

## Out-of-Region Blackboard Test using Respondus Monitor

### WHAT IS RESPONDUS MONITOR?

Respondus Monitor is a webcam feature for LockDown Browser, which 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. When the Respondus Monitor feature is enabled for a test, students are required to use a webcam and microphone to record students during online, virtually proctored tests.

Watch a 1-minute video on this from a student perspective at <http://www.kaltura.com/tiny/0avis>

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

### CREATE A SEPARATE COPY OF THE TEST FOR OUT-OF-REGION STUDENTS ONLY

If Respondus Monitor is not being used for **all** students in the course, a **separate version** of the test must be deployed in Blackboard for Out-of-Region students to access. 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. Below are the directions to create this test, deploy this test, and set the test options for the student’s access:

To copy a test and rename for Out-of-Region, 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. **Rename this exam to “Out-of-Region – Exam #”**
8. Click submit

**To deploy this new version of the test, follow these instructions.** They are also available at this link: <https://help.csc.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 and click “Submit” *Note that a Grade Center column is automatically added for that test.*
  - **Do not make this test available to students until the Out-of-Region testing has been approved for these students.** You will need to edit the test options to make available and add adaptive release for these students only after approval. **You will receive notice when a student has requested AND has been approved for Out-of-Region.** See the process described in the section below on “Setting Access to Test for Out-of-Region After Students Have Approval.”
  - Be sure to uncheck the option to “Include this Test in the Grade Center score calculations” under the Test Options Self-Assessment Options area.

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

Include this Test in Grade Center score calculations  
Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade Center  
If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

## STUDENTS WITH ACCOMMODATIONS

Some accommodations can be provided in Blackboard using Test Exceptions for these students using the instructions: <https://help.csc.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

## ADDING THE LOCKDOWN BROWSER TOOL TO YOUR COURSE

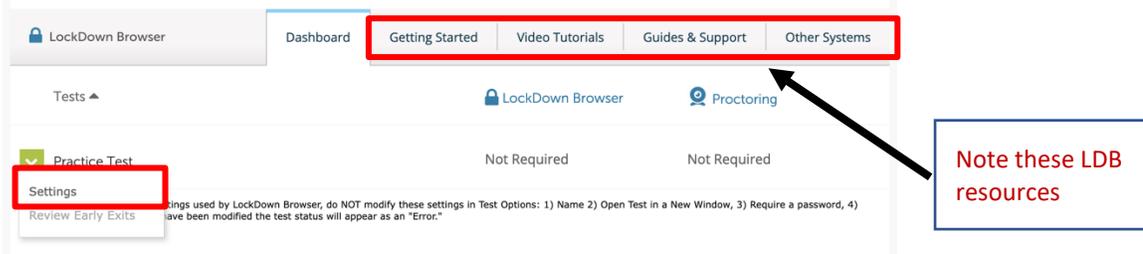
If Respondus LockDown Browser is not listed under your Course Tools section, you must make this tool available to your course. See these instructions for more information:

<https://help.csc.c.edu/article/214-course-tools-making-tools-available>

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

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

The screenshot shows the 'LockDown Browser Settings' page. The following options are highlighted with red boxes and annotated with callouts:

- Require Respondus LockDown Browser for this exam** (highlighted in a red box).
- Require Respondus Monitor (automated proctoring) for this exam** (highlighted in a red box). A callout box says: "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)." with an arrow pointing to the 'Startup Sequence' section.
- Additional Instructions** (checked in the 'Startup Sequence' section).
- Record the screen while the student is taking this exam** (checked in the 'Recording Options' section). A callout box says: "Check the option to 'Record the screen while the student is taking this exam'" with an arrow pointing to this option.
- Notify students during the exam if face cannot be detected (prompt for a fix)** (unchecked in the 'Facial Detection Options' section). A callout box says: "Uncheck the second option to 'Notify students during the exam if face cannot be detected'" with an arrow pointing to this option.

At the bottom of the page, there are 'Save + Close' and 'Cancel' buttons.

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.”

## SETTING ACCESS TO TEST FOR OUT-OF-REGION AFTER STUDENTS HAVE APPROVAL

Once students receive approval, you must provide access to those students **only** and make the test available.

To set access for these students only, adaptive release by membership will be used:

1. Go to the content area (menu item) where the students must go to locate the tests
2. Create a folder titled "Out-of-Region" for the copied versions of the tests. All Out-of-Region copies should be placed in this folder. Click the down arrow next to the folder and select "Adaptive Release"
3. Scroll down to Membership and click "Browse" to select the students from a list



4. Click "Submit"

Make the test available to students after adaptive release rules have been added.

1. Go to the content area (menu item) where the students must go to locate the test (Out-of-Region folder)
2. Locate the Out-of-Region copy of the test that has been deployed and click the down arrow and select "Edit the Test Options"
3. Scroll down to "Availability" to set "Make available to students" to "Yes"



4. Click "Submit." **Note: You will need to do this for each test. Length of access to each test can be controlled through the availability window**

## AFTER OUT-OF-REGION 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 Out-of-Region 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 Out-of-Region 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.csc.edu/article/118-entering-or-changing-a-grade>
3. The students' grades should now reflect the scores from their tests

If you have any questions or problems, please email [teaching@csc.edu](mailto:teaching@csc.edu).