

Restricting Access on Tests using Respondus Monitor

Students who have demonstrated they can use Respondus Monitor properly will receive an approval certificate to present to instructors. To prevent students from accessing the test using Respondus Monitor, two versions of the test must be created. The Respondus Monitor version will have release conditions set, allowing access only to those students with a certificate.

SET UP ASSIGNMENT FOR THE APPROVAL CERTIFICATE

The best way to have students present the certificate is to create an assignment that requires them to upload a PDF of the approval certificate.

To create an assignment for the RM approval certificate:

1. Add the assignment in the course where students should upload the certificate. You may want to name this “RM Approval Certificate” to make it easier to find later. See these directions to [Create Assignments](#) in Blackboard.
2. Set the maximum points to 1 and do not include this grade in the [overall grade](#).

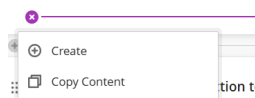
After students upload the PDF of their approval certificate to the assignment, it will show up in the needs grading section of the gradebook. Review the uploaded file and manually provide a grade for this assignment.

CREATE A TWO COPIES OF THE TEST

One copy of the test is for students to take at the Testing Center, and the other is for students to take using Respondus Monitor. Some students may not be able to use Respondus Monitor for testing due to their inability to pass the Readiness Test or other circumstances need a **separate version** of the test. Only one test must be included in the Overall Grade in the gradebook. The grades from the other test will need to be manually transferred to the test grade.

To copy a test and rename it, follow these instructions:

1. In your Ultra course, use the “+” sign to add the test to that area in your Ultra course and select “Copy Content.”



2. Locate the test in your course and select it.
3. After the copy is complete, verify that the test was copied properly.
4. Edit the newly copied test and rename this exam to “TC Version – Exam #” (NOTE: You may want to name the other exam “RM Version – Exam #”)

Be sure to turn the access code off using the toggle switch in the assessment settings.

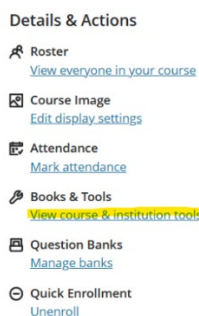
NOTE: For more information regarding the access code, see [Blackboard's Access Code Information](#)

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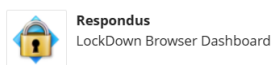
SET THE LOCKDOWN BROWSER SETTINGS FOR EACH TEST

Navigate to the LockDown Browser Dashboard to set your tests to use LockDown Browser for the Testing Center version and Respondus Monitor version.

1. Locate the “Books & Tools” under “Detail & Actions” on the right sidebar of your course. Select “View course & Institution tools” to locate the Respondus LockDown Browser Dashboard from the list.

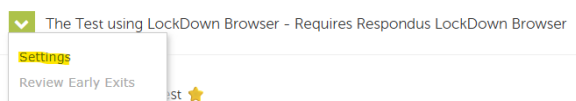


2. Scroll to the Respondus LockDown Browser Dashboard.



NOTE: If you don't see this option, press Ctrl+F5 to refresh the tools.

3. Once in LockDown Browser, locate the test and select “Settings” from the chevron to the left of the test name.



4. See these LockDown Browser settings for each test:
 - Testing Center version of the test. See these directions: [BlackboardUltraTestSettingsTestingCenterProctoring.pdf](#)
 - Respondus Monitor version of the test. See these directions: [BlackboardUltraTestSettingsRMProctoring.pdf](#)

STUDENTS WITH ACCOMMODATIONS

Some accommodations can be provided in Blackboard.

- Extra time on exams can be specified by user: [Accommodations](#)
- Different test availability dates can be specified by user: [Grant Exceptions and Exemptions](#)

Other accommodations may require a paper version of the test or a separate version of the Blackboard test. See this document for more information: [Test Accommodations](#)

- Printing a Test from Blackboard [Ultra - Printing a Test - CSCC DEIS Knowledge Base](#)
- A separate test may be needed where the grade is not included in the Overall Grade calculations. The instructor must manually transfer the grade of any students taking this version to the original test column.

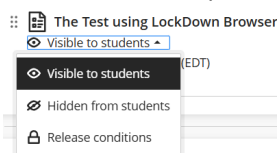
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RESTRICTING ACCESS TO RESPONDUS MONITOR EXAMS

Restrict the use of Respondus Monitor for testing to students who have provided the approval certificate by using the release rules.

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

1. Locate the test (or folder) and select release conditions from the visibility options



2. Set the release condition by activity and select the RM Approval Certificate assignment created earlier.



3. Click "Save"

REMEMBER YOU MUST SET RELEASE CONDITIONS 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.

TRANSFER GRADE TO ORIGINAL TEST GRADE

The gradebook column for this separate test should not be included in the Overall Grade calculations. Since the Testing Center students did not take the original test, which is counted in the Overall Grade calculations, you must transfer the students' grades from this copy to the original test so that 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: [Override Grades](#)
3. The students' grades should now reflect the scores from their tests

REGISTER RM 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>.

SUBMIT STUDENTS REQUIRING TESTING CENTER IN 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: [Testing Center | Columbus State Community College](#)

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