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.

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.

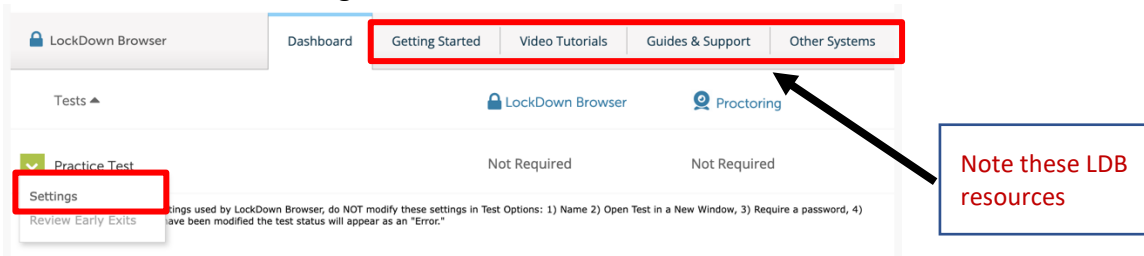**ADDING THE LOCKDOWN BROWSER TOOL TO YOUR COURSE**
If the Respondus LockDown Browser menu item is not listed under the Course Tools section of the Control Panel, you must add the tool to your course by completing the following:
1. In your Blackboard course's left navigation menu, under Control Panel, 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 http://www.kaltura.com/tiny/0ajzq

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.

🔒 LockDown Browser Settings

○ 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

📷 Proctoring

○ 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 begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

Webcam Check   Preview

☑ Additional Instructions   Preview   Edit Text

☑ Guidelines + Tips   Preview

☑ Student Photo   Preview

☑ Show ID   Preview

☑ Environment Check   Preview   Edit Text

Face Detection   Preview

Leave these as the default options.

If there are any additional approved materials, add them under the "Additional Instructions" section (i.e. calculator, scrap paper, notes, etc).

⊟ Face Detection Options

☑ Prevent student from starting the exam if face cannot be seen clearly in video. [explain]

☐ Notify student **during** the exam if face cannot be seen clearly in video [explain]

Uncheck the second option to "Notify students during the exam if face cannot be 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: https://cs-cc.net/rmregistration.

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 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</u>. 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"
4. 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. **<u>Rename this exam to "TC Version – Exam #"</u>**
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: https://help.cscc.edu/article/292-tests-deploying-a-test-in-blackboard.

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.

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."

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:
   https://help.cscc.edu/article/118-entering-or-changing-a-grade
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: https://help.cscc.edu/article/63-helping-students-with-accomodations.

- 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_Virtual_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.
2. 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 teaching@cscc.edu.