

Testing on Blackboard using Faculty Virtual Proctoring on Zoom

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Blackboard. When students use LockDown Browser to access a test, they are unable to print, copy, visit other websites, access other applications, or close a test until it is submitted for grading. Tests created for use with LockDown Browser cannot be accessed with standard browsers.

Watch a 4.5-minute video with more information at <http://www.kaltura.com/tiny/07tsb>

INCLUDE STUDENT TESTING REQUIREMENTS IN SYLLABUS (sample below)

This course requires you to take tests online using LockDown Browser and Zoom. You must use a computer (Windows PC laptop/desktop, Apple Mac laptop/desktop, or Chromebook). **Do not** use your phone, tablet, or iPad for taking tests. You will also need a working camera and microphone on your computer. You must have reliable Internet. A wired connection is best. If you use a wireless Internet connection, make sure that it is a strong connection. You may need to move close to the router to obtain the best signal.

Your instructor will require you to have and display a valid photo ID and complete an environmental scan. Please review this video to follow the proper procedures: <http://www.kaltura.com/tiny/06e3a>. Failure to follow the instructions below could result in you having to retest or receive a zero for your exam.

It is critical that you take the Practice Test to identify any issues or concerns for your specific testing equipment and environment. Notify your instructor if you are unable to test using LockDown Browser and Zoom. Your instructor will determine if you can take course exams at a CSCC Testing Center. Please make every effort to use LockDown Browser and Zoom if possible.

Most testing accommodations are available with this process and should be used when taking the Practice Test. Please contact the testing center at 614.287.5089 with any questions.

These instructions are also available at <https://cs-cc.net/proctored>. Select the article for your specific computer.

PRACTICE TEST

To ensure students' success using LockDown Browser and Zoom, it is crucial to require students to take a short "no-stakes" (ungraded) practice test during the first two weeks of the semester. This practice test allows students to become familiar with using Lockdown Browser and Zoom when taking Blackboard tests at home, before taking a high-stakes test as well as point out issues such as: technical problems, ID not clear, incomplete environmental scan, student out of frame, and poor lighting.

It is critical that the faculty member work with their students to resolve technical and other issues before the first high-stakes test. Students should contact the college's Help Desk about technical issues with the setup of LockDown Browser and Zoom. Students who do not have the appropriate equipment or internet connectivity should notify their instructor to determine if they can take their course exams at a CSCC Testing Center.

A practice test has been created for you to **import** into your course, instructions are below:

1. Download RM Practice Quiz zip file to your computer using this link: https://courses.csc.c.edu/bbcswebdav/xid-117554286_1 that will download Test_ExportFile_RM Practice Test.zip to your "Downloads" folder
2. Go to Control Panel > Course Tools > Tests, Surveys, and Pools > Tests
3. Select the Import Test
4. Select "Browse Your Computer" button and select the zip file from step 1
5. Select Submit
6. Deploy the test using the directions in "Deploying A Test" section below or use these directions: <https://help.csc.c.edu/article/292-tests-deploying-a-test-in-blackboard>

DEPLOYING A TEST

A test must be deployed in Blackboard for students to access it. To deploy a test, follow these instructions. They are also available at this link: <https://help.csc.c.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. There will be an option to "Create a New Test" or "Add an Existing Test" from the list. Click on the option that applies and then click "Submit."
4. Once the test has been added, you will select the appropriate test options and click "Submit." Note that a Grade Center column is automatically added for that test.

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.
3. Locate any exams with errors. Click the “Fix It” button next to the error to link the test to Respondus LockDown Browser.

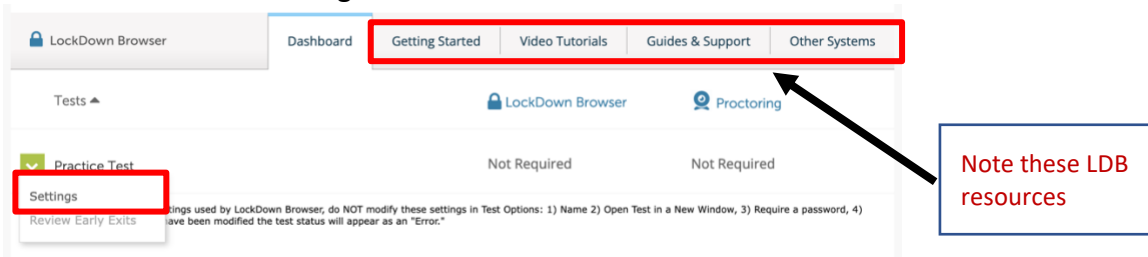
ADDING THE LOCKDOWN BROWSER TOOL TO YOUR COURSE

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 ZOOM 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”.



The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with tabs: 'LockDown Browser', 'Dashboard', 'Getting Started', 'Video Tutorials', 'Guides & Support', and 'Other Systems'. The 'Getting Started' tab is highlighted with a red box. Below this, there is a 'Tests' section. A test named 'Practice Test' is listed with a green checkmark icon to its left. A red box highlights the 'Settings' option next to the test name. An arrow points from a blue box on the right, containing the text 'Note these LDB resources', to the 'Settings' option.

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

The screenshot shows the 'Practice Test' configuration page for Respondus LockDown Browser. The 'LockDown Browser Settings' section has three radio buttons: 'Don't require Respondus LockDown Browser for this exam', 'Require Respondus LockDown Browser for this exam' (selected and highlighted with a red box), and 'Password Settings'. The 'Password Settings' section has a text input field for the password, which is highlighted with a red box and has an arrow pointing to it from a callout box that says 'Leave as BLANK.'. The 'Advanced Settings' section is collapsed. The 'Proctoring' section has three radio buttons: 'Don't require proctoring for this exam', 'Require Respondus Monitor (automated proctoring) for this exam [explain]', and 'Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [explain]' (selected and highlighted with a red box). A 'Questions?' button is visible to the right. The 'Instructor Live Proctoring' section contains a dropdown menu for 'Select your video conferencing system' with 'Zoom' selected and highlighted with a red box. Below it is a 'Start code' text input field, highlighted with a red box and having an arrow pointing to it from a callout box that says 'Set to an instructor created 5-character code given to students during their virtual testing session and should NOT match the Standard Testing Center Start Code. Do NOT provide this password to the students until their virtual testing session.'. There is also a checkbox for 'Include additional Instructions to students' with an 'Edit Text' link. The 'How to Conduct Live Proctoring' section contains a list of instructions. At the bottom are 'Save + Close' and 'Cancel' buttons.

Choose “Zoom” as the video conferencing system.

Set to an instructor created 5-character code given to students during their virtual testing session and should NOT match the Standard Testing Center Start Code. Do NOT provide this password to the students until their virtual testing session.

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.”

STUDENTS WITH ACCOMMODATIONS

Some accommodations can be provided in Blackboard using Test Exceptions for these students using the instructions: [Accommodating Students](#).

- 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.csc.c.edu/deis2/helpDocuments/testing/AccommodationsandTestProctoringOnline_Virtual_Courses.pdf.

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 exam submission instructions on the Testing Center website: <https://www.csc.c.edu/employee/faculty/student-support/testing-center.shtml>.

SCHEDULE THE ZOOM MEETING FOR EACH TEST

Using the Zoom tool in your course, create a meeting for the test date(s) and time(s).

ON TEST DAY:

1. Start the Zoom meeting
2. Create the breakout rooms (one for each student)
3. Provide general instructions about the test in the main room:
 - a. What to do when they are in their break out room? (i.e. turn on camera, mic and share screen , clear space of any materials, Have photo id ready) Be patient.
 - b. What to do after the test... (may leave after they submit or go back to Zoom for check out.)
4. Move each student to an individual breakout room
5. Check-in the student inside the breakout room (ID check, environmental scan)
6. Ask students to leave microphone on, camera on, and share screen
7. Student then navigates to the LockDown Browser, logs into Blackboard, clicks on test, clicks "Begin"
8. Verbally provide the start code for the student to enter. Remember this is the instructor created start code that does not match the Standard Testing Center Start Code
9. Move to the next breakout room to check in students
10. After all students are checked in, the instructor navigates between the room to proctor the students

AFTER THE TEST:

1. Check out the student (optional as you decide what is appropriate for your test)
2. Grade the test as normal

If you have any questions or problems, please email teaching@csc.edu.