u>https://help.cscc.edu/article/292-tests-deploying-a-test-in-blackboard</u>.

- 1. Go to the content area (menu item) where the students must go to locate the test.
- 2. Hover over "Assessments" on the top of the page and click "Test.".
- 3. Click on the newly created test from the list in the option to "Add an Existing Test" and then click "Submit."
- 4. Once the test has been added, you will select the appropriate test options.
- 5. Be sure to <u>uncheck</u> the option to "Include this Test in the Grade Center score calculations" under the Test Options Self-Assessment Options area.



6. Click "Submit" again. NOTE that a Grade Center column is automatically added for that test.

HOW TO SETUP THE NEW TEST FOR THE TESTING CENTER

- 1. Click on "Course Tools" under the Control Panel on Blackboard.
- 2. Click on the "Respondus LockDown Browser" button.
- 3. Locate the exam name on the dashboard. Click on the down arrow to the left of the test name. Select "Settings".
- 4. Select "the following options for the LockDown browser settings.

Password Settings	
Password to access exam (optional	Leave this password BLA
Advanced Settings	
roctoring	
O Don't require proctoring for this exam	Questions?
O Require Respondus Monitor (automated proctoring) for this exam [explain]	
Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [explain]	
Instructor Live Proctoring	
The instructor live proctoring option allows a video conference to run in the background during an online Browser. This option is for live, synchronous proctoring by the instructor, and is ONLY recommended for possible to observe and track all students during a video conference. (Note: This isn't recommended for il the student has a second device for video conferencing.)	exam that uses LockDown small class sizes where it is Pad-enabled exams unless
Select your video conferencing system Zoom	Contact the Testing Cent
	for the Password to be
	entered when taking the
□ Include additional Instructions to students <u>Edit Lext</u>	test in the Testing Center
How to Conduct Live Proctoring	test in the resting center
	This is NOT to be given to
Provide students the instructions for downloading and installing LockDown Browser	the students.
 Convey to students that cockbown browser and a video contenencing system will be used for (Important: Schedule a practice exam where everything can be tried by the class in advance.) 	onine exams.
 Locate the LockDown Browser Dashboard in the learning system, select "Require LockDown I select "Allow" live proctoring for this exam" and then supply a "Start Code" (which prevents the exam early). 	Browser for this exam," s students from starting
 Use your normal process to create a meeting for the video conferencing system (Zoom, Team meeting information to students prior to the exam. 	ns, etc.). Distribute the
 At the scheduled time, take attendance and confirm you can see and hear all students in the system. When ready, provide the Start Code to students to commence the exam. 	video conferencing
 Remind students the video conferencing system will continue to run in the background, enab hear them during the exam. However, they will be unable to access the system during the ex- ensure students stay in the video conference during the exam. 	iling you to see and am. It is up to you to
 Note: An iPad doesn't allow you to run a video conferencing app and LockDown Browser at th these alternatives: 1) Have the student use a different device altogether (Windows, Mac, Chro chudet use a scened double for the video conferencies itself or 2) allow the student to chuit 	ne same time. Consider imebook), 2) have the down the video

5. Click "Save + Close" button at the bottom.

NOTE: Do NOT change the 14-character "password" that the Respondus LockDown Browser auto-generated in the "Test Options."

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ONLY SUBMIT STUDENTS REQUIRING TESTING CENTER USING REGISTERBLAST

In situations where students require accommodations that cannot be provided in Blackboard or students with technology issues, submit this test to the Testing Center's RegisterBlast system for this set of students. For more information on how to do that, refer to the *makeup exam submission instructions* on the Testing Center website:

https://www.cscc.edu/employee/faculty/student-support/testing-center.shtml.

AFTER TESTING CENTER TEST IS GRADED – TRANSFER GRADE TO ORIGINAL TEST GRADE

The grade center column for this separate test should not be included in the grade center calculations. Since the Testing Center students did not take the original test which is counted in the grade center calculations, you must transfer their grade from this copy to the original test so those students' grades reflect their scores.

- 1. Instructor grades the separate copy of the test for Testing Center students
- 2. The score from the separate test must be manually entered in the score of the actual test grade center column. See these instructions for more information: <u>https://help.cscc.edu/article/118-entering-or-changing-a-grade</u>
- 3. The students' grades should now reflect the scores from their tests

STUDENTS WITH ACCOMMODATIONS

Some accommodations can be provided in Blackboard using Test Exceptions for these students using the instructions: <u>https://help.cscc.edu/article/63-helping-students-with-accomodations</u>.

- Extra time on exams can be specified by user in the Test Exceptions section of the Test Options
- Different test availability dates can be specified by user in the Test Exceptions section of the Test Options

Other accommodations may require a paper version of the test or a separate version of the Blackboard test.

- A PDF version of the exam can be extracted from Blackboard using Respondus
- A separate test may be needed where the grade is not included in the Grade Center calculations. The instructor must manually transfer the grade of any students taking this version to the original test Grade Center column.

See this for accommodations with tests:

https://iti.cscc.edu/deis2/helpDocuments/testing/AccommodationsandTestProctoringOnline_V irtual_Courses.pdf.

FIX AFTER COURSE COPY

When a course is copied from another course, the link between Respondus LockDown Browser and the test is broken. To fix this error, you must do the following

- 1. Click on "Course Tools" under the Control Panel on Blackboard.
- Click on the "Respondus LockDown Browser" button.
 NOTE: If this is not listed, follow the directions below on "Adding the LockDown Browser Tool to your course"
- 3. Locate any exams with errors. Click the "Fix It" button next to the error to link the test to Respondus LockDown Browser.
- 4. Verify the LockDown Browser settings for that test.

If you have any questions or problems, please email <u>teaching@cscc.edu</u>.